

**ENVIRONMENT & TRANSPORT
CABINET COMMITTEE**

Wednesday, 17th September, 2014

10.00 am

**Council Chamber, Sessions House, County Hall,
Maidstone**

**Please note that this meeting is in the Chamber
not Darent**



AGENDA

ENVIRONMENT & TRANSPORT CABINET COMMITTEE

Wednesday, 17 September 2014 at 10.00 am Ask for: **Angela Evans**
Council Chamber, Sessions House, County Hall, Telephone: **01622 221876**
Maidstone

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

Membership (14)

- Conservative (8): Mrs P A V Stockell (Chairman), Mr M A C Balfour (Vice-Chairman),
Mr A H T Bowles, Mr M J Harrison, Mrs S V Hohler, Mr J M Ozog,
Mr C Simkins and Mr M A Wickham
- UKIP (2) Mr M Baldock and Mr B E MacDowall
- Labour (2) Mr C W Caller and Dr M R Eddy
- Liberal Democrat (1): Mr I S Chittenden
- Independents (1) Mr M E Whybrow

Webcasting Notice

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UNRESTRICTED ITEMS

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

A - Committee Business

Webcasting Notice

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A - Committee Business

A1 Apologies and Substitutes

To receive apologies for absence and notification of any substitutes present

A2 Declarations of Interest by Members in items on the Agenda

To receive any declarations of interest made by Members in relation to any matter on the agenda. Members are reminded to specify the agenda item number to which it refers and the nature of the interest being declared.

A3 Minutes of the meeting held on 22 July 2014 (Pages 7 - 22)

To consider and approve the minutes as a correct record

A4 Verbal updates

To receive verbal updates from the Cabinet Members for Environment & Transport and Community Services and the Corporate Director for Growth, Environment & Transport on the following:

- Transport Strategy Delivery update
- Low Carbon Kent
- Major Highways Projects
- Highway Operations update
- Highways Programmed Works update
- Update on Wardens Service

B - Key or Significant Cabinet/Cabinet Member Decision(s) for Recommendation or Endorsement

B1 14/00055 Lorry Park Network (Phase 1) (Pages 23 - 60)

To receive the report from the Cabinet Member for Environment & Transport and the Corporate Director for Growth, Environment & Transport and to consider and endorse or make recommendations to the Cabinet Member.

B2 14/00091 A28 Chart Road Widening, Ashford (Pages 61 - 70)

To receive the report from the Cabinet Member for Environment & Transport and the Corporate Director for Growth, Environment & Transport and to consider and endorse or make recommendations to the Cabinet Member.

B3 14/00092 M20 J4/A228 - Widening of Eastern Overbridge (Pages 71 - 78)

To receive the report from the Cabinet Member for Environment & Transport and the Corporate Director for Growth, Environment & Transport and to consider and endorse or make recommendations to the Cabinet Member.

B4 13/00094 Gravesend Transport Quarter Phase 3 - Rathmore Road Link, Gravesend (Pages 79 - 88)

To receive the report from the Cabinet Member for Environment & Transport and the Corporate Director for Growth, Environment & Transport and to consider and endorse or make recommendations to the Cabinet Member.

- B5 13/00038 Joint Transportation Boards Parish Attendance and Voting Rights (Pages 89 - 98)

To receive the report from the Cabinet Member for Environment & Transport and Corporate Director for Growth, Environment & Transport and to consider and endorse or make recommendations to the Cabinet Member.

- B6 14/00102 Sittingbourne Household Waste Recycling Centre and Waste Transfer Station Redevelopment (Pages 99 - 114)

To receive the report from the Cabinet Member for Environment & Transport and the Corporate Director for Growth, Environment & Transport and to consider and endorse or make recommendations to the Cabinet Member.

- B7 14/00103 Upgrading Safety Camera Partnership Equipment (Pages 115 - 118)

To receive the report from the Cabinet Member for Environment & Transport and the Corporate Director for Growth, Environment & Transport and to consider and endorse or make recommendations to the Cabinet Member.

- B8 14/00104 Winter Service Policy for 2014/15 (Pages 119 - 146)

To receive the report from the Cabinet Member for Environment & Transport and the Corporate Director for Growth, Environment & Transport and to consider and endorse or make recommendations to the Cabinet Member.

C - Other items for comment/recommendation to the Leader/Cabinet Member/Cabinet or officers

- C1 Update on Trading Standards activities and initiatives (Pages 147 - 152)

To receive the report from the Cabinet Member for Commercial and Traded Services and the Corporate Director for Growth, Environment & Transport on progress in the service to date.

- C2 DCLG Consultation on the formation of the Ebbsfleet Urban Development Corporation (Pages 153 - 164)

To receive the report from the Cabinet Member for Environment & Transport and the Director Environment, Planning & Enforcement on the consultation.

- C3 Environment and Transport Cabinet Committee Work Programme 2014-15 (Pages 165 - 168)

To receive an update on the Committee's proposed work programme.

D - Monitoring of Performance

- D1 Performance Dashboard (Pages 169 - 180)

The Environment and Transport Performance Dashboard shows progress made against targets set for Key Performance Indicators.

- D2 Annual Equality and Diversity report (Pages 181 - 228)

To receive the statutory Equalities and Diversity Annual Report for 2014/15.

Motion to exclude Press and Public

That under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12A of the Act.

EXEMPT ITEM

E. Key or significant Cabinet Member Decision(s) for recommendation or endorsement

E1 Establishment of a Transport Related Local Authority Trading Company (Pages 229 - 254)

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
(01622) 694002

Wednesday, 10 September 2014

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

ENVIRONMENT & TRANSPORT CABINET COMMITTEE

MINUTES of a meeting of the Environment & Transport Cabinet Committee held in the Darent Room, Sessions House, County Hall, Maidstone on Tuesday, 22 July 2014.

PRESENT: Mrs P A V Stockell (Chairman), Mr M A C Balfour (Vice-Chairman), Mr M Baldock, Mr C W Caller, Mr I S Chittenden, Dr M R Eddy, Mr P M Harman (Substitute for Mr M E Whybrow), Mrs S V Hohler, Mr B E MacDowall, Mr S C Manion (Substitute for Mr A H T Bowles), Mr J M Ozog, Mr C R Pearman (Substitute for Mr M J Harrison), Mr C Simkins and Mr M A Wickham

ALSO PRESENT: Mr D L Brazier and Mr P M Hill, OBE

IN ATTENDANCE: Mr M Austerberry (Interim Corporate Director, Growth, Environment & Transport), Mr S Beaumont (Head of Community Safety and Emergency Planning), Mr J Burr (Director Highways, Transportation & Waste and Principal Director of Transformation), Ms A Carruthers (Transport Strategy - Delivery Manager), Mr P Crick (Director Environment, Planning & Enforcement), Mr R Fitzgerald (Performance Manager), Mr B Haratbar (Head of Programmed Work), Mr F Qadir (Principal Transport Planner - Delivery), Mr J Ratcliffe (Principal Transport Planner - Strategy), Mr A Roach (Planning Policy Manager), Mr M Scrivener (Corporate Risk Manager), Mr R Wilkin (Waste Manager) and Ms A Evans (Democratic Services Officer)

UNRESTRICTED ITEMS

14. Membership

(Item A1)

The Chairman informed Members that Mr Andrew Bowles had been appointed to the Cabinet Committee to fill the Conservative vacancy.

15. Apologies and Substitutes

(Item A2)

Apologies were received from Mr Bowles, Mr Harrison and Mr Whybrow who were substituted by Mr Manion, Mr Pearman and Mr Harman respectively.

16. Declarations of Interest by Members in items on the Agenda

(Item A3)

No declarations were made.

17. Minutes of the meeting held on 24 April 2014

(Item A4)

(1) Mr Wickham asked if his votes could be shown in the votes relating to Item 7 (13/00095/2 Young Person's Travel Pass and Petitions to extend the Young Person's

Travel Pass to 16-19 year olds and reduce the cost from £100 to £50 for pupils entitled to free school meals).

(2) Subject to this amendment it was RESOLVED that the Minutes of the meeting held on 24 April 2014 are correctly recorded and that they be signed by the Chairman.

18. Christmas & New Year 2013-14 Storms & Floods

(Item C1)

(1) The Cabinet Committee received a report of the Cabinet Member for Community Services and the Corporate Director of Growth, Environment and Transport which contained a full review of lessons learned from the Christmas & New Year 2013-14 storms and flooding (and previous severe weather events) and recommendations for how the County Council, in collaboration with its partners, could be better prepared to manage such future events and flood risk. Paul Crick, Director Environment, Planning and Enforcement, and Stuart Beaumont, Head of Community Safety and Emergency Planning, were in attendance to introduce the report and in particular referred to the following:

(2) The storms and floods in the Christmas and New Year period 2013-14 had been particularly severe with the wettest December for 79 years and the highest peak flows ever recorded at the Leigh Barrier. The response from officers had been excellent with many volunteering to help. Many lessons had also been learned.

(3) Although the report focused on the events from 23 December 2013 onwards, reference was also made to the preceding severe weather events on 28 October 2013 (St Jude storm) and 5 & 6 December 2013 (east coast tidal surge).

(4) During the storms and floods 929 properties, both residential and commercial, were flooded in Kent compared to 1000 properties in 2000. Surrey had been the worst hit area of the country with 2,313 properties flooded while Thames Valley had 930, West Sussex had 130 and East Sussex had 97 properties flooded.

(5) 28,500 properties were without power during the storms and floods and 50,000 sandbags were provided to protect at risk communities. Although there is no legal obligation on any organisation to provide sandbags and other practical support (e.g. pumps, dehumidifiers), public expectation was, understandably, to the contrary. This had been exacerbated throughout the response by a general lack of awareness, miscommunications & inconsistency of approaches adopted.

(6) It had been observed that there was a general lack of flood awareness and resilience within communities. For example, in some parts of Kent, 40-50% of the homes and businesses that were at risk of flooding in Kent were not signed-up to the Environment Agency's (EA's) Floodline Warnings Direct (FWD) Service and were unlikely to receive any prior warning of flooding.

(7) In response to questions raised and comments made the Committee received the following further information from officers:

(8) The report made 17 recommendations, 12 relating to the emergency response and 5 around future flood management. Some of these recommendations were

outside KCC's control or remit. With reference to recommendation 13 Cabinet had received assurance of the EA's commitment to work with KCC going forward. The issue with funding schemes was complicated; it was now unlikely that the government through the EA would fund 100% of flood schemes and for many schemes less than 50% was anticipated. Looking into other sources of funding such as community infrastructure levy, development and FDGiA fund was a priority for KCC.

(9) The implementation of Sustainable Drainage Systems (SuDS) had been delayed by government by approximately nine months and KCC intended to adopt the SuDS sooner.

(10) The Kent Resilience Forum (KRF) was a partnership made up of a number of organisations and agencies including KCC, Kent & Medway Fire & Rescue Authority (KMFRA) and Kent Police based at the KMFRA base in Tovil. The EA and Public Health had also put staff into the KRF and would form the basis for the emergency reservists mentioned in recommendation 2.

(11) It had been decided that, six months on from the event, was the right time for the Committee to receive the report but an update would be brought back to the November meeting.

(12) RESOLVED that the Cabinet Committee endorsed the recommendations outlined in the Action Plan and, once approved, receive further options papers/progress reports on delivery against the Action Plan.

19. Verbal updates

(Item A5)

Community Services

Mr Hill, Cabinet Member for Community Services, gave a verbal update as follows:

Community Safety Annual Conference – 4 June 2014

(1) The 12th annual conference had been convened by the Kent Community Safety Partnership and had been attended by over 150 delegates from all public services and local authorities as well as elected Members.

(2) The theme of the conference this year was the electronic scene and it had focused on the emerging issues around personal and business safety presented by the ever increasing use of the internet, social media and other forms of electronic and web based methods of communication. This was a timely presentation of an ongoing problem and would be revisited at a later date.

Domestic Homicide Reviews

(3) Following changes in the statutory requirements since November 2011 the Community Safety Partnership had taken over responsibility from the Home Office for initiating and undertaking Domestic Homicide Reviews (DHRs) in response to tragic events across Kent. There had been 10 DHRs since the enactment of the legislation and three Lessons Learnt Seminars had been hosted for the completed DHRs for

frontline practitioners and multi-agencies to share the lessons and recommendations from several reviews. These seminars had involved presentation of the cases from the Independent Chairs and key agencies responses to the recommendations. The events had been very successful, with over 350 attendees and planning was underway for the next seminars in early 2015.

Kent and Medway Police and Crime Panel (PCP)

(4) The Channel 4 documentary 'Meet the Commissioner' had resulted in much media and social comment. The PCP had asked the Police and Crime Commissioner, Mrs Barnes, to come and talk to them, which she had done and she would be reporting back to the PCP at its next meeting on her revised engagement strategy and to explain some of the matters which had arisen during the documentary.

Environment & Transport

Mr Brazier, Cabinet Member for Environment & Transport, gave a verbal update as follows:

Highways & Transportation

Major Projects

Poorhole Lane, Thanet – Local Pinch Point Fund Scheme

(5) Jacksons Civil Engineering had been appointed to construct the scheme and had started on site on 23 June. The first sod had been cut on the 3 July and work was due to be completed by 31 May 2015.

North Farm, Tunbridge Wells – Local Pinch Point Fund Scheme

(6) Lafarge Tarmac had been appointed to construct the scheme and had started on site on 14 July. Work on this was also due to be completed by 31 May 2015.

M20 J10a

(7) The Highways Agency (HA) was now actively promoting the full junction scheme including the KCC interim junction scheme to provide better access to Ashford from the M20 and open a new area of the town to economic development. KCC was working with the HA and the Department for Transport (DfT) to reach agreement on the delivery programme, the funding package and the governance required for the full junction scheme.

Strategic Economic Plan

(8) On the 7 July, the Government had announced an investment of £442m in the South East LEP area. Kent and Medway's allocation was £133m and included a commitment of over £68m to start a number of schemes in 2015/16.

(9) Funding had been identified for several major projects including: the A28 Chart Road improvements in Ashford; the M20 J4 Eastern Overbridge widening; the Maidstone Gyrotory Bypass and the Sturry Link Road, Canterbury.

Pothole/Road Repairs

(10) The improved weather throughout April and May had allowed good progress with the weather damage repairs. Work ranged from heavy patching, through small localised areas of resurfacing, to major resurfacing. Rural roads were to be targeted in addition to the strategic road network while roads with areas of heavy patching would be identified for surface treatment in the next financial year.

(11) KCC had been awarded a severe weather fund allocation of £8.6m from the Department of Communities & Local Government (DCLG) in March and an additional £6.3m had been awarded from the DfT following the pothole application. These combined grants had been allocated as follows: £4.7m was to resurface areas of the highway damaged by the weather and £5.5m was to undertake further potholes repairs and heavy patching. The balance had funded pothole repairs caused by the winter storms and other associated weather emergency costs incurred at the start of this calendar year. The funding had to be spent this year and the grant conditions stated that the funding was to complement planned highway maintenance expenditure for 2014/15. Amey had secured additional Small and Medium Enterprises (SME) resources to complete the Find and Fix Campaign funded by KCC at £3m and an additional £3m has been allocated by KCC to undertake an enhanced capital drainage repair programme.

(12) Pothole enquiries had substantially reduced and although similar or lower levels of enquiry were being received than for the same period last year there remained much to do over the summer.

Environment, Planning & Enforcement

Public Rights of Way & Access

(13) £75k had been allocated to deal with winter storm damage from the £8.6m granted from Government at the end of March, however approximately £500k damage had been identified to date plus existing backlogs.

Eco2Mobility

(14) Over 90 professionals from 25 organisations from across Europe came to Sessions House on 19 June to attend Eco2Mobility “The Next Generation”, a workshop focussed on sustainable transport and young people’s attitudes to the great outdoors. Twenty children from local Maidstone schools came to the event to contribute to the discussion around how this issue was affecting childhood wellbeing in the UK. The event was organised by Explore Kent and the Transport Innovations Team.

(15) Mike Austerberry, Corporate Director Growth, Environment & Transport gave a verbal update as follows:

Rail

(16) KCC held its 6th Annual Rail Summit on 30 April 2014. This had been a great success and was attended by Network Rail, South Eastern, Eurotunnel and a wide range of stakeholders.

Trading Standards

(17) Mr Austerberry advised that it may have come to Members attention that the Trading Standards (TS) team had been very visible and active on a number of fronts recently. TS were currently running a project to identify and remove from sale counterfeit and dangerous phone chargers from shops and in working with the Borders Agency and acting in its role as the relevant border control authority for product safety, had seized nearly 1000 chainsaws being imported into the EU via Dover which were believed to be unsafe. Expert technical tests were underway.

(18) TS were also investigating a conspiracy to defraud vulnerable home owners for overpriced and shoddy property repairs, one victim alone had lost over £¼ m. However arrests had been made and KCC's Financial Investigator was currently tracing the money and identifying further victims.

(19) The TS team had been supporting a small local Kent business as a major national retailer attempted to prevent them accessing the market. The local business had been very appreciative of the support.

(20) The latest customer survey shows that 95% of businesses surveyed found the advice given by TS easy to understand, 90% took action as a result of the advice, 90% said that the impact on their business of the advice was positive, 80% rated the advice as highly effective (scored 8 or higher) and all would recommend the service to other businesses.

(21) Looking ahead, the Checkatrade.com partnership with a wide range of Kent based businesses would be officially launched by Bryan Sweetland, Cabinet Member for Commercial and Trader Services, on 10 September outside County Hall. TS was currently vetting over 850 individual businesses ranging from plumbers, builders, roofers and driveway companies in preparation for the launch of this new public/private sector partnership, which aimed to protect consumers from rogue traders, whilst helping legitimate traders to grow. Two information days had been held earlier this month with Kent businesses in Ashford and Maidstone.

Waste Management

(22) The redevelopment of the waste transfer and Household Waste Recycling Centre (HWRC) facility in Sittingbourne continued to move forward and, subject to planning approval, construction work was anticipated to begin in spring 2015.

(23) The team was currently undertaking a review of KCC's effectiveness in relation to its statutory duties and level of partnership engagement regarding fly tipping,.

(24) After several years of falling overall household waste tonnages, there had been a national rise in the first half of 2014. This growth, which was also evident in Kent, was linked to both the improvement in the economy and the very favourable growing

conditions during the mild winter and spring. Despite this overall growth in tonnage, the proportion of overall waste being recycled or composted had remained on target.

(25) RESOLVED that the Cabinet Members' and Corporate Director's verbal updates be noted.

20. 13/00025 Facing the Aviation Challenge

(Item B1)

(1) The Cabinet Committee received a report of the Cabinet Member for Environment and Transport and the Corporate Director of Growth, Environment and Transport which contained the draft discussion document setting out Kent County Council's (KCC) proposed view on how the UK can meet its aviation needs for the. Paul Crick, Director Environment, Planning and Enforcement, and Joe Ratcliffe, Principal Transport Planner – Strategy, were in attendance to introduce the report and in particular referred to the following:

(2) Facing the Aviation Challenge took account of KCC's earlier discussion document 'Bold Steps for Aviation' (May 2012, with revisions in July 2012) and was consistent with KCC's submissions to the Airports Commission between March 2013 and May 2014 proposals for expansion of some existing airports, better utilisation of regional airports, improved accessibility to airports by rail and reform of Air Passenger Duty (APD); as an alternative to a new hub airport in the Thames Estuary, which is strongly opposed. Improvements to the noise environment around airports also formed part of the proposed discussion document.

(3) In 'Facing the Aviation Challenge', KCC recommended to Government:

- The need for correction of the UK's competitive disadvantage in terms of APD.
- The creation of a National Policy Statement (NPS) for airports that supports the growth of existing airports with one net additional runway added in the South East by 2030.
- The NPS should not however, support the development of new airports.
- The NPS should support a phased approach to adding runway capacity to keep pace with demand, therefore allowing existing airports to add additional runway capacity when the need arises, most likely a second net additional runway in the South East by 2050.
- better utilisation of regional airports, especially in the short and medium terms, as this would provide much needed capacity across the South East and bring significant economic benefits to regional economies.
- Investment is needed to improve access to airports; especially rail access and the development of an integrated air-rail transport system that would be beneficial to London and the South East's connectivity to global markets.
- the establishment of an independent noise authority (as recommended by the Airports Commission) and measures be taken to properly measure, minimise and mitigate the noise impacts of existing airport operations and airport expansion.
- Proposals for a new hub airport must not be progressed any further. • In the interests of the national economy, action on these issues is needed now.

(4) Members commented and raised concerns over the lack of reference in the paper to Manston Airport. At the County Council meeting on 17 July 2014 Members

had voted unanimously to explore with Thanet District Council ways in which it could support proposals to retain Manston as an airport.

(5) In response to comments made and questions raised the Committee received the following additional information from officers:

(6) Manston Airport had closed as of May 2014; if it had still been open it would be an asset. As the airport was privately owned the future and fate of the airport was not within KCC's remit.

(7) Heathrow's runways operated at 98.5% capacity at peak periods with Gatwick operating close to this. The Airports Commission's interim report had shortlisted three feasible options for long term solutions to capacity issues along with short and medium term measures to make the best use of existing airport capacity.

(8) The three shortlisted options were:

- a new third runway at Heathrow;
- an extension of one of Heathrow's two runways (to then effectively operate as two separate runways, i.e. provide three runways in total); and
- a new second runway at Gatwick

(9) All three options were currently being appraised and would be subject to national public consultation. Proposals for a new hub airport in or around the Thames Estuary had not been shortlisted in the Airports Commission's interim report. However, the Commission was conducting further feasibility work for an airport on the Isle of Grain and would make a decision as to whether to add this option to the shortlist by September 2014. If shortlisted, the Isle of Grain airport proposal would then be appraised and consulted on in a similar way to the Heathrow and Gatwick options, before the Commission published its final report and recommendation to Government in summer 2015. Facing the Aviation Challenge was strongly opposed to a Thames Estuary/Isle of Grain airport.

(10) High rates of Air Passenger Duty (APD) meant that UK airports were at a competitive disadvantage with other European airports. The Netherlands had abolished APD and Germany had a far lower APD than the UK. In addition to changes in APD at a national level, reductions in APD at regional airports would provide them with a competitive advantage and could lead to the relocation of some short haul leisure flights from congested airports. This would create capacity at Heathrow and Gatwick for more long haul flights, improving the UK's global connectivity, while at the same time improving the viability of regional airports and providing connectivity and economic growth in the regions. Although the Airports Commission had ruled out this type of action in its interim report (December 2013) KCC urged Government to look into this issue again.

(11) KCC advocated the expansion of existing London airports, which would provide an affordable and mainly privately financed solution which could be delivered within the required timescale, i.e. by 2030 when the Airports Commission recommended that one net additional runway in the South East is needed. Heathrow and Gatwick airports had both put forward credible options for expansion which had been shortlisted for appraisal by the Airports Commission.

(12) Better utilisation of regional airport capacity in the South East, such as Lydd Airport, for point to point flights, would complement the main London airports that provide 'hub' operations.

(13) Dr Eddy proposed, Mr Caller seconded that a paragraph in Section 3.4 Better utilisation of existing airports should be amended as follows:

Following its closure as a commercial airport in May 2014, a financially viable and sustainable future must be found for Manston Airport. This should focus on the use of the site for aviation and related services as well as other businesses that can bring jobs and economic growth to East Kent.*

* words underlined have been inserted/changed.

(14) The Cabinet Member accepted this amendment which was agreed by the Committee without a vote.

(15) RESOLVED that, subject to the amendment in paragraph 13 above, the Cabinet Committee endorsed the Cabinet Member for Environment and Transport to adopt Kent County Council's discussion document on aviation in 'Facing the Aviation Challenge' (July 2014).

21. 14/00076 Position Statement on Development of Large Scale Solar Arrays *(Item B2)*

(1) The Cabinet Committee received a report of the Cabinet Member for Environment and Transport and the Corporate Director of Growth, Environment and Transport which contained a position statement which had been prepared to provide guidance for the consideration of impacts for large scale solar arrays ('solar panel farms'). Paul Crick, Director Environment, Planning and Enforcement, and Andrew Roach, Planning Policy Manager, were in attendance to introduce the report and in particular referred to the following:

(2) Although Districts Councils were the determining authorities for planning applications KCC was a formal consultee and provided advice on matters including the landscape/visual, ecological, historical and agricultural impacts of applications.

(3) The position statement had been prepared to ensure consistency across the county, a number of guiding principles had been set out in a statement to form the basis of KCC views on these applications. It was the intention that the position statement would be considered at the Kent Planning Officers Group (KPOG) in order to achieve ownership from Districts to these key principles and consistent evaluation of impacts across Kent.

(4) In response to comments made and questions raised the Committee received the following additional information from officers:

(5) Climate change was defined by set by a series of government and EU policies including the National Planning Policy Framework (NPPF), the Climate Change Act 2008 and the EU Renewable Energy Directive.

(6) Regarding the removal of solar PV arrays at the end of their permitted period discussions were underway with borough and districts as to what mechanisms could be put in place to police this. Bonds, financial lock ins or collateral were all options that were being investigated.

(7) Dr Eddy said that paragraph 6.2 of Section 6 Historical Environment could be improved by making a clear distinction between three levels of historical environment as follows:

1. World Heritage Sites
2. Protected monuments of one sort or another, i.e. listed buildings, conservation areas and scheduled monuments; and
3. Archaeological sites and heritage assets

(8) Members were in agreement that the position statement was a step in the right direction and went a long way to supporting borough and districts.

(9) RESOLVED that, subject to the rewriting of paragraph 6.2, the Cabinet Committee endorsed the Cabinet Member for Environment and Transport to support the policy statement as setting out KCC's position on the assessment of solar arrays and the provision of comments to districts.

22. 14/00056 Thanet Parkway Station – Project Progress

(Item B3)

(1) The Cabinet Committee received a report of the Cabinet Member for Environment and Transport and the Corporate Director of Growth, Environment and Transport which contained for the consideration of the Committee details of the preliminary work carried out to date identifying an engineering feasible site to deliver a Thanet Parkway Station and outlined the key milestones in taking this project forward. Ann Carruthers, Transport Strategy Delivery Manager, and Fayyaz Qadir, Principal Transport Planner - Delivery, were in attendance to introduce the report and in particular referred to the following:

(2) Kent County Council had for a number of years had an aspiration to deliver a parkway station and associated car park in Thanet to operate as a park and ride facility. A parkway station, in conjunction with the rail journey time improvements being implemented between Ashford and Ramsgate, would boost inward investment in Thanet and Dover (including Discovery Park Enterprise Zone) by making it a more attractive location to do business. The connection to London in around an hour as well as the expanded employment catchment area for Thanet and Dover residents would provide a significant economic boost to East Kent.

(3) The optimum location for a parkway station between Minster and Ramsgate stations on the Ashford to Ramsgate line had been identified as immediately to the east of the Cottington Road underbridge .

(4) The preliminary project cost estimate was £14 million and, several weeks previously, £10 million was awarded from the Single Local Growth Fund. Kent County Council has provisionally allocated £2.65 million in the Council's Medium

Term Financial Plan and was working with key partners to fill in any funding gap to deliver this new station.

(5) Thanet District Members had asked whether enhancement to the current station at Ramsgate, in terms of additional car parking spaces, could provide the benefits of a new Parkway station. Four options had been identified but all had challenges and none had any clear future-proof benefits.

(6) An application had been made by the promoter of the Manston Green development but did not include any infrastructure for a parkway station.

(7) RESOLVED that the Cabinet Member for Environment and Transport take forward the delivery of Thanet Parkway Station in the location to the west of Cliffsend by:

- a) Commencing land acquisition work;
- b) Undertaking public consultations to support the project development process; and
- c) Undertaking project development work to enable the submission of a planning application and design work for the scheme.

23. 14/00035 Management and Operation of Household Waste Recycling Centres and Transfer Stations contracts

(Item B4)

(1) The Cabinet Committee received a report of the Cabinet Member for Environment and Transport and the Corporate Director of Growth, Environment and Transport which contained information concerning a procurement undertaken by KCC Waste Management to identify providers for the management and operation of Household Waste Recycling Centres and Transfer Stations in Kent Roger Wilkin, Head of Waste Management, was in attendance to introduce the report and in particular referred to the following:

(2) The proposed contracts were required to avoid extensions to existing contracts which would be in breach of Procurement Regulations.

(3) KCC has a statutory responsibility as the Waste Disposal Authority for the disposal of household waste and as such the contracts are a fundamental requirement to ensure waste can be managed cost-effectively and via environmentally sound methods.

(4) Equality Impact Assessments (EqIAs) had been undertaken to inform the contract specification and assess the impacts of the procurement process. Resulting action plans had been implemented to ensure equitable access for Kent householders with regard to protected characteristics. The EqIAs informed the inclusion of equality related mandatory requirements within the tender documents including:

- Designating staff as 'equality champions' for customer care at each facility;
- Ensuring facility signage is clear and appropriate for customers where language and literacy may present as barrier to using the service; and

- All HWRCs are managed in line with KCC's policies including the Disability Access Scheme.
- (5) HWRC and TS facilities would be leased/licensed to the selected providers through KCC Property.
- (6) The proposed contract spend by KCC would be approximately £7.8m per year for an initial period of up to six years, with a possible extension of up to six years based on performance and there was potential to secure financial savings through these new contracts.
- (7) The contracts were for two lots over twelve sites and would be awarded to a maximum of two suppliers.
- (8) RESOLVED that the Committee endorse the award of contracts to the preferred tenderers following completion of the procurement process for the provision of the Management and Operation of Household Waste Recycling Centres (HWRC) and Transfer Stations (TS) to ensure service continuity.
- a) Lot 2: Mid Kent facilities – 5 HWRCs; 2 TS
 - b) Lot 3: East Kent facilities – 7 HWRCs; 1 TS

24. 14/00085 Highway Resurfacing Contract
(Item B5)

- (1) The Cabinet Committee received a report of the Cabinet Member for Environment and Transport and the Corporate Director of Growth, Environment and Transport which contained details of the countywide Highway Resurfacing Contract which is set out in the 2014/15 Strategic Priority Statements for the Highways, Transportation & Waste Division and follows the established process of market testing this element of highway works on a periodic basis. John Burr, Director of Highways, Transportation and Waste was in attendance to introduce the report and in particular referred to the following:
- (2) A significant part of the annual capital highway works budget is set aside for the delivery of carriageway resurfacing schemes. The principle of procuring the delivery of the Countywide Highway Resurfacing Programme through competitive tendering process was established in 2008 to ensure the maximum benefits from a competitive market's prices. Since then this service has been procured through the market on a regular basis.
- (3) Annually around 35-40km (approx 25miles) of the highway network is resurfaced. This generally consists of removing the top layer of the carriageway surface and replacing it with a new one. This protects the lower construction layers of the carriageway from the elements, reinstates carriageway strength and prolongs its life.
- (4) Following procurement advice it was decided to tender for a single contract to replace the existing two contracts (North and South Kent) as this would result in greater economies of scale. The duration of the new contract is two years with an option for extension by a further two years, on a one year at a time basis (2 + 1 + 1).

(5) Given the value of the contract an OJEU compliant procurement process was followed, twelve potential tenderers expressed an interest and four submitted priced tenders. The tender evaluation process consisted of three elements; initial assessment (Mandatory Questions), quality and price.

(6) In response to questions raised and comments made the Committee received the following further information from officers:

(7) The Eurovia Infrastructure Ltd tender submission represented best value, comparing like for like the costs of delivering the schemes referred to in the new contract and would result in significant savings. Eurovia are an established company, they have provided KCC services in the past and, while considerably cheaper than the previous contract, they were also sustainable.

(8) On average in previous years Highways had resurfaced 4% of the highways network savings made through the award to Eurovia would be utilised to resurface additional road schemes throughout the county.

(9) RESOLVED that the Committee endorse and recommend to the Cabinet Member for Environment and Transport the approval and award of the Highway Resurfacing Contract 2014-16 to Eurovia Infrastructure Ltd.

25. Environment and Transport Work Programme 2014-15

(Item C2)

(1) The Cabinet Committee received a report of the Head of Democratic Services which contained the Environment and Transport Work Programme for 2014-15

(2) Members requested an update on Sustainable Drainage Systems (SuDS) to a future meeting. It was agreed that this would be included in the Storm and Flood update at the meeting on 5 December 2014.

(3) RESOLVED that the Environment and Transport Work Programme 2014-15 be agreed.

26. Performance Dashboard

(Item D1)

(1) The Cabinet Committee received a report of the Cabinet Members for Community Services and Environment and Transport and the Corporate Director of Growth, Environment and Transport which contained the Performance Dashboard. Richard Fitzgerald, Performance Manager, was in attendance to introduce the report and in particular referred to the following:

(2) The data within the report was to the end of May 2014. It reflected the Strategic Priority Statements that the Committee had seen at its last meeting and included the new areas of responsibility from the creation of the Growth, Environment & Transport directorate following the top tier realignment.

(3) Highways and Transport Key Performance Indicators (KPIs) were mostly green and performance was generally good. Contact from the public had remained high but progress was being made on this as a result of the success of Find and Fix.

(4) Waste Management KPIs were green, an improvement on last year when there had been several amber KPIs. While many of the Environment, Planning and Enforcement KPIs were also green CO₂ emissions from business mileage per FTE, Trading Standards and Kent Scientific Services were all red. In relation to business mileage the report commentary explained that finance staff were selling more services and generating income and ICT staff installing Unified Comms, requiring travel to various sites and the response to storms and floods emergency had required more mileage. The indicators for Trading Standards and Kent Scientific Services fluctuated and could be considered amber rather than red at this stage only two months into the year.

(5) In response to questions raised and comments made the Committee received the following further information from the officer:

(6) HT02: Faults reported by the public completed in 28 calendar days was amber in the month and had gone down. It was also commented that the online fault reporting portal had been down for several days. This indicator was currently at amber largely due to clearing the backlog of faults.

(7) Expected activity levels were based on previous years' trends and were set for the number of contacts and enquiries received from the public. These figures were for works in total and expected activity levels had not been broken down into routine faults reported, potholes and street lighting, although it would be possible to do this in the future. The 100 Call Back Survey for customer satisfaction was a useful tool to understand customer expectations from the service.

(8) KCC aspired not to have any day burner street lighting but, in places such as tunnels, sometimes this was unavoidable. Converting all of the lighting stock to LED was being considered. The feasibility of separating data relating to day burners and other reasons could be investigated if required

(9) RESOLVED that the Environment and Transport Performance Dashboard report be noted.

27. Risk Management – Strategic Risk Register

(Item D2)

(1) The Cabinet Committee received a report of the Cabinet Member for Environment and Transport and the Corporate Director of Growth, Environment and Transport which contained the risks which had been registered in relation to Environment and Transport. Mark Scrivener, Corporate Risk Manager, was in attendance to introduce the report and in particular referred to the following:

(2) The report before the Committee was the annual presentation of directorate level risk register. It featured the five directorate level risks currently featured on the Growth, Environment and Transport Risk Register and which were all relevant to the Environment and Transport Cabinet Committee. Four risks were rated "medium" with a fifth rated "low".

(3) In response to questions raised and comments made the Committee received the following further information from officers:

(4) The list was not meant to be exhaustive; some items potentially affected several functions across the Growth, Environment and Transport directorate, and often had wider potential interdependencies with other services across the Council and external parties.

(5) Each division within the directorates had its own operational risk register.

(6) When levels of risk were deemed unacceptable, 'target' risk levels were set and mitigating actions taken with the aim of reducing the risk to a tolerable and realistic level. A standard reporting format was used to facilitate the gathering of consistent risk information and a 5x5 matrix was used to rank the scale of risk in terms of likelihood of occurrence and impact.

(7) Risk Registers should be regarded as a 'living' document to reflect the dynamic nature of risk management. Directorate Management Teams formally review their risks, including progress against mitigating actions, on a quarterly basis as a minimum, although individual risks can be identified and added to the register at any time. Key questions to be asked when reviewing risks were:

- Are the key risks still relevant?
- Have some risks become issues?
- Has anything occurred which could impact upon them?
- Have the risk appetite or tolerance levels changed?
- Are any related performance/early warning indicators appropriate?
- Are the controls in place effective?
- Has the current risk level changed and if so is it decreasing or increasing?
- Has the "target" level of risk been achieved?
- If risk profiles are increasing what further actions might be needed?
- If risk profiles are decreasing can controls be relaxed?
- Are there risks that need to be discussed with or communicated to other functions across the Council or with other stakeholders?

(8) With reference to Risk ID GET02 Health and Safety considerations and in particular the identification and rectification of crash remedial sites on highways, as with the Road Safety Policy document that had come to the last meeting, the Council was continually looking at new measures to identify and improve this. Work was being undertaken to identify areas which were potentially high risk prior to accidents happening and in this field Kent often led the way. The FIA Foundation International Road Safety Scholarship was hosted in Kent and Prince Michael of Kent had recently presented awards at the House of Lords in recognition of Kent's achievements.

(9) RESOLVED that the report be noted.

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From: David Brazier, Cabinet Member for Environment & Transport
 Mike Austerberry, Corporate Director for Growth, Environment and Transport

To: Environment and Transport Cabinet Committee – 17 September 2014

Subject: 14/00055 Lorry Park Network (Phase 1)

Key decision Expenditure of greater than £1 million

Classification: Unrestricted

Past Pathway of Paper: N/A

Future Pathway of Paper: Future Cabinet Committee Meetings

Electoral Division: Divisions in Ashford, Dover and Shepway districts

Summary: This report summarises the work carried out to date to identify a potential lorry park site in Kent that will become Phase 1 of a wider initiative to address the issues caused by inappropriate overnight lorry parking and Operation Stack across Kent. In the medium to longer term it is envisaged that a network of lorry parks will be delivered. This current work seeks to identify the preferred location for the first of these lorry parks.

Recommendation(s):

The Environment and Transport Cabinet Committee is asked to consider and make recommendations to the Cabinet Member for Environment and Transport on the proposed Record of Decision as attached at Appendix A that:

- a) the Council's previous proposal to address the impacts of Operation Stack through the construction of one large scale lorry park at Aldington as set out in "Growth without Gridlock" (December 2010) is not pursued;
- b) the site off the M20 Junction 11 at Westenhanger is the preferred location for the construction of a lorry park as the first phase of the delivery of a network of lorry parks across Kent;
- c) scheme development work to take forward the delivery of this preferred site be progressed immediately in conjunction with KCC Property and Infrastructure Group including necessary officer or member decisions, dependent on the particular governance requirements, regarding land acquisition and securing planning consent for the project;
- d) two strands of work, one on HGV parking enforcement and the other on HGV signing in the event of Operation Stack being called, be progressed in parallel with the development work to deliver the first lorry park, and;
- e) consideration of progressing a second lorry park site as part of the network of sites across the county with a view to delivering this second lorry park within the next 5-6 years is brought back to Cabinet Committee at the appropriate time.

1. Introduction

- 1.1 Due to its position as the gateway between the UK and Europe, Kent suffers from issues caused by inappropriate overnight lorry parking as well as the effects of Operation Stack when it is called. It has long been an aspiration of the County Council to address these issues.
- 1.2 Over the last few years the County Council has been investigating the possibility of delivering one large scale lorry park of 2,057 spaces, sufficient to cater for Operation Stack. This initiative was one of the many projects identified as a priority in the Council's 20 year transport delivery plan "Growth without Gridlock" (December 2010) and a site at Aldington requiring new slip roads from the M20 between junctions 10 and 11, was identified.
- 1.3 Over the last two years however, in light of the national economic situation, it has become evident that such a facility is unaffordable and hence undeliverable. A facility on this scale catering for ad hoc occurrences of Operation Stack could not provide the economic case to attract transport capital funding from Government, nor could a viable commercial case be made that would enable the repayment of a loan funding the facility. As a result of this, alternative solutions to tackling both Operation Stack as well as inappropriate lorry parking which happens across the county on a nightly basis, has been sought.
- 1.4 The provision of a network of lorry parks across the county in addition to the existing lorry parking provision in Kent is intended to address both these matters. This would enable sufficient parking space for overnight parking and would act, at least initially in part, as a holding area for Operation Stack when it is called thus preventing the closure of the M20 between junctions 8 and 9.
- 1.5 This report sets out how this option of a network of lorry parks will address both HGV related issues. It also outlines the work carried out to date, presents more detailed information for the three shortlisted sites, and seeks comments on this work as well as the proposed decision that the Westenhanger site at Junction 11 of the M20 should be the preferred site for the delivery of the first lorry park.

2. Financial Implications

- 2.1 A decision on a preferred site will mean that capital within the Council's Medium Term Financial Plan can be drawn down to fund the next phase of detailed development work.
- 2.2 KCC has secured £12.7 million reduced rate borrowing from the Public Works Loan Board (PWLB) for the construction of this project.
- 2.3 Assessment work has shown that a lorry park would be commercially viable and subject to the chosen operating model and arrangement with a private sector operator, the lorry park could provide KCC with a revenue stream, in the medium to long term, over and above the repayment of capital and borrowing costs. This project therefore potentially offers KCC a future income stream.

3. Policy Framework

- 3.1 By seeking to minimise the disruption caused by Operation Stack as well as the perception it creates that Kent is not a good place to do business, the project will positively help the Kent economy grow. Similarly by supporting the efficient and safe movement of freight it is supporting not only the Kent, but also the national economy.
- 3.2 By minimising the negative impact that inappropriate overnight lorry parking can cause to Kent communities in terms of noise, nuisance, litter and anti-social behaviour, the delivery of a new lorry park will help tackle disadvantage in those affected communities and will help put the citizen in control.
- 3.3 Tackling these lorry parking issues is also embedded within KCC's statutory Local Transport Plan and within the Council's 20 year transport delivery plan, Growth without Gridlock.

4. Other Implications

- 4.1 An Equalities Impact Assessment will be carried out for the preferred lorry park site.
- 4.2 In relation to public health implications resulting from this proposal it is anticipated that there will be improved welfare conditions for the lorry drivers currently unable or unwilling to use official lorry parking and instead parking in more inappropriate and unofficial locations as they will be able, or potentially required to, use official lorry parking sites in the future. In addition, for those residents who currently experience the anti-social behaviour, litter and noise arising from this inappropriate lorry parking, we would expect to see an improvement in terms of public health as a result of these proposals.
- 4.3 Depending on the lorry parking operating model and any contractual arrangement with a lorry park operator, the circumstance may arise where the Council's property portfolio is expanded through KCC retaining ownership of the lorry park site itself.

5. Developing a solution to Inappropriate HGV Parking and Operation Stack

- 5.1 Preliminary investigation and development work has been carried out on how best to tackle the issues of Operation Stack and inappropriate lorry parking over a number of years. Initially, a solution to Operation Stack of a single large scale lorry park was considered. The national economic situation, along with the fact that such a lorry park would only be used on an ad hoc basis, would not raise revenue and would offer poor value for money meant that alternative solutions were investigated. In addition, while the frequency of Operation Stack cannot be accurately predicted, it has been less frequent over the last few years with Phase 2 (closure of M20 between Junctions 8 and 9) being enacted only once since December 2009. This led to the conclusion that a network of smaller lorry parks (300-500 spaces) would offer a more deliverable and realistic solution to both lorry parking issues.

- 5.2 It should be noted however, that in order to cater for Operation Stack Phase 2 which closes the M20 between J8 and J9 (up to 2,300 spaces), the full network of lorry parks would need to be in place. In reality, new lorry parks will be delivered one at a time over a period of time.
- 5.3 At present across the four main lorry parking facilities in Kent there is capacity for 880 HGVs. This suggests up to a further 1,400 spaces would be needed to hold Operation Stack traffic. Both Port of Dover and Eurotunnel are currently expanding their holding areas and while this cannot be used as overnight parking, in the event of Operation Stack, it could act as a “buffering” area for HGVs either putting off the point at which Stack is called, or holding vehicles when Stack is on. These expansions will add a total of 520 spaces.
- 5.4 Given this level of provision, to be in a position to be able to hold the expected maximum number of Operation Stack HGVs, a further 900 parking spaces would be required. This could be provided across 2 to 3 new lorry parks.
- 5.5 The above considers how Operation Stack could be addressed through a network of additional lorry parks in the county. In terms of overnight lorry parking, through discussion with the operators of Ashford International Truckstop and Stop 24 we know they are full and turning HGVs away 5-7 nights per week. Based on survey work carried out for DfT in 2005 and again in 2011, we understand that there are in the region of 300-400 HGVs parking inappropriately each night in the county. Preferred sites tend to be lay-bys and industrial/business parks.
- 5.6 We also know that traffic is set to grow meaning that lorry parking and Operation Stack issues are likely to increase over time. Forecasts by the DfT indicate that general traffic growth on the strategic road network is set to grow by 46% between 2010 and 2040¹. Within this the growth rate for HGVs is anticipated to be 21.5%, equivalent to 0.8% per annum. Port of Dover and Eurotunnel both predict higher growth rates as this includes higher percentages of international freight. In addition to this, legislation on sulphur emissions from shipping is set to come into operation in January 2015 and it is anticipated that this will further increase the movement of freight vehicles through Kent as the cost of shipping increases making the shorter Channel crossings even more attractive than they currently are.
- 5.7 These factors demonstrate that demand for lorry parking will only increase in Kent.
- 5.8 For a network of lorry parks to provide a potential solution to Operation Stack, an information system on the strategic road network would need to be put in place to direct HGV drivers to holding lorry parks. Subject to approval to proceed with delivering the first of these lorry parks, a parallel piece of work will be undertaken to develop this aspect. Similarly, work would be undertaken to ensure enforcement of inappropriate HGV is maximised where possible. Both of these additional workstreams will be vital if the network of lorry parks proposal is to achieve the outcomes KCC seeks.

¹ DfT Road Transport Forecasts 2013

5.9 Having established the benefits of providing a network of lorry parks, over the last 12-18 months preliminary investigatory work has been undertaken. This work has included:

- Site identification and assessment;
- Assessment of demand for additional lorry parking;
- Commercial viability assessment;
- Engagement with lorry park operators and freight sector to test and enhance the robustness of the work carried out, and;
- Consideration of enforcement of inappropriate lorry parking.

This work is detailed below.

6. Lorry Park Site Identification

6.1 The specifications for identifying potential lorry park sites in Kent were:

- sites should be capable of catering for a minimum of 300 spaces;
- sites should be close to the main strategic corridors through Kent (M20/A20 and M2/A2 corridors);
- there should be no requirement for major infrastructure improvements in order for the site to be delivered e.g. no requirement for new slip roads or significant alternations to motorway junctions;
- extension of existing lorry parking facilities should be considered.

6.2 The starting point for this work was to review all previous work considering potential sites for lorry parks including Operation Stack lorry parking facilities in the county. This led to a long list of 54 possible sites. Discussions took place with the relevant local planning authorities (Ashford, Dover, Shepway, Swale, Tonbridge and Malling, Gravesham, Maidstone, Medway), Kent Police, the Highways Agency and a number of KCC internal consultees which resulted in 31 sites going forward for further assessment. These sites did not include the Aldington site that was previously considered for a large scale Operation Stack lorry park on the basis of high land costs and need for the construction of slip roads to the M20. The work then assessed each site against a number of criteria under the broad headings of:

- Transport (access to site, strategic network junction capacity)
- Site characteristics (topography, capacity)
- Environmental considerations (designations, AONB, heritage, drainage)
- Planning considerations (current land use, local plan allocations, proximity to residential).

6.3 This assessment gave the top sites for the two strategic corridors through the county shown in the tables in Appendix B and on the plan in Appendix C. Five sites are on the M20/A20 corridor and three on the M2/A2 corridor reflecting the

higher percentage of HGV that use the M20/A20 corridor. It should be noted that for a number of these sites, their capacity could be increased if necessary.

7. Assessment of demand for additional lorry parking

- 7.1 The second part of the study work undertaken was to take these eight sites and carry out an outline demand and commercial analysis to ascertain to what extent each site would be commercially viable. This work centred on consideration of likely lorry driver behaviour and various factors potentially influencing lorry park use as well as assessing future HGV parking demand.
- 7.2 As part of demand assessment, pricing needs to be considered. A recent study carried out by the South East Local Enterprise Partnership showed that 78% of those responding had a preference for a charge of under £20. At the same time the key facilities required were toilets, showers, secure parking that is close to their route as well as a hot food outlet. While unofficial parking continues to happen across Kent, the fact that the existing lorry parks are busier than ever shows that the greater proportion of drivers do have parking costs covered. Evidence from lorry park operators is that the vast majority of payments are made via fuel cards or company account. Overall, 76% of drivers have their overnight stay paid for them in some form. It is the remaining 24% who are most likely to park unofficially.
- 7.3 Another factor potentially affecting demand is the UK HGV Road User Levy. As of April 2014, HGVs using UK roads are required to pay a time based charge related to vehicle weight. DfT initially anticipated an income of £20 million per annum via this charge however figures just released show that for the first 4 months of the scheme £17 million has been raised. This would demonstrate that the international freight market is healthy and growing at a rapid rate. In addition, where annual permits are purchased which give unlimited use of UK roads, this could have the implication of little incentive to keep time in the UK to a minimum and hence greater need for lorry parking in Kent.
- 7.4 As well as considering factors that may currently influence driver behaviour, work was carried out to assess the level of demand for truck parking in future (2014 to 2060). HGV volumes were obtained from the Highways Agency and growth factors were applied from the DfT, Eurotunnel and Port of Dover in order to forecast volumes to 2060. The latter two were used to account for growth in international traffic which was used as the basis for demand for overnight parking.
- 7.5 Along with data on existing HGV capacity, this information was used to develop a demand model. Table 1 below shows the outcome of this modelling work in terms of forecast HGV volumes and therefore lorry parking demand for the M20 and A2/M2 corridors. The model calculates demand for parking every 5 years and shows a 330% increase over the time period to 2060 from demand for just below 1,000 spaces to just over 3,300 spaces.

Table 1 – Daily HGV Forecasts

Road	Year	2015	2020	2025	2030	2035	2040	2045	2050	2055	2060
M20	Volume	6,201	7,115	8,209	9,674	11,209	13,346	15,344	16,941	18,704	20,651
	Demand	706	810	935	1,102	1,276	1,520	1,747	1,929	2,130	2,352
A2/M2	Volume	1,215	1,395	1,609	1,896	2,197	2,616	3,007	3,320	3,666	4,048
	Demand	287	330	381	449	520	619	711	785	867	957
TOTAL	Volume	7,416	8,510	9,818	11,570	13,407	15,961	18,351	20,261	22,370	24,698
TOTAL	Demand	994	1,140	1,315	1,550	1,796	2,138	2,459	2,714	2,997	3,309

7.6 Figure 1 below indicates when need for an additional (550 space) lorry park would arise over time. It can be seen from this figure that over the period to 2060, based on the growth assumptions made, there would be sufficient demand to justify 5 lorry parking sites. Given that just over 80% of HGV flow is on the M20/A20 corridor, this would suggest that the first lorry park delivered should be on that corridor.

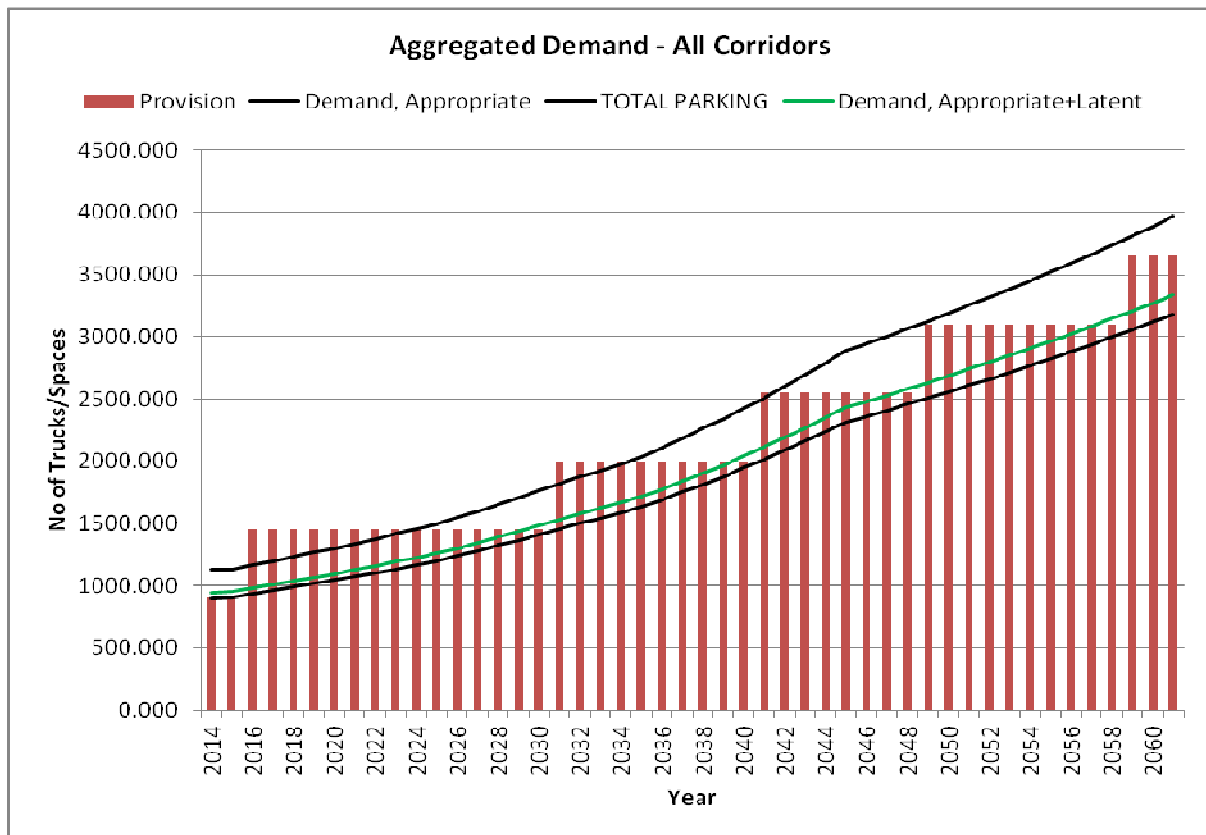


Figure 1 – Aggregated Daily Demand – All Corridors

7.7 In summary, from the work carried out, it is apparent that there will be sufficient demand for a network of lorry parks in Kent over time and that there is an immediate demand for one lorry park.

8. Commercial Viability Assessment

8.1 Given that the bulk of funding for this project will be via a loan, it is essential that we understand the commercial viability of the proposals. Work was therefore carried out using a financial analysis tool to identify the likely rate of return (IRR) that would be expected from each lorry park and its net present value. The IRR

provides an indication of the efficiency of the investment, which can be compared to the rate of return from other investments. The net present value provides an estimate of the magnitude of return.

- 8.2 As the construction and operation of the lorry parks is potentially a commercial venture, the discount rate of 7.5% based on Treasury Green Book guidance has been used. The financial analysis is based on a snapshot of each of the sites being built in 2016 and not on the basis of the sites being built on a sequential basis.
- 8.3 This work used a number of assumptions including HGV growth forecasts, lorry parking demand forecasts, cost of construction and operation, pricing strategy, discount rates, life of lorry park and operating period. Assumptions include a parking charge of £15 per night reflecting the basic but essential service provision envisaged, and added value revenue derived from assumptions of £3 spend for day parking and £6 per night parking. These estimates are considered to be reasonably conservative. The costs within the model include capital, operating and maintenance costs.
- 8.4 Outputs of this work demonstrated considerable variation between sites for the 25 and 40 year investment periods in terms of Internal Rate of Return and Net Present Value. The next phase of work was to consider this information along with the site assessment work to determine a shortlist of sites.

9. Detailed Development Work for Shortlisted Sites

- 9.1 Considering both the site assessment and commercial viability work led to a further shortlist of the three sites below. These site locations are shown in Appendix D, E and F.
 - Westenhanger, adjacent to Stop24, M20 J11
 - Extension to Ashford International Truckstop
 - White Cliffs Business Park, Dover.
- 9.2 The White Cliffs Business Park site was the best performing M2/A2 corridor site when considering both site assessment and commercial viability although performing less well than the M20/A20 corridor sites. While the Lympne site performed well under the 40 year assessment scenario the limitation on site capacity and the 2.8 miles from the strategic road network including passing through a small community were key factors in its exclusion from the final short list of 3 sites. Westenhanger and Ashford International Truckstop Extension were included as the top performing M20/A20 sites.
- 9.3 Further assessment work has been carried out which included preliminary site layout designs to better determine site capacity, desktop environmental impact for each site for which details are provided in Appendix G, and site specific commercial analysis rather than the corridor assessment approach that had previously been used. This additional work has helped develop more detailed costings for each site and is presented in summary in Table 2 below.
- 9.4 The additional work on site design considering drainage, landscaping, visual impact and environmental constraints has reduced the number of parking

spaces feasible within the site areas being considered. An updated commercial assessment using reduced parking space numbers to keep this within the value of the PWLB loan was undertaken. This commercial assessment also used an overnight parking charge of £20 as discussions with the market has gauged that this level of charge will be more realistic. The outcome of this analysis is also shown in Table 2 below.

- 9.5 To support this additional work, further engagement has taken place with the relevant district authorities, Kent Police and Fire and Rescue as well as the operators of Stop24 and Ashford International Truckstop. These discussions have again, helped provide robustness to the site assessment and financial analysis work.

Table 2 Summary of Shortlisted Sites							
Site	No. Spaces	Land Cost*	Construction Cost	IRR**	NPV**	Traffic constraints	Planning/environmental constraints
Westenhanger	300	£422k	£10.8m***	23.5 – 23.8%	£6.9m-£9.4m	Access from M20 J11 which is under capacity. No additional highway works needed	Key issues likely to be visual and landscape impacts due to location immediately adjacent to and within the setting of Kent Downs AONB. Potential cultural heritage impacts. Land currently unallocated in Local Plan.
Extension to Ashford International Truckstop	278	£4.8m	£9.4m	17.6 – 18.2%	£4.7m-£6.7m	Access 1.4 miles from M20 J10 which is over capacity at peak times	Current Local Plan review may determine lorry parking as appropriate land use for this location. Currently zoned for mixed use development. Part of land Flood Zone 2 (1 in 1,000 year flooding). Land owner also owns Truckstop and is willing to expand operation in short and medium term but wishes to retain ownership. Significant ecology potential therefore considerable mitigation likely.
White Cliffs Business Park	237	£2.5m	£10.3m	8.7 – 10.8%	£526k-2.3m	Access off A2 into business park but need to ensure no HGV access through Whitfield	Potential visual impact of site particularly from Western Heights. Likely increased capacity to Southern Water sewer required. Potential question of compatibility of lorry park use within business park.
IRR = Internal Rate of Return NPV = Net Present Value * Based on open market value ** Figurers represent 25 year and 40 year loan period and £20 overnight charge *** Plus £61k for footpath connection or £2.6m for railway pedestrian overbridge if connecting to the existing Stop24 site							

9.6 Overall, it can be seen that the Westenhanger site has the highest IRR and NPV of the 3 sites. The main reasons for this is it will be less expensive to deliver and provides marginally more spaces than the other 2 sites and hence provides a greater return in relation to cost. This will be aided by the fact that the Westenhanger site is in an ideal location in terms of access to the strategic road network. Similarly worth noting is the fact that the land owner of the Ashford site has indicated that they wish to retain ownership with a view to expand the site in terms of future development. This site therefore is only likely to provide a short to medium term option whereas there is no similar constraint at Westenhanger making it the preferred site for the first lorry park providing a longer term investment.

9.7 Key considerations for the Westenhanger site are likely to be visual and landscape impact of a lorry park in this location particularly in relation to the Kent Downs AONB.

10. Potential Operation Models

10.1 The recent engagement with Stop24 and Ashford International Truckstop, as well as two other lorry park operators, has assisted with work to consider future operating models for the lorry park. These include:

- KCC selling all interests in the lorry park to an operator,
- KCC entering into an agreement with an operator paying the Council a future income, or
- KCC retaining ownership and operation of the lorry park.

10.2 Each option has varying levels of risk for KCC and any private sector partner. Each option also has differing trading and tax implications which also need to be considered in detail. This work, in collaboration with KCC Finance Team, will be advanced in more detail once a preferred site is chosen as part of overall scheme development.

11. Financial review

KCC Finance Team has undertaken an initial review of the financial modelling analysis and support the methodology used and the resulting recommendation put forward. However this is subject to further detailed analysis, including sensitivity analysis, being undertaken in relation to the operating model to be adopted and the revenue implications for KCC during the initial years of the project.

12. Next Steps

12.1 Once a preferred site is selected, the next phase of work will commence that will include land acquisition, scheme design, environmental impact assessment and a number of other assessments that will support the submission of a planning application for the preferred site. The following outlines the key milestones:

- Public consultation on preferred site – January - February 2015
- Preliminary design completed - November 2015
- Planning consent – June 2016

- Detailed design completed – December 2016
- Construction start on-site – October 2017
- Construction complete – May 2018

12.2 In parallel with the lorry park development work it is proposed that 2 additional strands of work are progressed. These are:

- a) HGV Parking Enforcement – in conjunction with the district authorities who have delegated authority for parking enforcement, work to ensure that everything that can be done to effectively enforce on inappropriate lorry parking in the county is being done, and;
- b) Strategic Road Network signing for Operation Stack – this project will work with the Highways Agency and other partners to develop an information system that will direct HGV drivers to lorry parks in the event of Operation Stack being called. The objective of this is to avoid the situation of the M20 being closed to accommodate HGV parking.

12.3 Following on from the delivery of the first lorry park, on the assumption that the Council continues to pursue this strategy, work on delivering the second in the network of lorry parks would be undertaken. Given that Local Growth Funding is available until 2021 it would seem appropriate to begin the process to bid for funding for the next lorry park in the next 18-24 months. At the same time it would be hoped that the Government would have made its decision on the preferred corridor for a new Lower Thames Crossing which could be a significant influence on the location of a second lorry park. Furthermore, Local Plan reviews will have moved on which may also help influence the location of a future lorry park. The current intention would be to deliver a second lorry park within the next 5-6 years.

13. Conclusions

13.1 This report sets out the reasons why the option of one large scale lorry park to tackle the impacts of Operation Stack as set out in Growth without Gridlock (Dec 2010) is no longer being pursued and instead the option of delivering a network of small scale lorry parks across the county to tackle both the impacts of inappropriate lorry parking as well as in part, Operation Stack, is being investigated.

13.2 The report summarises the considerable work that has been undertaken in identifying potential lorry park sites across the county. This work has sought to establish the suitability of sites for a lorry park from the planning, environmental and transport perspectives as well as considering the commercial viability of each. It recommends that the first of the lorry park sites to be delivered should be the site at Westenhanger adjacent to M20 Junction 11.

13.3 In parallel to the lorry park development work it is proposed that 2 other strands of work are undertaken. The first is working with the district authorities to ensure we are doing all we can in terms of HGV parking enforcement to minimise inappropriate overnight lorry parking, and the second is to establish a strategic road network signing system that would direct HGVs to lorry parks when Operation Stack is called.

13.4 Finally, it is intended that a second lorry park in the network across the county be delivered within the next 5 – 6 years. Work to progress this will be brought back to Cabinet Committee at the appropriate time.

14. Recommendations

The Environment and Transport Cabinet Committee is asked to consider and make recommendations to the Cabinet Member for Environment and Transport on the proposed Record of Decision as attached at Appendix A that:

- a) the Council's previous proposal to address the impacts of Operation Stack through the construction of one large scale lorry park at Aldington as set out in "Growth without Gridlock" (December 2010) is not pursued;
- b) the site off the M20 Junction 11 at Westenhanger is the preferred location for the construction of a lorry park as the first phase of the delivery of a network of lorry parks across Kent
- c) scheme development work to take forward the delivery of this preferred site be progressed immediately in conjunction with KCC Property & Infrastructure Group including necessary officer or member decisions, dependent on the particular governance requirements, regarding land acquisition and securing planning consent for the project;
- d) two strands of work, one on HGV parking enforcement and the other on HGV signing in the event of Operation Stack being called, be progressed in parallel with the development work to deliver the first lorry park, and;
- e) consideration of progressing a second lorry park site as part of the network of sites across the county with a view to delivering this second lorry park within the next 5-6 years is brought back to Cabinet Committee at the appropriate time.

15. Background Documents

15.1 Kent Lorry parks Feasibility Study, Final Site Assessment Report, Aecom, 28 February 2014

15.2 Kent Lorry Parks Feasibility Study, Demand Analysis and Business Model Report, Aecom, 28 February 2014

15.3 Kent Lorry Parks Feasibility Study – Phase 2 Report, Aecom, 28 February 2014

16. Contact details

Report Author:

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Relevant Director:

Paul Crick, Director of Environment, Planning and Enforcement

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Appendix A	Proposed decision sheet
Appendix B	Ranked Shortlist following Site Assessment
Appendix C	M20/A20 and M2/A2 Top sites Plan
Appendix D	Westenhanger Site Location Plan
Appendix E	Ashford International Truckstop Extension Site Location Plan
Appendix F	White Cliffs Business Park, Dover Site Location Plan
Appendix G	Summary of Environmental Constraints for 3 shortlisted sites

KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

David Brazier - Cabinet Member for Environment and Transport

DECISION NO:

14/00055

For publication

Subject: Lorry Park Network (Phase 1)

Decision: As Cabinet Member for Environment and Transport I agree that:

- a) the Council's previous proposal to address the impacts of Operation Stack through the construction of one large scale lorry park at Aldington as set out in "Growth without Gridlock" (December 2010) is not pursued;
- b) the site off the M20 Junction 11 at Westenhanger is the preferred location for the construction of a lorry park as the first phase of the delivery of a network of lorry parks across Kent;
- c) scheme development work to take forward the delivery of this preferred site be progressed immediately in conjunction with KCC Property and Infrastructure Group including necessary officer or member decisions, dependent on the particular governance requirements, regarding land acquisition and securing planning consent for the project;
- d) two strands of work, one on HGV parking enforcement and the other on HGV signing in the event of Operation Stack being called, be progressed in parallel with the development work to deliver the first lorry park, and;
- e) consideration of progressing a second lorry park site as part of the network of sites across the county with a view to delivering this second lorry park within the next 5-6 years is brought back to Cabinet Committee at the appropriate time.

Reason(s) for decision:

Decision required to establish agreed way forward in tackling the affects of inappropriate overnight lorry parking and Operation Stack and to enable project delivery to progress to next phase of work including land acquisition, public consultations, feasibility and detailed design, and further development work to produce a planning application and associated supporting documents for proposed lorry park.

Cabinet Committee recommendations and other consultation:

Any alternatives considered:

1.1 Alternatives considered include the delivery of one largescale lorry park sufficient to cater for Operation Stack by providing in excess of 2,000 HGV parking spaces. This initiative was one of the many projects identified as a priority in the Council's 20 year transport delivery plan "Growth without Gridlock" (December 2010) and a site at Aldington requiring new slip roads from the M20 between junctions 10 and 11, was identified.

Over the last two years however, in light of the national economic situation, it became evident that such a facility was unaffordable and hence undeliverable. Also, a facility on this scale catering for ad hoc occurrences of Operation Stack could not provide the economic case to attract transport capital funding from Government, nor could a viable commercial case be made that would enable the repayment of a loan funding the facility.

Prior to this consideration was given to transferring more freight onto rail to avoid HGV movements through Kent and hence reduce the need for lorry parking in the county. Issues of interoperability between UK and European rails networks and the fact that in many instances rail is only economic for freight where large quantities are being transferred from one origin to one destination, means the opportunity for such mode shift is limited, particularly in the short to medium term.

In terms of location of a smallscale lorry park that could form the first of a network of lorry parks in the county to address both inappropriate overnight lorry parking and Operation Stack, over 50 different sites were considered. An assessment process considering site suitability (planning, environmental and transport constraints) and commercial viability was applied to support the identification of a preferred site.

Any interest declared when the decision was taken and any dispensation granted by the Proper Officer:

.....
signed

.....
date

APPENDIX B

SITE IDENTIFICATION – RANKED SHORT LIST FOLLOWING SITE ASSESSMENT

Site ID	Name/Description	Located On	Nearest Trunk Road/Junction	Authority / District	Size (Ha)	Number of Truck Parking Spaces*	Site Ranking
57	White Cliffs Business Pk	A2	A2/A256	Dover	3	234	1
21	A2/Coxhill Road, Shepherdswell (east)	A2	A2/Coxhill Rd	Dover	24	1872	2
20	A2/Coxhill Road, Shepherdswell (west)	A2	A2/Coxhill Rd	Dover	4	530	3

Table 1 – Top Ranked Sites Along the M2/A2 Corridor

Site ID	Name/Description	Located On	Nearest Trunk Road/Junction	Authority / District	Size (Ha)	Number of Truck Parking Spaces*	Site Ranking
8	Site opposite STOP 24 Westenhangar	M20	J11 M20	Shepway	6	468	1
56	Lympne Industrial Estate	M20	B2067	Shepway	2 (more space under developed)	156	2
6	Ashford Int'l Truck Stop Extension	A2070	J10 M20	Ashford	11	858	3
12	East of Stanford	B2068	J11 M20	Shepway	16	1248	4
5	Maidstone MSA, Hollingbourne	M20	J8 M20	Maidstone	11	858	5

Table 2 – Top Ranked Sites Along the M20/A20 Corridor

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Site Opposite STOP 24 Westenhangar, Kent
Westenhangar

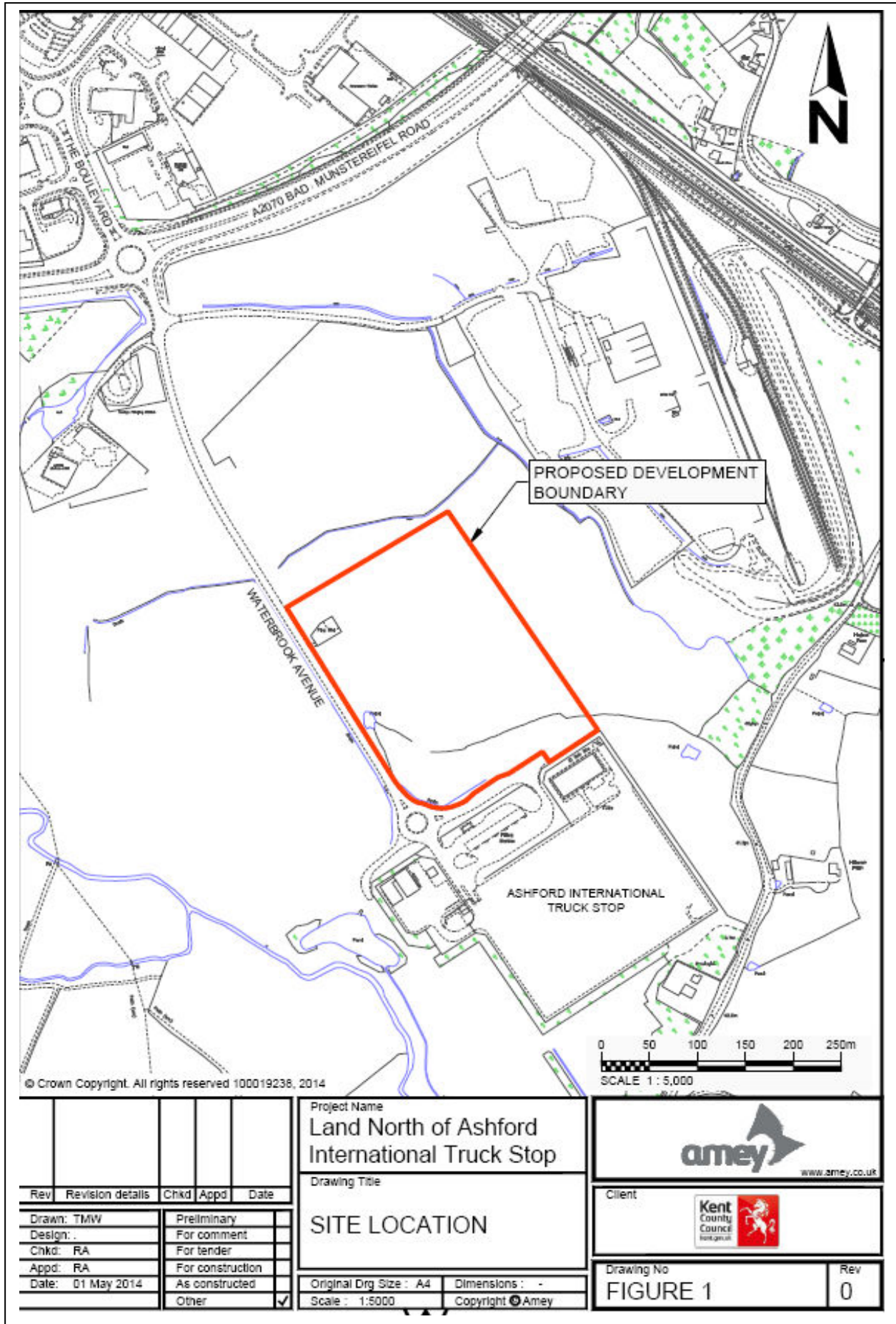


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For identification purposes only


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Rev	Revision details	Chkd	Appd	Date
Drawn: TMW	Preliminary			
Design: .	For comment			
Chkd: RA	For tender			
Appd: RA	For construction			
Date: 01 May 2014	As constructed			
	Other			

Project Name Land North of Ashford International Truck Stop
Drawing Title SITE LOCATION
Original Drg Size : A4 Dimensions : -
Scale : 1:5000 Copyright © Amey

amey www.amey.co.uk

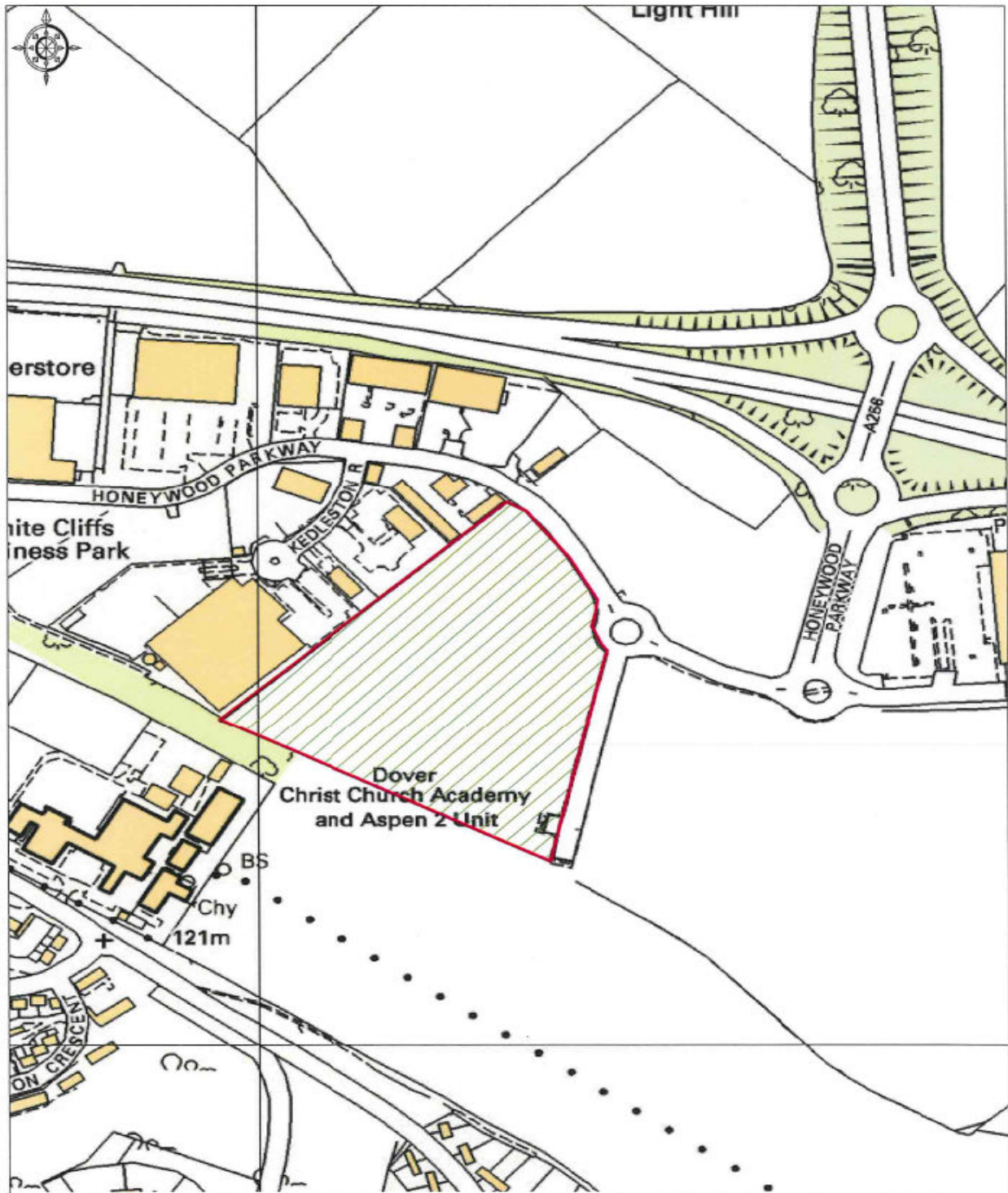
Client


Drawing No
FIGURE 1

Rev
0

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Land at White Cliffs Business Park,
Whitfield, Dover, Kent CT16



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Desktop Environmental Study – Summary Table

Location	Transport Impact Assessment	Infrastructure Audit	Ecology	Flood Risk/Drainage	Air	Noise	Landscape and Visual	Cultural Heritage	Community Effects	Geology & Soils
Ashford	Amber	Amber	Red	Amber	Green	Amber	Green	Amber	Amber	Amber
Westenhanger	Green	Green	Amber	Red	Green	Green	Red	Red	Amber	Amber
Whitfield	Amber	Amber	Green	Red	Green	Amber	Amber	Amber	Amber	Amber

Green - No major issues
 Amber - Some concerns should be able to mitigate
 Red - Require more detailed consideration with regards to mitigation

APPENDIX G

ASHFORD SITE	RAG Status	Comments	Further Work
Traffic Impact Assessment	AMBER	Minimal impact in terms of additional peak hour traffic and operation of surrounding junctions. A2070/The Boulevard/Waterbrook Avenue junction currently operates over capacity during the PM peak.	Further detailed assessments required and will include the consideration of nearby committed developments and highway improvements. The detailed assessments will be calibrated/validated, as appropriate, based upon more thorough base data at the junctions (i.e. observed queue lengths, journey times). Further consideration will be given to site issues arising from consultation with Kent Police, Fire Service and HA.
Infrastructure Audit	AMBER	Access route is acceptable in terms of geometry and safety. Remedial works required to bring Waterbrook Avenue to acceptable standard	Complete formal adoption process of highway land ownership, TRO's and waiting restrictions, lighting assessment etc.
Ecology	RED	Site has significant biodiversity potential.	Further specific surveys required - to include invertebrate, badger, great crested newt, reptile, bat, dormouse, water vole and breeding birds.

APPENDIX G

ASHFORD SITE	RAG Status	Comments	Further Work
Flood Risk/Drainage	AMBER	Flood Zone 2. Infiltration not considered feasible due to cohesive ground conditions. Possible attenuation required	Further investigation should be carried out to the drainage channel to the north of the site to confirm its suitability for discharge. Options should be developed to ascertain the best combination of car parking space loss, permeable paving (with sub-base storage for controlled discharge) and surface water treatment to enable the best cost solution.
Air Quality	GREEN	Not expected to breach UK air quality objectives and EU limit values. Worst option under TAG Unit A3 on local air quality appraisal.	(On Site) No further assessment is deemed necessary, since there are no sensitive receptors within the on-site study area. (Off Site) Assessment to a DMRB Simple level is recommended.
Noise	AMBER	(On Site) Sensitive receptors (Off Site) 40 properties within 40m of the site.	(On Site) Undertake noise assessment since there are sensitive receptors within the on-site study area. Define the ambient noise at sensitive receptors close to the site. (Off Site) Detailed assessment under DMRB.
Landscaping and Visual	GREEN	Area around the site is of low sensitivity and likely to be subject to future development	If development goes ahead then there will be no significant effects as a result of the HGV park
Cultural Heritage	AMBER	Potential for Roman Roads.	Further assessment work required to evaluate the risk.

APPENDIX G

ASHFORD SITE	RAG Status	Comments	Further Work
Community Effects	AMBER	No significant impact to the majority identified features. Stopped up Public Right of Way crosses site.	Community effects assessment to be based on outcome of transport assessment.
Geology & Soils	AMBER	Area of least value. Some sensitivity in terms of geological strata and related hydrogeological resources.	Further assessments required to be undertaken, to include contamination (as part of the geotechnical design) and minerals safeguarding.

Page 52

Westenhanger	RAG Status	Comments	Further Work
Traffic Impact Assessment	GREEN	Minimal impact in terms of additional peak hour traffic and operation of surrounding junctions	Further detailed assessments required to be undertaken if site chosen and will include the consideration of nearby committed developments and highway improvements. The detailed assessments will be calibrated/validated, as appropriate, based upon more thorough base data at the junctions (i.e. observed queue lengths, journey times). Further consideration will be given to site issues arising from consultation with Kent Police, Fire Service and HA.

APPENDIX G

Westenhanger	RAG Status	Comments	Further Work
Infrastructure Audit	Green	Acceptable access route to the proposed site with no geometric changes to existing carriageway.	Parking restrictions, possible safety improvements to cycle lane, lighting level survey. Currently A20 is designated an on-road cycle route.
Ecology	AMBER	Site has some biodiversity potential. Potential for existing pond to be kept on site or relocated off site	Further specific surveys required - to include badger, great crested newt, reptile, bat, and water vole.
Flood Risk/Drainage	RED/ AMBER	Flood Zone 1. Located in within a source protection zone and major aquifer zone. Any infiltration will require significant treatment.	Further investigation should be carried out to the drainage channel to the north of the site to confirm its suitability for discharge. If this transpires as unsuitable then a BRE365 infiltration test should be undertaken. Options should be developed to ascertain the best combination of car parking space loss, permeable paving (with sub-base storage for controlled discharge) and surface water treatment to enable the best cost solution.

APPENDIX G

Westenhanger	RAG Status	Comments	Further Work
Air Quality	GREEN	<p>Not expected to breach UK air quality objectives and EU limit values.</p> <p>Best option under TAG Unit A3 on local air quality appraisal.</p>	<p>(On Site) - No further assessment is deemed necessary, since there are no sensitive receptors within the on-site study area. However, confirm that Hillhurst Farm is not either a community or residential receptor.</p> <p>(Off Site) - Further assessment is not deemed necessary since the only three receptors in the off-site study area are more likely to be affected by traffic on the M20 where it is considered that there will be no significant change in traffic flow. Kent guidance however, states that an Air quality assessment is required for applications of car parks of more than 100 spaces. Therefore, further consultation with the district council is advised.</p>
Noise	GREEN	<p>No major effect on sensitive receptors in the short term</p>	<p>(On Site) Undertake noise assessment since there are sensitive receptors within the on-site study area to define the ambient noise at sensitive receptors close to the site.</p> <p>(Off Site) Simple assessment under DMRB.</p>
Landscaping and Visual	RED	<p>Location of AONB, substantial and robust mitigation required. A number of visual receptors around the site</p>	<p>Detailed consideration relating to design of landscape buffer and other potential mitigation measures.</p>

APPENDIX G

Westenhanger	RAG Status	Comments	Further Work
Cultural Heritage	RED	Close proximity of Registered Park and Garden. Identification of “Little Sandling” building as well as the nearby roman road	Detailed assessments to be undertaken
Community Effects	AMBER	Increase in volume of traffic, link roads. Currently A20 is designated an on-road cycle route	Further assessment to be based on outcome of transport assessment.
Geology & Soils	AMBER	Westenhanger lies within a principle aquifer and on a zone 3 Source Protection zone	Further assessments required to be undertaken, to include contamination (as part of the geotechnical design) and minerals safeguarding.

Whitfield	RAG Status	Comments	Further Work
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APPENDIX G

Whitfield	RAG Status	Comments	Further Work
Traffic Impact Assessment Page 56	AMBER	<p>Minimal impact in terms of additional peak hour traffic and operation of surrounding junctions.</p> <p>Serves HGVs on the A2 which is currently not the signed route for freight traffic to/from the port of Dover and will create additional HGV mileage for vehicles using M20/A20.</p>	<p>Further detailed assessments would be required if this site were chosen and these would include the consideration of nearby committed developments and highway improvements. The detailed assessments will be calibrated/validated, as appropriate, based upon more thorough base data at the junctions (i.e. observed queue lengths, journey times). Further consideration will be given to site issues arising from consultation with Kent Police, Fire Service and HA. Consideration needed to ensure HGVs do not access site through Whitfield.</p>
Infrastructure Audit	AMBER	<p>Existing infrastructure in good condition. There are considerations relating to the completion of the Spur Road that need to be taken into account.</p>	<p>Highway Land ownership of Spur Road, confirmation that drainage system is adequate, Street lighting meets required class etc.</p>
Ecology	GREEN	<p>Limited biodiversity potential.</p> <p>Potential for existing pond to be kept on site or relocated off site</p>	<p>Further specific survey required - badger.</p>

APPENDIX G

Whitfield	RAG Status	Comments	Further Work
Flood Risk/Drainage	RED/AMB ER	Flood Zone 1. There is no apparent suitable watercourse in the vicinity to drain the site to. Located in a source protection zone so infiltration will require significant treatment. Southern Water public sewer is in close vicinity but will require significant investment to accommodate flows.	In order to confirm if infiltration is possible a BRE365 infiltration test should be undertaken. Options should be developed to ascertain the best combination of car parking space loss, permeable paving (with sub-base storage for controlled discharge) and surface water treatment to enable the best cost solution to be found.

APPENDIX G

Whitfield	RAG Status	Comments	Further Work
Air Quality	GREEN	Not expected to breach UK air quality objectives and EU limit values. Option in the middle under TAG Unit A3 on local air quality appraisal. However, assumes traffic model directs HGVs from M20/20 therefore creates the greatest increase in journey length so has potential to have impact on regional air quality.	Further assessment is advised since there is a school within the on-site study area. Simple assessment under DMRB. Air quality monitoring within the study area is recommended in order to enable the validation of the air quality modelling. Consider the potential effects on the A20 AQMA.
Noise	AMBER	(On Site) There are sensitive receptors within the on-site study area.	(On Site) Assessment to NPPF guidelines. (Off Site) Detailed assessment under DMRB.

APPENDIX G

Whitfield	RAG Status	Comments	Further Work
Landscaping and Visual	AMBER	Area likely to be subject to future development but screening would still be appropriate. Effects likely to be greater than for Ashford, due to the elevated location and general visibility of this site, particularly from Western Heights.	Detail assessment of impact and agreement on appropriate mitigation options.
Cultural Heritage	AMBER	Potential issues with regards to and uncovering Roman features	Assessment to evaluate the likelihood and risk of uncovering these features.
Community Effects	AMBER	Not predicted to have a significant direct impact on the majority of identified features.	Community effects assessment to be based on outcome of transport assessment.
Geology & Soils	AMBER	Whitfield lies within a principle aquifer and on a zone 3 Source Protection zone	Further assessments required to be undertaken, to include contamination (as part of the geotechnical design) and minerals safeguarding.

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From: David Brazier - Cabinet Member for Environment & Transport
Mike Austerberry - Corporate Director Growth, Environment & Transport

To: Environment & Transport Cabinet Committee – 17 September 2014

Subject: 14/00091 A28 Chart Road Widening, Ashford

Key decision Major Scheme with cost over £1m

Classification: Unrestricted

Past Pathway of Paper: None

Future Pathway of Paper: For Cabinet Member decision

Electoral Division: Ashford South, Ashford Central, Ashford Rural West

Summary: Approval to take the highway improvement scheme through the next stages of development and delivery including authority to progress statutory approvals and to enter into land and funding agreements and construction contracts.

Recommendation(s):

The Cabinet Committee is asked to consider and endorse, or make recommendations to the Cabinet Member for Environment & Transport on the proposed decision as follows (and indicated on the proposed decision sheet attached at Appendix A):

- i) give approval to the preliminary design scheme for A28 Chart Road Widening for development control and land charge disclosures shown in principle on Drg. Nos. B1620900/H/003A and B1620900/H/007A;
- ii) give approval to progress the A28 Chart Road Widening scheme shown as a preliminary design on Drg. Nos. B1620900/H/003A and B1620900/H/007A, including any ancillary work such as drainage and environmental mitigation;
- iii) give approval for Legal Services to undertake a dedication, transfer or other such legal mechanism to secure the land required to deliver the A28 Chart Road Widening Scheme as shown in Drg Nos. B1620900/H/003A and B1620900/H/007A, including any ancillary works such as drainage and environmental mitigation and subject to any substantive amendments arising from the design being approved by the Corporate Director of Growth, Environment & Transport;
- iv) give approval to the publication of Compulsory Purchase Orders, any other statutory approvals and any other necessary legal rights or consents required for the scheme shown in principle on Drg, Nos. B1620900/H/003A and B1620900/H/007A, including any ancillary works such as drainage and environmental mitigation and subject to any substantive amendments arising from the outline design being approved by the Corporate Director of Growth, Environment & Transport;
- v) give approval to enter into an agreement with Network Rail to allow the County Council to design and deliver a scheme on Network Rail infrastructure;

- vi) give approval to enter into funding agreements required for the scheme such as for the Single Local Growth funding, developer funding and other such funding agreements subject to the approval of the Corporate Director of Finance & Procurement, and
- vii) give approval to enter into construction contracts as necessary for the delivery of the scheme, subject to the approval of the Procurement Board, to the recommended procurement strategy.

1. Introduction

- 1.1 The A28 Chart Road is a principal corridor serving residents and businesses to the southwest area of Ashford. It is the main infrastructure link from the M20 Junction 9, to the Growth Area of the southwest.
- 1.2 The A28 Chart Road runs through an urban area, with the residential periphery of Godinton Park to the northwest and Cobbswood Industrial Estate to the south east. The highway crosses the London to Dover Railway Line, which runs from west to east through the middle of Ashford town.
- 1.3 The proposed widening of the A28 Chart Road is a KCC strategic proposal designed to ease local congestion issues and provide additional highway capacity to allow for the full strategic growth identified by the adopted Ashford Core Strategy 2008, including the Chilmington Green development.
- 1.4 The widening extends from the Great Chart Bypass eastern roundabout (Matalan roundabout) and the Templar Way roundabout (Tank roundabout). See Drg. Nos. B1620900/H/003A and B1620900/H/007A, attached as Appendix B.
- 1.5 The improvements will include the provision of an additional lane to the A28 Chart Road in both directions, between the Matalan roundabout and the Tank roundabout, resulting in a dual carriageway in both directions. Both roundabouts will also be improved, together with junction improvements to Loudon Way, Hilton Road and Brunswick Road. It will be necessary to widen the existing bridge over the railway to accommodate the dual carriageway. See Drg. Nos. B1620900/H/003A and B1620900/H/007A, attached as Appendix B.
- 1.6 In order to optimise the design, reduce costs, minimise disruption and realise the benefits at the earliest time, it is intended that these strategic improvements are delivered as a single scheme.
- 1.7 The recently announced award from the Single Local Growth Fund is very welcome news and together with developer contributions, to be secured via a proposed S278 agreement, will enable the scheme to be progressed.
- 1.8 This report provides an overview of the project and recommendations for the required decisions to allow the scheme to be progressed through the next stages of development.

2. Financial Implications

- 2.1 The overall estimated scheme cost is £32.8m. The allocation from the Single Local Growth Fund is £10.23m. A major scheme business case is required to be submitted to the South East Local Enterprise Partnership (SELEP) for approval before the Single Local Growth Funding is released. The remaining £22.57m is to be provided via developer contributions.
- 2.2 A forward funding mechanism is proposed for the developer contribution element of the scheme cost (excluding scheme planning/preparation costs which will be funded upfront by the developer), as agreed with Finance and Procurement, subject to the implementation of a S278 agreement. The agreement will ensure that all the County Council's costs are met including all borrowing costs, the provision of a robust allowance for risk and inflation and the provision of a bond by the developers to ensure that the repayments are met.
- 2.3 The scheme cost includes an allowance for planning/preparing the scheme and this can be covered initially by the Major Schemes Preliminary Design budget allocation until the 2014/15 developer contribution for this element is received.
- 2.4 Network Rail is likely to require a commuted sum to reflect the increased inspection and maintenance liability of the widened bridge and this has been allowed for within the scheme estimate.
- 2.5 There is a higher level of potential revenue maintenance liability but this will be offset by it being new build, robustly constructed and replacing some older parts of the network.

3. Policy Framework

The scheme supports the objective of supporting existing businesses and encouraging economic activity with housing growth and job creation by reducing congestion and improving infrastructure and accessibility. The scheme contributes to the unlocking of over 7000 homes.

4. Scheme Update

- 4.1 An environmental screening report has been prepared and submitted to the Head of Planning Applications who has been confirmed that the scheme does not require an Environmental Impact Assessment and that the scheme does not require planning permission and can be delivered as Permitted Development.
- 4.2 A significant proportion of the land required for the scheme is within the existing highway boundary. However, there are several areas that will need to be acquired to deliver the scheme and this will be progressed via voluntary acquisition where possible. It is likely that a Compulsory Purchase Order will be promoted for the land required for the scheme at the same time, in order to give programme certainty.

- 4.3 Some data such as engineering details of the existing bridge from Network Rail and a topographical survey has already been obtained. Engineering and cost consultants have also been commissioned.
- 4.4 The design and construction of the widened bridge will need to satisfy Network Rail. It will be delivered by KCC under an Asset Protection Agreement. This element of the scheme will require careful planning as track possessions will be required and structural engineers have already been appointed.
- 4.5 The A28 Chart Road is a key utility corridor and identifying the impacts of the proposed widening and any required diversions or protection measures are important aspects of scheme cost and programme. The location of existing utility apparatus has already been obtained and a review is underway.
- 4.6 Once the outline design is sufficiently developed, it is proposed to hold a public consultation to allow the scheme to be refined and the design to be confirmed.
- 4.7 Delivery of the scheme will be dependent on obtaining the necessary land, completing the detailed design, arranging track possessions and procuring a contractor through a competitive tender process under European procurement rules.
- 4.8 On the basis of the funding agreements being confirmed, design and procurement proceeding satisfactorily and track possessions being granted by Network Rail, a construction start date in 2018 is anticipated.

5. Conclusions

This is an important strategic scheme to help reduce congestion on the A28 corridor and to support housing development, job creation and general economic activity. The recent announcement of Single Local Growth funding, combined with the developer funding that will allow the scheme to proceed is very welcome news. On the basis of the funding agreements being confirmed, design and procurement proceeding satisfactorily and track possessions being granted by Network Rail, a construction start date in 2018 is anticipated.

6. Recommendations

6.1 The Cabinet Committee is asked to consider and endorse, or make recommendations to the Cabinet Member for Environment & Transport on the proposed decision as follows (and indicated on the proposed decision sheet attached at Appendix A):

- i) give approval to the preliminary design scheme for A28 Chart Road Widening for development control and land charge disclosures shown in principle on Drg. Nos. B1620900/H/003A and B1620900/H/007A;
- ii) give approval to progress the A28 Chart Road Widening scheme shown as a preliminary design on Drg. Nos. B1620900/H/003A and B1620900/H/007A, including any ancillary work such as drainage and environmental mitigation;

- iii) give approval for Legal Services to undertake a dedication, transfer or other such legal mechanism to secure the land required to deliver the A28 Chart Road Widening Scheme as shown in Drg Nos. B1620900/H/003A and B1620900/H/007A, including any ancillary works such as drainage and environmental mitigation and subject to any substantive amendments arising from the design being approved by the Corporate Director of Growth, Environment & Transport;
- iv) give approval to the publication of Compulsory Purchase Orders, any other statutory approvals and any other necessary legal rights or consents required for the scheme shown in principle on Drg, Nos. B1620900/H/003A and B1620900/H/007A, including any ancillary works such as drainage and environmental mitigation and subject to any substantive amendments arising from the outline design being approved by the Corporate Director of Growth, Environment & Transport;
- v) give approval to enter into an agreement with Network Rail to allow the County Council to design and deliver a scheme on Network Rail infrastructure;
- vi) give approval to enter into funding agreements required for the scheme such as for the Single Local Growth funding, developer funding and other such funding agreements subject to the approval of the Corporate Director of Finance & Procurement, and
- vii) give approval to enter into construction contracts as necessary for the delivery of the scheme, subject to the approval of the Procurement Board, to the recommended procurement strategy.

7. Background Documents

None

8. Contact details

Lead Officer:

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Lead Director:

John Burr - Director of Highways, Transportation & Waste

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KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

Mr David Brazier, Cabinet Member for Environment & Transport

DECISION NO:

14/00091

For publication

Subject: A28 Chart Road, Ashford

Decision:

The Cabinet Member for Environment & Transport gives approval to:

- i) the preliminary design scheme for A28 Chart Road Widening for development control and land charge disclosures shown in principle on Drg. Nos. B1620900/H/003A and B1620900/H/007A;
- ii) progress the A28 Chart Road Widening scheme shown as a preliminary design on Drg. Nos. B1620900/H/003A and B1620900/H/007A, including any ancillary work such as drainage and environmental mitigation;
- iii) for Legal Services to undertake a dedication, transfer or other such legal mechanism to secure the land required to deliver the A28 Chart Road Widening Scheme as shown in Drg Nos. B1620900/H/003A and B1620900/H/007A, including any ancillary works such as drainage and environmental mitigation and subject to any substantive amendments arising from the design being approved by the Corporate Director of Growth, Environment & Transport;
- iv) the publication of Compulsory Purchase Orders, any other statutory approvals and any other necessary legal rights or consents required for the scheme shown in principle on Drg, Nos. B1620900/H/003A and B1620900/H/007A, including any ancillary works such as drainage and environmental mitigation and subject to any substantive amendments arising from the outline design being approved by the Corporate Director of Growth, Environment & Transport;
- v) enter into an agreement with Network Rail to allow the County Council to design and deliver a scheme on Network Rail infrastructure;
- vi) enter into funding agreements required for the scheme such as for the Single Local Growth funding, developer funding and other such funding agreements subject to the approval of the Corporate Director of Finance & Procurement, and
- vii) to enter into construction contracts as necessary for the delivery of the scheme, subject to the approval of the Procurement Board, to the recommended procurement strategy.

Reason(s) for decision:

Report to the Environment & Transport Cabinet Committee 17/9/2014 refers.

Decisions required to allow scheme development to progress, land acquisition, statutory approvals and contract procurement.

Cabinet Committee recommendations and other consultation:**Any alternatives considered:**

N/A

Any interest declared when the decision was taken and any dispensation granted by the Proper Officer:

.....
signed

.....
date

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Drawing number
B1620900/H/007

1. To be read in conjunction with B1620900/H/003 Rev. A
2. Pedestrian crossing east of Brunswick Road to be used to assist movements into and out of Brunswick Road. Right turn movements into and out of Brunswick Road are to be banned.
3. Matalan Roundabout has a circulatory width of 15m.

Rev	Revision Date	Author	Checked	Reviewed/Approved
A	12.06.2011	CHANGES TO LOUDON WAY AND BRUNSWICK ROAD - CHAIRMAN'S ORDER	JMB	CET
0	02.04.2011	FIRST ISSUE	JMB	CET

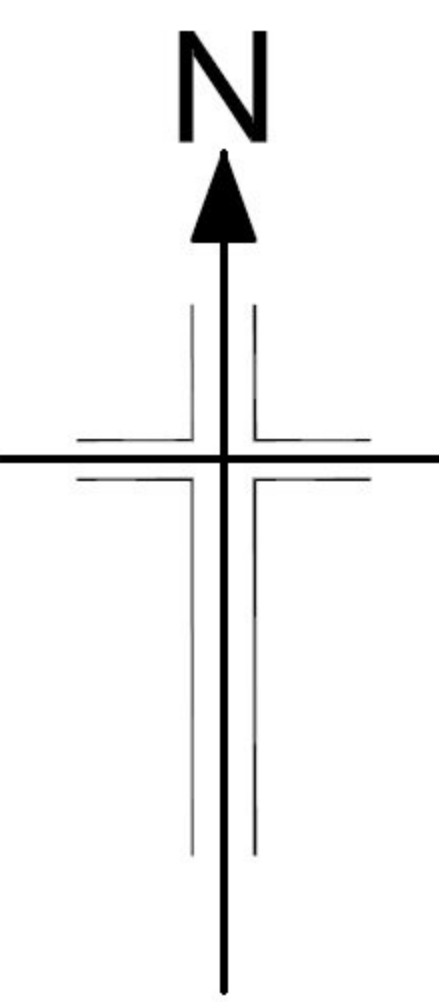
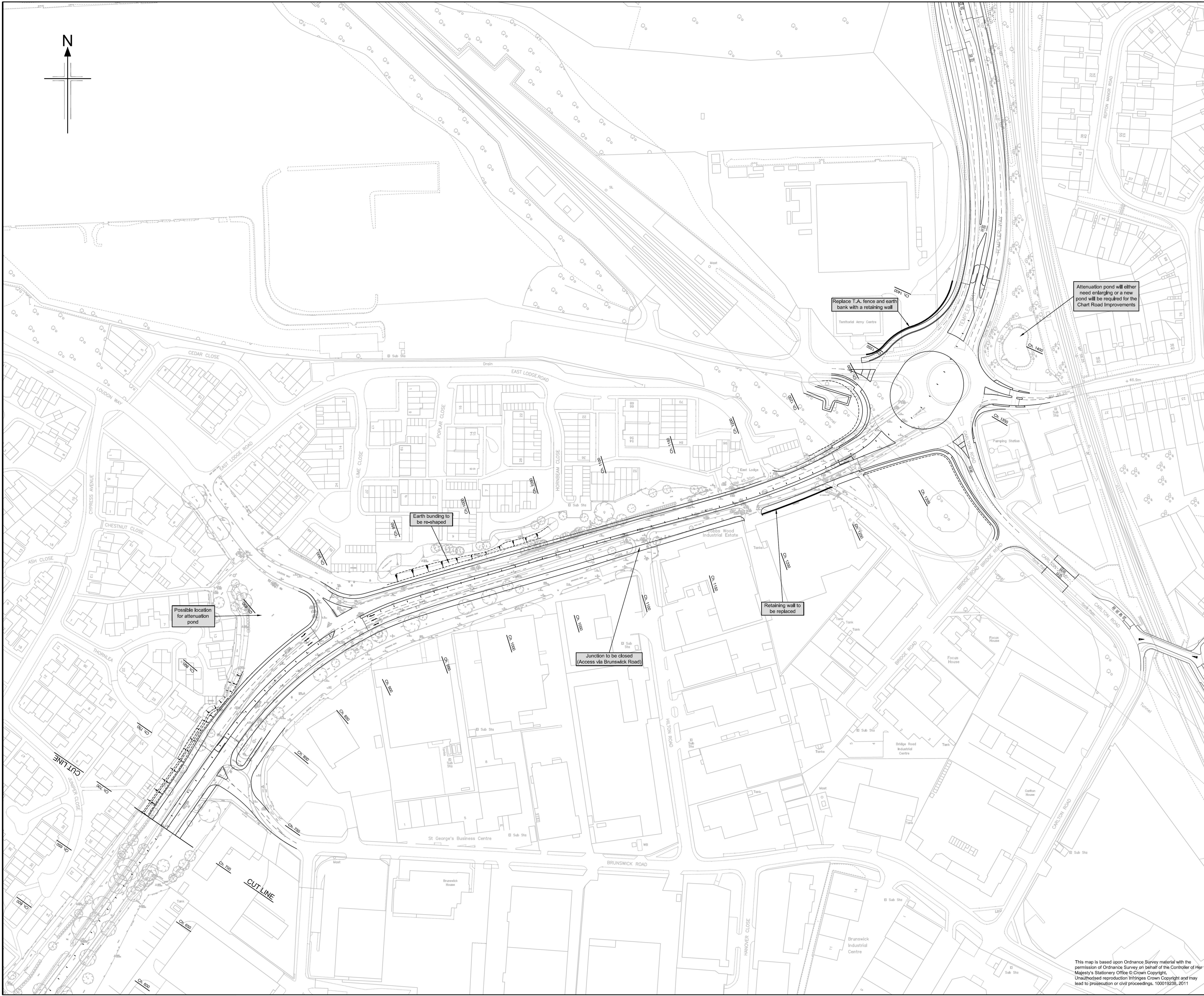


JACOBS
 Major House, 45, St. James Street, Maidstone, Kent, ME14 5GB, England
 Tel: 01622 860000 Fax: 01622 860065 www.jacobs.com

Project
A28 CHART ROAD, ASHFORD
 Stage
STAGE 2
 Drawing title
MATALAN ROUNDABOUT TO LOUDON WAY
 Phase
PHASE 2
FULL STANDARD OPTION
SHEET 1 OF 2

FOR INFORMATION ONLY
 Scale
1:1250 @ A1
 Do not scale
 Drawing number
B1620900/H/007
 Rev
A

- Notes
- To be read in conjunction with B1620900/H/007
 - Pedestrian Crossings In Templar Way and Chart Road to be used to assist Smartlink bus movements and from Carlton Road.
 - Tank Roundabout has a circulatory width of 15m.



A	12.05.2011	CHANGES TO TANK ROUNDABOUT, LOUIDON WAY AND BRUNSWICK ROAD, CHANGES ADDED	JMB	CET	CET	CET
0	06.04.2011	FIRST ISSUE	JMB	CET	CET	CET
Rev	Revision Date	Purpose of revision	Drawn	Checked	Reviewed	Approved



Project: **A28 CHART ROAD, ASHFORD STAGE 2**

Drawing title: **LOUIDON WAY TO TANK ROUNDABOUT - PHASE 2 FULL STANDARD OPTION**

SHEET 2 OF 2

Drawing status: **FOR INFORMATION ONLY**

Scale: **1:1250 @ A1** | **Do not scale**

Drawing number: **B1620900/H/003** | Rev: **A**

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From: David Brazier - Cabinet Member for Environment & Transport
Mike Austerberry - Corporate Director Growth, Environment & Transport

To: Environment & Transport Cabinet Committee – 17 September 2014

Subject: 14/00092 M20 J4/A228 - Widening of Eastern Overbridge

Key decision Major Scheme with cost over £1m

Classification: Unrestricted

Past Pathway of Paper: None

Future Pathway of Paper: For Cabinet Member decision

Electoral Division: Malling North

Summary: Approval to take the highway improvement scheme through the next stages of development and delivery including authority to progress statutory approvals and to enter into funding and construction contracts.

Recommendation(s):

The Cabinet Committee is asked to consider and endorse, or make recommendations to the Cabinet Member for Environment & Transport on the proposed decision as follows (and indicated on the proposed decision sheet attached at Appendix A):

- i) give approval to the outline design scheme for M20 J4 Widening of Eastern Overbridge for development control and land charge disclosures shown in principle on Drg. No. ITB8066-GA-003 Rev A;
- ii) give approval to progress all statutory approvals or consents required for the scheme shown in principle on Drg, No. ITB8066-GA-003 Rev A;
- iii) give approval to enter into a S6 Agreement with the Highways Agency to allow KCC to deliver a scheme on the Highways Agency network;
- iv) give approval to enter into Single Local Growth Fund funding agreement subject to the approval of the Corporate Director of Finance & Procurement, and
- v) give approval to enter into construction contracts as necessary for the delivery of the scheme subject to the approval of the Procurement Board to the recommended procurement strategy.

1. Introduction

1.1 The M20 J4 connection with the A228 is an important node on the highway network. The A228 runs from Grain in a south westerly arc to the A21 at Tunbridge Wells and provides important access to economic activity in the Medway Valley and at Leybourne and Kings Hill.

1.2 The eastern overbridge on the M20 J4 only has two lanes and this is a major contributor to congestion that would be relieved by widening the bridge to

provide an extra lane to the junction gyratory system. See Drg. No's. ITB8066-GA-002 Rev A and GA-003 Rev A attached as Appendix B.

- 1.3 Disappointingly, bids to the Local Pinch Point Fund in 2013 for funding to widen the bridge were unsuccessful. However, the recently announced award from the Single Local Growth Fund is very welcome news and, together with S106 developer contributions, will now allow the scheme to proceed. There is a need to start the scheme before March 2016 to avoid losing a significant element of S106 funding.
- 1.4 This report provides an overview of the project and recommendations for the required decisions to allow the scheme to be progressed.

2. Financial Implications

- 2.1 The overall estimated scheme cost is £4.80m. The allocation from the Single Local Growth Fund is £2.19m. The remaining £2.61m is available from S106 contributions that are already received or can be called upon. Further S106 contributions should also be available when development build-out thresholds are reached.
- 2.2 Costs of developing the scheme are included within the estimate.
- 2.3 The Highways Agency are likely to require a commuted sum to reflect the increased inspection and maintenance liability of the widened bridge and this has been allowed for within the scheme estimate.
- 2.4 There will be a marginal increased revenue maintenance liability associated with the additional carriageway surfacing associated with the extra lane over the widened bridge.

3. Policy Framework

The scheme supports the objectives of supporting existing businesses and encouraging economic activity with housing growth and job creation by reducing congestion and improving infrastructure and accessibility. The scheme contributes to the unlocking of over 3500 homes and 100,000 sq m of commercial floor space.

4. Scheme Update

- 4.1 Traffic assessment has identified that a widened eastern bridge, providing three lanes, will satisfy committed development, local plan allocations and background growth. The western overbridge was widened to provide four lanes in 2006 but traffic distribution is such that three lanes are considered appropriate for the improvement of the eastern overbridge.
- 4.2 The scheme is totally within the highway curtilage of the M20. Planning consent is not required, no land needs to be acquired and it is unlikely that any other statutory approvals or consents will be required but is included in the decision recommendation as a contingency safeguard.

- 4.3 In connection with the earlier Pinch Point Bid some data such as engineering details of the existing bridge, a topographical survey and geotechnical survey information has already been obtained. Engineering and cost consultants have also been commissioned.
- 4.4 The design of the widened bridge will need to satisfy the Highways Agency standards. It will be delivered by KCC under a S6 Agreement which allows a highway authority to work on another highway authority's network. KCC has considerable experience and knowledge of the junction having widened the western over bridge and improved the slip roads in 2006. The M20 is a major strategic link to Europe and constructing the widened bridge without losing motorway capacity will be a key requirement of the Highways Agency and major intrusive activities will probably need to be done at night.
- 4.5 The proposal is well established within the context of major development consents but is probably not well known to the local community. However, this is a small scheme in scale and the nearest houses are about 250m away beyond Leybourne Lakes. An information letter drop will be arranged when the scheme and programme have been developed in more detail with further communication, as would be done for any highway scheme, when appropriate.
- 4.6 Delivery of the scheme in practical terms will be dependent on completing the detailed design of the scheme and procuring a contractor through a competitive tender process - probably under European procurement rules. Delivery will also be dependent on the cost and affordability and this will be clearer after the detailed design has been completed and a more robust estimate prepared. A scheme specific business case needs to be submitted to the Department of Transport for approval before the £2.19m Single Local Growth funding is confirmed.
- 4.7 On the basis of the Single Local Growth funding being confirmed, design and procurement proceeding satisfactorily and road space permits to carry out works affecting the M20 being granted by the Highways Agency, a start of construction in early 2016 is anticipated.

5. Conclusions

This is an important scheme to help reduce congestion on the M20 junction of the A228 strategic route corridor and support housing development, job creation and general economic activity. The failure to achieve Pinch Point funding in early 2013 was disappointing but the recent announcement of Single Local Growth funding that will allow the scheme to proceed is very welcome news. The programme will be challenging but some preliminary work has already been done and there is confidence that a construction start date of early 2016 can be achieved.

6. Recommendations

The Cabinet Committee is asked to consider and endorse, or make recommendations to the Cabinet Member for Environment & Transport on the

proposed decision as follows (and indicated on the proposed decision sheet attached at Appendix A):

- i) give approval to the outline design scheme for M20 J4 Widening of Eastern Overbridge for development control and land charge disclosures shown in principle on Drg. No. ITB8066-GA-003 Rev A;
- ii) give approval to progress all statutory approvals or consents required for the scheme shown in principle on Drg, No. ITB8066-GA-003 Rev A;
- iii) give approval to enter into a S6 Agreement with the Highways Agency to allow KCC to deliver a scheme on the Highways Agency network;
- iv) give approval to enter into Single Local Growth Fund funding agreement subject to the approval of the Corporate Director of Finance & Procurement, and
- v) give approval to enter into construction contracts as necessary for the delivery of the scheme subject to the approval of the Procurement Board to the recommended procurement strategy.

7. Background Documents

None

8. Contact details

Lead Officer:

Mary Gillett - Major Projects Planning Manager

07540 675423

mary.gillett@kent.gov.uk

Lead Director:

John Burr - Director of Highways, Transportation & Waste

01622 694192

john.burr@kent.gov.uk

KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

Mr David Brazier, Cabinet Member for Environment & Transport

DECISION NO:

14/00092

For publication

Subject: M20 Junction 4 - Eastern Overbridge Widening

Decision:

The Cabinet Member for Environment & Transport gives approval to:

- i) the outline design scheme for M20J4 Widening of Eastern Overbridge for development control and land charge disclosures shown in principle on Drg. No. ITB8066-GA-003 Rev A;
- ii) progress all statutory approvals or consents required for the scheme shown in principle on Drg. No. ITB8066-GA-003 Rev A;
- iii) enter into a S6 Agreement with the Highways Agency to allow KCC to deliver a scheme on the Highways Agency network;
- iv) enter into Single Local Growth Fund funding agreement subject to the approval of the Corporate Director of Finance & Procurement, and
- v) enter into construction contracts as necessary for the delivery of the scheme subject to the approval of the Procurement Board to the recommended procurement strategy.

Reason(s) for decision:

Report to the Environment & Transport Cabinet Committee 17/9/2014 refers.

Decisions required to allow scheme development to progress, land acquisition, statutory approvals and contract procurement.

Cabinet Committee recommendations and other consultation:**Any alternatives considered:**

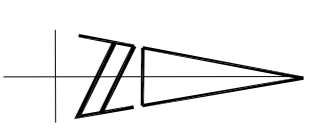
N/A

Any interest declared when the decision was taken and any dispensation granted by the Proper Officer:

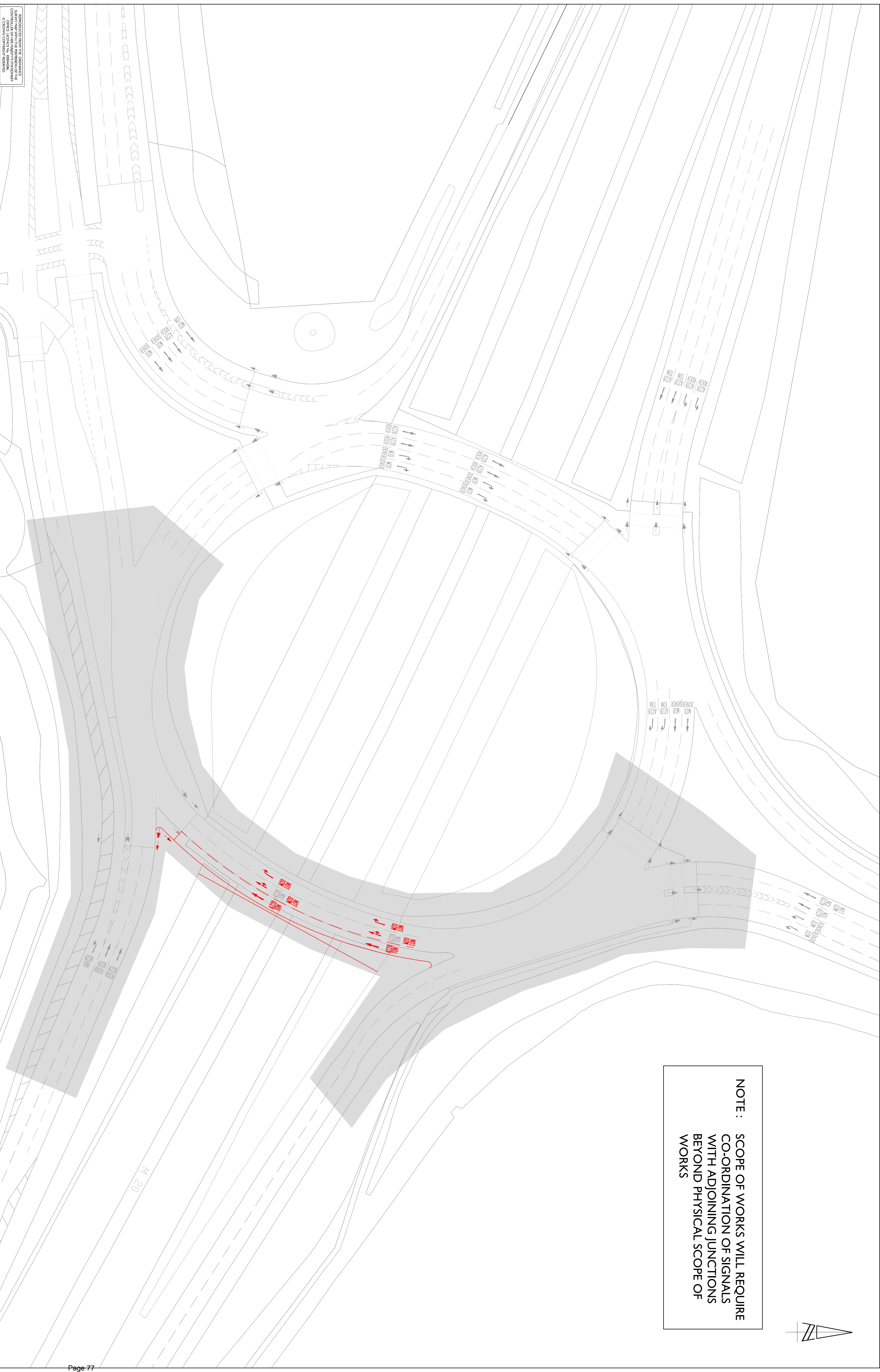
.....
signed

.....
date

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NOTE : SCOPE OF WORKS WILL REQUIRE CO-ORDINATION OF SIGNALS WITH ADJOINING JUNCTIONS BEYOND PHYSICAL SCOPE OF WORKS



MANAGED BY THE DISTRICT COUNCIL WITH THE PERMISSION OF THE COUNTY COUNCIL. OTHER LICENSES MAY APPLY. © COUNCILS/COMPANIES RESERVED.

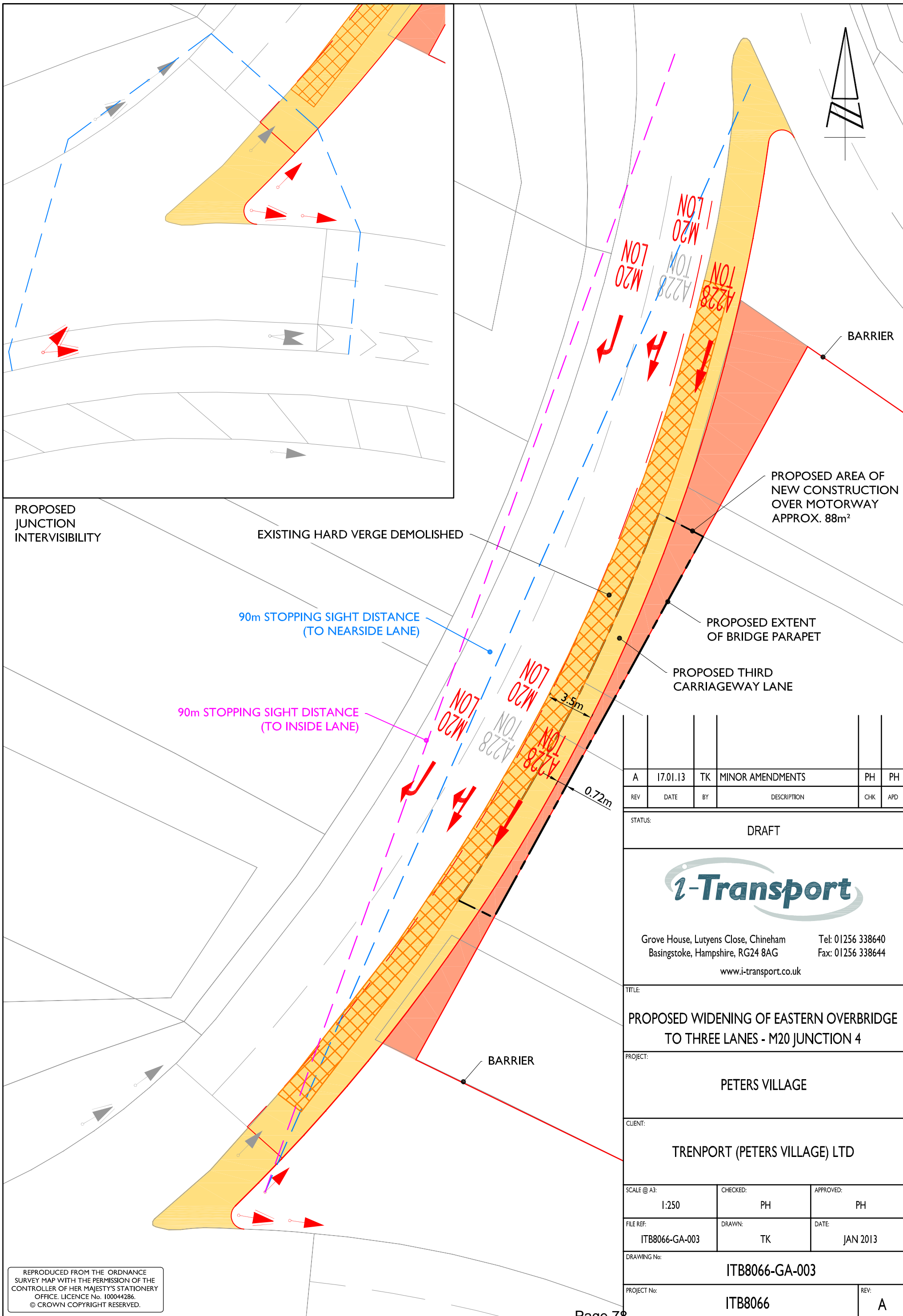
KEY
PHYSICAL EXTENT OF PROPOSED HIGHWAY WORKS

1-Transport
 Grove House, Lutgers Close, Chichester
 Basingstoke, Hampshire, RG24 8AG
 Tel: 01256 338840 Fax: 01256 338844
 www.1transport.co.uk

NO	DATE	BY	DESCRIPTION	CHK	APP
A	17/01/13	TK	MINOR AMENDMENTS	PH	PH
DRAFT					

TITLE: PROPOSED WIDENING OF EASTERN OVERBRIDGE TO THREE LANES - M20 JUNCTION 4
 CLIENT: TRENPORT (PETERS VILLAGE) LTD

PROJECT NO	ISSUED BY	SCALE	DATE	NO
ITB9066-CA-002	TK	1:500		A
DESIGNED BY	CHECKED BY	DATE	APPROVED BY	
ITB9066	PH		PH	
DATE	DATE	DATE	DATE	
			JAN 2013	



REV	DATE	BY	DESCRIPTION	CHK	APD
A	17.01.13	TK	MINOR AMENDMENTS	PH	PH

STATUS: DRAFT

i-Transport

Grove House, Lutyens Close, Chineham
Basingstoke, Hampshire, RG24 8AG
www.i-transport.co.uk

Tel: 01256 338640
Fax: 01256 338644

TITLE:
PROPOSED WIDENING OF EASTERN OVERBRIDGE TO THREE LANES - M20 JUNCTION 4

PROJECT:
PETERS VILLAGE

CLIENT:
TRENPORT (PETERS VILLAGE) LTD

SCALE @ A3: 1:250	CHECKED: PH	APPROVED: PH
FILE REF: ITB8066-GA-003	DRAWN: TK	DATE: JAN 2013

DRAWING No:
ITB8066-GA-003

PROJECT No: ITB8066	REV: A
-------------------------------	------------------

PROPOSED JUNCTION INTERVISIBILITY

EXISTING HARD VERGE DEMOLISHED

90m STOPPING SIGHT DISTANCE (TO NEAR SIDE LANE)

90m STOPPING SIGHT DISTANCE (TO INSIDE LANE)

PROPOSED AREA OF NEW CONSTRUCTION OVER MOTORWAY APPROX. 88m²

PROPOSED EXTENT OF BRIDGE PARAPET

PROPOSED THIRD CARRIAGEWAY LANE

BARRIER

BARRIER

REPRODUCED FROM THE ORDNANCE SURVEY MAP WITH THE PERMISSION OF THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE. LICENCE No. 10004286. © CROWN COPYRIGHT RESERVED.

From: David Brazier - Cabinet Member for Environment & Transport
Mike Austerberry - Corporate Director Growth, Environment & Transport

To: Environment & Transport Cabinet Committee – 17 September 2014

Subject: 13/00094 Gravesend Transport Quarter Phase 3 - Rathmore Road Link, Gravesend

Key decision Major Scheme affecting two electoral divisions and with cost over £1m

Classification: Unrestricted

Past Pathway of Paper: None

Future Pathway of Paper: For Cabinet Member decision

Electoral Division: Northfleet & Gravesham West and Gravesham East

Summary: Approval to take the highway improvement scheme through the next stages of development and delivery including authority to progress Statutory Orders and to enter into land, funding and construction contracts.

Recommendation(s):

The Cabinet Committee is asked to consider and endorse, or make recommendations to the Cabinet Member for Environment & Transport on the proposed decision as follows (and indicated on the proposed decision sheet attached at Appendix A):

- i) give approval to the outline design scheme for Gravesend Transport Quarter Phase 3 - Rathmore Road Link shown on Drg. No. 4300015/000/001 Rev 2 for development control and land charge disclosures; and subject to planning approval;
- ii) give approval to the publication of a Compulsory Purchase Order, any other statutory approvals and any other necessary legal rights or consents required for the scheme shown in principle on Drg, No. 4300015/000/001 Rev 2 subject to any substantive amendments arising from the detailed design being approved by the Corporate Director of Growth, Environment & Transport;
- iii) give approval to the advance voluntary acquisition of No. 15 Darnley Road that is affected by the scheme on terms to be agreed with the Director of Property;
- iv) give approval to the voluntary acquisition of Gravesham Borough Council car park land that is affected by the scheme on terms to be agreed with the Director of Property;
- v) give approval to enter into a funding agreement for financial support through the South East Local Enterprise Partnership Single Local Growth Fund, and other such funding agreements as required for the delivery of the scheme, subject to the approval of the Corporate Director of Finance & Procurement; and

- vi) give approval to enter into construction contracts as necessary for the delivery of the scheme subject to the approval of the Procurement Board to the procurement strategy.

1. Introduction

- 1.1 Gravesend Transport Quarter Phase 3 - Rathmore Road Link involves the re-alignment of the existing Rathmore Road and its upgrade to provide a new two-way link road between Stone Street and Darnley Road. The scheme also includes restricting access to Barrack Row and making Clive Road two-way with associated works to Railway Place. A key objective of the scheme is to remove unnecessary traffic from Barrack Row so that it can be used almost exclusively for public transport and provide the opportunity for a purpose made public transport interchange that would be a later phase of the Gravesend Transport Quarter project. See Fig. 1 attached as Appendix B.
- 1.2 Phase 1 of the Gravesend Transport Quarter project involved public realm improvements to the area in front of the Civic Centre, including some highway changes, to provide a unified space. These were completed in 2011. Phase 2 involves the provision by Network Rail of a multi-storey car park including an integral public transport facility in the Barack Row area. All of these phases are in pursuance of a Masterplan that was promoted by Gravesham Borough Council. See Fig 2 attached as Appendix B.
- 1.3 The scheme has been proceeding on the basis of a decision taken by the then Cabinet Member for Environment & Enterprise in April 2012 (Decision 12-01888 refers) but it is an appropriate time to report the current situation and seek to revalidate and update that decision.

2. Financial Implications

- 2.1 There are no capital financial implications or risks for KCC. All costs associated with the development of the scheme, land acquisition and construction currently estimated at £8m are to be fully funded through the Kent Thameside Strategic Transport Programme utilising grant funding from the Homes & Communities Agency (HCA) together with the recent allocation in principle of £4.1m through the South East Local Enterprise Partnership (SELEP) Single Local Growth Funding by the Department of Transport (DfT). The Kent Thameside Strategic Transport Programme is managed by the internal client within the Economic Division of the Directorate.
- 2.2 A high standard of public realm is an important aspect of some elements of the scheme such as an enhanced forecourt area to the southside entrance to Gravesend railway station that will include a drop-off/pick-up area and space for taxis and disabled parking. The choice of materials has been reviewed with the Borough Council and is driven by the objectives of the Masterplan and to achieve continuity with the new Civic Square (Phase 1). Account has been taken of factors such as appropriateness, cost, maintenance, durability and buildability and in particular has been influenced by experience on other similar schemes in Kent. There is a higher level of potential revenue maintenance

liability but this will be offset by it being new build, robustly constructed and replacing some older parts of the network.

- 2.3 Delivery will of course also be dependent on cost and affordability and this will only be clear after the detailed design has been completed and in particular fully costed details of utility diversions have been provided by the statutory undertakers. A scheme specific business case also needs to be submitted to the South East Local Enterprise Partnership (SELEP) for approval before the £4.1m indicative funding to supplement the funding from the Kent Thameside Strategic Transport Programme is confirmed.

3. Policy Framework

The scheme supports the BS4K objectives of supporting existing businesses and encouraging economic activity with housing growth and job creation by improving infrastructure and accessibility.

4. Scheme Update

- 4.1 The outline design was completed and a planning application submitted in April 2012. The application and supporting environmental assessment such as noise and air quality was predicated on Phase 2 - the Network rail multi-storey car park - proceeding as it had achieved planning consent and construction at the time was imminent. However, the car park did not proceed, planning consent has since lapsed and the proposal is now unlikely to be resurrected until a new Train Operating Company franchise is in place. A revised planning application for the scheme had to be prepared and submitted on the basis of it being a stand-alone proposal that made no assumptions about the car park proceeding.
- 4.2 The revised planning application was submitted to the December 2013 Planning Applications Committee and determination was deferred pending a site visit that was held on 20th January 2014. A number of concerns were raised during the site visit and it was decided to submit a further revised application that would address these concerns where appropriate or provide additional supporting explanation. The opportunity was also taken to amend the scheme and application to reflect the requirement of Gravesham Borough Council to maximise their retained land for use in a continuing role as a car park.
- 4.3 The revised application was submitted in April 2014 and it is expected to be determined by the Planning Applications Committee at its meeting on 22 October 2014.
- 4.4 Subject to planning approval, the next stage will be to secure the land for the scheme. The bulk of the land required is from the Rathmore Road car park owned by Gravesham Borough Council. An agreement in principle has been reached with the Borough Council reflecting an appropriate level of compensation for the land taken and loss of parking revenue. No. 13 Darnley Road is affected by the scheme and will need to be demolished. It is owned by Gravesham Borough Council but its acquisition was funded by HCA and hence will be made freely available for the scheme.

- 4.5 Land from the front of No.15 Darnley Road will be required and extensive party wall works will also be required resulting from the demolition of the adjacent No.13. Acquisition of the whole property is appropriate and negotiations are underway with the owner with the objective of securing a voluntary acquisition. The property is currently in tenanted residential use and it is likely that when the scheme construction starts a planning application will be made for a change to commercial use. This has the benefit of dealing with any marginal air quality concerns resulting from the scheme. The property will become an asset of the Kent Thameside Strategic Transport Programme and it is likely that it will be sold and the capital receipt netted off the scheme cost.
- 4.6 To cover the situation where the voluntary acquisition of No.15 Darnley Road does not proceed or falls behind programme, it is likely that a Compulsory Purchase Order will be promoted for all the land required for the scheme in order to give programme certainty.
- 4.7 If a Compulsory Purchase Order can be avoided and other complementary statutory orders are also unnecessary then delivery of the scheme in practical terms will then be dependent on completing the detailed design of the scheme and procuring a contractor through a competitive tender process under European procurement rules.
- 4.8 On the basis of funding being confirmed and statutory Orders being avoided a start of construction in early 2016 is possible. This would allow the scheme to be built in good weather and avoid disruption during important Christmas and New Year town centre trading periods.

5. Conclusions

Progress has been somewhat disrupted over the last two years because of external factors and issues raised during the planning application process that have required revisions to the scheme. On the basis of funding being confirmed and statutory Orders being avoided a start of construction in early 2016 is possible. This would allow the scheme to be built in good weather and avoid disruption during important Christmas and New Year town centre trading periods. If statutory Orders are required and a public inquiry required then, subject of course to confirmation by the Secretary of State, a start would not be likely before sometime during 2017.

6. Recommendations

The Cabinet Committee is asked to consider and endorse, or make recommendations to the Cabinet Member for Environment & Transport on, the proposed decision as follows (and indicated on the proposed decision sheet attached at Appendix A):

- i) give approval to the outline design scheme for Gravesend Transport Quarter Phase 3 - Rathmore Road Link shown on Drg. No. 4300015/000/001 Rev 2 for development control and land charge disclosures; and subject to planning approval:

- ii) give approval to the publication of a Compulsory Purchase Order, any other statutory approvals and any other necessary legal rights or consents required for the scheme shown in principle on Drg, No. 4300015/000/001 Rev 2 subject to any substantive amendments arising from the detailed design being approved by the Corporate Director of Growth, Environment & Transport;
- iii) give approval to the advance voluntary acquisition of No. 15 Darnley Road that is affected by the scheme on terms to be agreed with the Director of Property;
- iv) give approval to the voluntary acquisition of Gravesham Borough Council car park land that is affected by the scheme on terms to be agreed with the Director of Property;
- v) give approval to enter into a funding agreement for financial support through the South East Local Enterprise Partnership Single Local Growth Fund, and other such funding agreements as required for the delivery of the scheme, subject to the approval of the Corporate Director of Finance & Procurement; and
- vi) give approval to enter into construction contracts as necessary for the delivery of the scheme subject to the approval of the Procurement Board to the procurement strategy.

7. Background Documents

None

8. Contact details

Lead Officer:

Mary Gillett - Major Projects Planning Manager

07540 675423

mary.gillett@kent.gov.uk

Lead Director:

John Burr - Director of Highways, Transportation & Waste

01622 694192

john.burr@kent.gov.uk

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KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

Mr David Brazier, Cabinet Member for Environment & Transport

DECISION NO:

13/00094

For publication**Subject: Gravesend Transport Quarter Phase 3 - Rathmore Road Link, Gravesend****Decision:**

The Cabinet Member for Environment & Transport gives approval to:

- i) the outline design scheme for Gravesend Transport Quarter Phase 3 - Rathmore Road Link shown on Drg. No. 4300015/000/001 Rev 2 for development control and land charge disclosures; and subject to planning consent:
- ii) the publication of a Compulsory Purchase Order, any other statutory approvals and any other necessary legal rights or consents required for the scheme shown in principle on Drg, No. 4300015/000/001 Rev 2 subject to any substantive amendments arising from the detailed design being approved by the Corporate Director of Growth, Environment & Transport;
- iii) the advance voluntary acquisition of No. 15 Darnley Road that is affected by the scheme on terms to be agreed with the Director of Property;
- iv) the voluntary acquisition of Gravesham Borough Council car park land that is affected by the scheme on terms to be agreed with the Director of Property;
- v) give approval to enter into a funding agreement for financial support through the South East Local Enterprise Partnership Single Local Growth Fund, and other such funding agreements as required for the delivery of the scheme, subject to the approval of the Corporate Director of Finance & Procurement; and
- vi) to enter into construction contracts as necessary for the delivery of the scheme subject to the approval of procurement strategy by the Procurement Board.

Reason(s) for decision:

Report to the Environment & Transport Cabinet Committee 17/9/2014 refers.

Decisions required to allow scheme development to progress, land acquisition, statutory approvals and contract procurement.

Cabinet Committee recommendations and other consultation:**Any alternatives considered:**

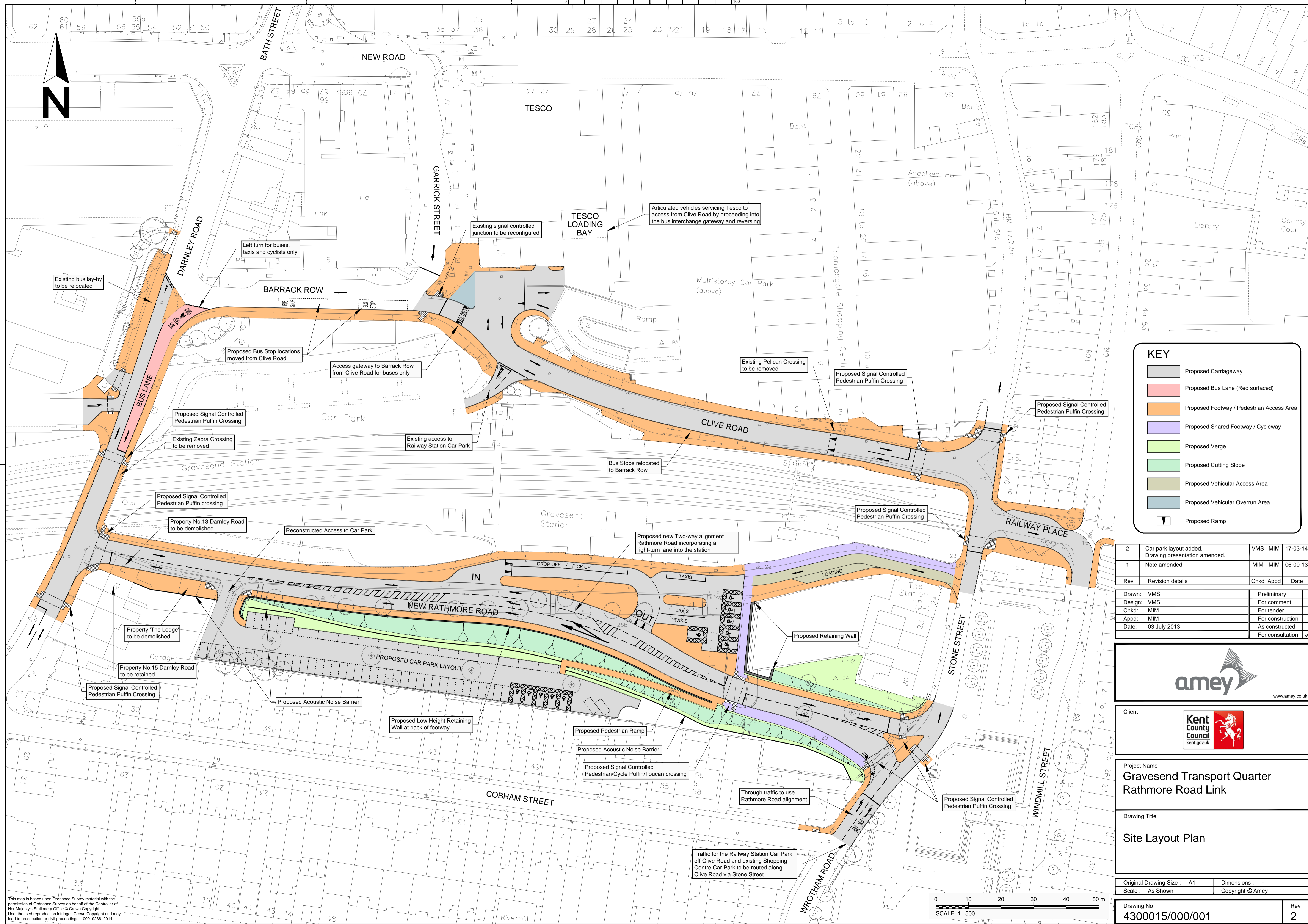
N/A

Any interest declared when the decision was taken and any dispensation granted by the Proper Officer:

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signed

.....
date

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KEY

- Proposed Carriageway
- Proposed Bus Lane (Red surfaced)
- Proposed Footway / Pedestrian Access Area
- Proposed Shared Footway / Cycleway
- Proposed Verge
- Proposed Cutting Slope
- Proposed Vehicular Access Area
- Proposed Vehicular Overrun Area
- Proposed Ramp

2	Car park layout added. Drawing presentation amended.	VMS	MIM	17-03-14
1	Note amended.	MIM	MIM	06-09-13
Rev	Revision details	Chkd	Appd	Date

Drawn:	VMS	Preliminary
Design:	VMS	For comment
Chkd:	MIM	For tender
Appd:	MIM	For construction
Date:	03 July 2013	As constructed
		For consultation



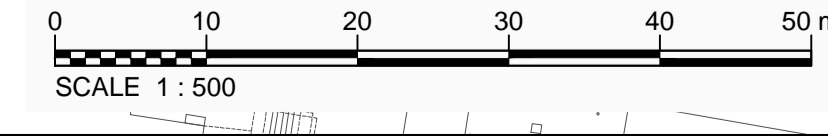
Client
Gravesend Transport Quarter Rathmore Road Link

Drawing Title
Site Layout Plan

Original Drawing Size :	A1	Dimensions :	-
Scale :	As Shown	Copyright :	© Amey

Drawing No	4300015/000/001	Rev	2
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From: David Brazier – Cabinet Member for Environment and Transport
John Burr - Director of Highways, Transportation and Waste

To: Environment & Transport Cabinet Committee - 17 September 2014

Subject: 13/00038 Joint Transportation Boards Parish Attendance and Voting Rights

Classification: Unrestricted

Past Pathway of Paper: Environment, Highways & Waste Cabinet Committee – December 2013

Future Pathway of Paper: For Cabinet Member Decision
Joint Transportation Boards

Electoral Division: All divisions

Summary: The Kent Association of Local Councils (KALC) has requested that Parish Councils representation at Joint Transportation Boards be increased to two members who should be permitted voting rights. Under the current JTB constitution, the one Parish representative may speak but currently has no voting rights. KCC has approved an initial proposal for voting rights for one Parish member and Members are asked to consider proposals for a second voting attendee. To ease reporting and decision-making, the new agreement should incorporate an obligation to report on the JTB's recommendations.

Recommendations:

1. It is recommended that the Cabinet Member for Transport and Environment be asked to approve the KALC request for a total of two Parish Members to attend JTBs (with voting rights) and attendant changes as set out in this report.
2. A report to all JTBs seeking District Council agreement to the KALC proposal will be considered in the autumn round of meetings.

1. Kent Association of Local Councils (KALC)

KALC has formally requested that consideration be given to introducing voting rights for Parish representative/s attending the JTB. In principle this is a reasonable request. It is important that KALC is responsible for arranging the Parish representative's attendance at JTBs and notifies the Chairman accordingly. The appointment would be on the basis of the two representatives taking a District wide approach to items on the agenda.

2. Moving Forward

- (1) A report covering the up-dating of the JTB Agreement and allowing Parish representatives a voting right at JTBs was considered by Members at the December

2013 meeting of the County Council's Environment, Highways and Waste Cabinet Committee. At this meeting, Members endorsed the proposals.

(2) In addition KCC wish to simplify reporting of the proceedings of JTBs by incorporating an obligation to report on the JTB's recommendations. Preparation of a new JTB Agreement will be considered internally by District Councils. Once this is completed, a report will be submitted to each JTB seeking endorsement of the revised proposals.

3. Recommendations:

1. It is recommended that the Cabinet Member for Transport and Environment be asked to approve the KALC request for a total of two Parish Members to attend JTBs (with voting rights) and attendant changes as set out in this report.
2. A report to all JTBs seeking District Council agreement to the KALC proposal will be considered in the autumn round of meetings.

4. Background Documents

Proposed model JTB agreement

5. Contact details

Lead Officer:

David Hall, Deputy Director, Highways and Transportation
03000 411643

david.hall@kent.gov.uk

Lead Director:

John Burr, Director of Highways, Transportation & Waste
01622 694192

john.burr@kent.gov.uk

KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

Mr David Brazier, Cabinet Member for Environment & Transport

DECISION NO:

13/00038

For publication or exempt – please state

Subject: Joint Transportation Boards Parish Attendance and Voting Rights

Decision:

As Cabinet Member for Environment & Transport, I agree to approve the KALC request for a total of two Parish Members to attend JTBs (with voting rights) and attendant changes as set out in the report to the Environment & Transport Cabinet Committee on 17 September.

Reason(s) for decision:

The Kent Association of Local Councils (KALC) has requested that Parish Councils representation at Joint Transportation Boards be increased to two members who should be permitted voting rights. Under the current JTB constitution, the one Parish representative may speak but currently has no voting rights. KCC has approved an initial proposal for voting rights for one Parish member. To ease reporting and decision-making, the new agreement should incorporate an obligation to report on the JTB's recommendations.

Cabinet Committee recommendations and other consultation:**Any alternatives considered:**

None

Any interest declared when the decision was taken and any dispensation granted by the Proper Officer:

.....
signed

.....
date

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DATE

2014

THE KENT COUNTY COUNCIL (1)
and
[BOROUGH] [DISTRICT] COUNCIL (2)

**AGREEMENT ON
JOINT TRANSPORTATION BOARDS**

Kent Legal Services
Kent County Council
County Hall
Maidstone
ME14 1XQ
T: 01622 696293
F: 01622 694402
www.kent.gov.uk/Legal
Ref: LS/21/26109/450



THIS AGREEMENT is made

day of

2014

PARTIES

(1) THE KENT COUNTY COUNCIL of Sessions House, County Hall, Maidstone, Kent ME14 1XQ of the one part (“KCC”)

(2) [BOROUGH] [DISTRICT] COUNCIL of [] (“Council”)

RECITALS

- (A) KCC and the Council are local authorities as defined by Section 270(1) of the 1972 Act.
- (B) KCC is the highway authority for the county of Kent for the purposes of s1(2) of the 1980 Act (save where the Secretary of State for Transport is the highway authority and save also where the highway falls within the jurisdiction of Medway Council) and is by enactments also the traffic authority and the street works authority.
- (C) KCC and the Council wish to establish a forum for consultation.

AGREED TERMS

1. DEFINITIONS AND INTERPRETATION

1.1 The definitions and rules of interpretation in this clause apply to this Agreement.

1972 Act : Local Government Act 1972

1980 Act : Highways Act 1980

JTB : a joint transport board being a forum for ongoing consultation between KCC and the Council on policies plans and strategies related to highways road traffic and public transport inasmuch as these are the responsibility of KCC

1.2 Clause, schedule and paragraph headings shall not affect the interpretation of this Agreement.

1.3 Except where a contrary intention appears, references to clauses and schedules are to the clauses and schedules of this Agreement; references to paragraphs are to paragraphs of the schedule.

1.4 The schedule forms part of this Agreement and shall have effect as if set out in full in the body of this Agreement.

1.5 Reference to any statute or statutory provision includes a reference to that statute or statutory provision as from time to time amended extended re-enacted or consolidated and all statutory instruments or orders made pursuant to it.

2 COMMENCEMENT AND TERMINATION

This Agreement commences on the date hereof and continues until terminated by either party on six months' written notice addressed to the relevant Leader, Chief Executive or equivalent officer.

3 PARTIES' OBLIGATIONS

By this Agreement KCC and the Council establish a JTB and will maintain that body to fulfil the purposes more particularly described in the Schedule.

4 LEGAL RELATIONSHIP

Nothing in this Agreement creates a legal relationship between the parties and neither party shall hold itself out as the agent of the other; or as being entitled to give covenants, undertakings promises or representations on behalf of the other.

SCHEDULE

1. Costs

Each party shall be responsible for its own costs incurred in the operation of the JTB.

2. Membership

2.1 The JTB membership will comprise:

- (i) all KCC local elected members for the [district]/[borough] of [];
- (ii) an equal number of Council elected members; and
- (iii) subject to the method of appointment set out in paragraph 2.3 two representatives of the Parish and Town Councils within the [district]/[borough] of []

and each member described in this paragraph shall have a vote in any meeting of the JTB where a vote is held.

- 2.2 Any district or Parish member of the JTB may appoint a substitute attendee from the district or Parish Council which sent him or her there and may propose motions and amendments and may vote on the same.
- 2.3 The Parish and Town Council representatives will be appointed either by the Area Committee of the Kent Association of Local Councils or by any other representative body for Parish Councils within the [district]/[borough] if this provides a more complete representation and in common with the other members of the JTB the Parish and Town Council representatives shall have the right to propose motions and amendments and to vote on the same.

3 Representations to the JTB

Any JTB member; any KCC elected member; any Council elected member and the monitoring officer of the Council or KCC may place an item on the JTB agenda and attend and speak at any meeting of the JTB but may not vote nor propose a motion nor an amendment unless already a voting member of the JTB.

4 Chairman

- 4.1 Responsibility for chairing the JTB will alternate annually in May of each year between KCC and the Council.
- 4.2 The chairman's term will commence at the first meeting of the JTB in May of each year.

5 Meetings

- 5.1 A JTB meeting will occur up to four times a year on dates and at times and venues to be agreed between the parties.
- 5.2 The quorum for a JTB meeting shall be four comprising at least two voting members present from each of KCC and the Council.
- 5.3 JTB meetings will be conducted as if they were committee of the Council whose representative is the chair.
- 5.4 JTB meetings will be clerked by an officer of the Council. Copies of all papers shall be sent to the monitoring officers of KCC and the Council.

5.5 A digest of the JTB's proceedings and recommendations will be prepared by the clerk referred to in paragraph 5.4 and provided within a week of the JTB meeting to which it relates to the KCC Cabinet Member for Environment and Transportation.

5.6 Access to information principles shall be applied to the JTB as if it were a Council committee.

6. **Terms of Reference**

6.1 Subject to paragraph 8 the JTB may consider:-

- (i) capital and revenue funded works programmes;
- (ii) traffic regulation orders; and
- (iii) street management proposals

and may provide advice on these matters to the relevant executive as appropriate.

6.2 Subject to paragraph 8 the JTB will exist as a forum for consultation on policies plans and strategies related to highways road traffic and public transport.

6.3 Subject to paragraph 8 the JTB may review the progress and out-turn of works and business performance indicators.

6.4 Subject to paragraph 8 the JTB may recommend and advise on the prioritisation of bids for future programmes of work.

6.5 Subject to paragraph 8 the JTB may receive reports on highways and transportation needs within the district.

7. **Overview and Scrutiny**

7.1 An overview and scrutiny committee of either KCC or the Council may request attendance by members of either KCC or the Council who serve on the JTB and officers employed by KCC or the Council who report to the JTB and may put questions to them (subject always to the provisions of the constitution of KCC or the Council as applicable).

7.2 The overview and scrutiny committees of both KCC and the Council will abide by any protocol on inter-authority co-operation on overview and scrutiny current at the time.

8. **Governing Principle**

- 8.1. KCC has the discretion to act in accordance with the advice or views of the JTB but is under no obligation to do so.
- 8.2. The parties acknowledge that the JTB acts in an advisory capacity only and that KCC can in no way be fettered in the exercise of its powers as the highway authority.

EXECUTED as a Deed by KCC and the Council the day and year first before written

THE COMMON SEAL of
THE KENT COUNTY COUNCIL
was hereunto affixed in the
presence of

.....
Authorised Signatory

THE COMMON SEAL of
[THE [] COUNCIL
was hereunto affixed in the
presence of

From: David Brazier - Cabinet Member for Environment & Transport
Mike Austerberry - Corporate Director Growth, Environment & Transport

To: Environment & Transport Cabinet Committee – 17 September 2014

Subject: 14/00102 Sittingbourne Household Waste Recycling Centre and Waste Transfer Station Redevelopment

Classification: Unrestricted

Past Pathway of Paper: None

Future Pathway of Paper: Cabinet Member for decision

Electoral Division: Swale Borough Council area divisions

Summary: To seek Cabinet Committee endorsement for capital expenditure for the redevelopment of the Sittingbourne Household Waste Recycling Centre (HWRC) and Waste Transfer Station (WTS) facility, to enable the County Council to efficiently and effectively manage waste arising from the Swale area.

Recommendations: That the Environment and Transport Cabinet Committee consider and endorse the letting of contracts for the redevelopment and re-provision of the Sittingbourne Household Waste Recycling Centre and Waste Transfer Station as set out in this paper.

1. Introduction

- 1.1 This report provides information concerning a capital project which KCC Waste Management is seeking to undertake to redevelop Sittingbourne Household Waste Recycling Centre and Waste Transfer Station to ensure the effective receipt of waste from Waste Collection Authorities and householders in accordance with statutory duties.
- 1.2 Kent County Council as the statutory Waste Disposal Authority (WDA) owns the Waste Transfer Station (WTS) and co-located Household Waste Recycling Centre (HWRC) in Gas Road, Sittingbourne. This is a strategic waste management facility providing the primary disposal point for a Waste Collection Authority's (WCA) kerbside collected residual waste, dry recyclate and food waste. In this instance the primary WCA is Swale Borough Council. The facility also provides a Household Waste Recycling Centre service for the residents of Sittingbourne and the surrounding areas. Trade and business wastes are also accepted on a commercial basis.
- 1.3 The facility is approaching the end of its designed life expectancy and is consequentially considered no longer "fit for purpose", in particular in relation to safety considerations concerning the deposit of multiple waste streams.

2. Financial Implications

- 2.1 The Capital allocation provided in the capital programme for the scheme is £3.38m. Whilst this sum is the maximum cost of the redevelopment of this site, the Waste Management team will be actively exploring innovative alternative options which seek to reduce overall capital expenditure through working in partnership with stakeholders in the public and commercial sectors.
- 2.2 The proposed redevelopment will reduce the cost of maintenance for a number of years (estimated at £50k per annum reduction) through providing a better quality and fit for purpose facility.
- 2.3 The redevelopment of this site will negate the need for any compensatory payments to the Swale Borough Council in respect of any requirement to deposit a proportion of their collected waste at alternative sites. A current claim for compensation is under negotiation with Swale BC in respect of a requirement to tip food waste at an alternative site, and this is estimated to be in the order of a minimum £200k per annum.
- 2.4 The redevelopment of the site will enhance KCC's ability to develop its trade waste offer at this site, thus creating potential for further income generation in the order of £50k per annum.

3. The Report

- 3.1 This is a capital project identified in Waste Management's operating plans as a priority for 2014 - 2016 (subject to obtaining Planning Approval and a variation to the Environmental Permit). This project is to maintain service continuity rather than reduce budget, however, the proposed investment in the site will provide additional capacity and future-proofing, and reduce short to medium term maintenance costs compared to the existing facility. By renewing the site, annual maintenance (revenue) costs can be avoided, estimated at £50k per annum.
- 3.2 New statutory waste regulations, which take effect from January 2015, require that municipal waste is separated into a variety of fractions, and thus any municipal waste transfer station must be capable of enabling such separation in a safe and effective manner. The Health and Safety at Work Etc. Act 1972 requires that the operation of such a site is conducted using safe working practices.
- 3.3 Temporary facilities will be provided for both Swale Borough Council and members of the public to ensure that waste can be properly disposed of during the construction phase. This phase, subject to necessary approvals, is expected to take place from spring 2015 for approximately 12 months.

4. Conclusions

Capital expenditure is required to ensure KCC meets its statutory duties in a safe, compliant and efficient manner. Robust procurement processes will be undertaken to identify providers of construction works for this project.

5. Recommendations

That the Environment and Transport Cabinet Committee consider and endorse the letting of contracts for the redevelopment and re-provision of the Sittingbourne Household Waste Recycling Centre and Waste Transfer Station as set out in this paper.

6. Background Documents

Proposed Record of Decision

EqlA Sittingbourne HWRC TS Redevelopment

HWRC Service consultation February 2012:

<https://shareweb.kent.gov.uk/Documents/environment-and-planning/recycling-and-rubbish/HWRC%20Consultation%20-%20December%202011/PUBLIC%20-%20Post%20consultation%20report%20approval.pdf>

7. Contact details

Report Author:

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Relevant Head of Service:

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Relevant Director:

John Burr, Director of Highways, Transportation & Waste
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KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

Mr David Brazier, Cabinet Member for Environment & Transport

DECISION NO:

14/00102

For publication**Subject:**

Sittingbourne Household Waste Recycling Centre (HWRC) & Waste Transfer Station (WTS) Redevelopment.

Decision:

That the Cabinet Member for Environment and Transport commit to expenditure on relevant construction contracts for the redevelopment of Sittingbourne HWRC and WTS.

Reason(s) for decision:

Kent County Council as the Waste Disposal Authority (WDA) owns the Waste Transfer Station (WTS) and co-located Household Waste Recycling Centre (HWRC) in Gas Road, Sittingbourne. This is a strategic waste management facility providing the primary disposal point for a Waste Collection Authority's (WCA) kerbside collected residual waste, dry recyclate and food waste. In this instance the primary WCA is Swale Borough Council. The facility also provides a HWRC service for the residents of Sittingbourne and the surrounding areas. Trade and business wastes are also accepted on a commercial basis.

The facility is approaching the end of its designed life expectancy and is consequentially considered no longer "fit for purpose", particularly in relation to safety considerations concerning the deposit of multiple waste streams.

This project is to deliver both of these facilities (HWRC and WTS) to offer sufficient flexibility and operability for the next 15 years. New statutory waste regulations, which take effect from January 2015, require that municipal waste is separated into a variety of fractions, and thus any municipal waste transfer station must be capable of enabling such separation in a safe and effective manner. The Health and Safety at Work etc. Act 1972 requires that the operation of such a site is conducted using safe working practices.

This capital project is to maintain service continuity rather than reduce budget, however, the proposed investment in the site will provide additional capacity and future-proofing, and reduce short – medium term maintenance costs compared to the existing facility. By renewing the site, annual maintenance (revenue) costs can be avoided, estimated at £50k per annum.

The Capital allocation for the scheme is £3.38m. Whilst this sum is the maximum cost of the redevelopment of this site, the Waste Management team shall be actively exploring innovative alternative options which will seek to reduce overall capital expenditure through working in partnership with stakeholders in the public and commercial sectors.

Cabinet Committee recommendations and other consultation:

HWRC Service consultation February 2012 - included a question regarding customers' views about the adequacy of the existing Sittingbourne HWRC. 84% of respondents' views supported a redevelopment of the facility.

Key stakeholders will be engaged including the relevant Waste Collection Authorities, local landowners and equality and diversity organisations (to inform facility design).

Any alternatives considered: Yes – reduced expenditure options discounted due to significant negative impacts on the authority’s ability to provide the statutory services in a safe and efficient manner.

Any interest declared when the decision was taken and any dispensation granted by the Proper Officer:
None.

.....
signed

.....
date

5/2014

EQUALITY IMPACT ASSESSMENT

**REDEVELOPMENT OF
SITTINGBOURNE (CHURCH MARSHES) HWRC**

August 2014



KENT COUNTY COUNCIL

EQUALITY IMPACT ASSESSMENT

Directorate: Growth, Environment and Transport

Name of policy, procedure, project or service:

Sittingbourne (Church Marshes) HWRC and Transfer Station redevelopment

Assessment of service:

As the Waste Disposal Authority (WDA) Kent County Council is required to provide a Household Waste Recycling Centre Service for its residents.

As a statutory function for KCC, this EqIA considers the impacts, on our customers, of redeveloping an existing Household Waste Recycling Centre (HWRC) in Sittingbourne.

The functions of the Waste Disposal Authority are set out in the Environmental Protection Act (EPA) 1990 and associated Regulations.

EPA Section 51: Functions of waste disposal authorities

(1) It shall be the duty of each waste disposal authority to arrange:

(b) For places to be provided at which persons resident in its area may deposit their household waste and for the disposal of waste so deposited.

Responsible Owner/ Senior Officer

Melanie Price, Partnerships and Development Manager

Date of Screenings:

A: Initial screening: 14th August 2014

B: Interim screening:

C: Final screening:

Version	Author	Date	Comment
1	Casey Holland	14/08/2014	Initial draft
2	Melanie Price / Hannah Passey	2/9/14	Second draft
3			

Date of Screening

- 1. Initial screening:** 14th August 2014 – To consider impacts from proposed site redesign and to inform delivery of customer engagement for temporary closure.
- 2. Second screening:** Winter 2014 – to incorporate findings of the equality objective regarding facility design.
- 3. Third screening:** 2015 - customer engagement concerning the re-opening of the HWRC.

1: Initial EqIA screening conducted during budget application stage (August 2014)

Characteristic	Could this policy, procedure, project or service affect this group differently from others in Kent? YES/NO	Could this policy, procedure, project or service promote equal opportunities for this group? YES/NO	Assessment of potential impact HIGH/MEDIUM/LOW/ NONE/UNKNOWN		Provide details: a) Is internal action required? If yes, why? b) Is further assessment required? If yes, why? c) Explain how good practice can promote equal opportunities
			Positive	Negative	
Age	YES	YES	Low	None	<p>Those aged 16 or under are not permitted to use the sites for health and safety reasons – this is an existing policy.</p> <p>Using customer data collected and audience segmentation data, young people aged 30 and under (particularly students) are less likely to be HWRC users.</p> <p>Data held about the HWRC customer base indicates that there are a significant number of people in the 50 – 70 year age bracket who utilise the HWRCs.</p> <p>Operational considerations: Where queuing times and congestion have impacted negatively on elderly customers to date, this pressure will be reduced by an improved flow of vehicles through the site.</p> <p>The new site layout will allow for the separation of HGVs servicing the site from householders' vehicles. This will significantly reduce the health and safety risks to both site users and staff. This is beneficial across all Protected Characteristic groups.</p>

					<p>Customer engagement: It is recognised and understood that engagement materials and communication channels selected must meet the needs of older people – a one size fits all approach is not sufficient or appropriate.</p> <ul style="list-style-type: none"> Information will also be available at the HWRC both printed and face to face engagement, to support communications preferences of older customers. Large print format will be made available should older people have visual impairments.
Disability	YES	Yes	Low	None	<p>Operational considerations:</p> <ul style="list-style-type: none"> Where queuing times and congestion have impacted negatively on customers with disabilities, this pressure will be reduced by an improved flow of vehicles through the site. Increased customer space to safely get in and out of their cars to use the facilities, reducing customer anxiety and improving personal safety. <p>Customer engagement:</p> <ul style="list-style-type: none"> A range of alternative formats for the engagement materials will be provided on demand including – large print, Easy Read, Braille, audio Training will be provided to all staff who will be delivering face to face engagement, to equip them with the knowledge and skills to communicate with customers who may have mental health needs effecting their ability to understand the communication with ease

					<ul style="list-style-type: none"> All communication will be subject to a Plain English test A mixture of auditory and visual communication channels will be used, recognising that one channel limits customer's accessibility to information if they have a visual or auditory impairment.
Gender	No	No	None	None	
Gender identity	No	No	None	None	
Race	No	No	None	None	
Religion or belief	No	No	None	None	
Sexual orientation	No	No	None	None	
Pregnancy and maternity	YES	Yes	Low	None	<p>Operational considerations:</p> <ul style="list-style-type: none"> Where queuing times and congestion have impacted negatively on customers who are pregnant, this pressure will be reduced by an improved flow of vehicles through the site. Increased customer space to safely get in and out of their cars to use the facilities, reducing customer anxiety and improving personal safety.

N.B Improved health and safety practices at the HWRC site will be achieved through the proposed physical alterations. This will be beneficial to all customers.

Part 1: INITIAL SCREENING

Context

Kent County Council as the statutory Waste Disposal Authority (WDA) owns the Waste Transfer Station (WTS) and co-located Household Waste Recycling Centre (HWRC) in Gas Road, Sittingbourne. This is a strategic waste management facility providing the primary disposal point for a Waste Collection Authority's (WCA) kerbside collected residual waste, dry recyclate and food waste. In this instance the primary WCA is Swale Borough Council. The facility also provides a HWRC service for the residents of Sittingbourne and the surrounding areas. Trade and business wastes are also accepted on a commercial basis.

The facility is approaching the end of its designed life expectancy. The high waste throughput into the site, in particular to the WTS, places pressure on the site to operate efficiently. In recent months, Swale Borough Council has expanded their kerbside recycling collections to include food waste. This means the WTS is now too small to accommodate the level of waste arisings and needs to be re-developed to ensure it is fit for purpose.

Should an alternative temporary HWRC be required to ensure service continuity for customers, a separate EqlA will be undertaken to appropriately consider customer needs during this period.

Aims and Objectives

Operational activity:

The site changes will aim to improve customer access and minimise waiting times for both entrance and exit of the HWRC. Currently there is a single access point for customers coming into the site to dispose of household waste and waste collection vehicles disposing of kerbside collected waste. A new site layout will mean that this traffic will be separated, which will ease traffic congestion and also make it safer for domestic users.

A new one-way system will also be introduced to ensure that householder vehicles can move around the site efficiently for improved traffic flow. This

new system will also increase the deposit points for householders to deposit the full range of waste streams.

The current parking arrangements will be redesigned to prevent householder vehicles from being required to turn or reverse on-site as they do currently. This will improve site safety and usability.

Customer engagement:

- To ensure that the customer engagement interventions are communicated clearly to HWRC customers
- To utilise a range of communication channels to match the communication preferences of our customers (based on audience segmentation)
- To ensure that the communication and engagement needs of those exhibiting the protected characteristics of age, disability and race are provided for within the engagement interventions.

Beneficiaries

The beneficiaries of this service improvement will be:

- Residents in the Sittingbourne area who will be able to access this HWRC more easily and safely and receive an improved level of customer care.
- Swale Borough Council and their contractors who will be able to dispose of their kerbside collected waste more quickly and efficiently.
- KCC will benefit as the facility provides greater opportunity for householders to dispose of their waste safely and for greater value from the waste to be recovered.

Consultation and data

Consultation:

An equality objective for 2014-15 focuses on customer needs in relation to future design / re-development of KCC HWRCs. This will involve direct engagement with groups and individuals representing the range of Protected Characteristics, to gain a greater understanding of customer expectation and requirement to assist in shaping site layout and built. The information will feed directly into this facility's design and a subsequent EqIA will be undertaken.

Customer Data:

Dominant HWRC customer groups using the Sittingbourne HWRC

Using audience segmentation information held by Kent County Council, it is possible to prepare a 'customer profile' for the Sittingbourne HWRC. This also allows us to understand communication consumption and preferences of our customers.

Dominant customer groups using Sittingbourne HWRC

Customer group	Description of group	Communication consumption preference
1	Modest Traditions - Mature homeowners of value homes enjoying stable lifestyles.	Face to face (on site) Internet
2	Suburban Stability - Mature suburban owners living settled lives in mid-range housing.	Face to face (on site) Internet
3	Aspiring homemakers - Younger households settling down in housing priced within their means.	Internet Smart Phone
4	Transient Renters - Single people privately renting low cost homes for the short term.	Face to face (on site) Internet Smart Phone

The following engagements channels have been selected to meet the needs of people within the Sittingbourne area to enable KCC to communicate details concerning the forthcoming temporary closure:

- Household Waste Recycling Centre signage – to inform customers of the closure, directing them to the KCC web site for full details
- Customer handout provided on site for 4 weeks prior to closure
- kent.gov.uk/sittingbournehwrc – web page to contain full details about the closure and alternative facilities available

Potential Impact

Within the EqIA, none of the Protected Characteristics have currently been assessed as being adversely effected from the proposed site changes. There are several Protected Characteristics where a positive impact is anticipated.

JUDGEMENT

Option 1 – Screening Sufficient YES

Option 2 – Internal Action Required YES

Option 3 – Full Impact Assessment NO

Only go to full impact assessment if an adverse impact has been identified that will need to undertake further analysis, consultation and action

Sign Off

I have noted the content of the equality impact assessment and agree the actions to mitigate the adverse impact(s) that have been identified.

Senior Officer



Signed:

Name: Melanie Price

Job Title: Partnerships and Development Manager

Date: 2/9/14

DMT Member



Signed:

Name: Roger Wilkin

Job Title: Head of Waste Management

Date: 2/9/14

From: David Brazier, Cabinet Member – Environment & Transport
John Burr, Director – Highways, Transportation & Waste

To: Environment & Transport Cabinet Committee – 17 September 2014

Subject: 14/00103 Upgrading Safety Camera Partnership Equipment

Classification: Unrestricted

Past Pathway of Paper: N/A

Future Pathway of Paper: For Cabinet Member Decision

Electoral Division: All electoral divisions

Summary: As part of the Kent and Medway Safety Camera Partnership this paper reports on a project for the County Council to upgrade existing fixed site Safety Camera equipment with funding ring-fenced from income received by Kent Police.

Recommendation(s):

The Environment & Transport Cabinet Committee is asked to consider, endorse or make recommendations to the Cabinet Member on the proposed decision to undertake a project to upgrade the existing Safety Camera Partnership equipment.

1. Introduction & Background

- 1.1 Safety Cameras are a key part of the enforcement of speed limits in Kent and their operation is managed through a partnership between Kent Police, the Highways Agency, Medway Council and Kent County Council. There are currently 79 fixed, 1 red light and 1 average speed site in Kent and Medway. The sites and the technology involved (the cameras are still ‘wet’ film technology) are out dated and in need of increasing maintenance to keep them operational. Within the Kent and Medway Safety Camera Partnership, Kent Police are undertaking a replacement programme for the mobile cameras and Kent County Council are leading on the upgrading of the fixed sites, and the introduction of digital camera technology on Kent and Medway roads.
- 1.2 The upgrade is a key action contained within the Kent Road Casualty Reduction Strategy (2014-2020), which was recommended for approval by this Committee on 24 April 2014. Section 4.1 of the report highlighted the “*ongoing digitalisation of safety cameras and decommissioning of fixed sites in favour of more flexible mobile sites*”. This report now seeks Members endorsement for the County Council to implement this, as a distinct project, on behalf of the Partnership.

2. Financial Implications

The funding for the upgrade is from income received by Kent Police to process people attending National Driver Offender Retraining Scheme (NDORS) courses in Kent and Medway. This funding must go back into Safety Camera

and/or Road Safety Partnerships as directed by the Secretary of State. There is no risk to the County Council as no KCC funding has been made available, beyond that already allocated for maintenance. It is anticipated that total costs will be c£1.5m which will enable some 30 sites to be upgraded. The upgrade will go hand in hand with a review to ensure the sites continue to reduce casualties. It is expected that a good number of sites will be replaced by mobile enforcement and some will be decommissioned. Given that the proposal is to replace existing outdated camera and site equipment it is anticipated that efficiencies will be achieved and maintenance costs reduced. Future budgets will be agreed through the County Councils' Medium Term Financial Plan process from 2015/16.

3. Bold Steps for Kent and Policy Framework

The upgrading of the safety camera equipment and sites is one of the measures contained within the Road Casualty Reduction Strategy for Kent (2014) which links to the '*helping the Kent economy grow*' theme in Bold Steps for Kent. This is in respect of keeping workers safe and productive by reducing injuries as well as reducing delay to journeys resulting from crashes. The relevant themes in the Local Transport Plan for Kent 2011-2016 are '*a safer and healthier County*' and '*enjoying life in Kent*'. There are also links with the County Councils' Joint Health and Wellbeing Strategy (2013) in respect of our wider public health objectives.

4. Recommendation(s)

The Environment & Transport Cabinet Committee is asked to consider, endorse or make recommendations to the Cabinet Member on the proposed decision to undertake a project to upgrade the existing Safety Camera Partnership equipment.

5. Background Documents

Safety Cameras and the role of the KMSCP are outlined in the Road Casualty Reduction Strategy for Kent (2014-2020). The Strategy was approved by the Cabinet Member, with the support of this committee on 24 April 2014. <https://democracy.kent.gov.uk/documents/s46173/Appendix%201%20-%20Road%20Casualty%20Reduction%20Strategy%20for%20Kent%202014-2020.pdf>

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KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

David Brazier, Cabinet Member – Environment & Transport

DECISION NO:

14/00103

For publication

Subject: Upgrading Safety Camera Partnership Equipment

Decision: As Cabinet Member for Environment & Transport I approve that KCC undertakes a project to upgrade the existing Safety Camera Partnership equipment.

Reason(s) for decision:

Safety Cameras are a key part of the enforcement of speed limits in Kent and their operation is managed through a partnership between Kent Police, the Highways Agency, Medway Council and Kent County Council. The sites and the technology involved (the cameras are still 'wet' film technology) are out dated and in need of increasing maintenance to keep them operational. Within the Kent and Medway Safety Camera Partnership, Kent Police are undertaking a replacement programme for the mobile cameras and Kent County Council are leading on the upgrading of the fixed sites, and the introduction of digital camera technology on Kent and Medway roads.

The upgrade is a key action contained within the Kent Road Casualty Reduction Strategy (2014-2020), which was recommended for approval by this Committee on 24 April 2014.

Cabinet Committee recommendations and other consultation:**Any alternatives considered:****Any interest declared when the decision was taken and any dispensation granted by the Proper Officer:**

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signed

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date

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From: David Brazier, Cabinet Member Environment and Transport
John Burr, Director of Highways, Transportation and Waste

To: Environment & Transport Cabinet Committee – 17 September 2014

Subject: 14/00104 Winter Service Policy for 2014/15

Classification: Unrestricted

Past Pathway of Paper: N/A

Future Pathway of Paper: For Cabinet Member Decision

Electoral Division: All electoral divisions

Summary: Each year Highway Operations reviews the Council's Winter Service Policy and the operational plan that supports it in light of changes in national guidance and lessons learnt from the previous winter. This report sets out revisions to this year's policy and details of arrangements for delivering the winter service including procurement of the ice prediction service.

Recommendation: The Cabinet Committee is asked to consider, endorse or make recommendations for the proposed changes to the Winter Service Policy for 2014/15 for the Cabinet Member to agree.

1. Introduction

The winter of 2013/14 was characterised by extreme flooding across the country and in many parts of Kent. For the first time since 2009 there were no snow days during the winter period. However there were still a good number of days and nights where there were marginal temperatures hovering around zero degrees. This led to 70 primary salting runs being undertaken – 39 full runs covering all of Kent and 31 part runs. There were no secondary runs.

2. Financial implications

The allocated budget for winter service for 2014/15 is £3,219,000, £20,000 of this was allocated for the purchase of additional salt bins.

3. National guidance and winter planning

(1) Last year the Highway Operations winter service team started working to implement the National guidance for winter service issued by the Department for Transport and detailed in the Code of Practice for highway authorities – Well Maintained Highways - section 13 Winter Service. The appendix to this section of the guidance – Appendix H – has been updated and amended as a result of lessons being learnt in the industry over four successive cold and snowy winters.

(2) During the summer work was done to further refine and improve the winter service; this work focused on three key areas

- a route optimisation programme,
- assessing areas of Appendix H to implement this coming winter and
- the procurement of the weather station contract

4. Route Optimisation

(1) The aim of the activity was to optimise the existing gritting routes for the county and develop an in-house capability so that routes can be updated and amended without the necessity of asking consultants for help. Specifically we wanted to:

- achieve new optimised gritting routes that are as efficient as possible with minimum dead running time.
- have the ability to group routes according to their thermal properties, and topographical features of the area in order to carry out what if and planning scenarios. This will support the decision making process to treat only routes that will be required on marginal nights.
- Potentially achieve an overall reduction in the current number of primary salting routes, vehicle mileage and salt usage

(2) To date the primary routes have been optimised so that we are sure that they are carried out efficiently and effectively. All drivers will be issued with a route card that will detail the order in which the route should be done. This exercise as well as improving our efficiency will eliminate as far as possible, driver error in omitting parts of the route.

(3) Further work will be done in the coming months to group routes according to thermal properties with the expectation that this will be implemented for the 2015/16 winter season.

5. Winter resilience

(1) Well Maintained Highways recommends that local authorities identify a minimum network that would be treated continuously for a period of six days in the event of a severe winter event. Last year we identified the minimum network for Kent as being the main strategic network, i.e. all A and B roads and some other locally important roads as identified in the highway network hierarchy and amended the policy accordingly. Essentially, these equate to the current primary routes minus the local roads and roads that go through estates etc. H&T will always endeavour to treat the entire primary network as identified in the policy. However we recognise that there may be times as experienced in previous years where it will be necessary to reduce the network as stated above to maintain our salt stock levels and keep the main roads in Kent moving during protracted winter weather events.

(2) Additionally we have identified an Operational Winter Period which is October to April and a Core Winter Period which is December to February and the stocks of salt needed during those periods to effectively treat the network in line with recommended resilience levels. The resilience levels are shown at Appendix A. We maintain a salt stock of 23,000 tonnes so we are well within the recommended resilience level. Arrangements are in place for winter deliveries to keep us topped up

during winter and 2000 tonnes are held in a strategic stockpile at Faversham Highway depot.

6. Collaboration with neighbouring authorities

In previous years good relationships have been established with the Highways Agency MAC Area 4 who manage the trunk roads and motorways in Kent. KCC shares two depots with the HA and there has been a reciprocal salt sharing arrangement for some time which has worked very well. Additionally there is an arrangement with Medway Council in respect of the weather forecast and treating areas on the borders of Kent and Medway. We also have good working relationships with adjacent local authorities who we can work with in the event that mutual aid is required during a snow emergency.

7. Farmers

The farmers we currently have contracted to clear our rural areas when we have snow conditions provide an extremely valuable service. All farmers have agreed routes to clear, usually in rural areas, village centres etc. They are provided with KCC ploughs. Last year we intended to carry out a trial by providing a few farmers with a trailer and salt so that they could treat areas that they have in the past just ploughed. The trial did not go ahead as there was no snow event; dependent on the weather it will be trialled this season. The results of the trial will be reviewed at the end of the season and decisions taken about how it can be taken forward in future years.

8. Media and communication

Following the successful winter service campaign 'We're prepared are/have you?' which was run across the county in 2012/13, a similar campaign was planned for last year. Work is ongoing to continue this for the coming season and again the website and radio advertising will be key in getting the winter message across the county as well as Twitter which proved to be very popular in the past. The campaign will increase awareness of the service and also to encourage people to be prepared and undertake self-help when possible. This year the media – radio, television and press – will be provided with media briefs in advance of the winter season detailing the essentials of the winter service. Key staff in H&T are working with the press office to prepare statements and press releases for rapid issue at the onset of winter conditions. These will be pre-approved for use during periods of severe conditions when the winter service delivery team will be busy

9. Forecast and ice prediction service

At the time of writing this report the ice prediction service currently provided by Vaisala was out to tender and a new three year contract will be placed once the process has been completed.

10. Winter Service Policy and Plan 2013/14

The Winter Service Policy is presented at Appendix B. The Winter Service Policy is supported by an operational Plan which has been updated in line with the Policy and discussions have been had with our contractor Amey to ensure that plans are aligned. The Plan is available for Members to view on request. In addition district

plans have been developed in conjunction with district councils across the county and these will be used together with the Policy and Plan to deliver the winter service. Local district plans will be reported to the next round of Joint Transportation Boards.

11. Conclusion

The Winter Service Policy sets out the councils arrangements to deliver a winter service across Kent. The following revisions have been made this year:

- (a) Primary routes have been optimised leading to greater efficiency and effectiveness of the service
- (b) The ice prediction service has been put out to tender for a three year contract
- (c) A trial with some farmers salting key routes through villages in addition to ploughing

12. Recommendation:

The Cabinet Committee is asked to consider, endorse or make recommendations for the proposed changes to the Winter Service Policy for 2014/15 for the Cabinet Member to agree.

13. Background documents

The UK Road Liaison Group's Well Maintained Highways - Section 13 Winter Service
<http://www.ukroadsliaisongroup.org/en/UKRLG-and-boards/uk-roads-board/wellmaintained-highways.cfm>

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Appendix A

Minimum Salt Stock

Minimum Stock					
Routes	Normal salting network	Minimum Winter Network (tonnes/run)	Full season stock (12 days/48 runs)	Pre winter Core period 6 days/36 runs	Overall winter period Minimum Network(3 days/18 runs)
Primary	350	350	16,800	12,600	6,300
Secondary	300	0	0	1800	5400
Total			16,800	14,400	11,700

Overall winter period - 18th October to 25th April

Core winter period - 1st November to 1st March

Days resilience (overall winter period) 3 days

Days resilience (core winter period) 6 days

The minimum in season stocks are the minimum to which stocks should be allowed to fall, i.e. restocking should take place well before the minimum is likely to be reached

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KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

Mr David Brazier – Cabinet Member for Environment & Transport

DECISION NO:

14/00104

For publication or exempt – please state

Subject: Winter Service Policy for 2014/15

Decision:

As Cabinet Member for Environment & Transport, I approve the Highways Winter Service Policy for 2014/15.

Reason(s) for decision:

Each year Highway Operations reviews the Council's Winter Service Policy and the operational plan that supports it in light of changes in national guidance and lessons learnt from the previous winter.

The Winter Service Policy is supported by an operational Plan which has been updated in line with the Policy and discussions have been had with our contractor Amey to ensure that plans are aligned.

Cabinet Committee recommendations and other consultation:

Any alternatives considered:

None – the Winter Service Policy is reviewed and refreshed on an annual basis.

Any interest declared when the decision was taken and any dispensation granted by the Proper Officer:

.....
signed

.....
date

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Kent County Council

**Highway Operations Policy for
2014/15 Winter Service Period**

HIGHWAY OPERATIONS CV
V1.0 Sept 14 Valentine



Contents

	<u>Page No</u>
1. <u>Introduction</u>	6
1.1 Winter Service - Statutory Duties	6
1.2 Winter Service Standards	6
1.3 County Council Maintained highways	7
1.4 Motorways and Trunk Roads	7
2. <u>Winter Service Objectives</u>	7
2.1 Salting	7
2.2 Snow Treatment	8
2.3 Roadside Salt Bins	9
3. <u>Winter Service General</u>	9
3.1 Winter Service Contracts	9
3.2 Winter Service Season	9
3.3 Salt usage and alternatives to Salt	9
3.4 Winter resilience standard	9
4. <u>Weather Information</u>	10
4.1 Weather Information Systems	10
4.2 Weather Reports	10
4.3 Winter Duty Officers	10

5.	<u>Salting</u>	11
5.1	Planning of Precautionary Salting Routes	11
5.2	Precautionary Salting	11
5.3	Post Salting	11
5.4	Spot Salting	11
5.5	Instructions for Salting of Primary Routes	11
6.	<u>Snow Clearance</u>	12
6.1	Instructions for Snow Clearance	12
6.2	Snow Clearance Priorities on Carriageways	12
6.3	Snow Clearance Priorities on Footways	13
6.4	Agricultural Snow Ploughs for Snow Clearance	13
6.5	Snow Throwers/Blowers for Snow Clearance	13
7.	<u>Severe Weather Conditions</u>	14
7.1	Ice and snow emergencies	14
7.2	Persistent ice on minor roads	14
7.3	Secondary routes	14
7.4	Instructions for salting secondary routes	14
8.	<u>Roadside Salt Bins</u>	14
8.1	Provision of Roadside Salt Bins	14
8.2	Payment for Salt Bins	15
9.	<u>Budgets</u>	15
9.1	Winter Service Budget	15
9.2	Ice and Snow Emergencies	16
10.	<u>Public and Media Communications</u>	16
10.1	Neighbouring Authorities and Other Agencies	16

10.2	The Media	16
10.3	Pre-Season Publicity	16
10.4	Publicity during Ice and Snow Emergencies	16
Appendix A – Minimum winter network		17
Appendix B – Salt Bin Assessment Form		18

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1. INTRODUCTION

1.1 Winter Service - Statutory Duty

- 1.1.1 The statutory basis for Winter Service in England and Wales is Section 41(1A) of the Highways Act 1980, modified on 31st October 2003 by Section 111 of the Railways and Transport Act 2003

“(1A) In particular, a highway authority is under a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice.

- 1.1.2 The County Council recognises that the winter service is essential in aiding the safe movement of highway users, maintaining communications, reducing delays and enabling everyday life to continue. It is very important to both road safety and the local economy. The winter service that the County Council provides is believed to be sufficient so far as is reasonably practical to discharge the duty imposed by the legislation.

- 1.1.3 The County Council, as highway authority, takes its winter service responsibilities extremely seriously. However, it is important to recognise that the council has to prioritise its response to deal with winter weather due to the logistics and available resources.

- 1.1.4 Highway Operations provides the winter service through a contractual arrangement between Kent County Council and Enterprise plc.

1.2 Winter Service Standards

- 1.2.1. In order to respond as quickly and efficiently as possible to its responsibilities Highway Operations has adopted policies and standards for each of the winter service activities and these are detailed within this document. These standards are based on national guidance set out in Well Maintained Highways, Appendix H (as amended July 2013). The operational details for the winter service activities in Kent are detailed in the Winter Service Plan 2014/15 that complements this Policy Document.

- 1.2.2 Highway Operations provides a winter service which, as far as reasonably possible, will:

- Minimise accidents and injury to highway users, including pedestrians, and preventing damage to vehicles and other property

- Keep the highway free from obstruction and thereby avoiding unnecessary hindrance to passage

1.3 **County Council Maintained Highways**

1.3.1 KCC Highway Operations delivers the winter service on Kent County Council maintained highways.

1.4 **Motorways and Trunk Roads**

The Department for Transport (DfT) is the highway authority for motorways and all-purpose trunk roads in Kent and the Highways Agency acts for the DfT in this respect. Responsibility for the operational maintenance of motorways and trunk roads lies with the Highways Agency. Highway Operations therefore has no responsibility for winter service activities on these roads. However, close liaison exists between the Highways Agency contractors over action taken during the winter service operational period within respective areas of responsibilities.

2. **WINTER SERVICE OBJECTIVES**

2.1 **Salting**

2.1.1 •To prevent the formation of ice on carriageways (precautionary salting)

•To facilitate the removal of ice and snow from carriageways and footways (post salting).

2.1.2 Roads to be Included within Primary Precautionary Salting Routes

Routine precautionary salting will be carried out on pre-determined Primary precautionary salting routes covering the following roads:

- Class 'A' and 'B' roads
- Other roads included in the top three tiers of the maintenance hierarchy as defined in the Kent Highway Asset Maintenance Plan. These are termed Major Strategic, Other Strategic and Locally Important roads.

2.1.3 It would be impractical and financially draining to carry out precautionary salting of footways, pedestrian precincts or cycle ways and therefore no provision has been made. However, there will be a certain amount of salt overspill onto footways and cycle ways when precautionary salting is being carried out on adjacent carriageways.

Post salting of footways and cycle ways will be carried out on a priority basis during severe winter weather, as resources permit.

2.1.4 Minimum Winter Network

In line with national guidance and following a number of severe winters, a minimum winter salting network has been determined. In the event of a prolonged snow event or other circumstances leading to a shortage of resources including salt, sand and vehicles, precautionary salting will be limited to the main strategic network, i.e. all A and B roads and some other locally important roads as identified in the highway network hierarchy. Essentially, these equate to the current primary routes minus the local roads and roads that go through estates etc.

Government guidance recommends that highway authorities hold minimum salt stocks that enable 12 days of continuous salting of the primary network (see section 3.4). and 6 days as a minimum. Therefore once salt stocks reach 6 days, only the minimum network will be treated. Consideration will also be taken of the prevailing national and/or regional guidance.

2.2 Snow treatment

The only effective way to remove more than a few millimetres of snow is by ploughing. The purpose of ploughing is to move as much snow as possible away from the road surface as is practical for the given conditions though it will not always be possible to remove snow right down to the road surface

- 2.2.1
 - To prevent injury or damage caused by snow
 - To remove obstructions caused by the accumulation of snow (section 150 of the Highways Act 1980)
 - To reduce delays and inconvenience caused by snow

2.2.2 Snow clearance on carriageways will be carried out on a priority basis as detailed in paragraph 6.2.

- 2.2.3 Snow clearance on certain minor route carriageways will be carried out by local farmers and plant operators, who are under agreement to the County Council, using agricultural snow ploughs and snow throwers/blowers. This year a small number of farmers will be equipped with spreaders to distribute dry salt after snow clearance. Snow clearance on other minor route carriageways will be carried out as resources permit. Some minor routes and cul-de-sacs will inevitably have to be left to thaw naturally.

- 2.2.4 Snow clearance on footways and cycle ways will be carried out on a priority basis as detailed in paragraph 6.3, utilising Highway Operations staff and district council staff where agreements exist.

- 2.2.5 Due to current budget constraints snow fencing will only be erected in exceptional circumstances and with the approval of the appropriate Highway Manager.

2.3 Roadside Salt Bins

Salt Bins are provided to give motorists and pedestrians the means of salting small areas of carriageway or footway where ice is causing difficulty on roads not covered by primary precautionary salting routes.

3. WINTER SERVICE GENERAL

3.1 Winter Service Contract

- 3.1.1 Winter service in Kent is included within the Term Maintenance Contract awarded to Enterprise plc (acquired by Amey plc in September 2013). This contract was awarded in 2011 and is currently in place until 2016.

3.2 Winter Service Season

- 3.2.1 In Kent the weather can be unpredictable and the occurrence and severity of winter conditions varies considerably through the season, and from year to year. To take account of all possible mid-October to mid-April. This year the season runs from the 17th winter weather the County Council's Operational Winter Service Period runs from October 2014 to the 24th to April 2015. The core winter service operates between December and February and increased salting runs are planned for this period.

3.3 Salt usage and alternatives to Salt

- 3.3.1 Rock Salt will be used as the de-icing material for precautionary and post salting. Highway Operations uses a pre-wet system which improves the effectiveness of treatment by reducing particle distribution, increasing adherence to the surface and increasing the speed of anti-icing or de-icing action. Dry salt is also used in appropriate conditions including when there is severe snow and ice.

In cases of severe snowfall, alternatives to salt will be used including sharp sand and other forms of grit, including a salt/sand mix up to 50/50 proportion.

- 3.3.1 A number of alternative materials to salt are now available which can be used for the precautionary and post treatment of ice and snow. The cost of these is extremely high and there are also environmental disadvantages associated with most of them. Salt will therefore, for the time being, remain in use throughout Kent for the precautionary and post treatment of snow and ice.

3.4 Winter resilience standard

- 3.4.1 At the start of the winter service season Highway Operations will have 23,000 tonnes of salt in stock in depots around the county. National guidance to local authorities suggests a resilience benchmark of 12 days/48 runs i.e. the authority would be able to continuously salt its minimum winter network during its core winter period for 12 days. The level of salt in stock ensures that this number of runs can be carried out. - Appendix A.

4. WEATHER INFORMATION

4.1 Weather Information Systems

- 4.1.1 An effective and efficient winter service is only possible with reliable and accurate information about weather conditions, at the appropriate times in the decision making process. Highway Operations utilise the best weather forecast information currently available allied to the latest computer technology to ensure that decisions are based on the most accurate data available at the time. The current weather forecast provider is Meteogroup.

4.2 Weather Reports

- 4.2.1 During the operational winter service period Highway Operations will receive detailed daily weather forecasts and reports specifically dedicated to roads within Kent.

4.3 Winter Duty Officers

- 4.3.1 Experienced and trained members of staff from KCC Highway Operations will act as Winter Duty Officers, throughout the operational winter service period, on a rota basis. The Officer on duty is responsible for the following:

- Receiving forecast information from the forecasting agency
- Monitoring current weather conditions
- Issuing countywide salting instructions for primary and secondary routes
- Issuing the Kent Road Weather Forecast
- Recording all actions taken

- 4.3.2 The Kent Road Weather Forecast will be issued daily containing information about expected weather conditions together with any salting instructions. The Winter Duty Officer will also be responsible for issuing forecast updates and any revised salting instructions when necessary. The Kent Road Weather Forecast will be sent to

KCC Highways, Transportation and Waste, contractors, neighbouring highway authorities, and other relevant agencies.

5. SALTING

5.1 Planning of Precautionary Salting Routes

5.1.1 Primary precautionary salting routes will be developed from those lengths of highway that qualify for treatment, whenever ice, frost or snowfall is expected. Primary routes include the roads which will be precautionary salted or cleared when an instruction is given by the Winter Duty Officer. Currently the primary routes comprise a third of the total length of roads in Kent which is 1597 miles, 2571 km. Each primary precautionary salting route will have a vehicle assigned which is capable of having a snow plough fixed to it, when required. In times of severe snowfall and/or extreme ice formation, dedicated vehicles will be assigned and instructed by the Winter Duty Officer or Highway Manager to patrol key strategic routes by driving the route and applying treatment as necessary.

5.2 Precautionary Salting

5.2.1 Precautionary salting will take place on scheduled precautionary salting routes on a pre-planned basis to help prevent formation of ice, frost, and/or the accumulation of snow on carriageway surfaces.

5.3 Post Salting

5.3.1 Post salting will normally take place on scheduled precautionary salting routes to treat frost, ice and snow that has already formed on carriageway or footway surfaces. Post salting may also be carried out on roads or sections of road beyond the scheduled precautionary salting routes.

5.4 Spot Salting

5.4.1 Spot salting will normally take place on parts or sections of scheduled precautionary salting routes either to help prevent formation of ice, frost and/or the accumulation of snow or as treatment to ice, frost and the accumulation of snow that has already formed on carriageway or footway surfaces.

5.5 Instructions for Salting of Primary Routes

5.5.1 Instructions for precautionary salting of primary routes will be issued if road surface temperatures are expected to fall below freezing unless:

- Road surfaces are expected to be dry and frost is not expected to form on the road surface

- Residual salt on the road surface is expected to provide adequate protection against ice or frost forming
- 5.5.2 Instructions for precautionary salting of primary routes will also be issued if snowfall is expected.
- 5.5.3 The Winter Duty Officer will issue routine instructions for precautionary salting of primary routes, for the whole of Kent, by means of the Kent Road Weather Forecast.
- 5.5.4 The Winter Duty Officer or Highway Manager may issue instructions for post salting and spot salting.

6. SNOW CLEARANCE

6.1 Instructions for Snow Clearance

- 6.1.1 The Winter Duty Officer and/or the Highway Manager nominated representatives are responsible for issuing snow clearance instructions. Snow clearance will initially take place on scheduled primary precautionary salting routes, based on the priorities given in para. 6.2.1..
- 6.1.2 Snow ploughs shall be set to remove as much snow as possible. Care will be taken when ploughing carriageways where there are physical restrictions due to traffic calming measures, and a formal risk assessment and a safe method of operation documented.
- 6.1.3 Where hard packed snow and ice have formed and cannot be removed by ploughing, a salt/sand mixture or other appropriate grit material will be used in successive treatments. This aids vehicular traction and acts to break up the snow and ice.

6.2 Snow Clearance Priorities on Carriageways

- 6.2.1 Snow clearance on carriageways should be based on the priorities given below:
- A229 between M20 and M2, A249 between M20 and M2, A299, A260 (Whitehorse Hill & Spitfire Way) and the B2011 (Dover Hill) (NB: continuous treatment & clearance will be carried out in the event of a snow emergency)
 - Other "A" class roads;
 - All other roads included within primary precautionary salting routes;

- One link to other urban centres, villages and hamlets with priority given to bus routes;
- Links to hospitals and police, fire and ambulance stations;
- Links to schools (in term time), stations, medical centres, doctor's surgeries, old people's homes, cemeteries, crematoria and industrial, commercial and shopping centres;
- With the approval of Highway Manager, other routes as resources permit.

6.3 **Snow Clearance Priorities on Footways**

6.3.1 Snow clearance will be carried out on footways where practicable, based on the priorities given below:

- One footway providing access to shopping centres, stations, bus stops, hospitals, medical centres, doctors surgeries, old peoples' homes, industrial and commercial centres and on steep gradients elsewhere and in the immediate vicinity of schools (in term time).
- One footway on main arteries in residential areas and the second footway in and around local shopping centres;
- With the approval of Highway Managers, other footways, walking bus routes and cycle ways as resources permit;
- District council staff will be commissioned to clear agreed priority footways in their local areas. Arrangements are in place between the Director of Highways Transportation and Waste and district council Chief Executive Officers.

6.4 **Agricultural Snowploughs for Snow Clearance**

6.4.1 Agreements are in place whereby snowploughs are provided and maintained by Highway Operations and assigned to local farmers and plant operators for snow clearance operations, generally on the more rural parts of the highway.

6.5 **Snow Throwers/Blowers for Snow Clearance**

6.5.1 KCC Highway Operations also has a number of snow throwers/blowers, which are allocated to operators on a similar basis to the arrangements for agricultural snowploughs.

7. SEVERE WEATHER CONDITIONS

7.1 Ice and Snow Emergencies

7.1.1 During prolonged periods of severe and persistent icing, or significant snow fall, delegated officers may declare an ice or snow emergency covering all or part of the County. In this event Highway Managers will establish a "Snow Desk" usually within the Highway Management Centre and implement a course of action to manage the situation in either of these events.

7.2 Persistent Ice on Minor Roads

7.2.1 During longer periods of cold weather Highway Managers may instruct salting action to deal with persistent ice on minor roads which are not included within the precautionary salting routes and invoke arrangements with district and parish councils to take action in their local area

7.2.2 Snow clearance will take place on secondary salting routes and other roads, and footways, on a priority basis.

7.3 Secondary routes

7.3.1 During ice or snow emergencies pre prepared secondary routes may be treated. These are developed from important highways not already part of the primary routes and currently equate to 15% of the total road network which is 843 miles, 1357 km.

7.4 Instructions for Salting of Secondary Routes

7.4.1 During a declared snow or ice emergency the Winter Duty Officer will issue instructions for precautionary salting of secondary routes if prolonged heavy frost, widespread ice and low temperatures or snow, is expected.

8. ROADSIDE SALTBINS

8.1 Provision of Roadside Salt Bins

8.1.1 Roadside salt bins can be sited at potentially hazardous locations for use by the public, to treat ice and snow on small areas of the carriageway or footway.

8.1.2 Salt bins will be filled using a mixture of sharp sand or other grit material and salt filled at the beginning of the winter season. In the event of severe weather further refills will be carried out as time and resources permit.

8.1.3 Assessment criteria for installing a new salt bin have been devised and are shown at Appendix B. The form will be used by Highway Operations staff to assess requests from parish councils, community groups etc. Once the site assessment has been made and the decision taken to install a bin the local Highway Steward will establish the best location for the bin. This will include safe access to the bin for use and filling as well as proximity to the area of the road or pavement where the salt is needed. Whilst aesthetic factors, such as visibility of the salt bin from adjacent properties will be considered, the priority is to ensure safe access and use of the salt bin. In cases where there is local concern on the siting of a bin the Highway Steward will liaise with the local County Member and Parish Council to seek a consensus.

8.1.4 A sum of money will be allocated from Highway Operations to provide these salt bins. All KCC salt bins are labelled.

8.2 Payment for salt bins

8.2.1 Once a salt bin has been approved by the assessment criteria, the cost of installation, filling and maintenance will be borne by Highway Operations.

8.2.2 Additionally one tonne bags of a salt/sand mix will be provided to parish councils who request them at the start of the winter season for use in their local area.

8.2.3 Combined Members Grant

Members are able to purchase salt bins using their Combined Members Grant in line with the usual application process.

8.2.4 Parish councils

8.2.4.1 Parish councils are permitted to purchase salt bins and place them on the highway once a suitable location has been approved by a qualified engineer from Highway Operations. These salt bins ideally should not be yellow and should be clearly identified by a label as being the property of the parish council. Highway Operations will have no obligation to fill or maintain these salt bins. However, the Highway Manager may agree to refill parish-owned salt bins upon request, subject to availability of salt and staff resources and the payment by the parish of an appropriate charge.

9. BUDGETS

9.1 Winter Service Budget

9.1.1 The budget for the annual operational winter service period is based on salting the primary precautionary salting routes on a 10 year

average. The main budget is managed by the Head of Highway Operations as a countywide budget.

9.2 Ice and Snow Emergencies

- 9.2.1 There is no specific budget allocation within Highway Operations for ice or snow emergencies. The cost of dealing with periods of icy conditions or significant snowfalls will be met by virement from other planned programmes of work on the highway or from special contingency funds for emergencies.

10. PUBLIC AND MEDIA COMMUNICATIONS

10.1 Neighbouring Authorities and other Agencies

- 10.1.1 The Kent Road Weather Forecast containing details of the winter service action for Kent will be transmitted daily to neighbouring highway authorities and other agencies so that activities can be co-ordinated regionally.

10.2 The Media

- 10.2.1 Communicating with communities, businesses and emergency services during winter is essential to delivering an effective winter service. Local media organisations will be informed when instructions for salting of primary precautionary salting are issued. The Kent County Council Internet site will be updated regularly and the Highway Management Centre will issue road updates.

10.3 Pre-Season Publicity

- 10.3.1 It is important that the public are aware of and understand the Highway Operations approach to winter service. The Kent County Council website will have practical advice and guidance including information on the location of salt bins and self-help for communities to encourage local action where appropriate.

10.4 Publicity during Ice or Snow Emergencies

- 10.4.1 Liaison with the news media, particularly local radio stations, is of the utmost importance and links will be established and maintained particularly during ice or snow emergencies. Twitter and other social media will also be used as part of a countywide publicity campaign.

Appendix A

Minimum Salt Stock

Minimum Stock					
Routes	Normal salting network	Minimum Winter Network (tonnes/run)	Full Pre-season stock (12 days/48 runs)	Core winter period 6 days/24 runs	Overall winter period Minimum Network(3 days/12 runs)
Primary	350	350	16,800	8,400	4,200
Total			16,800	8,400	4,200

Overall winter period – 17th October to 24th April

Core winter period - 1st November to 1st March

Days resilience (overall winter period) 3 days

Days resilience (core winter period) 6 days

The minimum in season stocks are the minimum to which stocks should be allowed to fall, i.e. restocking should take place well before the minimum is likely to be reached

Appendix B - SALT BIN ASSESSMENT FORM

Location of Salt Bin	Assessment Date	Assessed by

Characteristic	Severity	Standard Score	Actual Score
Gradient	Greater than 1 in 15	75	
	1 in 15 to 1 in 29	40	
	Less than 1 in 30	Nil	
Severe Bend	Yes	60	
	No	Nil	
Close proximity to and falling towards	Heavy trafficked road	90	
	Moderately trafficked road	75	
	Lightly trafficked road	30	
Assessed traffic density at peak times	Moderate (traffic group 5)	40	
	Light (traffic group 6)	Nil	
Number of premises for which only access	Over 50	30	
	20 - 50	20	
	0 – 20	Nil	
(vi) Is there a substantial population of either disabled or elderly people	Yes	20	
	No	Nil	
TOTAL			

- * N.B. Any industrial or shop premises for which this is the only access is to be automatically promoted to the next higher category within characteristic (V).

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From: Bryan Sweetland, Cabinet Member for Commercial & Traded Services
 Paul Crick, Director of Environment Planning & Enforcement
 Mike Overbeke, Head of Regulatory Services Group

To: Environment & Transport Cabinet Committee – 17 September 2014

Subject: Update on Trading Standards activities and initiatives

Classification: Unrestricted

Past Pathway of Paper: N/A

Future Pathway of Paper: N/A

Electoral Division: All electoral divisions

Summary:

This report seeks to provide information to members in relation to the role, remit and activities of the Trading Standards Service, as requested by members at the July meeting of this committee.

Recommendation:

Members are asked to note the content of this update.

1. Background

- (1) Trading Standards is delivered by County and Unitary authorities across the U.K. As well as contributing to local priorities, the Service is also part of a national framework known as the Consumer Landscape.
- (2) The Consumer Landscape was developed following the “Plan for Growth”, introduced by The Chancellor of the Exchequer and the Secretary Of State for Business, Innovation and Skills in 2011. The plan introduced a review of how consumer protection and competition law is managed in the U.K.
- (3) The review, “Empowering and Protecting Consumers”, was conducted by the Department for Business, Innovation and Skills and was published in 2012. The review was introduced with the statement:-

“The Government is committed to promoting growth in the U.K. economy and empowering and protecting consumers is a vital element of our approach.”

- (4) As part of this review, the Office of Fair Trading (part of central government) was abolished and responsibility for enforcement of consumer law was given to Trading Standards Services. In making the decision to introduce this significant change, The Government said:-

“Unless the law is enforced effectively, rogue traders can undermine responsible businesses, unfair practices can develop and consumers will lack

confidence to exercise choice sensibly and thus drive competition, innovation and growth. Individuals may suffer detriment significantly beyond the cost of their purchase which can in turn lead to social or health problems and a drain on public funds. “

- (5) The Trading Standards Service focuses on highly innovative intelligence led systems to direct the work most effectively to where it is most needed within an increasingly limited resource. It is part of the Environment, Planning and Enforcement Division.

2. The role and remit of the Trading Standards Service

- (1) The role of the Service is to protect consumers, businesses and the economy from harm and to provide help and support to businesses to give them the confidence to trade legitimately.

Protection from harm

- (2) Everything that we all, as consumers, buy and use or consume, is covered by legislation ensuring that it is safe. Trading Standards is the enforcement agency for the majority of that legislation. Examples include the safety of electrical goods, the safety of toys and the safety of food products (but not the hygiene of the premises where food is prepared).
- (3) Trading Standards in Kent work with manufacturers and importers to ensure that they have everything in place to be confident of the safety of their products. Our colleagues across the Country do likewise so that, wherever goods are made or imported, Kent consumers, and consumers across the U.K., are protected.
- (4) Where rogue businesses are determined to place dangerous goods on the market, Trading Standards have robust enforcement powers which can be brought into play to protect the public and also to protect the interests of the legitimate businesses who act responsibly and safely.
- (5) In addition, Trading Standards licence and supervise the storage of dangerous goods like petrol and explosives and enforce the laws introduced in response to the Foot and Mouth outbreak in 2001 which are designed to ensure that the economy, both farming and non-farming, is never again subjected to the damage which that outbreak caused.

Rogue Trading

- (6) “Bold Steps for Kent” charged the Trading Standards Service with focussing our enforcement work on those businesses that cause the most harm to consumers and legitimate businesses. As a result all Trading Standards Officers are trained in the investigative techniques introduced to the Police as a result of the review of the Soham murders enquiry. Officers now spend a significant proportion of their time focussed on those businesses that set out to defraud the public and other businesses. Much of this work involves vulnerable home owners being targeted for fraudulent repair work. This change means that the Service now

finds itself investigating and prosecuting for offences including Fraud and Money Laundering as opposed to, arguably, minor regulatory matters.

- (7) The Service has recruited an Accredited Financial Investigator to both support criminal investigations with the ability to “follow the money” and also to seek recovery of criminal assets using proceeds of crime legislation.

A reliable alternative

- (8) As part of the drive to protect consumers from rogue traders, the Service is about to launch a ground breaking, innovative “approved trader” scheme in partnership with Check-a-Trade, one of the market leading commercial scheme operators. For the first time, consumers in Kent will have access, via a well-publicised and efficient commercial scheme provider, to reliable tradesmen who have been vetted by Trading Standards. Other local authorities in the South East and further afield are now seeking to follow Kent’s lead in this area.

Public Health

- (9) Trading Standards contributes to KCC’s public health responsibilities in three main ways:-
 - i. Smoking. Trading Standards enforce the laws on sales of cigarettes to children and also on the supply of illicit tobacco products such as counterfeit or otherwise illegal cigarettes. Research shows that, if children haven’t started smoking by the time they are 18 then they are much less likely to. Illicit tobacco is known to present even more significant health problems than the legitimate product. These additional risks include dangerously high tar levels and products that contain dangerous and illegal chemicals.
 - ii. Alcohol. Trading Standards leads the County wide “Kent Community Alcohol Partnership” which is a nationally respected partnership focussed on responsible drinking amongst young people. Partners include the Districts, Police, Fire Service and, most importantly, the retail trade. Working together, the partnership seeks to prevent irresponsible supply of alcohol and better inform young people about safe alcohol use.
 - iii. Worklessness. There are well documented public health risks to people who are out of work. These risks include both mental and physical health. The work Trading Standards does in support of business is focussed on growth and supporting employment of local people.

Support to Business

- (10) The Service dedicates approximately half of its time to providing help, advice and support to local businesses. The focus of this work is to help businesses grow and develop. The support is provided in a number of ways.
- (11) Trading Standards Officers have considerable knowledge and experience in interpreting legal requirements and applying that to practical solutions for individual businesses. Officers frequently reduce apparently complex legal requirements to simple practical steps for businesses to follow.

- (12) The Service also acts as an advocate for Kent businesses when they are faced with challenges from other regulators both in the U.K. and across Europe.
- (13) Trading Standards Officers contribute to the assessment process in relation to the various economic development schemes in Kent, including “Expansion East Kent” and “Tiger”. The purpose of this contribution is to both protect the reputation of KCC by ensuring that money is not loaned to a rogue trader or for illegal purposes, and also to provide advice and support to those businesses seeking to start or grow so that they are sustainable.

3. Examples of current work

Trading Standards Officers are currently engaged in the following matters, as well as a number of other, smaller scale, issues:-

- i. Investigation of a conspiracy to defraud homeowners for unnecessary repair work. This case has victims mainly in North Kent and, so far, looks to involve in the order of £350,000 worth of fraud with one victim alone being defrauded by over £200,000.
- ii. Investigation of the allegedly fraudulent actions of a letting agent in relation to the handling of tenant deposits.
- iii. Prosecution of a conspiracy to supply counterfeit goods across Kent. This matter is currently before the courts. This type of crime has a significant impact on legitimate business, both the owner of the brands but also, and perhaps more worryingly, on legitimate local retailers supplying legitimate products.
- iv. Prosecution of two separate businesses for alleged unsafe storage and supply of explosives.
- v. Provision of advice to a local food manufacturer whose entire business was placed at risk by a change to the law. With our help and guidance the business has changed their operation so that they can both continue to trade and also develop new markets.
- vi. Using funding secured from the National Trading Standards Board, investigating a nationwide fraud targeted at home owners who live in permanently sited mobile homes.
- vii. Working with our partners in Kent Police and also Medway Trading Standards, leading enforcement action in relation to the retail sale of Novel Psychoactive Substances (NPS) (so called “legal highs”).

4. Media interest

- (1) Because the work of the Trading Standards Service is relevant to everyone who buys goods and services, there is significant media interest in the work of the Service.
- (2) The work on NPS featured in the entire Kent printed and broadcast media and in some national media.
- (3) The service has featured several times on the BBC1 programme “Fake Britain” with stories around fake washing powders, fake toys and fake electrician’s manuals.

- (4) A recent piece of work preventing almost 1000 dangerous chainsaws entering the U.K. and European market featured across the local and national media.
- (5) Media interest in the work of the Service provides a valuable platform to inform and educate consumers and also showcase the value of KCC.

5. Resources

The Trading Standards Service is delivered with a net budget of just over £2.5m, which equates to less than 1/7 of 1% of KCC's budget.

6. Recommendation:

Members are asked to note the content of this update.

7. Background Documents

N/A

8. Contact details

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From: David Brazier, Cabinet Member for Environment & Transport
Paul Crick, Director Environment Planning & Enforcement

To: Environment & Transport Cabinet Committee – 17 September 2014

Subject: DCLG Consultation on the formation of the Ebbsfleet Urban Development Corporation

Classification: Unrestricted

Past Pathway of Paper: None

Future Pathway of Paper: None

Electoral Division: Dartford & Gravesham

Summary: This report provides detail in relation to the Department of Communities & Local Government consultation in respect to the establishment of the proposed Ebbsfleet Garden City Urban Development Corporation. The report principally covers the background and extent of the consultation, and outlines a number of key areas that members may wish to consider in reviewing the consultation.

Recommendations:

Members of the Environment & Transport Cabinet Committee are recommended to:

- a) CONSIDER and NOTE the information pertaining to the DCLG consultation on the formation of the Ebbsfleet Urban Development Corporation; and
- b) Make any COMMENT/S to the Cabinet Member for Environment & Transport to inform his views in the formulation of KCC's formal response to the consultation.

1. Introduction

1.1 On 11 August 2014 the Department for Communities & Local Government (DCLG) released its formal consultation on the formation of an Urban Development Corporation (UDC) to guide development at Ebbsfleet. This follows the County member briefing held on 30 July 2014.

1.2 The consultation deals with the proposed role, responsibilities and powers of the UDC, providing an opportunity to comment on details including:

- Background into the need for an Ebbsfleet UDC;
- The role of the UDC and its board;
- The proposed boundary of the UDC area; and
- The proposed planning powers to be acquired by the UDC.

1.3 The consultation closes on 6 October 2014.

1.4 The following course of action is proposed:

- Following discussion at this Cabinet Committee meeting the formal response to the consultation will be prepared by the Director of Environment, Planning & Enforcement taking into consideration those points raised/agreed by members; and
- The final formal response to the consultation will be agreed by the Cabinet Member for Environment & Transport, in consultation with the Cabinet Member for Economic Development and, as appropriate, the Chairmen of the Planning Applications and Regulation Committees.

2. Background

- 2.1 In March 2014, as part of the Budget, the Government announced plans to create a new 'Garden City' at Ebbsfleet capable of providing up to 15,000 new homes, primarily on previously developed land.
- 2.2 Ebbsfleet has long been identified as a strategic site for housing and development. The 'Ebbsfleet Valley Scheme' dates back to the 1990's, with a number of key sites (including Ebbsfleet, Eastern Quarry and Northfleet Sub-station) forming significant opportunities for new housing. However, despite planning permissions being in place progress has been slow and much of the development has failed to materialise. The Ebbsfleet Development Corporation is seen by Government as a response to the slow progress of development in the locality.
- 2.3 Subject to the outcome of consultation and the necessary Parliamentary approvals, the consultation documents state that the UDC will 'coordinate investment and drive forward development' within the identified UDC area.

3. Chairman Designate & Formal Consultation

- 3.1 On 11 August, the Rt. Hon. Eric Pickles, Secretary of State for Communities & Local Government announced the appointment of Michael Cassidy CBE as the Chairman Designate of the Ebbsfleet Development Corporation. Mr Cassidy's role as the Chairman Designate will be to steer the Development Corporation providing the focus and direction needed to deliver the ambitious development plans for the Ebbsfleet Garden City.
- 3.2 At the same time as the Chairman Designate was announced a consultation was launched by DCLG on the Ebbsfleet Development Corporation (to run from 11 August to 6 October 2014).
- 3.3 A list of the key questions covered by the consultation is shown in **Appendix A** of this report.

4. The Principle of the Urban Development Corporation

- 4.1 The consultation recognises that the area around Ebbsfleet has been long identified as the location for large scale mixed development – the idea of major development in the area is not new. As previously reported much of the development is already consented and could provide up to 11,100 homes and up to 753,000m² of employment floorspace. An important principle that has been established with the consented development is the balance between

residential and employment which will make it more sustainable in the long term and will also bring economic benefits to the wider area.

- 4.2 The Ebbsfleet Development Corporation is seen by Government as a response to the slow progress of development in the area. This is, in part, due to the complexity of large scale development that requires significant co-ordination, expertise and (at times) funding for key infrastructure to unlock development. The UDC is to be created to respond to the unique needs of the area working closely with the local authorities to provide the direction, focus, expertise and resources to deliver the planned development. In addition, the consultation paper reveals that £200 million in funding for infrastructure will be made available to unlock development in Ebbsfleet.
- 4.3 KCC has been a long term supporter of the development of Ebbsfleet and has previously invested expertise and resources to advancing proposals in the locality. As such, KCC is likely to be supportive of any measures which aim to progress development in the locality to provide much needed housing and employment land.
- 4.4 Whilst the creation of a UDC and associated funding is broadly welcomed, particularly as a vehicle to assist the delivery of housing, jobs and economic growth, there are a number of issues that will need to be addressed. The UDC will need to ensure that it accelerates the delivery of development rather than delay it. It will also need to ensure that any investment strategy is clearly linked to the delivery of infrastructure needed to support growth. It is imperative that the pace and acceleration of development does not compromise the funding of essential infrastructure provision e.g. schools and transport.

5. Key Aspects of the Consultation

The Boundary of the Ebbsfleet UDC Area

- 5.1 The proposed area for the Development Corporation is shown in Appendix B to this report. The area largely covers the major development sites of Ebbsfleet, Eastern Quarry, Northfleet Embankment, Northfleet West Sub-Station and the proposed London Paramount on Swanscombe Peninsula. The proposed area does not include the existing residential communities of Swanscombe, Greenhithe and Northfleet and also excludes areas such as Northfleet Industrial Estate and Springhead Enterprise Park where there is existing commercial development and multiple land ownership.
- 5.2 Through the Senior Delivery Board and Officer Working Group established by the Department for Communities & Local Government (DCLG) as part of the interim governance structure, the County Council has provided advice regarding the area of the Development Corporation. Whilst there is broad agreement on the area particular concerns have been raised regarding the safeguarding of Robins Creek and Red Lion Wharf. A significant proportion of minerals come into the County through wharves along the Swanscombe and Northfleet riverside. The safeguarding of these two wharves is critical for the County's emerging Minerals & Waste Local Plan and implications of the loss of these wharves would be in both environment and economic terms – leading to a need to establish alternate importation methods, potentially adding significantly to the

cost and environmental impact of transport, including a potential change to road transport options. This would ultimately impact on the costs of construction in the County. As such, consequences of the County Council's planning functions with regards to minerals and waste applications will need to be fully addressed.

The Establishment & Powers of the Ebbsfleet UDC

- 5.3 The Development Corporation will be created by a Statutory Instrument that is laid before Parliament. It is the current intention of Government, subject to Parliamentary approval, that this process will be completed and the Development Corporation will be operational by early 2015. There is no fixed timespan for the proposed Development Corporation but it is proposed that it is subject to a review 5 years from its establishment.
- 5.4 The statutory objectives and powers of a Development Corporation are set out under Section 136 of the Local Government, Planning & Land Act 1980. Broadly speaking, all of the powers of a Development Corporation are those that are already available to local authorities. The benefits of a Development Corporation are that it can focus on taking forward the regeneration and development of a particular area and devote substantial resources towards that objective, without its focus being diverted by the broad range of activities that a local authority needs to manage on a day-to-day basis. It is anticipated that the Ebbsfleet Development Corporation will work closely with the local authorities and landowners to act as a catalyst for the creation of the Ebbsfleet Garden City.
- 5.5 It is proposed that the Ebbsfleet Development Corporation should be given comprehensive and consistent powers within its boundary area. The Development Corporation would not have plan making powers but would have powers to determine planning applications. In determining planning applications the Development Corporation must have regard to the provisions of existing plans so far as they are material to the application.
- 5.6 Essentially this means that the Development Corporation will determine all planning applications within its area, including minerals and waste applications that would normally be determined by the County Council. The Development Corporation would, however, be bound by the policies and development framework set out in the Local Plans produced by Dartford and Gravesham Borough Councils and by the Minerals & Waste Local Plan produced by the County Council. Local authorities would still be responsible for determining proposals for their own development/s.

Memorandum of Understanding

- 5.7 It is intended that a Memorandum of Understanding (MoU) would be agreed between the local authorities and the Development Corporation. The aim of the MoU would be to agree the processes on how matters would be handled e.g. transitional arrangements, consultation with the local authorities, how local authorities might be engaged in any decision making. Whilst the MoU would not be legally binding it provides the opportunity for the local authorities to agree with the Development Corporation a wide range of matters relating to the delivery of development and infrastructure in the Ebbsfleet Garden City.

Roles & Responsibilities of the Ebbsfleet UDC Board

- 5.8 The Board is appointed by the Secretary of State that consists of a Chairman, a Deputy Chairman and between 5 and 11 other members. For the Ebbsfleet Development Corporation it is proposed that the Board would have 11 members (including the Chairman and Deputy Chairman) and that the three local authorities (KCC, DBC and GBC) will each be represented on the Board.
- 5.9 The Development Corporation's Board will be responsible for: -
- ensuring that the Development Corporation discharges its functions effectively and efficiently;
 - that it fulfils the overall aims, objectives and priorities set out in its corporate plan; and
 - that it complies with all statutory or administrative requirements relating to the use of public funds.

6. Formulating KCC's Formal Response

- 6.1 In drafting the County Council's response to the consultation it needs to be borne in mind that the establishment of the Development Corporation will be done under existing legislation which is quite explicit. It is clear that the Development Corporation will have planning powers to determine all planning applications within its defined area but will not have plan making powers.
- 6.2 In discussions with the Department for Communities & Local Government it has been made clear that the County Council and the Borough Councils will retain the ability to grant themselves planning permission for community facilities. There has also been a clear commitment, which is confirmed in the consultation document, that the County Council would be represented on the Development Corporation Board.
- 6.3 The statutory process to establish the Development Corporation still has to run its course and whilst the area has been broadly defined in the consultation document there is still the opportunity to amend it. The planning powers of the Development Corporation are defined by existing legislation but there remains the opportunity of reaching agreement (through the MoU) with the Development Corporation regarding how the local authorities, local elected members and the local community are consulted and engaged in the process of executing these powers.

7. Matters for Consideration/Discussion

- 7.1 The purpose of this paper is to seek comments from Members to inform the Cabinet Member's views on the consultation. This will permit for the formulation of a formal response. Given the wide reaching implications of development in Ebbsfleet and the formation of the Development Corporation, the views of the Cabinet Member for Economic Development and, as appropriate, the Chairmen of the Planning Applications and Regulation Committees will also be sought.
- 7.2 There are a range of matters that members may wish to consider in their discussions on the matter:

Governance, Engagement and Consultation

- 7.3 There is an obvious need for a protocol to be developed around how the UDC will engage with the County and Borough authorities, and to clearly establish the role/s that respective elected members will have in the process of decision making. This is particularly relevant given that the UDC will assume decision making powers for planning matters across the UDC area. Whilst the Borough and County Councils will still retain plan making responsibilities (for the Local Plans and Waste & Minerals Plans respectively) and there are a range of matters for which those existing authorities will retain responsibility, there needs to be a clearly defined working relationship between the authorities and the UDC.
- 7.4 As previously mentioned, it is intended that a Memorandum of Understanding is to be established between the UDC and the District/County Authorities, and whilst this is the obvious mechanism to establish engagement and decision making protocols it may be important to note this as an item high on the agenda of the County Council.

Community Engagement

- 7.5 There is some question as to the role of existing communities in the operation of the UDC. As previously mentioned, there are a range of planning approvals in place, and negotiated Section 106 agreements which provide positive outcomes across the wider locality. The UDC will need to develop proactive engagement and consultation processes to ensure that existing communities, who are likely to have certain expectations with the nature of proposed development, are not marginalised or 'left out' as the development of Ebbsfleet is progressed under the UDC model. Again, these matters will need to be set out clearly and in detail as part of the MoU.

Make Best Use of County and Borough Expertise

- 7.6 There is extensive expertise amongst County and Borough officers and members in relation to the Ebbsfleet UDC area – in many cases KCC officers have been involved in various aspects of the Ebbsfleet development/s for many years and KCC holds specialists planning & technical knowledge (in matters such as minerals & waste, heritage, biodiversity etc) which should not be lost in the development moving forward. In addition, the County authority is key in recognising the wider strategic implications of mineral and waste management decisions – having an over-arching view of development and planning matters across the County permits for a unique perspective on the impacts of decision making. It is imperative that that UDC makes best use of this expertise in driving forward the development objectives.

Respect Existing Work and Progress

- 7.7 As previously mentioned in this paper, KCC (and other authorities) have invested in progressing development schemes in the Ebbsfleet locality over the past decade. There are a number of schemes (with both housing and employment aspects) which are already have planning consent, and are subject to Section 106 agreements.

7.8 Given the extensive work and agreements that are already in place, the UDC will need to work closely with the County and Borough authorities to ensure that it accelerates the delivery of development rather than delay it. There needs to be an understanding and respect for existing approvals, negotiations and funding agreements in order to make best use of the work undertaken thus far.

An Appropriate Strategy for Infrastructure Delivery

7.9 The UDC will need to ensure that any investment strategy is clearly linked to the delivery of infrastructure needed to support growth. It is imperative that the pace and acceleration of development does not compromise the funding of essential infrastructure provision (e.g. schools and transport).

Relationship with the Paramount Proposal

7.10 Does a more clearly defined relationship between the UDC and the London Paramount proposal need to be articulated? The consultation notes that the London Paramount proposal, if taken forward, will be unconnected with the UDC, and that a consent would be via the Nationally Strategic Infrastructure Project route via a Development Consent Order under the Planning Act 2008. However, London Paramount will represent a significant proposal with wide reaching implications. There will be obvious synergies/impacts with the infrastructure and development proposed in the wider UDC area.

Longer Term Responsibilities

7.11 There are particular areas (relating to the longer term management of development and ongoing maintenance/adoption of infrastructure) that has potential for impact on KCC. In adopting planning powers, it is unclear what regard the UDC will have in respect to such matters as ongoing enforcement or development standards for infrastructure (that will eventually be adopted by other authorities, potentially including KCC). Decisions made as part of the planning process have clear (and potentially significant) cost implications for KCC. As such, clear agreements and processes will need to be in place to ensure that planning decisions do not have adverse long term implications on other authorities.

The Proposed Memorandum of Understanding

7.12 It is noted that a Memorandum of Understanding is proposed between the UDC and County/Borough authorities. It would appear that this is the logical mechanism of agreeing appropriate engagement and consultation protocols, as well as setting out the mechanism of ensuring appropriate engagement of Members and the community in the decision making process. Should some of the parameters of the MoU be more specifically set out or agreed as part of the formation of the UDC?

8. Conclusions

8.1 On August 11th 2014 the Department for Communities & Local Government (DCLG) released its formal consultation on the formation of an Urban Development Corporation (UDC) to guide development at Ebbsfleet. The

consultation concludes on 6th October 2014 and deals with the proposed role, responsibilities and powers of the UDC.

- 8.2 It is proposed that, following discussion at this Cabinet Committee meeting, the formal response to the consultation will be prepared by the Director of Environment, Planning & Enforcement taking into consideration those points raised/agreed by members. The final formal response to the consultation will be agreed by the Cabinet Member for Environment & Transport, in consultation with the Cabinet Member for Economic Development and, as appropriate, the Chairmen of the Planning Applications and Regulation Committees.

9. Recommendations

The Environment & Transport Cabinet Committee is asked to:

- a) CONSIDER and NOTE the information pertaining to the DCLG consultation on the formation of the Ebbsfleet Urban Development Corporation; and
- b) Make any COMMENTS to the Cabinet Member for Environment & Transport to inform his views in the formulation of KCC's formal response to the consultation.

10. Background Documents

'Ebbsfleet Development Corporation Consultation', Department for Communities & Local Government, August 2014

Appendix A: Key Questions from the Consultation on the Ebbsfleet Development Corporation

Appendix B: Proposed Ebbsfleet Urban Development Corporation Area Map

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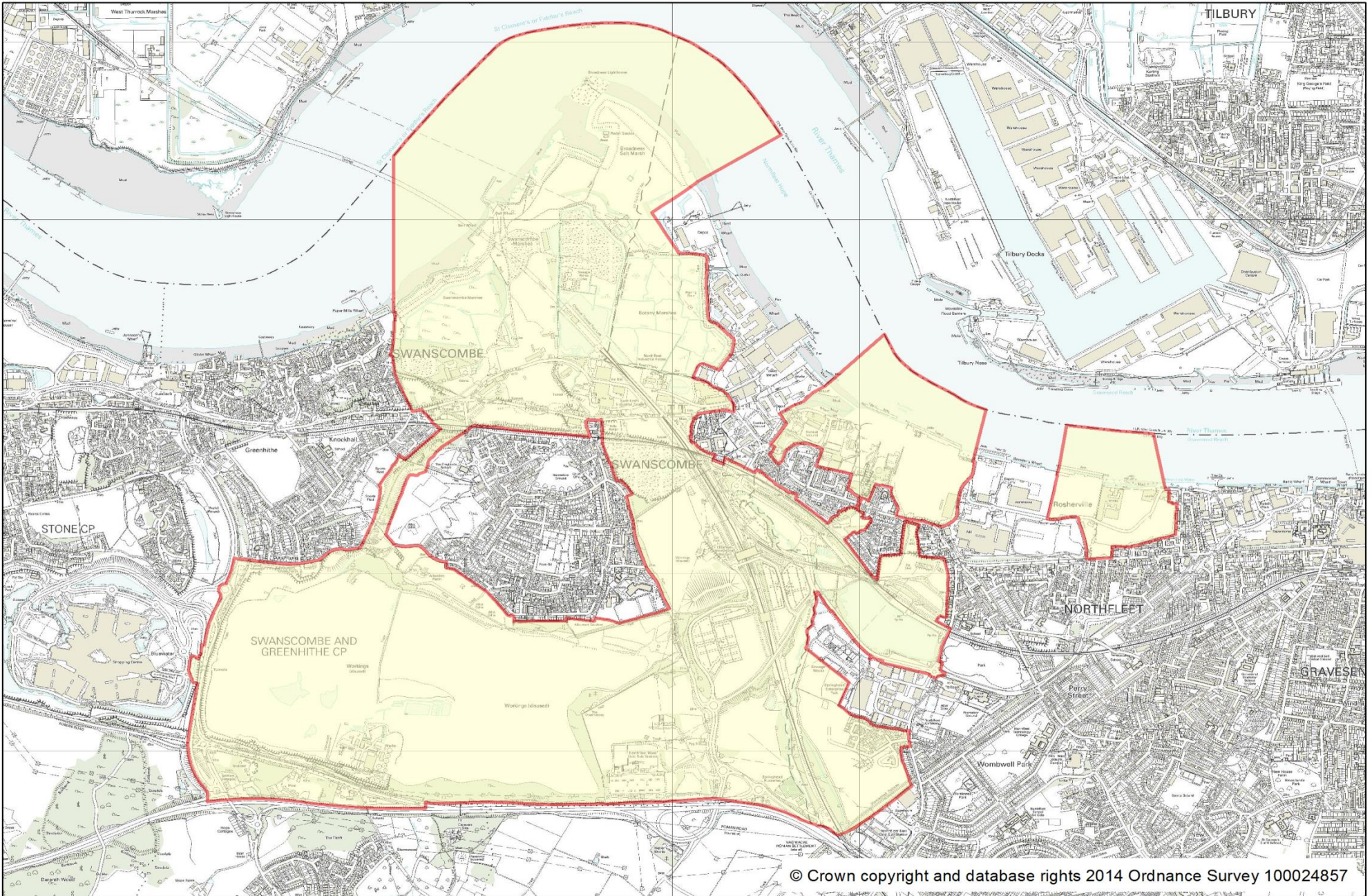
**Key Questions from Consultation from the DCLG
'Ebbsfleet Development Corporation Consultation', August
2014**

1. Do you agree with the proposal to create a Development Corporation at Ebbsfleet, Kent?
2. Are you satisfied with the proposed boundary of the Ebbsfleet Development Corporation as set out in Appendix A?

[Note: Appendix A of the consultation document shows the proposed area of the Ebbsfleet Development Corporation. This has been copied and is attached as Appendix B of this report.]
3. Do you think there are any areas which should be added into the area of the Ebbsfleet Development Corporation?
4. Do you think there are any areas which should be taken out of the Ebbsfleet Development Corporation?
5. Do you agree with the proposal to give the Ebbsfleet Development Corporation the planning powers as set out in the consultation document?
6. Do you agree with the proposal for the Ebbsfleet Development Corporation to have 11 Board Members?

The consultation asks a number of additional questions but these are all related to information about the respondents.

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From: Peter Sass, Head of Democratic Services

To: Environment & Transport Cabinet Committee – 17 September 2014

Subject: Environment & Transport Work Programme 2014/15

Classification: Unrestricted

Past Pathway of Paper: None

Future Pathway of Paper: Standard item

Summary: This report gives details of the proposed work programme for the Environment & Transport Cabinet Committee.

Recommendation:

The Environment & Transport Cabinet Committee is asked to consider and agree its work programme for 2014/15 as set out in Appendix A to this report.

1. Introduction

(1) The proposed Work Programme has been compiled from items on the Forthcoming Executive Decision List; from actions arising from previous meetings, and from topics identified at agenda setting meetings, held 6 weeks before each Cabinet Committee meeting in accordance with the Constitution and attended by the Chairman, the Vice Chairman and 3 Group Spokesmen, Mr Baldock, Mr Caller and Mr Chittenden and Mr Brazier and Mr Hill.

(2) Whilst the Chairman, in consultation with the Cabinet Member, is responsible for the final selection of items for the agenda, this item gives all Members of the Cabinet Committee the opportunity to suggest amendments and additional agenda items where appropriate.

2. Work Programme 2014/15

(1) An agenda setting meeting was held on 19 June 2014, when Mrs Stockell, Mr Balfour and Mr Chittenden were present and at which items for this meeting's agenda were agreed. The Cabinet Committee is requested to consider and note the items within the proposed Work Programme, set out in Appendix A to this report, and to suggest any additional topics that they wish to be considered for inclusion to the agenda of future meetings.

(2) When selecting future items the Cabinet Committee should give consideration to the contents of performance monitoring reports. Any 'for information' or briefing items will be sent to Members of the Cabinet Committee separately to the agenda or separate member briefings will be arranged where appropriate.

3. Conclusion

It is vital for the Cabinet Committee process that the Committee takes ownership of its work programme to help the Cabinet Member to deliver informed and considered decisions. A regular report will be submitted to each meeting of the Cabinet Committee to give updates of requested topics and to seek suggestions for future items to be considered. This does not preclude Members making requests to the Chairman or the Democratic Services Officer between meetings for consideration.

4. Recommendation

The Environment & Transport Cabinet Committee is asked to consider and agree its work programme for 2014/15 as set out in Appendix A to this report.

6. Background Documents

None.

7. Contact details

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ENVIRONMENT & TRANSPORT CABINET COMMITTEE WORK PROGRAMME

Forthcoming Executive Decisions				
Decision		Lead officer		Report to Meeting on
<p>Growth Without Gridlock</p> <p>Decision Number: 14/00020</p> <p>19/05/2014 - Decision due date changed from 10/02/2014.</p> <p>REASON: The strategic position relating to Highways and Transportation projects was set out as part of the LEP Strategic Economic Plan submitted via KMEP and the LEP to the Secretary of State at the end of March 2014, you can view the decision to submit and the document submitted here</p> <p>In light of the Government's Local Growth Fund announcements Officers are currently working up a detailed analysis of transport infrastructure requirements to support Kent's growth agenda. It is anticipated that a report will come back to Members in early 2015.</p>		<p>Ann Carruthers, Transport Strategy - Delivery Manager ann.carruthers@kent.gov.uk 01622 221615</p> <p>Paul Crick, Director Environment, Planning & Enforcement paul.crick@kent.gov.uk 01622 221527</p>		Date to be confirmed
<p>Local Transport Strategies - Various</p> <p>Decision Numbers: 12/01923, 12/01925, 12/01926, 12/01928, 12/01929, 12/01933, 12/01969</p>		<p>Tim Read Head of Transportation tim.read@kent.gov.uk 03000 411662</p>		Date to be confirmed
PROPOSED ITEMS				
Agenda Item	Date requested	Purpose of item/requirements of the report	Report Author Contact	Further updates?
Storm & Flood update	22 July 2014	Update/progress report	Paul Crick Stuart Beaumont	11 December 2014
PRESENTATIONS				
None				
STANDARD ITEMS				
Item	Purpose of item	Report author/main contact	Date Cabinet Committee to receive item	

Verbal updates by the Directors and Cabinet Members	To enable the Director and Cabinet Members to update the Committee on current topics not on the agenda.	Directors and Cabinet Members	Each meeting
Portfolio Dashboard	To show progress made against key performance indicators	Richard Fitzpatrick	Each meeting
Risk Management – Strategic Risk Register	To show the strategic risks of relevance to the Environment and Transport Cabinet Committee. The paper also explains the management process for review of key risks.	Mark Scrivener	Annually (July/September meetings?)
Budget Consultation	For the Cabinet Committee to comment on the forthcoming budget for the year ahead and find out details of planned expenditure	Dave Shipton	Annually (November/ December meetings)
Business Plan Outturn Monitoring			Half yearly (November/ June meetings)
Final Draft Budget	For the Cabinet Committee to comment on the forthcoming budget for the year ahead and find out details of planned expenditure		Annually (January meeting)
Work Programme	For the Cabinet Committee to request topics and make suggestions for future items		Each meeting

From: David Brazier, Cabinet Member for Environment & Transport
Bryan Sweetland, Cabinet Member for Commercial & Traded Services
Mike Austerberry, Corporate Director for Growth, Environment and Transport

To: Environment & Transport Cabinet Committee – 17 September 2014

Subject: Performance Dashboard

Classification: Unrestricted

Summary:

The Environment and Transport Performance Dashboard shows progress made against targets set for Key Performance Indicators.

Recommendation

The Environment and Transport Cabinet Committee is asked to NOTE the report.

1. Introduction

- 1.1. Part of the role of the Committee is to review the performance of services which the Committee has oversight of.
- 1.2. Performance Dashboards are regularly reported to the Cabinet Committee throughout the year, and this is the second report for this year to the Committee.

2. Performance Dashboard

- 2.1. The current Environment and Transport Performance Dashboard is attached at Appendix 1.
- 2.2. The Dashboard provides a progress report on performance against target for the Key Performance Indicators (KPIs) included in this year's Strategic Priority Statement.
- 2.3. Depending on data availability the results provided in the current Dashboard are either up to the end of June or the end of July 2014.
- 2.4. The Dashboard also includes a range of activity indicators which help give context to the Key Performance Indicators.
- 2.5. Key Performance Indicators are presented with RAG (Red/Amber/Green) alerts to show progress against targets. Details of how the alerts are generated are outlined in the Guidance Notes, included with the Dashboard in Appendix 1.

3. Recommendation

The Environment and Transport Cabinet Committee is asked to note this report.

4. Background Documents

The Council's Strategic Priority Statements

<http://www.kent.gov.uk/about-the-council/strategies-and-policies/corporate-policies/strategic-priority-statements>

5. Contact details

Report Author:

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Environment and Transport Performance Dashboard

Financial Year 2014/15

Results for June/July 2014

Page 171

Produced by Business Intelligence

Publication Date: 26 August 2014



Contents

Guidance Notes	3
Highways and Transportation	4
Waste Management	6
Environment, Planning and Enforcement	8

Guidance Notes

Data is provided with monthly frequency except for Waste Management where indicators are reported with quarterly frequency and on the basis of rolling 12 month figures, to remove seasonality.

RAG RATINGS

GREEN	Performance has met or exceeded the current target
AMBER	Performance is below the target but above the floor standard
RED	Performance is below the floor standard

Floor standards are pre-defined minimum standards set in Strategic Priority Statements and represent levels of performance where management action should be taken.

DOT (Direction of Travel)

↑	Performance has improved in the latest month/quarter
↓	Performance has fallen in the latest month/quarter
↔	Performance is unchanged this month/quarter

Activity Indicators

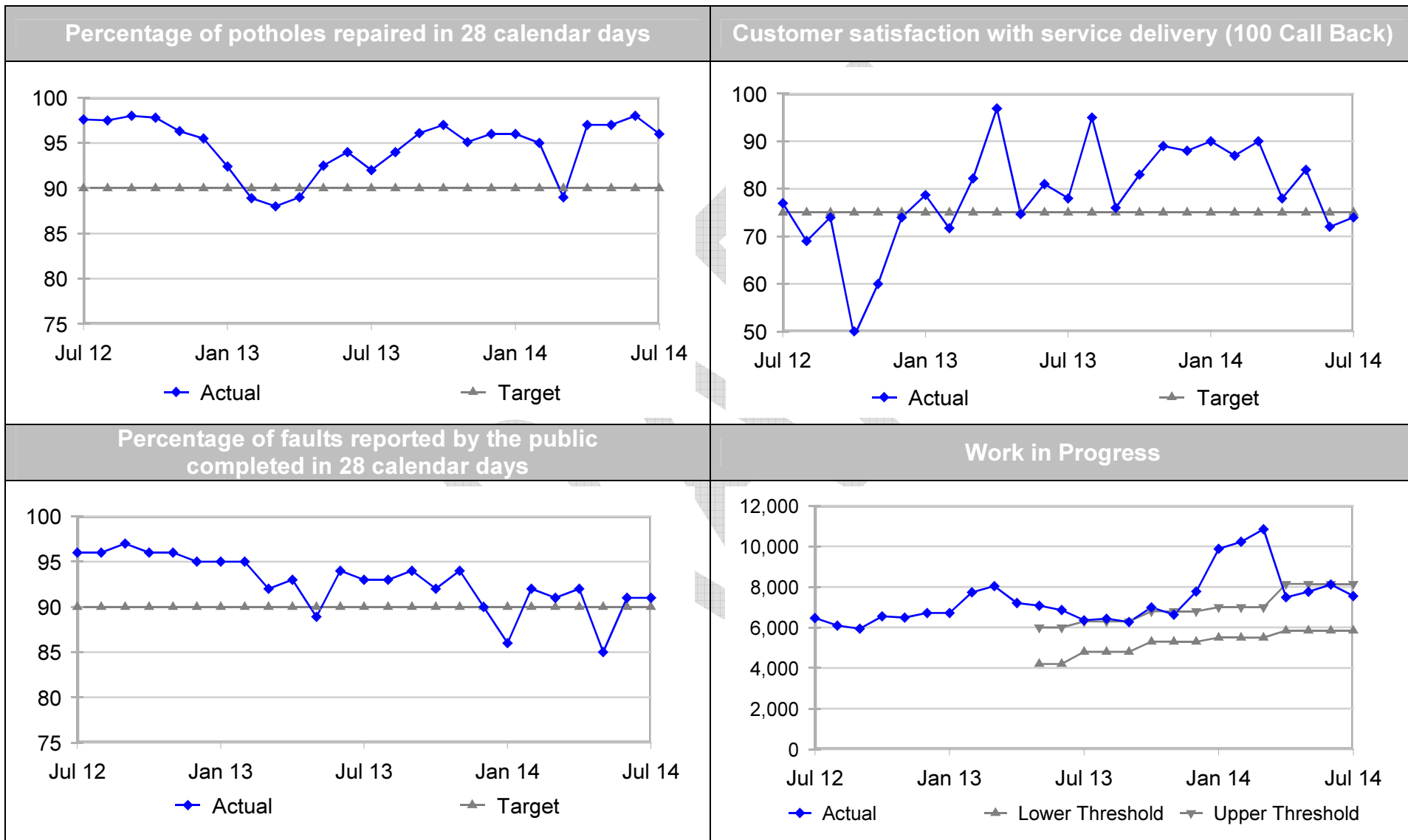
Activity Indicators representing demand levels are also included in the report. They are not given a RAG rating or Direction of Travel alert. Instead they are tracked within an expected range represented by Upper and Lower Thresholds. The Alert provided for Activity Indicators is whether they are in expected range or not. Results can either be in expected range (**Yes**) or they could be **High** or **Low**.

Service Area	Director	Cabinet Member
Highways & Transportation	John Burr	David Brazier

Results for this Service Area are for the month of July 2014.

Ref	Performance Indicators	Latest Month	Month RAG	DOT	Year to Date	YTD RAG	Target	Floor	Previous Year
HT01	Potholes repaired in 28 calendar days (routine works not programmed)	96%	GREEN	↓	97%	GREEN	90%	80%	92.9%
HT02	Faults reported by the public completed in 28 calendar days	91%	GREEN	↔	90%	GREEN	90%	80%	91.7%
HT03	Streetlights repaired in 28 calendar days	89%	AMBER	↓	93%	GREEN	90%	80%	89.7%
HT04	Customer satisfaction with service delivery (100 Call Back)	74%	AMBER	↑	77%	GREEN	75%	60%	85.8%

Ref	Activity Indicators	Year to date	In expected range?	Expected Range		Prev. Yr YTD
				Upper	Lower	
HT06	Number of enquiries requiring further action (work to complete)	33,871	High	33,330	26,660	31,079
HT07	Work in Progress	7,551	Yes	8,150	5,850	6,354
HT01d	Potholes repaired (as routine works and not programmed)	5,496	Yes	6,100	4,500	5,502
HT02d	Routine faults reported by the public completed	20,826	High	15,500	11,500	13,782
HT03d	Streetlights repaired	8,706	Yes	10,000	7,400	8,151

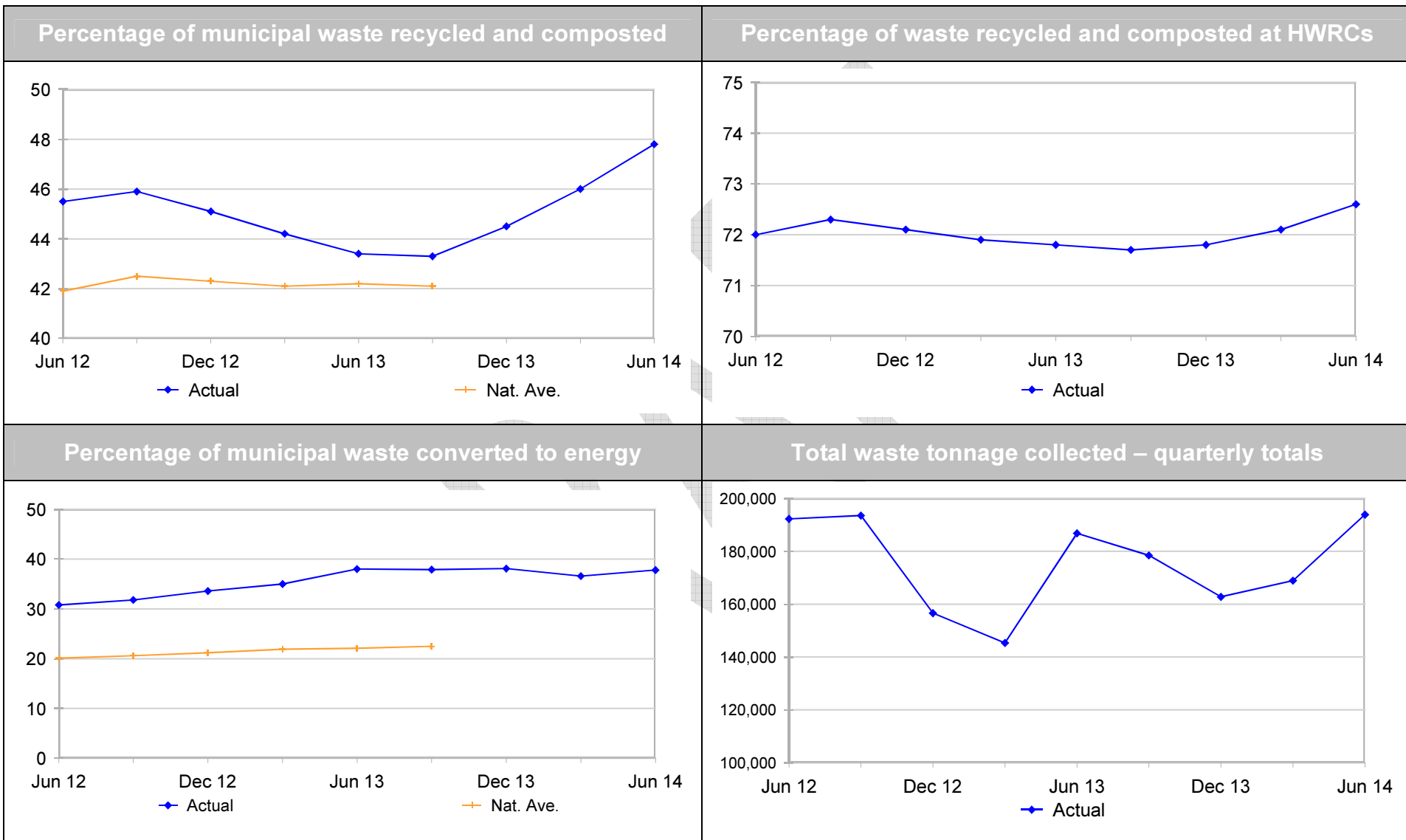


Service Area	Director	Cabinet Member
Waste Management	John Burr	David Brazier

The Latest Quarter figures for this Service Area are actual results for the rolling 12 months to June 2014.

Ref	Performance Indicators	Latest Quarter	RAG	DOT	Previous Quarter	Target	Floor	Previous Year
WM01	Municipal waste recycled and composted	47.8%	GREEN	↑	46.0%	46.1%	44.1%	46.0%
WM02	Municipal waste converted to energy	37.8%	GREEN	↑	36.5%	37.3%	34.8%	36.5%
01+02	Municipal waste diverted from landfill	85.6%	GREEN	↑	82.5%	83.4%	81.1%	82.5%
WM03	Waste recycled and composted at HWRCs	72.3%	GREEN	↑	72.1%	71.8%	70.3%	72.1%

Ref	Activity Indicators	Year to date	In expected range?	Expected Range		Prev. Yr YTD
				Upper	Lower	
WM05	Waste tonnage collected by District Councils	537,000	High	537,000	507,000	534,000
WM06	Waste tonnage collected at HWRCs	170,000	High	163,000	143,000	163,000
05+06	Total waste tonnage collected	707,000	High	700,000	650,000	697,000



Division	Director	Cabinet Member
Environment, Planning and Enforcement	Paul Crick	David Brazier

Results are for the month of June 2014.

Ref	Performance Indicators	Latest Month	Month RAG	DOT	Year to Date	YTD RAG	Target YTD	Floor YTD	Prev. Yr. YTD
EPE05	PROW – average fault resolution time in days (rolling 12 months)	47	GREEN	↑		GREEN	50	60	51
EPE07	Country Parks - Income generated (£000s)	96.2	GREEN		322.6	GREEN	194	175	205
EPE08	Country Parks - Volunteer hours	585	RED		2,030	AMBER	2,601	1,800	New indicator

EPE05 - PROW = Public Rights of Way

The following indicator is reported a quarter in arrears so data shown below relates to the quarter ending March 2014.

Ref	Performance Indicators	Latest Quarter	Quarter RAG	DOT	Year to Date	YTD RAG	Target YTD	Floor YTD	Prev. Yr. YTD
EPE01	Business mileage per FTE member of staff – whole of KCC	407	RED	↓	1,595	RED	1,390	1,411	1,463

The annual target is for a 5% reduction in business mileage. This was previously applied at the total mileage level, but for 2014/15 the target is now being applied across the County Council at the per FTE level. In the year to March 2014 there was a 9% increase at the FTE level which was a 0.8% increase at the total level. Reasons for the increase include, ICT staff engaged on Unified Communication project, Finance staff providing an increase in services sold to schools, increases due to Public Health staff transferring in from the NHS, increases due to the winter storms and flooding affecting Highways, emergency planning, community safety and social care. In the final quarter business mileage per FTE was 14% higher than the same time last year.

Division	Director	Cabinet Member
Environment, Planning and Enforcement	Paul Crick	Bryan Sweetland

Results are for the month of June 2014.

Ref	Performance Indicators	Latest Month	Month RAG	Year to Date	YTD RAG	Target YTD	Floor YTD	Prev. Yr. YTD
EPE02	Trading Standards - Rogue traders disrupted	2	AMBER	6	AMBER	7	5	8
EPE03	Trading Standards - Hazardous products removed from market	23		147		New indicator		New indicator
EPE04	Trading Standards - Businesses provided with advice/support	194	GREEN	440	GREEN	312	188	300
EPE06	Kent Scientific Services - External income (£000s)	40.2	RED	136.7	RED	173	155	204

EPE03 – This is reported as number of individual items, and not number of product types or number of instances of a product being removed. This is to show the number of potential consumers who might have been impacted.

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From: David Brazier, Cabinet Member for Environment & Transport
Mike Austerberry, Corporate Director for Growth Environment & Transport

To: Environment & Transport Cabinet Committee – 17 September 2014

Subject: Annual Equality and Diversity Report

Classification: Unrestricted

Past Pathway of Paper: Growth, Economic Development & Communities Cabinet Committee

Future Pathway of Paper: N/A

Electoral Division: All divisions

Summary: This report sets out a position statement for services within the Growth, Environment and Transport (GET) Directorate regarding equality and diversity work and progress on KCC Equality objectives for 2013/14.

Recommendations:

- a) Note current performance.
- b) Continue to ensure that equality governance is observed in relation to decision making.
- c) Note the proposed changes to Equality Objectives and agree to receive revised objectives.
- d) Agree to receive this report annually in order to comply with the Public Sector Equality Duty (PSED).

1. Introduction

Publication of equality information is compulsory in England for all public authorities. Proactive publication of equality information ensures not only compliance with the legal requirements, but also greater understanding by the public of the difficult decisions an authority faces, and why it takes those decisions. Gathering equality information and using it to inform decision-making can also enable authorities to achieve greater value for money in the services they deliver through better targeting of services.

2. Financial Implications

There are no financial implications in producing an annual report.

3. Policy Framework

3.1 Advancing equality and reducing socio-economic inequalities in Kent contributes towards the Council's Medium Term Plan. Objectives correspond

with existing council priorities and supports the aims of, helping the Kent economy to grow, putting the citizen in control and tackling disadvantage.

- 3.2 The council published its equality objectives in 2011/12. Each service was asked to provide equality information and to demonstrate how they complied with equality legislation between 1 April 2013 – 31 March 2014, and what performance measures they have in place to achieve the KCC Equality Objectives.

4. Key Achievements

- 4.1 The GET Directorate has a good equality record with Equality Impact Assessments (EqlAs) and is used as good practice examples across the authority.
- 4.2 The Household Waste Recycling Centre (HWRC) service has asked contractors to deliver a 'meet and greet' service, with assistance available to customers for the lifting and carrying of waste. Contractors running the HWRCs are also required to comply with the access scheme for customers. In addition, service information is made accessible to customers through a range of formats for example Easyread, Braille, alternative languages when requested.
- 4.3 Over the last year adults with learning disabilities have made 1,529 visits to Libraries to attend activities. A key aim of the service is to ensure that they feel comfortable and secure in attending regular library activities. For example they attend events such as Talk Times, author events, Knit and Natter sessions, Time2Give volunteering, IT session and the Six Book Challenge -over 80 adults with learning disabilities received a certificate after completing the challenge (50 adults in 2012-2013.)
- 4.4 Meet and Practice English Conversation groups are held in 7 libraries for people who English is not their first language. People meet up once a week to practise English in an informal and relaxed setting. The marriage script has been rewritten to be totally inclusive of all couples. In the Jewish and Muslim faiths, burial has to take place within 24 hours of death. A duty registrar is available 24 hours a day to register the death to issue appropriate paperwork for a funeral to take place.
- 4.5 Economic Development identified and evidenced spatial inequalities across the county to inform the distribution of economic development activities. Examples of this in 2013/14 include the preparation of the Kent and Medway Economic Review, which provided the basis for Kent's contribution to the Strategic Economic Plan. This evidence has helped KCC to identify areas where investment is required to overcome economic disparities at sub-county level, and to ensure that KCC enables growth in locations where the market will not deliver alone. In practical terms, this means a particular focus on East Kent and North Kent.
- 4.6 Kent Highways work closely with Highway contractor Amey to run an apprenticeship scheme which encourages greater numbers of young people into work. Working with Kent Police KCC ensures that our Driver Diversion Courses are accessible with reasonable adjustments made on request.

4.7 In Environment Planning and Enforcement the Country Parks service maintains easy access paths and provides *trampers* at several of its sites to allow greater physical access in the parks. It also provides engagement activities for schools which are accessible for all children including those with Special Educational Needs. In Thanet partnership work with the District Council delivered the "Footprints in the Sand" Project. This project focused on encouraging disadvantaged children to use and understand the beach. Again partnership with Tonbridge and Malling Borough Council and contractors work was undertaken to enlarge and improve the Coldharbour Caravan Site. This has resulted in a site that been welcomed by residents and the Gypsy and Traveller communities. A key feature of the development was to ensure disability access in utility blocks and communal spaces.

4.8 A report on what has been achieved in 2013/14 can be seen in Appendix 1.

5. Governance

5.1 In 2012 governance arrangements were agreed to ensure compliance with the Public Sector Equality Duty (PSED) following an internal audit. Governance is based on decisions having an EqlA at both Departmental Management Team and Member levels. If decisions are taken without full equality analysis the authority is open to potential Judicial Review

5.2 KCC continues to use EqlAs to capture and evidence our analysis on the impact of our decisions and policies on the People of Kent. The Equality Act abolished the need for EqlAs but is clear on the need to undertake equality analysis in order to demonstrate that due regard has been paid to our Equality duties and KCC evidences this by way of an EqlA. EqlAs assess the impacts and or needs of policies, procedures and services on staff, Members and customers.

5.3 It has also been noted that there is no process in place regarding Officer decisions under delegated authority to ensure that Officers making decisions can evidence compliance with the Equality Act and the PSED. Arrangements are now being reviewed to ensure that all decisions have the outcomes of an equality analysis as part of the reports

6. Future reporting

6.1 It is proposed that KCC revises and consults on its equality objectives during 2014/2015. The objectives will be incorporated in to the new Strategic Commissioning Plan and the accompanying Outcomes Framework so that KCC can embed equality monitoring in to the core performance framework.

6.2 This will result in greater compliance in relation to the delivery of organisational priorities and core services. Critically outcomes will be monitored through core performance management frameworks which will result in greater efficiency and accountability in relation to the delivery and outcomes of the objectives and services to customers. Performance monitoring is to be reported to the relevant Committees and this will meet the statutory duty under the Equality Act 2010.

6.3 Duplication will be reduced through streamlining KCC's equality duty by including public information within other published reports.

7. Legal Implications and Risk Management.

The Public Sector Equality Duty (Section 149 of the Equality Act 2010) requires the Council to publish its Equality Annual Report each year.

8. Equality Impact Assessment

There is no requirement to undertake an Equality Impact Assessment because this paper reports performance monitoring on the previous year's work and internal governance arrangements.

9. Conclusion

The annual report has been able to identify progress on the relevant equality objectives. The Directorate can demonstrate that it provides accessible and usable services but it needs to continue to improve its governance arrangements and review how it communicates and provides information with service users.

10. Recommendations

The Environment & Transport Cabinet Committee is asked to:

- a) Note current performance.
- b) Continue to ensure that equality governance is observed in relation to decision making.
- c) Note the proposed changes to Equality Objectives and agree to receive revised objectives.
- d) Agree to receive this report annually in order to comply with the Public Sector Equality Duty (PSED).

11. Background Documents

Kent County Council Equality Objectives

<http://www.kent.gov.uk/about-the-council/strategies-and-policies/corporate-policies/equality-and-diversity/equality-and-diversity-objectives>

12. Contact details

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Relevant Director:

Paul Crick, Director Environment, Planning & Enforcement

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Highways & Transportation Equality Review for 2013-14

1. What evidence do we have of working with key partners to jointly address areas of inequality?

We work closely with our main Highway contractor Amey to run an apprenticeship scheme which encourages greater numbers of young people into our organisations. We work with Kent Police to ensure that our Driver Diversion Courses are available to everyone regardless of any disabilities or specific needs.

2. How have we improved the collecting of /used the 'About You' service information?

We collect postcodes from all customers reporting highway faults so that we can run Mosaic reports to understand our customer demographics.

Our Vehicle Crossover team collect information about any customer's disabilities and this information is used to see if any additional requirements need to be considered in the design.

As part of our annual highway tracker survey which gathers the views of 1,000 Kent residents, County and District Members, we collect and report some demographic characteristics to ensure a representative sample of the community.

3. Information and data on access to services and/or participation rates for people with different protected characteristics

We use enquiry information and mosaic reports to understand access to service information at a district level and this is reported twice per year to help us understand under or over represented districts and groups.

H&T have their own online fault reporting tool and we have worked extensively with the Digital Services, Communications and Equalities Teams to ensure that it is fit for purpose and accessible by all Kent Residents by offering improved mapping, customer friendly typeface and alternatives (such as no map based location searches) for the visually impaired.

We have fed in to the changes to the KCC website to ensure that the site is accessible to all but also that we offer non digital access to our services as well (e.g. Phone, Face to Face via the gateways and service information being made available to customers through a range of formats such as braille and in alternative languages.

4. Performance information (by any relevant protected characteristics) for functions which are relevant to the aims of the general equality duty, especially around service outcomes (e.g. education attainment, recovery rates, apprentices)

The Amey contracts have a 3% requirement for apprenticeships and this is reported on a monthly basis and has a commercial risk associated with it.

5. Any gaps in the above information required for 2, 3, & 4 and what we are doing about it?

None that we are aware of.

6. Complaints from service users about discrimination and other prohibited conduct

We started recording complaints about potential discrimination in our quarterly monitoring reports from 2013.

7. Details and feedback of engagement with service users including a breakdown of consultees by any relevant protected characteristics

All formal consultation and satisfaction surveys are commissioned through the appropriate corporate team. Reporting of these surveys takes place at cabinet committee with documents published on the KCC website e.g. highway tracker survey. Most of our consultations and surveys are Kent wide and go to a wide range of residents (such as the Safe and Sensible Streetlighting Project) however some surveys have a targeted audience based on user profile (So 11-16 year olds for the Freedom Pass changes).

8. Any quantitative and qualitative research with service users including a breakdown by any relevant protected characteristics

Only the highway tracker survey.

9. Evidence of equality information being used in contracting, commissioning or procurement where relevant

We included standard equality and diversity stipulations in our contracts with Amey and the company was required to provide evidence of their work in this area, before they were considered during the tender process.

10. Records of how KCC have had 'due regard' to the aims of the duty in decision-making with regard to service provision, including how many assessments of impact on equality, any evidence used and actions we have put in place to mitigate any disadvantage?

All major projects that require a key decision or DivMT agreement have to have an EqIA carried out or else they will not be considered. These are captured on the H&T Project Register.

11. % of decisions with an EqIA before decision was made?

100%

12. Details of policies and programmes that have been put into place to address equality concerns raised by service users

All new highway improvement schemes are subject to a stage one EqIA assessment and where necessary further advice is sought from the Equality Team if any impacts are highlighted. We are working with the Corporate Equality Team to review this process in early 2014.

All new guidance and policy documentation is also subject to an EqIA assessment.

In our new H, T & W Strategic Priorities Statement, all projects involving significant customer involvement or impacts are highlighted and further equality work will be part of the project implementation plan.

Waste Management Equality Review for 2013-14

1. What evidence do we have of working with key partners to jointly address areas of inequality?

We work with the Waste Collection Authorities to provide a variety of options for householders to dispose of their waste - including specialist collections ('assisted collections' for elderly residents or those with a physical disability) and disposal services (e.g. clinical waste collections).

The Household Waste Recycling Centre (HWRC) service places a requirement upon the contractor to deliver a 'meet and greet' service, with assistance available to customers for the lifting and carrying of waste e.g. pregnant women, mobility impairments. Contractors running the HWRCs are also required to comply with the access scheme for customers requiring access in a vehicle adapted for a disability which would otherwise have been excluded from the HWRCs. *Please also refer to point 9 regarding equality information/ requirements included as part of Waste Management procurements.*

2. How have we improved the collecting of / used the 'About You' service information?

During the HWRC public consultation 2011/12 respondents completing questionnaires online were asked a series of 'about you' questions concerning Protected Characteristics. The evaluation highlighted the need to review the 'about you' questions with greater insight into the need and use of particular data sets. For example, data about customer's sexuality has no use or impact upon the HWRC service provision. The Waste Management team has gained a much greater understanding of appropriate data to inform policies and procedures during this piece of work.

In 2012/13, face to face customer satisfaction surveys were carried out at each HWRC by KCC staff. Waste Management will shortly be procuring a surveying company to undertake satisfaction surveys on behalf of the Council in late summer/ Autumn 2014 and on a yearly basis thereafter. The following Protected Characteristic information will be gathered from customers who wish to disclose:

- Age
- Gender
- Ethnicity
- Disability

We will not ask about the following, as they are not considered pertinent to the provision of HWRC services.

- Gender Identity
- Religion or belief
- Pregnancy and Maternity

- Sexual orientation

The customer satisfaction survey will also collect respondents' postcodes. This data is not externally published. Customers are told that they cannot be identified and will not be contacted based on this information. Postcode data is used to gain a better understanding of our customers through Mosaic software analysis to support intelligent audience segmentation.

3. Information and data on access to services and/ or participation rates for people with Protected Characteristics.

KCC Waste Management delivers one main public facing service through the statutory obligation to provide a Household Waste Recycling Centre (HWRC). This service is open to all householders in Kent albeit access to a vehicle is required to use this particular waste disposal route. The district councils as the statutory Waste Collection Authority provide kerbside collection services including 'bulk' waste collections.

KCC recognises customers visiting HWRCs have differing needs and some may require physical assistance to lift and carry waste safely for disposal, which is a requirement of the KCC contractors (*please also refer to response in point one*). In addition, service information is made accessible to customers through a range of formats e.g. Easyread, Braille, alternative languages.

4. Performance information (by any relevant protected characteristics) for functions which are relevant to the aims of the general equality duty, especially around service outcomes (e.g. education attainment, recovery rates, apprentices).

In line with KCC's aim to promote and support apprenticeship take up within the County, as part of recent procurement for the operation of a number of KCC's HWRCs, providers were asked to provide a strategy detailing any activities they undertake to support apprenticeships and trainees. They were also asked to propose what mechanisms they have to develop and implement this strategy at the HWRCs. Providers will be required to report performance for the authority to monitor.

5. Any gaps in the above information required for 2, 3, & 4 and what we are doing about it?

Experiential learning through customer engagement such as public consultation and satisfaction analysis has provided valuable insight into the value of particular data sets. To this end, Waste Management took a decision to exclude particular 'about you' questions (e.g. sexuality) which were deemed irrelevant to service delivery and unnecessary for people to disclose.

6. Complaints from service users about discrimination and other prohibited conduct

During an implementation period (1st September 2012 to 31st March 2013) for new HWRC operating polices, 26 customers perceived to be discriminated against in relation to the vehicle they owned. These complaints were not upheld. It is recognised that some customers require particular types of vehicles due to a

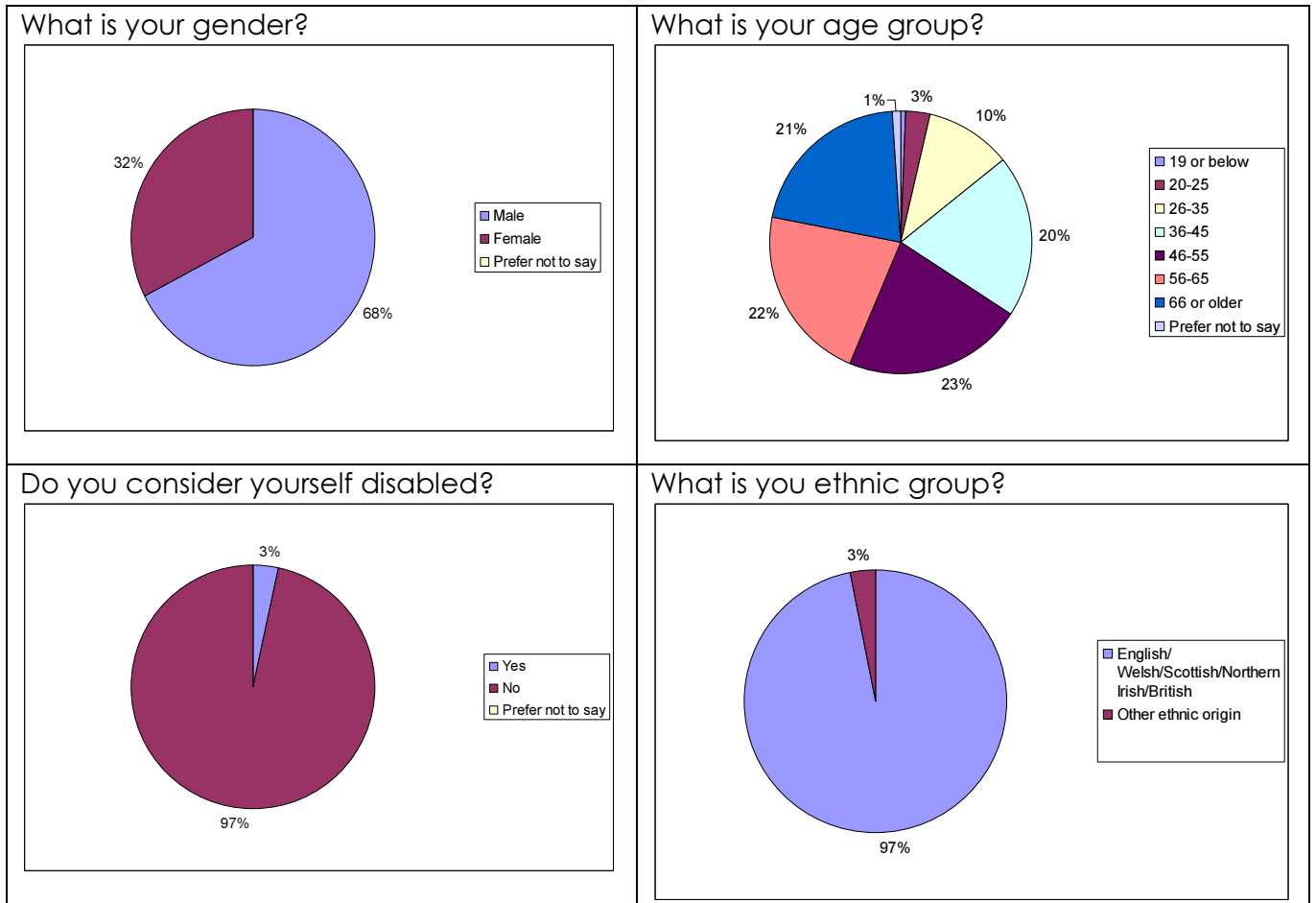
disability and an access scheme is in place to meet their needs – please refer to information in point 11 for further details.

All claims of discrimination are investigated with formal advice from the Council's legal team taken if required. Procedures and policies are reviewed as part of each investigation and amended accordingly.

7. Details and feedback of engagement with service users including a breakdown of consultees by any relevant protected characteristics

Customer satisfaction data

HWRC Customer Satisfaction data November 2012 – March 2013 provides us with the following information which is used to inform future customer engagement (audience segmentation) methods and channels. This is the most up to date data currently held by Waste Management, however, as explained in point two, we will be undertaking more satisfaction surveys later this year (2014).



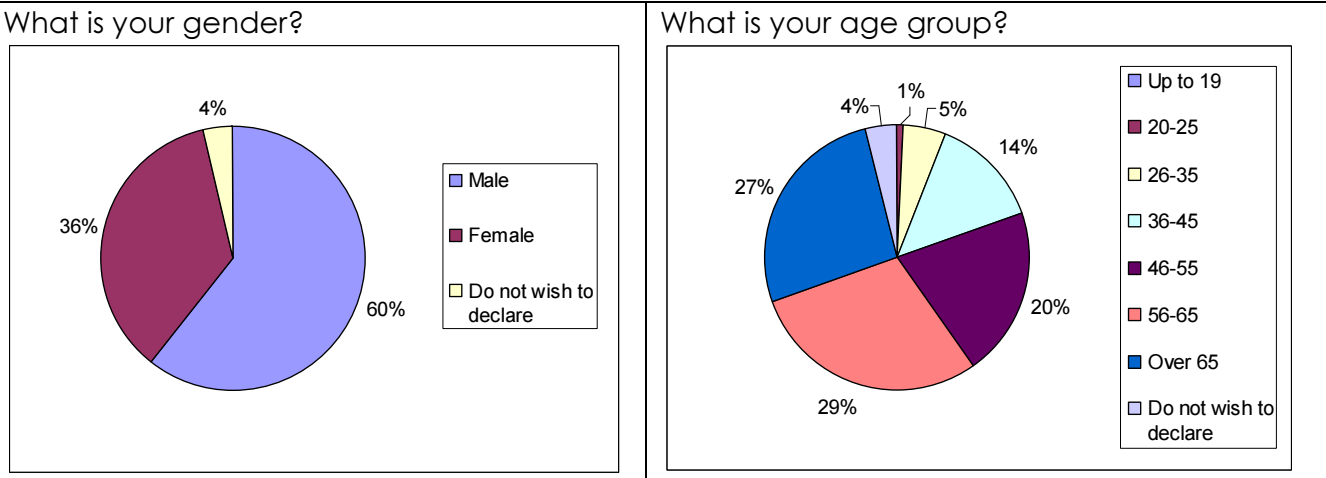
97% of respondents stated that they were English/Welsh/Scottish/Northern Irish/British. Of the remaining 3%, respondents stated that their ethnic group was as follows:

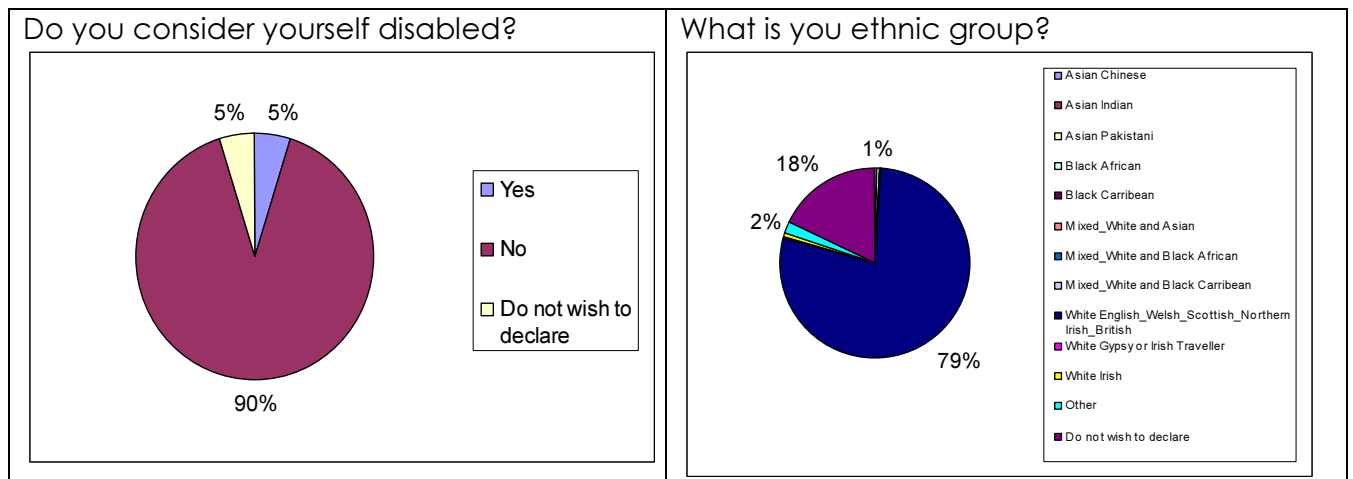
Ethnic group	Number of respondents
Any other white background	14
Irish	10
Mixed white and Asian	8
Do not wish to declare	7
Any other Asian or Asian-British background	5
Black African	4
Black Caribbean	3
Bangladeshi/ Chinese	2
Any other ethnic group	2
Any other mixed/ multiple ethnic group	2
Indian	1
Any other Black/African/ Caribbean/ Black-British ethnic group	1

Public consultation data

As part of the HWRC public consultation, KCC Waste Management sent a letter and/ or email to over 150 equalities groups across the county to give them the opportunity to engage and respond to the public consultation. These groups included age groups, BME groups, disability groups and gender groups. Furthermore, consultation questionnaires were provided to influential members of the Gypsy and Irish Traveller communities to disseminate amongst their communities. The KCC staff groups were also sent information with the consultation information.

The relevant ‘about you’ questions asked as part of the HWRC public consultation provides us with the following information which is used to inform future customer engagement (audience segmentation) methods and channels.





Focus Groups

In late 2013, Waste Management commissioned some focus groups with customers of our HWRCs in order to gather feedback with regards to their experiences at site, their customer service expectations and service improvements. As part of these focus groups, letters were also sent from KCC to disability access card holders, which resulted in the completion of a 30 minute telephone call with 3 customers with access cards. The telephone feedback aimed to understand whether the access scheme, from application process through to using the card at the HWRC, was effective and appropriate. Customers welcomed the service improvements which have alleviated previous service shortcomings and has supported equitable access.

8. Any quantitative and qualitative research with service users including breakdown by any relevant protected characteristics

In addition to the response to question 7, Waste Management has sought to engage directly with a number of organisations in Kent representing residents with Protected Characteristics. An example of this is HiKent (Kent's hearing impairment charity) who has provided valuable insight into the considerations and needs of their clients to support future HWRC service provision. This approach is being replicated with other organisations to widen the knowledge and understanding of Protected Characteristics of our customers.

During the next year, Waste Management intend to engage with customers and equality and diversity groups in Kent to help inform future HWRC site design and service delivery to explore needs and requirements of customers.

9. Evidence of equality information being used in contracting, commissioning or procurement where relevant.

Waste Management has undertaken/ is in the process of undertaking, a number of procurements in the last 12months. EqlAs were undertaken prior to all procurements to help inform the process. The majority (with the exception of procurement for the management of a number of KCC's HWRCs) were not public facing services and therefore no negative or positive impact was identified for any protected characteristic.

In line with Corporate procurement procedure, a diversity section was included in all tender documents to ensure that KCC contractors are compliant with all statutory

requirements but also that they demonstrate an ongoing commitment that ensures fairness of treatment is being applied and improved by the contractor through the life of the contract. For example, tenderers are asked about their Equal Opportunities policies and the promotion of equalities/ fairness in employment and training.

Furthermore, as part of the tender documents for the operation of the management of the HWRCs, a number of mandatory requirements were included relating to equality including:

- Ensuring that each facility has a staff member designated to be a 'Champion' for customer care. A key feature of this role is to take the lead on all equality issues, ensuring that Staff are trained to deal with all types of customer.
- Ensuring that site signage is clear and appropriate for those for whom written English is not 'accessible'.
- Ensuring that all HWRCs are managed and operated in line with Waste Management's operating policies to include the Disability Access Scheme, ensuring all Customers have equal access to the HWRCs.

The Tender document also required potential providers to answer a number of scored 'qualities of service' questions. This included a requirement for providers to detail their approach to offering assistance to customers in a consistent and equitable way. Here they were asked to highlight any specific approaches to supporting customers with disabilities.

10. Records of how KCC have had 'due regard' to the aims of the duty in decision-making with regard to service provision, including how many assessments of impact on equality, any evidence used and actions we have put in place to mitigate any disadvantage? Percentage of decisions with an EqIA before decision was made?

Waste Management has an EqIA log to identify all relevant policy, procedures and service areas requiring assessment to inform the decision making process. All decisions taken have been informed by an EqIA approved by the Corporate Director. The log allocates a discreet reference number for the EqIA with 8 assessments made during 2013 – May 2014. Associated action plans have been implemented to mitigate disadvantages e.g. information regarding the closure of Hawkinge HWRC being available in a range of formats.

11. Details of policies and programmes that have been put into place to address equality concerns raised by service users

An HWRC access scheme for customers was implemented in February 2013 to ensure that all individuals with a disability are given equal or better access to HWRCs. Previously customers were required to contact KCC to gain access or site staff felt compelled to allow entry if customers mentioned a disability issue or were in possession of a Blue Badge. In part this was due to lack of insight into disabilities and the subject viewed as taboo. This was identified as an area for improvement requiring a cultural change to support open and frank discussions. This led to greater appreciation and understanding of the needs of customers with disabilities. The EqIA for the HWRC procurement reflects this with robust contract specification to provide equitable service for customers with disabilities.

Waste Management redeveloped Ashford HWRC with the new site opening in July 2013. The site was designed to ensure that the HWRC was easily accessible e.g. waste disposed of over a retaining wall rather than steps up to containers. A buzzer was also fitted at the entrance to the site to alert site staff to any customers with a disability access card where their vehicle could not fit under the height barrier and who required assistance to gain entry.

WASTE MANAGEMENT EQUALITY OBJECTIVES 2013		
Objective	Protected Characteristic	Achievements
<p>1. To ensure differing customer needs are catered for at the Household Waste Recycling Centres (HWRCs) e.g. some customers may require physical assistance to lift and carry waste safely for disposal.</p>	<p>Disability Age</p>	<ul style="list-style-type: none"> • The Household Waste Recycling Centre (HWRC) service places a requirement upon the contractor to deliver a 'meet and greet' service, with assistance available to customers for the lifting and carrying of waste e.g. pregnant women, mobility impairments. Contractors running the HWRCs are also required to comply with the access scheme for customers requiring access in a vehicle adapted for a disability which would otherwise have been excluded from the HWRCs. • As part of the tender documents (published in March 2014) for the operation of the management of the HWRCs, a number of mandatory requirements were included relating to equality including: <ul style="list-style-type: none"> ○ Ensuring that each facility has a staff member designated to be a 'Champion' for customer care. A key feature of this role is to take the lead on all equality issues, ensuring that Staff are trained to deal with all types of customer. ○ Ensuring that site signage is clear and appropriate for those for whom written English is not 'accessible'. ○ Ensuring that all HWRCs are managed and operated in line with Waste Management's operating policies to include the Disability Access Scheme, ensuring all Customers have equal access to the HWRCs. • The Tender document also required potential providers to answer a number of scored 'qualities of service' questions. This included a requirement for providers to detail their approach to offering assistance

		to customers in a consistent and equitable way. Here they were asked to highlight any specific approaches to supporting customers with disabilities.
2. Use Household Waste Recycling Centre customer data combined with audience segmentation information held by Kent County Council to understand the customer profiles for each HWRC to help address potential equality issues and to improve services.	Age Disability Gender Race	This has been achieved and is applied to all customer engagement interventions and will be used to inform future decisions relating to service delivery.
3. To ensure that service information is made accessible to customers through a range of formats e.g. EasyRead, Braille, alternative languages on demand.	Disability Age Race	Yes.
4. A review of existing sites is being undertaken to ensure ease of access for people with disabilities. To ensure that all future designs of HWRCs is accessible to customers with disabilities, within the boundaries of the service.	Disability Age	Review completed to establish current accessibility status of each facility. Action plan currently being implemented.

LR&A Equalities Report 2013-2014

1) What evidence do we have of working with key partners to jointly address areas of inequality?

Kent Libraries Registration and Archives are committed to making their services accessible, appropriate and welcoming to all members of Kent's diverse communities. By using the expertise and advice of key partners both at a national, county and local level throughout all that we do enables us to work towards addressing areas of inequality. Examples of partnership working include:

- Gypsy Roma Traveller History Month June 2013. Romany Roots Traveller collections are now held in 10 libraries. Titles were chosen in consultation

with the traveller community and Kent Minority Communities Achievement Service (MCAS). Locations of collections were identified by the proximity to traveller sites or housed traveller communities. Libraries took the opportunity during June to showcase the stock. The % increase of the issues of Romany Roots collections compared to the same time the previous year = 126.7% increase.

- Working in Partnership with MCAS (Minority Communities Achievement Service) Family Liaison Officers, Traveller Awareness Displays were placed in libraries across the county.
- Advisory Teacher Gypsy Roma Traveller Achievement delivered an awareness training session at Eden Centre for LR&A staff. Aims of training were to develop a greater awareness and understanding of Gypsy, Roma and Traveller history and culture, develop strategies for engagement and inclusion of Gypsy, Roma and Irish Traveller communities and to develop a greater understanding of the Equality duty.
- Feedback very positive, attendees scored the session good - excellent. Comments included:

“The sweep of history-including the recent shocking episodes from Czech & Slovak history –helps to build my awareness”

“Need to find ways of including Gypsy Roma Traveller families in regular library activities like Rhyme times, Summer reading challenges.....”

Black History Month October 2013.

- Throughout October, working with local community groups libraries across the county took the opportunity to display Black History Month collections highlighting achievements and culture of Black and Minority Ethnic Communities in Kent.
 - Maidstone Alliance for People of African Heritage (MAPAH) created an exhibition at the Kent History & Library Centre celebrating their African culture with displays of fabric, artwork and musical instruments. MAPAH invited local schools to KHLC for Poetry workshops.
 - Still Rising, a community Group in Gravesend who promote black history and culture in Kent, held an exhibition in Gravesend Library consisting of musical instruments, paintings, sculptures and artefacts, some up to 400 years old. The exhibits were placed around the library so that library users could wander round and see, feel and touch the pieces displayed. Vice Chairman of Still Rising pointed out the importance of the exhibition in relation to the growth of the African and Caribbean population in Gravesend...*“it’s important to know the history of that community. If we don’t start developing understanding we won’t create an atmosphere that is trusting in the future”.*
- In total over 100 people attended activities across the county but this does not include visitors to the exhibition in Gravesend. As the exhibits were placed around the library they were in full view of all visitors. Footfall for Gravesend during October so potential audience was 17,731
- LGBT History Month February 2014
- Rainbow Reads Collections of books which are written by the LGBT community, and of interest to everyone were made available in the main town centre libraries across the county. Titles were recommended by LGBT specialist book suppliers and members of the KCC Rainbow Forum.

2013-2014 shows a 44% increase in Rainbow Reads issues compared to the previous year. Issues 01/01/2014 – 24/03/2014 =392 (272 previous year.)

- Highlights of LGBT History Month 2014 include:
- University of Creative Arts in partnership with Kent History & Library Centre held *Cross-Dressing Through the Ages* exhibition highlighting the archives of Tessa Boffin, a lesbian photographer and lecturer at UCA before her death.
- Programme of events at Folkestone Library included partnership working with youth services and local artist Kamilla Szyber to deliver the *Proud of Who You Are* art workshop at Shepway Youth Hub Five to a group of Young People which was then exhibited in the Sassoon Gallery at Folkestone Library. “A good exhibition showing what people can do when allowed to express themselves as they are”.

Partnership working with health practitioners

- Reading Well Books on Prescription - a key element of the library national health offer in England. The initiative provides self-help reading for adults based on cognitive behavioural therapy for a range of common mental health conditions including anxiety, depression, phobias and eating disorders. The scheme supports people to self-manage by signposting to expert-endorsed book-based therapy available for free from public libraries, either as a stand-alone treatment or alongside other approaches such as talking therapies or medication. In Kent there are 45 collections of 30 books available across the county – issue figures 4,982 1/04/2013 - 30/04/2014
- In partnership with the Alzheimer’s Society, Dementia UK Age Concern LR&A offer Read Aloud and Pictures to Share sessions across Kent which involves using books and pictures, stories and poetry to stimulate memories, enjoyment and build connections between the people living with dementia and their carers or family members.

2) How have we improved the collecting of/used the ‘About You’ service information?

We have implemented a new library database where we capture information on our customers attending events organised/supported by library and archives staff.

- Gender
- Adult child
- Learning disabilities
- Mental Health

Data collected when customer joins Libraries and Archives

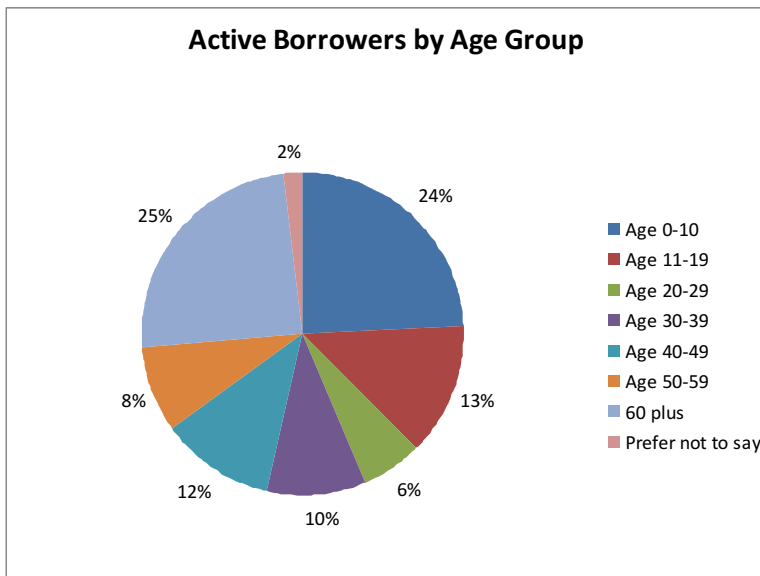
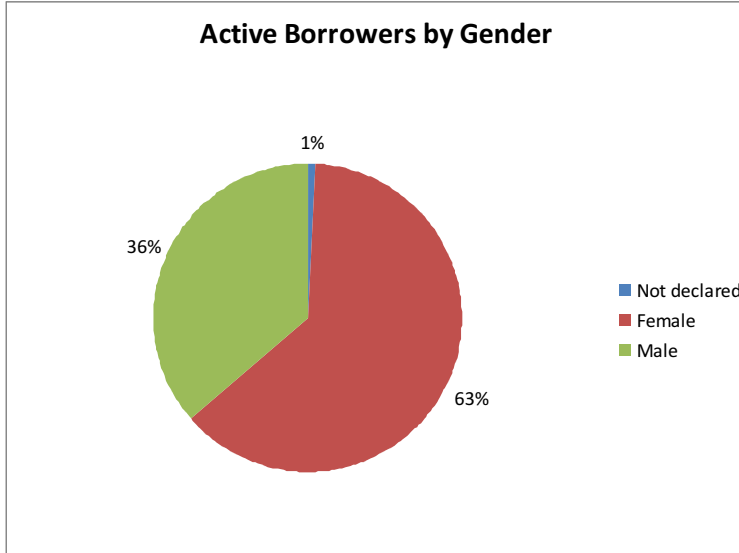
- DOB
- Gender
- Ethnicity
- Disability
- Language Spoke
- Data collected when

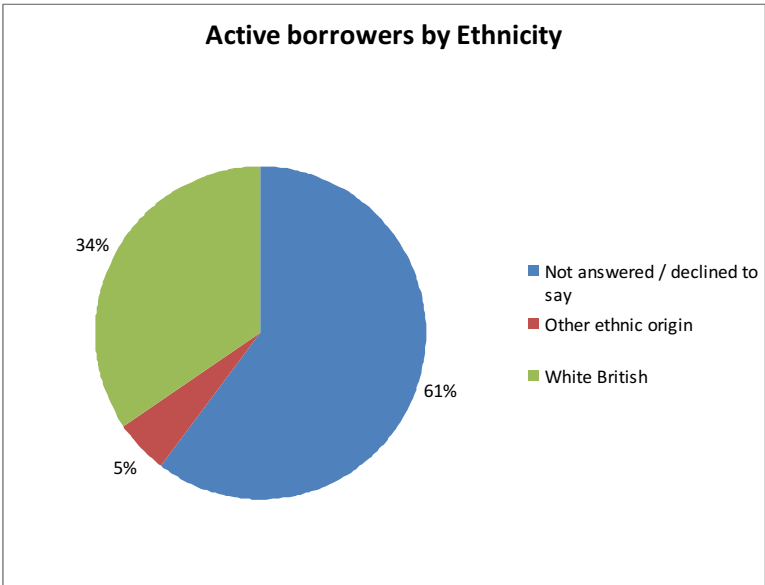
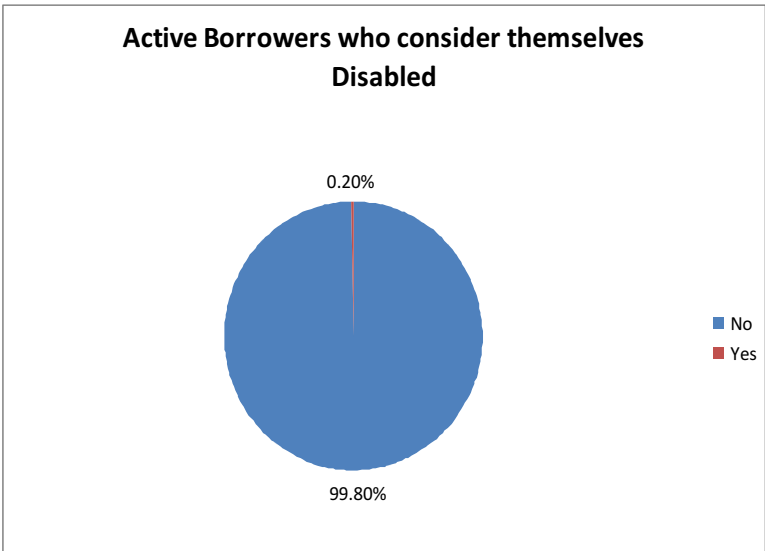
Data collected about our Time2Give Volunteers

- Gender

- Age
- Disability
- Ethnicity

3) Information and data on access to services and/or participation rates for people with different protected characteristics





- Adults attending events in libraries 2013-14**
- 94,447 adults without or not declared disability
 - 1,529 adults declared learning disability
 - 136 adults declared mental health problems
 - 274 adults declared mobility problems
 - 584 adults with sensory problems

Data about our Time2Give Volunteers 2013-2014

Gender:	27%	Male
	65%	Female
	8%	Not declared
Age:	5%	Under16
	14%	16-24
	3%	25-30
	5%	31-40
	10%	41-50
	13%	51-60
	41%	Over 60
	8%	Not declared

Disability:	8%	Yes
	73%	No
	20%	Not declared
Ethnicity:	77%	White British
	3%	Other White
	8%	BME
	12%	Not declared

4) Performance information (by any relevant protected characteristics) for functions which are relevant to the aims of the general equality duty, especially around service outcomes (e.g. education attainment, recovery rates, apprentices)

Making services accessible to people with a physical disability

- Home Library Service serves 1,979 customers (2012-13 1,880). They include people who are homebound by ill health, disability or caring responsibilities. 133,085 loans were made in 2013-2014 (130,377 in 2012-2013).
- Tunbridge Wells access improvement works completed in 2013. This involved the fitting of a lift to the Library, Museum and Art Gallery building as well as disabled toilets and a baby-change facility. This was in direct response to customer comments and advocacy from the local access group. Until the lift was fitted customers unable to walk upstairs were unable to access the information and local studies library at all. Now the whole building is accessible to all users.

Services for people who are blind or partially sighted;

- Kent Libraries Registration and Archives are committed to the national Six Steps pledge to ensure that services are accessible to the blind and partially sighted.
- Postal loan service. Our *Talking Book* service has 1,242 blind and partially sighted customers in Kent and Medway (2012-13 1,190) and made 48,999 loans (2012-13 48,920).
- Over the year 2013-2014 there have been 584 (2012-2013 492) visits by blind and partially people to events held in libraries across the county.
- 8 audio book groups for blind and visually impaired people across the county, supported by 3 subscriptions from Calibre, attend the library on a monthly basis.
- LRA Celebrated Make a Noise in Libraries fortnight, an annual campaign to bring public libraries and blind and partially sighted people together to improve access to books and information. During this time contact was made with local blind and partially sighted groups and Kent Association for the Blind Centres. Our Best Practice and Offers for Services to Blind and Partially Sighted were promoted. In Kent over 160 members of the public attended 10 MANIL events organised by LRA across the county. 90 of the people attending were blind and partially sighted (2012-2013 91).

Services for people who are deaf or hard of hearing;

- Offer and Best Practice for services to people who are deaf or hard of hearing developed.
- To ensure that our services are appropriate and welcoming for people who are deaf or hearing impaired Action for Hearing Loss carried out a Benchmarking exercise on the new Kent History & Library Centre and our

services for the Deaf or Hard of Hearing in general. Kent History & Library Centre has now been accredited with the Louder than Words Charter.

- In partnership with Kent Hi Centre 11 libraries hold regular Hearing Clinics.

Services for Adults with learning disabilities;

- During the past year adults with learning disabilities have made 1,529 visits to Libraries to attend activities (2012-2013 1,530). One of our aims is to ensure that adults with learning disabilities feel comfortable and secure in attending regular library activities. For example adults with learning disabilities attend Talk Times, author events, Knit and Natter sessions, Time2Give volunteering, IT session and the Six Book Challenge -over 80 adults with learning disabilities received a certificate after completing the challenge (50 adults in 2012-2013.)
- We also provided tailor made activities for adults with learning disabilities to help them gain confidence when visiting their local library and also to help them make the most of all our services including:
- Beyond Words Book Groups, enabling over 60 adults with learning disabilities with little or no literacy skills to become involved in a book group. Book groups are now held in 9 libraries. *"Many thought that libraries were not for them because of their lack of reading and writing skills. However they became very involved with the books and loved the ideas of cliff hangers.....and felt very sad when they had finished Falling in love a great favourite. Were keen to discuss what happened next"*
- Bag Book story sharing activities. Regular story sharing activities using Bag Books held in Hythe for 11 adults with profound and multiple disabilities. Bag Book activities were also held in Birchington Library and Ashford Gateway.

Protected Characteristics- not already covered elsewhere

Age

- LR&A provide age appropriate stock and services at all service points. Activities include Baby Rhyme Times, Storytimes, Summer Reading Challenges and Homework Clubs for children and Talk Times, Knit and Knatter and Reading Groups for older members of the community. Highlights for 2013-2014 include:
- Talk Times aimed at any age group but much appreciated by older communities in Kent 19,796 visits to 2,817 sessions April 2013 - Feb 2014. (2012-2013 over 5,000 visits to 1,165 sessions).

Ethnicity

- LR&A provide collections of stock in community languages across the county. Main languages are available in town centre libraries and all libraries are able to request stock in languages to satisfy local community needs. Stock is also available to support students learning English, including online learning software for IELTS students. Highlights include
- Russian Baby Rhyme Times in Folkestone Library-special Rhyme Times where songs are sung in Russian and led by a Time2Give volunteer who is a member of the local Russian community. Polish Rhyme Time in Dover recently launched

- Meet and Practice English Conversation groups held in 7 libraries where English is not their first language. People meet up once a week to practise English in an informal and relaxed setting.

Sexuality

- Same sex weddings introduced and the marriage script has been rewritten to make it totally inclusive for all couples.

Religion or Belief

- We recognise that in the Jewish and Muslim faiths, burial has to take place within 24 hours of death or 'before the sun sets a second time' in the case of Orthodox Jews. We ensure that a duty registrar is available 24 hours a day to register the death and issue appropriate paperwork for a funeral to take place.

5) *Any gaps in the above information required for 2, 3, & 4 and what we are doing about it?*

6) Complaints from service users about discrimination and other prohibited conduct

LR&A welcome and encourage feedback from their customers through Customer Comments Cards, letters, email and phone.

- We were awarded the Customer Service Excellence Award (CSE) in 2013. This year is the first time that it included the whole service with Registration being assessed for the first time. Not only did we achieve the award again, but we gained an additional Compliance Plus standard for the criterion: *"We learn from any mistakes we make by identifying patterns in formal and informal complaints and comments from customers and use this information to improve services and publicise action taken."*
- All complaints addressing discrimination from service users 2013-2014 were acted upon and satisfied.
- 16 complaints identified. The largest proportion of problems concerning physical access to our buildings and services. Examples included

Complaint	Resolved
The Manager of a Gravesend day centre for adults with learning disabilities would like to know what the ongoing issues are with the lift. People who need to use the lifts would like to enjoy the full access to the library	Chased engineers who are replacing a part-told they will on site the next day to complete the job.
As a disabled person I find it difficult, due to mobility problems to get up the sloped entrance. Due to the nature of them one has to walk further than the steps. Suggest chair or seating could be provided after first automatic doors for those in need of recovery.	Now placed a table and chairs just after the second automatic doors for customers to relax at before using services
The low height of the change slot (on	Issue with height of coin dispenser raised as

the self service) machine is very difficult for me to get to with my back problem and must also be very difficult for the elderly. Must be possible to design one that is user friendly	part of self service evaluation process and passed to machine manufacturer. Staff can assist customer
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- **Other complaints because customers and sometimes staff not fully aware of our services**

Registered birth of first child, but nowhere to breastfeed, only area offered was the toilet-not sanitary. Suggest an area is screened off in quiet part of the library.	Customer was telephoned and received an apology. Staff reminded that women can breastfeed anywhere in the building, and there are seats the other side of the registration pod that are more secluded if they wish for quiet area.
Abilitynet software for people with dyslexia, what does it offer, no one seems to know and could not get it to work. 10/8/13 used Abilitynet but as an aid is virtually useless due to deepfreeze clean at the end of each session-suggests breaches Equality Act	Provided list of all applications loaded on public PCs including facilities available as part of their ASuite. Added document to Taktix and reminder in Staff Briefing

7) Details and feedback of engagement with service users including a breakdown of consultees by any relevant protected characteristics

- We have consulted with adults with learning disabilities and ensure that we involve them in the planning and development our services by:
- Involving them in user groups to ensure that our libraries are relevant and welcoming. 2013-2014 6 adults with learning disabilities have been trained as Mystery Shoppers to Mystery Shop in all the libraries in the Maidstone District. We are waiting for their feedback
- Swanley Library refurbishment. Consulted with community groups across Swanley including the Dementia Friendly Communities Group and West Kent Housing (vulnerable and older people.) Feedback from these groups concerned access and signage.

8) Any quantitative and qualitative research with service users including a breakdown by any relevant protected characteristics

Launched an online survey methodology for Ceremonies, and for Birth & Death Registrations 2013. We ask customers for their email addresses and permission to contact them for feedback at the time of the registration. Surveys are not sent out till a few week after the event.

Registration Breakdown of Diversity data to March 2014

Ceremonies 197 replies	%
Overall satisfaction – all replies	98

Of these	
Ethnic Minorities* (20)	100
Disability (7)	100
Religion – all those that declared a religion (48)	98
Sexuality – all those that declared their sexuality as other than heterosexual (7)	100
Gender	
Male	98
Female	99
Births and Deaths 245 replies	%
Overall satisfaction – all replies	95
Of these	
Ethnic minorities* (16)	100
Disability (8)	100
Religion – all those that declared a religion (79)	94
Sexuality – all those that declared their sexuality as other than heterosexual (7)	89
Gender	
Male	94
Female	93

****Those who declared their ethnicity as other than White British or White English***

- We need to obtain a larger number of responses for ceremonies and birth & death registration to obtain a 'statistically significant sample size'
- Launched Library and Archive Service customer satisfaction online survey March 2014 using the email addresses customers give us when they become members.
- Sent out 10,000 email asking customers to complete a survey. We will be sending out a further 55,000 in the near future.
- To date we have received 1,577 replies. This has given us a lot of diversity data which has not been analysed yet and we should have a lot more when we send out the next tranche of emails.

9) Evidence of equality information being used in contracting, commissioning or procurement where relevant.

- We strive to make all our buildings accessible, welcoming and safe for all sections of the community. Any new builds or upgrades comply with Document M - which includes layout of changing places and public toilets, colour contrasts followed through with furniture layout guiding etc.
- When we are considering engaging with new partners on a project, one of the questions asked in the Partnership proposal pro forma ***“Does your organisation have an Equalities Policy? If so please give weblink”***.

10) Records of how KCC have had 'due regard' to the aims of the duty in decision-making with regard to service provision, including how many assessments of impact

on equality, any evidence used and actions we have put in place to mitigate any disadvantage?

- Completing an EqlA as part of the LR&A business planning process. This year we have completed or in the process of completing 10 EqlAs. A log is kept of all of these.
- Touch a New World - project to ensure that our Home Library Service users are in no way excluded from our commitment to support members of the community to develop their IT skills. Touch a New World resulted from an EqlA carried out on Race Online which identified sections of the community being excluded from IT access - including residents who received our Home Library Service. Through Touch a New World Home Library Service users are offered the opportunity to borrow an iPad, together with training and support from one of our IT Buddies in their own home. In 2013-2014 Time2Give volunteers have enabled 18 Home Library Service users to take up this offer. *Mr B who completed the training said I entered the pilot with fear and trepidation ... before I was useless ... I am more confident than I was before. My sons can't believe it! And Mrs H stated I am no longer spending so much time looking – I am now doing!*

11) Details of policies and programmes that have been put into place to address equality concerns raised by service users

Surprised to find that there is no baby changing facilities for public use, although a changing mat is provided on request. Suggest a fold down baby changing unit in the existing toilet	In response to request we have ordered a wall mounted baby changing station
Mystery shopping carried out by Adults with learning disabilities at Tunbridge Wells 2012 highlighted lack of lift and accessible public toilets	Tunbridge Wells upgrade includes fire evacuation lift and accessible toilets
2 KCC Members and member of public raised concern re lack of hearing loops and staff awareness in public libraries	<p>Audit of hearing loops across county and 60 new portable loops purchased.</p> <p>FAQs on induction loops placed on Taktix and deaf awareness training offered.</p> <p>Action for Hearing Loss awarded Kent History Library Centre Louder than Words Charter Mark</p>

Economic Development

1. What evidence do we have of working with key partners to jointly address areas of inequality?

Economic Development can demonstrate evidence of working with partners to address inequality on three levels.

- a) At **strategic** level, we identify and evidence spatial inequalities across the county to inform the distribution of economic development activities. Examples of this in 2013/14 include the preparation of the **Kent and Medway Economic Review**, which provided the basis for Kent's contribution to the **Strategic Economic Plan**, and collaboration with Medway and the Kent Districts in the preparation of evidence for the **North Kent Growth Plan**, the **East Kent Growth Plan** and **West Kent Priorities**, all of which were published in 2013.

This evidence has helped us to identify areas where investment is required to overcome economic disparities at sub-county level, and to ensure that we enable growth in locations where the market will not deliver alone. In practical terms, this means a particular focus on East Kent and North Kent.

In addition, the Strategic Economic Plan and the European Structural and Investment Funds Strategy (both prepared in 2013/14 by the South East Local Enterprise Partnership, of which KCC is a member) both set out commitments to enable the Partnership to meet the **2010 Equality Act**.

- b) At **project** level, we work directly with partners to ensure that specific inequalities are tackled, and we have reflected this in our approach to securing external funding. For example, the **No Use Empty** programme to bring empty homes back into use has disproportionate positive impacts in communities with distressed housing markets in coastal East Kent. Business support programmes such as **Expansion East Kent** and Thames Gateway Innovation, Growth and Enterprise (**TIGER**) also aim to maximise the social value of direct assistance to companies by actively promoting the take-up of apprenticeships and through joint work with Jobcentre Plus. We also work with **Arts Organisations** in Kent to engage wider audience/addressing specific needs. This includes working alongside organisations such as Turner Contemporary and the Quarterhouse. The **BDUK** (*Broadband Delivery UK*) project is about to submit an application for government funding to target support for female entrepreneurs working in the digital economy. If successful the project will work alongside Business Support Kent. **Kent Foundation** has worked with The Enterprise Foundation to target the High Street Ward in Maidstone with an initiative to encourage unemployed people to self-employment.
- c) Within our role in securing **developer contributions** for KCC infrastructure to support new developments, we aim to work with District colleagues and service directorates to minimise the social risk associated with unequal or insufficient community infrastructure, and we aim to link new provision with the needs of existing communities.

Internally, we have worked with:

- a) *Human Resources (HR)* to develop a corporate policy for volunteer management which includes the equality duty. This was adopted by *Corporate Management Team (CMT)*. It will be for individual teams using volunteers to monitor this. When we last undertook a "health check" of in-house volunteering units (some years ago now) the findings were that most volunteering within KCC was a) successful in recruiting a range of volunteers from all backgrounds and b) that, in customer-facing services, this was enabling services to reach a wider customer base.

- b) KCC Public Health on a commissioning project which will address engagement and participation in Arts in order to improve the health of, and connections with, disadvantaged groups

KCC also makes a small annual grant to the Kent Equality Cohesion Council (formerly the Race Equality Council) from within the Economic Development budget. This organisation can help any KCC team undertaking consultations with access to ethnic minority communities.

2. How have we improved the collecting of /used the 'About You' service information?

We stopped collecting About You customer information for complaints (around a year ago) as directed by our Corporate Team though the Arts team has recently redesigned its Application and Evaluation Forms to enable easier collection and monitoring of data from funded organisations which will include details of target groups.

3. Information and data on access to services and/or participation rates for people with different protected characteristics

We do not systematically collect this data but the Arts team has just started to provide translations for all of its Interreg communications. These include reports, web platform communications, emails, interpreting and marketing information.

4. Performance information (by any relevant protected characteristics) for functions which are relevant to the aims of the general equality duty, especially around service outcomes (e.g. education attainment, recovery rates, apprentices)

We do not collect this data although where Arts funded organisations' projects include achievement outcomes this is monitored as part of the evaluation process.

As part of the *Regional Growth Fund* (RGF) Programme we encourage the take-up of apprentices but do not collect it as a performance information statistic.

5. Any gaps in the above information required for 2, 3, & 4 and what we are doing about it?

We do not have a systematic approach to data collection. This is an area we could review as equalities will impact on the prioritisation of work activity and funding of projects from Local Growth Fund programme. We could also discuss with KCC volunteer managers the data they collect/do not collect on access to volunteering.

6. Complaints from service users about discrimination and other prohibited conduct

None received.

7. Details and feedback of engagement with service users including a breakdown of consultees by any relevant protected characteristics

As part of the RGF contract meetings, feedback is requested from the companies on ways to improve the application process. The main feedback has been on the use of alternative formats, for hard copy rather than electronic application process. The Programme also offers an alternative option for submitting applications to those unable to complete the on-line application process due to a disability such as sight impairment. We have also used Big Society Fund to match-fund against RGF money to set up business advice hubs through the Fredericks Foundation. This is designed to help individuals furthest from the labour market.

Arts workshops evaluations request comments on specific strengths and weaknesses.

8. Any quantitative and qualitative research with service users including a breakdown by any relevant protected characteristics

None by the team though the SILK (*Social Innovation Lab Kent County Council*) Team will undertake research as part of service design but this would be reported via the commissioning team.

9. Evidence of equality information being used in contracting, commissioning or procurement where relevant

We include standard equality and diversity in our contracts including visitor economy, inward investment and business support. The commissioning of the Loan Appraisal tender included standard stipulations. The specification for Volunteer Centres will include equalities data.

10. Records of how KCC have had 'due regard' to the aims of the duty in decision-making with regard to service provision, including how many assessments of impact on equality, any evidence used and actions we have put in place to mitigate any disadvantage?

A full EqIA was undertaken when Big Society Fund was set up. No mitigations were required.

11. % of decisions with an EqIA before decision was made?

None

12. Details of policies and programmes that have been put into place to address equality concerns raised by service users

Kent Foundation's policy document contains a section on Equality and Diversity and Complaints. The SILK Team is currently working with colleagues in Social Care, Health and Well-Being on access to services for people with dementia and their carers

Environment Planning and Enforcement

1. What evidence do we have of working with key partners to jointly address areas of inequality?

Given the diversity of our services, we work with many partners on a variety of projects and seek as part of those projects, any opportunities to jointly address areas of inequality. Some partnerships this year included:

- In Coastal Communities 2150 (CC2150), we worked closely with Thanet District Council and their “Footprints in the Sand” Project. This project focused on getting disadvantaged children to use and understand the beach and supported the CC2150 project in obtaining views across a range of residents. In addition, the project from the outset reviewed socio-demographics as key criteria for the project development and targeting which communities were engaged through the project.
- The Warm Homes project is run through the Kent and Medway Sustainable Energy Partnership, delivering retrofitting measures to reduce fuel poverty and energy costs to residents, improve health and save carbon. This project has focussed in particular on elderly residents to ensure that they are able to access free measures wherever possible. There have been multiple engagement routes including face to face (working with HIAs for example), phone, media and internet.
- We continued working with Tonbridge and Malling Borough Council and contractors to enlarge and improve the Coldharbour Caravan Site. This has produced a site that is already being welcomed by residents and others in the Gypsy and Traveller communities. A key aspect of the project was the applications and allocations process. Working with TMBC a process was agreed to assess applications and address areas of inequality. This has produced a mixed Gypsy and Traveller residency for the site. The site was also developed to ensure it was as fully accessible as possible, including utility blocks that are DDA compliant.
- Supported Kent Football Association (FA) with Equality Roadshows – LGBT, Women and Girls & Race Equality.
- Worked in partnership with Street Games to deliver two ‘Engaging Women and Girls in Sport & Physical Activity’ workshops for professionals and volunteers. (Linked to International Women’s Day).
- Supported Kent FA at a Female Coaches evening. Event was open to coaches in all sports not just football.

2. How have we improved the collecting of and/or used the ‘About You’ service information?

- In the Sports unit, information has been shared via email on ‘About You’, the on-line Self Service arrangements and Disability Passport developed by Level Playing Field.
- We incorporated a subset into a form for CC2150 (paper and digital). However, it was difficult to ask people to complete this information in the forums in which we were working (e.g., community events) and we received very few back. Age information is requested through the Warm Homes programme to identify eligibility for free measures.

3. How have we improved the information and data on access to services and/or participation rates for people with different protected characteristics?

For our engagement work we look to ensure that residents have multiple routes of access e.g., for Warm Homes and CC2150, we have face to face contact, web,

media and phone contacts to connect across routes (as well as options for translation, large print etc.).

4. What performance information (by any relevant protected characteristics) do we collect for functions which are relevant to the aims of the general equality duty, especially around service outcomes (e.g. education attainment, recovery rates, apprentices)

Within the Sports and Physical Activity team:

- Currently collecting data regarding: Kent School Games and Sainsbury's School Games participants and Sportivate funded projects.
- Free Access for National Sports Performers – We collect equality data from members (gender, age, ethnicity, disability)
- We collect monitoring information regarding individuals and organisations who have been awarded P&O Ferries funding (and the breakdown of participants who have been benefitted from the projects)

5. Are there any gaps in the above information required for 2, 3, & 4 and what action are we taking to improve this?

No gaps have been highlighted but we are continuing to review across projects as to relevance and requirements.

6. How many complaints have we received from service users about discrimination and other prohibited conduct

No complaints were received from service users about discrimination or prohibited conduct.

7. Details and feedback of engagement with service users including a breakdown of consultees by any relevant protected characteristics

We continue to work with the corporate communications and engagement staff to ensure that any surveys and feedback mechanisms are properly constructed and can breakdown this information into relevant protected characteristics.

8. Any quantitative and qualitative research with service users including a breakdown by any relevant protected characteristics

This is completed on a project by project basis as required.

9. Evidence of equality information being used in contracting, commissioning or procurement where relevant

We work with the corporate procurement team to ensure that we use the standard commissioning and contracting documents which state KCC's commitment to equalities and diversity.

10. How has your service had 'due regard' to the aims of the duty in decision-making, including how many Equality impact assessments have we done, any evidence used and actions we have put in place to mitigate any disadvantage?

All high and medium risk projects are required to consider whether it is appropriate or relevant for an EqlA to be carried out. These were captured on the divisional and directorate project registers. Some projects which have completed an EqlA this year include the Overnight Lorry Parking project, Thanet Parkway railway station and the *Growth without Gridlock in Kent and Medway* strategy document. The following actions were taken following the EqlAs:

- For the Growth without Gridlock document, the EqlA Action Plan included making the document available in alternative formats to ensure that it is accessible to all. This includes ensuring that the document is available as a hard copy, in Easy Read format or in an alternative language if required.
- For the Thanet Parkway Railway Station Project EqlA, the Action Plan included making any material relating to the public consultation and engagement to be available in suitable formats and through appropriate media to ensure that it is accessible to all.
- The EqlA assessments for Overnight Lorry Parking project have not yet been reviewed by the Equality and Diversity team, but are likely to include mitigation measures to ensure that information is available during the public consultation and engagement.

Working with the Equalities Team on the EqlA for the Minerals and Waste Local Plan helped the service team to improve the format of this document prior to it being put out for public consultation. The information about the document being available in other languages and the telephone number to ring if help was required were repositioned to the very front of the document - the inside of the front cover – to make it much more prominent.

An EqlA was undertaken for the Strategic Framework for Sport and Physical Activity in Kent and for the Kent Downs AONB Management Plan. In the early stages of the EqlA for the Kent Downs AONB the team identified that young people were less likely to be able to engage in the consultation process so a member of the team set up a mini project which engaged directly with young people's groups (and to a lesser extent old people's groups). They got some interesting and useful results which the team is turning into a HLF bid and project.

11. % of decisions with an EqlA before decision was made?

Not known.

12. Details of policies and programmes that have been put into place to address equality concerns raised by service users

Projects and actions which have been put into place have not necessarily been identified specifically by service users but are addressing areas which are potentially at a disadvantage. These include:

- Increased focus on delivery of equality workshops as part of the Connect:ed programme including Coaching deaf people in sport and Equity in your Coaching courses.
- Reviewed Kent Sport Equality Action Plan 2011-13 and produced final report.
- Produced a new Equality Action plan 2014 – 2016. Consultation on draft plan took place and included internal and external partners.
- Delivery of new Equality Action Plan commenced.

- Developed a Women's and Girls' webpage for Sport and Physical Activity. A profile of Millie Knight has been added to the Role Models section on the webpages.
- Kent Sports Group, Running Project, Project 500 and Sportivate: priority is given to projects targeting young people aged 17 and over, females and disabled young people. There was a specific themed round of Sportivate funding available for projects targeting women and girls linked to International Women's Day.
- The Planning Applications Group offer to make information about applications available in other languages, publish all information on the web so that it can be enlarged and put site notices at a height that is viewable from a wheel chair.
- The Country Parks service maintains easy access paths and provides trampers at several of its parks for less able visitors and undertakes engagement activities with special schools.

Growth, Environment and Transport Directorate Equality Related Objectives

The GET Directorate did not exist in 2013-14 but the following has been extracted from the former E&E Directorate's objectives.

Directorate Objectives

Please indicate any actions carried out which has assisted the Directorate in meeting its objectives:

Objective	Activity	Protected Characteristics to which this relates	Ownership	Actions
<p>Equality Impact Assessments (EqIAs) on changes to policy, procedures, procurement and projects and part of the decision making process.</p> <p>Page 214</p>	<p>Carry out and ensure the EqIA is maintained and updated.</p> <p>Findings of EqIAs included within decision reports</p>	<p>All</p>	<p>DMT</p>	<p>On Directorate Project Register there is a column to mark whether EqIAs have been completed and these are chased if not. EqIAs produced for key projects and strategies including Thanet Parkway project, Overnight Lorry Parking, Growth without Gridlock Strategy, Minerals and Waste Local Plan, the Strategic Framework for Sport and Physical Activity, and the Kent Downs AONB Management Plan.</p>
<p>Collect relevant equality information and use it to inform service priorities</p>	<p>'About You' Information collected and used to inform service priorities</p> <p>Consultation and satisfaction reported by relevant protected characteristic</p>	<p>All</p>	<p>DMT</p>	<p>In New Ways of Working moves, Equality leads in the Division (D Kapaj & M Bishop) have actively contributed to the planning and roll out of the programme. As part of the Invicta House moves, staff disability and equality issues have been fully documented and individuals have been consulted on the proposals.</p>

Divisional Objectives

Environment, Planning and Enterprise 2013-14

The Environment, Planning and Enterprise division did not exist during 2013-14 and so this shows some of what the constituent parts (the former Planning and Environment division and parts of the former Customer and Communities Directorate) delivered during 2013-14.

Objective	Activity	Protected Characteristics to which this relates	Ownership	Update
Improving life-chances and living standards for Gypsies and Travellers	Helping to tackle disadvantage amongst the Gypsy and Traveller communities, continuing our planning of new sites and looking at how the changes in the benefit system might affect them.	Race (Gypsies and Travellers)	Gypsy & Traveller Unit	Site improvements and enhancements continued and the changes in the benefits system have not yet shown any additional adverse effect on the Gypsy and Traveller community
Moving Kent Residents out of Fuel Poverty	Engaging with residents to offer them energy efficiency advice and equipment to reduce their energy consumption and costs.	Age Disability	Sustainability and Climate Change	<p>968 properties have had measures installed through the Warm Homes project (to date).</p> <p>We have also worked with Public Health to deliver Winter Warmth programme.</p> <p>To qualify for the Winter warmth programme residents must be over 65 in a Cold home and with one of the following underlying medical conditions</p> <ul style="list-style-type: none"> • Cardiovascular, • Circulatory • Respiratory • Mobility or disabled

Objective	Activity	Protected Characteristics to which this relates	Ownership	Update
Protecting vulnerable communities from the extremes of weather and climate change Page 216	<ul style="list-style-type: none"> Supporting priority communities in adaptation activities through the Coastal Communities 2150 and Sustainable Sheppey programmes, targeting coastal communities, (often the most deprived and containing many vulnerable groups of people) most at risk from coastal flooding and rising sea levels, equipping them to assess their own risks and set their own priorities for action. As strategic lead authority on managing flood risk we are targeting our work on flood risk management in disadvantaged areas 	Age Disability	Sustainability and Climate Change Flood Risk and Natural Environment	Action plans developed across the three communities. Residents were engaged through a variety of mechanisms (see questions) Around 2,500 residents were engaged through the project, however these are not broken down by protected characteristics. Equalities monitoring for Sustainable Sheppey is undertaken by Swale Borough Council (project lead).
To promote all appropriate protected characteristics to reduce discrimination, tackle disadvantage and promote	Ensure Legacy from London 2012 Olympic and Paralympic Games	All	KCC Olympic and Paralympic Legacy Plan steering Group	Significant growth in delivery of disability sport coaching Considerable funding secured from the national Places People Play legacy sport programme for Kent sport (including £1million for Cyclopark, just under £2 million for our community grassroots sports facilities, over 600 trained sports volunteers delivering in

Objective	Activity	Protected Characteristics to which this relates	Ownership	Update
equality of opportunity across all work strands of the Group Page 217				excess of 6000 hours of sport volunteering, and £800, 000 to support Kent residents to undertake 6 – 8 weeks of coaching training in a sport of their choice.) Working with Public Health on a number of pilots whilst developing a core relationship tackling Health Inequality.
	Production of a Strategic Framework for Sport and Physical Activity in Kent	All	Kent and Medway Sports Board	Strategic Framework for Sport and Physical Activity overseen by Kent & Medway Sports Board. Equality Impact Screening undertaken during the development of the Framework and wide consultation undertaken in two stages. Monitoring information to include 'physically inactive adults' to aim to influence this group of people and support closing health inequalities gap.
	Development of Equality and Access Manager role	All	Kent Sport & Physical Activity Group	Equality and Access Manager in post to lead on all issues and objectives related to Equalities across the Group
	Promote funding opportunities and support to under-represented community projects	Race / Ethnicity	Kent Sport & Physical Activity Group	Funding support from Arts Development Fund for Maidstone Mela 2013

Objective	Activity	Protected Characteristics to which this relates	Ownership	Update
	Secure additional funding to Kent to address Equality under-representation	Age	County Sports Partnership	External funding brought into Kent esp re. County Sports Partnership funding and programmes (e.g. Sportivate – targeting 14-25 year olds)
	Support elements of Sainsbury's UK School Games as run in Kent in 2013 and plan for Kent School Games 2014	Age Disability Gender	Kent Local Organising Committee	East & West Kent area School Games successfully held in 2013, with range of sports aimed at different age groups from 5-15 years old. Several events held for disabled young people
	Support Public Health Service Equality objectives	All	Kent Sport & Physical Activity Group and Kent Public Health service	<p>Case studies provided on disabled Paralympic athletes</p> <p>Launch of Healthy Club website (linked with Active Kent site) providing information on activities and other opportunities for Kent residents. Promoted widely, including to health trainers, local authorities and health professionals to use as an information resource.</p> <p>Smoking Cessation pilot project developed using physical activity incentive.</p> <p>Outdoor Gyms project being developed using mapping on obesity levels and</p>

Objective	Activity	Protected Characteristics to which this relates	Ownership	Update
				<p>participation levels (adults) to target work into local communities.</p> <p>Bids with Public Health for Activate programme funding to provide activities for older people in order increase activity levels and to reduce falls in later life and work Workplace Health funding to support physical activity work through workplaces.</p>
	Secure and advance the Equality Standard for Sport award level	All	Kent and Medway Sports Board	<p>Achieved Preliminary and Foundation level of Equality Standard for Sport. Equality Action Plan in place and being refreshed – Plan being used as an example of good practice nationally.</p> <p>Project 500 and Running Project are examples of projects which either specifically target women (Project 500) or are attracting women (Running project).</p>
	Promote coaching opportunities and carer development among women and girls	Gender	Kent Sport and Physical Activity Service	Details provided to Project 500 co-ordinator
	Secure major national and international disability sports events in Kent	Disability	Kent Sport and Physical	<ul style="list-style-type: none"> Ran Kent International Sitting Volleyball Tournament

Objective	Activity	Protected Characteristics to which this relates	Ownership	Update
Page 220			Activity Service	<ul style="list-style-type: none"> Ran Wheelchair Tennis Development Series Tournament Promoted Wheelchair Rugby League World Cup
	Being inclusive, involving volunteers, stakeholders and local people (Objective 6 of Strategy)	All	Kent Country Parks service	<ul style="list-style-type: none"> New engagement with community groups to promote the “offer” at all Kent Country Parks Continuing partnership with K College and Brockhill for special needs students and long term volunteering opportunity for several people with learning difficulties
	Achieve additional Green Flag awards	Disability	Kent Country Parks service	Green Flag award achieved for Lullingstone – this award includes requirements that there should be equal access for all members of the community and evidence of involvement with the local community.
Widely promote the health benefits of using Public Rights of Way	Work closely with health care professionals	<ul style="list-style-type: none"> Age Disability Gender Race 	Public Rights of Way	Explore Kent has begun the development of a new website and is working in partnership with Public Health to understand customer needs and develop an offer and a website that will be accessible and attractive to all customers, in particular those that suffer health inequality.
Improve walking	Implement targets within the statutory	<ul style="list-style-type: none"> Age 	Public Rights	Continued to implement an ongoing

Objective	Activity	Protected Characteristics to which this relates	Ownership	Update
<p>and cycling provision in Kent, removing obstructions/barriers and addressing areas of inequality in provision.</p> <p>Page 221</p>	<p>Countryside and Coastal Access Improvement Plan</p>	<ul style="list-style-type: none"> • Race 	<p>of Way</p>	<p>programme of improvements to the PROW network for all users following extensive consultation. During 2013-14, a further 213 stiles have been removed from the PROW network making it more accessible to the elderly, ambulant disabled and those with young families.</p> <p>Countryside Access design standards are applied for improvements to the network ensuring that new and replacement infrastructure provides high quality access. For instance 99 sleeper bridges were replaced during the year, the new more accessible bridges being wider and having hand rails.</p>
<p>Support school travel plans, and the Healthy Schools initiative.</p>	<p>Develop/improve traffic-free walking and cycling routes for journeys to school,</p>	<ul style="list-style-type: none"> • Age • Race 	<p>Public Rights of Way</p>	<p>Continued to develop and deliver routes providing greater opportunities for cyclists and safer routes to school. In the last year these included the delivery of an off-road cycle route between Wye and Chilham and the creation of a safer route to school at Pound Lane Ashford.</p>
<p>Work with</p>	<p>Operate and expand the inclusive volunteer</p>	<ul style="list-style-type: none"> • Age 	<p>Public Rights</p>	<p>Volunteer training and health and</p>

Objective	Activity	Protected Characteristics to which this relates	Ownership	Update
volunteers to help maintain Kent's public rights of way and greenspace network	wardens' scheme across all districts, promoting the health benefits to the participants.	<ul style="list-style-type: none"> • Gender • Race 	of Way	safety videos have been produced and put online for volunteers. The online training videos will encourage a more diverse group of volunteers because they can be accessed at time to suit the individual, no travel is required, and potential volunteers who may be intimidated by groups of people will feel more inclined to sign up if they don't have to attend a formal training session with other volunteers.
Promote opportunities for all people to access the countryside and coast through high quality relevant information	<p>Continue to produce targeted Explore Kent products and services, both online and in print.</p> <p>Encourage country park/greenspace partners to develop sites as gateways to explore the wider countryside</p>	<ul style="list-style-type: none"> • Age • Disability • Gender • Race 	Regulatory Services	<p>The Explore Kent website has been improved to provide information about outdoors activities for all in a more accessible format. Wherever possible information (website, newsletters, social media, printed guides) is provided about the accessibility of routes and facilities available so people of all ages, abilities and race can make informed decisions.</p> <p>Explore Kent has produced and distributed town walking and cycling maps that have been distributed in the local areas to promote low cost, safe and healthy travel and free leisure</p>

Objective	Activity	Protected Characteristics to which this relates	Ownership	Update
Page 223				<p>opportunities.</p> <p>A walk / cycle guide to Kent has also been produced and distributed by partners across the county and the South East to promote walking and cycling for leisure. This guide is free and includes information about sustainable transport and accessibility of the routes.</p> <p>Explore Kent successfully secured EU funding to develop a parks app to allow customers to find and explore parks and greenspaces in Kent more easily. The app will also allow park providers to pro-actively promote their parks, services and events to a captive target audience for free.</p>
Ensure that an effective 'Fair Trader' scheme operates in Kent to protect vulnerable consumers from employing rogue	Continue to review the effectiveness of the Buy With Confidence scheme and move to alternative providers if better outcomes can be achieved.	<ul style="list-style-type: none"> • Age (older people) • Race (especially people with little or no English) 	Trading Standards	An in depth review of Buy With Confidence (KCC's fair trader scheme) was carried out. This involved countywide research with traders and consumers and a consultation with stakeholders to ensure the best possible protection of Kent's consumers. Following this review a

Objective	Activity	Protected Characteristics to which this relates	Ownership	Update
traders,				new partnership has been formed with Checktrade to protect consumers, particularly the vulnerable and stop rogue traders.
Protect vulnerable victims from Scams (phone and postal) Page 224	Sign up to Scams Hub and deliver an effective education / support campaign to reduce the number of scam victims and the amount Kent consumers lose to scams	<ul style="list-style-type: none"> • Age • Race • Disability 	Trading Standards	We signed up to Scams hub, analysed the data and carried out extensive customer insight work to produce effective education materials and a targeted campaign in partnership with Community Wardens and PCSO's. Over 100 visits to known victims in Canterbury and Thanet have been made and data and intelligence is being collected to help us better educate and protect future potential victims. The most chronic and vulnerable victims are also provided with ongoing support to combat their addiction to scams and prevent further losses. This campaign will be rolled out to the rest of Kent over the coming year.

Further objectives and actions for 2014-15

In the next section is a selection of actions from our team action plans for the coming year. Not all team plans have been finalised and therefore this is only a snapshot of the potential actions for the coming year.

Objective	Activity (from plan)	Protected Characteristics to which this relates	Ownership
To increase the levels of participation in sport and physical activity amongst the population in Kent, with a focus on attracting new participants and encouraging the least active to become active	<ul style="list-style-type: none"> Lead the sport and physical activity elements of the KCC Olympic and Paralympic Legacy Plan and co-ordinate Sport England Legacy programmes in the County, to ensure that Kent derives maximum benefit and long-term legacy from the London 2012 Olympic and Paralympic Games. Support and increase participation by adults and young people in sport and physical activity, in conjunction with Health and other partners. Manage the Kent School Games and the Sainsbury's School Games, this year to include possible event(s) for Change4Life Club participants at schools in order to widen access to the Kent School Games for less 'sporty' young people. 	<p>All</p> <p>Age Disability Gender</p> <p>Age Disability Gender</p>	Kent Sport and Physical Activity Service
	Implement actions within Equality Action Plan and support Kent FA with Equality Roadshows in 2014	All	
	Adopt Kent Equalities and Accessibility Strategic Framework and work towards Intermediate standard of the Equality Standard for Sport	All	
	Promote funding opportunities to under-represented groups in Kent	All	
	Develop Disability Sports pathways across a number of sports	Disability	
	Manage, co-ordinate and implement Year 4 of the Sportivate programme for 11-25 year olds	Age	

Objective	Activity (from plan)	Protected Characteristics to which this relates	Ownership
	Develop coaching and coach development opportunities in the county, including Project 500 aimed at involving more women in coaching and creating opportunities to support disability sport	Gender	
Ensure high quality facilities are provided, maintained and improved, and that where possible quality standards are independently verified	Apply for new Green Flag award at Pegwell Bay and retain existing Green Flags at annual inspection for Trosley, Brockhill, Lullingstone, Shorne and Manor Country Parks	All	Country Parks service
To provide a range of opportunities for countryside recreation and leisure visits, serving local and county-wide needs and extending the visitor base	Increase the range of 'access for all' facilities to a level appropriate to the physical conditions and the visitor profile of each site – this year, develop Brewers Wood in accordance with grant funding to widen access for all.	Disability	Country Parks service
Improving life-chances and living standards for Gypsies and Travellers	Helping to tackle disadvantage amongst the Gypsy and Traveller communities, continuing our planning of new sites and management of existing sites.	Race	Gypsy and Traveller Unit
Moving Kent Residents out of Fuel Poverty	Engaging with residents to offer them energy efficiency advice and equipment to reduce their energy consumption and costs.	ALL	Sustainability and Climate Change
Protecting vulnerable communities from the extremes of weather and climate change	Supporting priority communities in adaptation activities through the Coastal Communities 2150 and Sustainable Sheppey programmes, targeting coastal communities, (often the most deprived and containing many vulnerable groups of people) most at risk from coastal flooding and rising sea levels, equipping them to assess their own risks and set their own priorities for action.	ALL	Sustainability and Climate Change
	As strategic lead authority on managing flood risk we will continue to target flood risk management in disadvantaged	ALL	Flood Risk and Natural

Objective	Activity (from plan)	Protected Characteristics to which this relates	Ownership
	areas		Environment
Widely promote the health benefits of using Public Rights of Way	Work closely with health care professionals	<ul style="list-style-type: none"> • Age • Disability • Gender • Race 	Public Rights of Way
Improve walking and cycling provision in Kent, removing obstructions/barriers and addressing areas of inequality in provision.	Implement targets within the statutory Countryside and Coastal Access Improvement Plan	<ul style="list-style-type: none"> • Age • Race 	Public Rights of Way
Support school travel plans, and the Healthy Schools initiative.	Develop/improve traffic-free walking and cycling routes for journeys to school,	<ul style="list-style-type: none"> • Age • Race 	Public Rights of Way
Work with volunteers to help maintain Kent's public rights of way and greenspace network	Operate and expand the inclusive volunteer wardens' scheme across all districts, promoting the health benefits to the participants.	<ul style="list-style-type: none"> • Age • Gender • Race 	Public Rights of Way
Promote opportunities for all people to access the countryside and coast through high quality relevant information	<p>Continue to produce targeted Explore Kent products and services, both online and in print.</p> <p>Encourage country park/greenspace partners to develop sites as gateways to explore the wider countryside</p>	<ul style="list-style-type: none"> • Age • Disability • Gender • Race 	Regulatory Services
Ensure that an effective 'Fair Trader' scheme operates in Kent to protect vulnerable consumers from employing rogue traders,	Continue to review the effectiveness of the Buy With Confidence scheme	<ul style="list-style-type: none"> • Age (older people) • Race (especially people with little 	Trading Standards

Objective	Activity (from plan)	Protected Characteristics to which this relates	Ownership
		or no English)	
Protect vulnerable victims from Scams (phone and postal)	The education / support campaign to reduce the number of scam victims and the amount Kent consumers lose to scams will be rolled out across Kent	<ul style="list-style-type: none"> • Age • Race • Disability 	Trading Standards

By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item E1

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