# ENVIRONMENT & TRANSPORT CABINET COMMITTEE

Thursday, 12th November, 2020

10.00 am

**Online** 





### **AGENDA**

## **ENVIRONMENT & TRANSPORT CABINET COMMITTEE**

Thursday, 12 November 2020 at 10.00 am Ask for: Emma West Online Telephone: 03000 412421

Membership (16)

Conservative (12): Mr S Holden (Chairman), Mr R C Love, OBE (Vice-Chairman),

Mr M A C Balfour, Mr A Booth, Mr T Bond, Mr A H T Bowles, Mr D L Brazier, Mr A Cook, Mr N J Collor, Mr A R Hills,

Mr J M Ozog and Mr H Rayner

Liberal Democrat (2): Mr I S Chittenden and Mr A J Hook

Labour (1) Mr B H Lewis

Independents Green Party) (1) Mr M E Whybrow

## UNRESTRICTED ITEMS

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

- 1 Introduction
- 2 Apologies and Substitutes
- 3 Declarations of Interest by Members in items on the Agenda
- 4 Minutes of the meeting held on 15 September 2020 (Pages 1 16)
- 5 Verbal Update by Cabinet Member(s) and Corporate Director
- 6 Performance Dashboard (Pages 17 28)
- Kent Resource Partnership (Presentation)
   A series of slides will be presented during the meeting.
- 8 Design in Kent's Built Environment (Pages 29 42)
- 9 Kent's Plan Bee (Pages 43 52)
- 10 Dover Fastrack Update (Pages 53 80)

- 11 20/00104 Kent Transport Model Support & Development Commission (Pages 81 96)
- 12 Consultation on Draft Statement of Community Involvement: Minerals and Waste Planning Policy and Planning Applications Minerals and Waste and County Council Development (Pages 97 162)
- 13 Work Programme (Pages 163 168)

# **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)

Benjamin Watts General Counsel 03000 416814

Wednesday, 4 November 2020

#### KENT COUNTY COUNCIL

### **ENVIRONMENT & TRANSPORT CABINET COMMITTEE**

MINUTES of A meeting of the Environment & Transport Cabinet Committee held virtually on Tuesday, 15 September 2020.

PRESENT: Mr S Holden (Chairman), Mr R C Love, OBE (Vice-Chairman), Mr M A C Balfour, Mr A Booth, Mr D L Brazier, Mr I S Chittenden, Mr N J Collor, Mr A Cook, Mr G Cooke (Substitute for Mr A H T Bowles), Ms S Hamilton (Substitute for Mr T Bond), Mr A R Hills, Mr A J Hook, Mr B H Lewis, Mr J M Ozog, Mr H Rayner and Mr M E Whybrow

ALSO PRESENT: Miss S J Carey and Mr M D Payne

IN ATTENDANCE: Mrs B Cooper (Corporate Director of Growth, Environment and Transport), Mr S Jones (Director of Highways, Transportation and Waste) and Mrs A Hunter (Principal Democratic Services Officer)

### **UNRESTRICTED ITEMS**

# 273. Apologies and Substitutes (Item 2)

Apologies for absence were received from Mr Bond and Mr Bowles. Mrs Hamilton and Mr Cooke attended as their substitutes respectively.

# 274. Declarations of Interest by Members in items on the Agenda (Item 3)

- (1) Mr Balfour said declared an interest in item 10 of the agenda (Ebbsfleet Development Corporation Funded Programme Green Corridors Programme Phase 3) as he was a trustee of Huggens College (Alms Houses) located adjoining Northfleet High Street and College Road which were the "green routes" 25 and 26 referred to in the report. He also declared an interest in item 23 (Review of the Kent Downs Area of Outstanding Natural Beauty (AONB) Management Plan proposed consultation response) as he was vice-chairman of a Kent AONB group. As these were not pecuniary interests, he said he would participate in the discussion of the items.
- (2) Mr Collor declared an interest in item 19 (20/00088 Waste performance payments for Dover District Council and Folkestone and Hythe District Council) as he was a portfolio holder at Dover District Council. As his portfolio did not include waste, he said he would participate in the discussion of the item.
- (3) Before the discussion on Item 10 of the agenda (Ebbsfleet Development Corporation Funded Programme Green Corridors Programme Phase 3) commenced, Mr Rayner said he had a declarable pecuniary interest and did not take part in the discussion of the item.

# 275. Minutes of the meeting held on 17 July 2020 (Item 4)

RESOLVED that the minutes of the meeting held on 17 July 2020 be approved as a correct record and that they be signed by the chairman.

# **276.** Verbal Update by Cabinet Members and Corporate Director (*Item 5*)

- (1) Mr Payne (Cabinet Member for Highways and Transport) paid tribute to the work being done by Kent Highways officers despite Covid-19. He said they had continued to work, throughout the pandemic, in a way that put many similar highways authorities in the shade. Their continued efforts were evidenced by the performance report being discussed later on the agenda but officers had also engaged in additional work at the behest of the Government and on behalf of the Department of Transport on matters including Active Travel and the design and build of the M20 Mojo site in Ashford in preparation for the ending of the transition arrangements with the European Union. Work on the Mojo site followed the successful delivery of the Manston site, in readiness for Brexit, last year.
- (2) Mr Payne said he had embraced the opportunity created by the Government's Emergency Active Travel Fund by encouraging a successful bid to the DfT for funding from the first tranche, and by making it clear that the schemes should not disadvantage other road users, including public transport, any more than they should encourage pedestrians and cyclists. Many of the schemes had been put in place quickly to meet the Government's timelines and to capture the benefits of less congestion, reduced air pollution, and increased walking and cycling, seen during lockdown. This meant that schemes were implemented using the Government's emergency Traffic Regulation Order process without the normal consultation with residents and businesses. He said all schemes would be reviewed, and had to stand on their own merits, however, they needed to be supported by the communities involved if they were to have any chance of success. He referred to town-wide trials of 20mph zones in Tonbridge and Faversham, and to other smaller 20mph schemes such as the one in Margate. He said they required a mindset change and a shift in thinking for them to work, and paid tribute to the Police who enforced traffic regulations.
- (3) Mr Payne concluded his update by reporting that the restoration of the West Kingsdown windmill was nearly complete and included repairing and reboarding the smock tower and cap roof and restoring the fan stage. He said the work had been carried out with great attention to detail and had included re-painting the rear wall of the cap white, as it had been during the mill's working days.
- (4) In response to comments, Mr Payne said that communication about new Active Travel schemes was key to their success and that prior to the implementation of the Margate 20 mph scheme, meetings had been held with the Leader of Thanet District Council, the divisional members and the local MP. He also said that all schemes were subjected to a road safety Page 2

audit from the viewpoints of motorists, pedestrians, and other road users. If schemes did not achieve their objectives, they would be removed.

- (5) Miss Carey (Cabinet Member for Environment) said that despite the long agenda for the meeting it only covered a fraction of the activity in her portfolio. She had, therefore, provided briefings for all members on waste and on the environment last week. As much information had been shared in that way, she said she would focus on just two items in her update. She continued to be impressed with the pace of work and the willingness of staff across the whole organisation to help deliver the Net Zero targets and thanked them for their efforts. She also said that the number of slots at the household waste recycling centres had been increased from 22,000 a week to 32,000 per week and households could book up to four slots each month instead of the previous maximum of two.
- (6) Miss Carey said that members had already received notice of the Solar Together project aimed at making solar panels and battery storage more affordable. Social media had already resulted in 351 registrations and a targeted direct mail campaign to 100,000 Kent households was expected to boost that number before the registration period closed on 5 October. A reverse auction would take place on 6 October and it was only after that date that Kent householders would be asked to commit to the scheme. Miss Carey concluded by saying there was more good news on the way about an environment project, but that she was unable to say more at this time as there were still legal agreements to sign.
- (7) RESOLVED that the verbal updates be noted.

# **277.** Kent Flood Defence Infrastructure (Item 6)

(Max Tant, Flood and Water Manager, and James Kennedy and Richard Oakes from the Environment Agency were in attendance for this item)

- (1) Miss Carey (Cabinet Member for the Environment) said that KCC worked in partnership with residents and agencies to mitigate and manage floods. She was pleased that James Kennedy and Richard Oakes, from the Environment Agency, were in attendance to present a summary report of the flooding over the winter of 2019-20, an update on the delivery of the Leigh Flood Storage Area scheme and an overview of the future pipeline of flood defence investment in Kent. A copy of the presentation is attached as an appendix to these minutes.
- (2) In response to questions, the representatives from the Environment Agency said: the planned increase in storage would be more than able to cope with displacement of water by the Hildenborough Dam; it was not possible to prevent gardens flooding in the surrounding area, however, engagement would take place with residents to demonstrate that the risk of their homes flooding would not increase; it was proposed to have both a master and standby pump; and as the dam would be critical infrastructure it would receive on-going revenue funding for maintenance. Mr Oakes said the Environment Agency worked with local authorities and other agencies on shoreline management to agree the protection appropriate and possible for

individual areas. He also said work was underway to understand the impact of extreme rainfalls on rivers and catchments; the Flood and Coastal Erosion Risk Grant in Aid Programme was reviewed after every extreme rainfall event and bids were made for government funding. Mr Kennedy said the Environment Agency was in the final year of a six-year investment programme worth £6billion and further government funding of £2.6billion would be spent in the next six-year period. Details of further schemes would be reported to the Southern Regional Flood and Coastal Committee and the Kent Flood Risk Management Committee. He also said that funding from central government was subject to the guidance for appraising projects and programme set out in Treasury's Green Book, however, other projects such as the Leigh scheme, which was part- funded by SELEP and KCC, were subject to their own funding rules.

- (3) Mr Tant said KCC worked in conjunction with the Environment Agency, to manage floods and their impact on roads. He also said there had been good co-operation between KCC, the Environment Agency and parish councils around Yalding to initiate road closures and other activities during the flood incidents last winter.
- (4) Mr Rayner suggested an amendment to the summary paragraph on the first page of the report to make it clear that the update on the delivery of the Leigh Flood Storage Area scheme also referred to the Leigh Expansion and Hildenborough Embankment Schemes.
- (5) The chairman thanked the representatives for their presentation.
- (6) RESOLVED to note the report and presentation from the Environment Agency.

# 278. 20/00077 - Gravesend Bus Hub (Barrack Row and Garrick Street) (Item 7)

(Lee Burchill, Major Capital Programme Manager, and Graham Killick, Project Manager were in attendance for this item)

- (1) Mr Payne (Cabinet Member for Highways and Transport) introduced the report which asked the cabinet committee to consider and endorse or make recommendations on his proposed decision to enter into funding agreements, design, and enter construction contracts to develop the Gravesend Bus Hub.
- (2) Mr Brazier said the proposed bus hub would contribute to the regeneration of the town and to the improvement of its infrastructure.
- (3) RESOLVED to endorse the proposed decision by the Cabinet Member for Highways and Transport to:
  - enter into the Local Growth Fund and Ebbsfleet Development Corporation (EDC) grant funding agreements subject to the approval of the Corporate Director of Finance;

- ii. undertake the detailed design and surveys for the project, including development control and land charge disclosures. This work to be undertaken by appointing a consultant through the KCC professional services framework contract:
- iii. progress all statutory approvals or consents required for the scheme, including transfer of land and rights;
- iv. carry out any additional consultation required for the scheme;
- v. enter into construction contracts, as necessary, for the delivery of the scheme subject to the approval of the Capital Officer Group to the recommended procurement strategy;
- vi. approve any further decisions required to allow the scheme to proceed through to delivery to be taken by the Corporate Director of Growth, Environment and Transport under the Officer Scheme of Delegations following prior consultation with the cabinet member.

# 279. 20/00079 - Road Asset Renewal Contract 2021 (*Item 8*)

(Andrew Loosemore, Head of Highway Asset Management and Robert Clark, Contract and Commissioning Support Manager, were in attendance for this item)

- (1) Mr Payne (Cabinet Member for Highways and Transport) introduced the report which asked the cabinet committee to consider and endorse or make recommendations on a proposed decision to procure a new contract for road asset renewal services.
- (2) RESOLVED to endorse the proposed decision of the Cabinet Member for Highways and Transport to procure and to delegate authority to the Corporate Director for Growth, Environment and Transport to award and enter into appropriate contractual arrangements for the provision of road asset renewal services including any potential extension periods in accordance with the expectations set out in the report.

# 280. 20/00081 - Procurement and award of contract/s for Soft Landscape Urban Grass, Shrubs & Hedges (Item 9)

(Andrew Loosemore, Head of Highway Asset Management, Robert Clark, Contract and Commissioning Support Manager and Robin Hadley, Soft Landscape Asset Manager, were in attendance for this item)

(1) Mr Payne (Cabinet Member for Highways and Transport) introduced the report which asked the cabinet committee to consider and endorse or make recommendations on a proposed decision to procure, and to delegate authority to the Corporate Director for Growth, Environment and Transport to award and enter into appropriate contractual arrangements for the provision of urban grass, shrubs, hedges and rose bed maintenance services. In response to a question, Mr Jones said the proposed contract took the conversation about the environment into account, and engagement about wildlife reserves on the roadside was already underway with the Kent Wildlife Trust and residents. Miss Carey said it was important to acknowledge Mr Holden's role as chairman of the Plan Bee group and said the Highways team had sourced bus shelters which were both affordable and bee friendly.

(2) RESOLVED to endorse the proposed to decision of the Cabinet Member for Highways and Transport to procure and to delegate authority to the Corporate Director for Growth, Environment and Transport to award and enter into appropriate contractual arrangements for the provision of urban grass, shrubs, hedges and rose bed maintenance services including any potential extension periods in accordance with the proposals set out in the report.

# 281. 20/00082 - Ebbsfleet Development Corporation Funded Programme - Green Corridors Programme Phase 3 (Item 10)

Lee Burchill, Local Growth Fund Programme Manager and Christopher Seamark, Local Growth Fund Programme Manager, were in attendance for this item)

- (1) Mr Payne (Cabinet Member for Highways and Transport) introduced the report which asked the cabinet committee to consider and endorse or make recommendations on a proposed decision to accept a capital grant from the Ebbsfleet Development Company (EDC) and to take the Green Corridors Phase 3 Programme through the next stages of development and delivery. He said this scheme was fully funded EDC and that KCC had been asked to manage the scheme.
- (2) RESOLVED to endorse the proposed decision of the Cabinet Member for Highways and Transport to give approval for KCC to accept a capital grant from the EDC and to take the Green Corridors Phase 3 Programme through the next stages of development and delivery and specifically to give approval:
  - to enter into a funding agreement with EDC subject to the approval of the Corporate Director of Finance,
  - ii. for KCC to appoint a project manager to deliver the programme;
  - iii. to undertake the design and surveys for the project. This work will be undertaken by appointing a consultant through the KCC professional services framework contract:
  - iv. to progress all statutory approvals or consents required for the schemes, including transfer of land and rights;
  - v. to carry out any additional consultation required for the schemes;
  - vi. to enter into construction contracts as necessary for the delivery of the schemes:
  - vii. for any further decisions required to allow the schemes to proceed through to delivery to be taken by the Corporate Director of Growth, Environment and Transport under the Officer Scheme of Delegations following prior consultation with the Cabinet Member.

# 282. Winter Service Policy for 2020/21

(Item 11)

(Carol Valentine, Highway Manager and Andrew Loosemore, Head of Highway Asset Management were in attendance for this item)

- (1) Mr Payne, Cabinet Member for Highways and Transport, introduced the report which set out revisions to the winter service policy for 2020/21 and asked the cabinet committee to note the changes proposed.
- (2) Ms Valentine drew the cabinet committee's attention to paragraph 8 of the report which set out the additions proposed for inclusion in this year's policy. Members welcomed the use of technology to improve services and emphasised the value and impact of 'Navtrak' in-cab technology in reducing grit wastage and the length of journeys to grit roads. Attention was also drawn to the important role of shopkeepers, residents, and parish councils in keeping pavements free of ice and snow, and it was suggested that their contribution should be acknowledged in the Winter Service Policy. It was noted that, although no new salt bins would be provided, existing bins would be replenished, and damaged ones replaced. It was also suggested that communications about winter service should include an exhortation to residents to think about those who were less able and who might need some assistance. In response to comments, Mr Payne said that communication with residents and with farmers, who kept the rural roads clear, was key to the success of the policy. He also said that any disruption to the flow of traffic at Dover, arising from the ending of transition arrangements with the European Union, would be considered in planning and risk management.
- (3) Mr Payne undertook to respond to a request for reassurance that the link road (Lower Church Road, Eastchurch), which joins the A2500 and the HMP Swaleside Prison cluster, would be kept clear of snow and ice, particularly as the last snowfall had made the road unpassable resulting in traffic chaos in the surrounding area.
- (4) Resolved that the proposed changes to the Winter Service Policy for 2020/2 set out in paragraph 8.1 of the report be endorsed.

# 283. Kent Rail Strategy 2021

(Item 12)

(Stephanie Holt-Castle, Interim Director of Environment, Planning and Enforcement, and Stephen Gasche, Rail Project Manager, were in attendance for this item)

(1) Mr Payne (Cabinet Member for Highways and Transport) introduced the draft Kent Rail Strategy 2021 which set out Kent County Council's ambitions for the next South Eastern agreement and included a desire for a shift of passengers and freight from road to rail. He said the proposed strategy would replace the 2011 Rail Action Plan for Kent which had been developed to ensure the new South Eastern franchise scheduled to commence in April 2014 delivered a rail service that met the needs of Kent's residents, businesses and visitors. He also said it had informed KCC's response to the Department for Transport's (DfT) public consultation on the then proposed franchise and had been drawn on to respond to the call for evidence by the Williams review into the structure and organisation of the rail industry in the UK.

- (2) Mr Gasche said the proposed strategy set out KCC's strategic goals for rail transport over the next 10 years and that it would provide a plan that had been subjected to wide public consultation that could be drawn on to respond to any DfT consultations associated with the concession or contract for rail services in Kent.
- (3) In response to questions, Mr Gasche said the principle of High-Speed services to East Kent in 2009 had been predicated on the use of both the new High Speed 1 route and the existing mainline route. The fastest journey time from London St Pancras to Ramsgate was currently 70 minutes and the journey time from London St Pancras to the new Thanet Parkway station was estimated to be about 69 minutes which was a very good time for the length of the journey. He also said that, while Thanet Parkway and other stations would be designed to encourage easy interchange with other sustainable transport, any decision about the provision of a bus service rested with commercial bus operators.
- (4) Mr Gasche said that section 11 of the proposed rail strategy, which referred to international rail service, would be re-drafted in the light of recent announcements from Eurostar about the temporary suspension of services at Ebbsfleet and Ashford until 2022. He said the Leader of KCC, the Leader of Ashford Borough Council and the chief executive of the South East Local Economic Partnership had met with the chairman of Eurostar who had given assurance that the service would be re-instated when the commercial conditions were right. He also said that the strategy could be amended to include reference to the need for charging points for electric cars at railway station carparks.
- (5) In response to further questions, Mr Gasche said a case had previously been made to the DfT for a direct rail service from Ashford to Gatwick Airport via Tonbridge, however, there was little appetite for it at that time. Such a service might become viable in the future and had been included in the proposed strategy on that basis. He also said the cost of upgrading freight lines to facilitate passenger traffic was prohibitively expensive and it was, therefore, unlikely that a passenger service could be instigated on the Lydd branch line without significant funding from a developer.
- (6) In response to comments that the strategy contained both vision and common sense, Mr Gasche said the strategy anticipated a post-Covid world and assumed that people would return to using the railway. He also said it was important that the strategy maximised the freedom of the train operating companies as this would drive innovation, including flexible ticketing and bring the benefits of improved High Speed and Metro travel to Kent. He welcomed the suggestion that the proposed strategy be amended to include reference to the need for electric cars charging points at railway station carparks. He also referred to Rail for Folkestone and said it was a good example of effective campaigning to change the Government's policy and resulted in getting a High-Speed service from London to Folkestone.

- (7) Mr Gasche said the proposed Thameslink service from Maidstone had been delayed several times despite assurance from the relevant government minister, however, the latest understanding was that there would be a service from Maidstone to the City at least as far as Blackfriars. There were concerns about the capacity to run more trains through the central operating core between St Pancras and Blackfriars. He also confirmed that it was capacity in this core rather than the signalling infrastructure at St Mary Cray or the Catford Loop which influenced the number of Thameslink services able to operate through the central core referred to in table 10 of the strategy. He also undertook to find out whether freight wagons originating elsewhere in Europe were transferred directly onto High Speed 1 or whether they were re-loaded onto national gauge wagons at the Barking terminal.
- Members commented on the need to make the time taken to complete (8) journeys by train comparable with car journey times and on the poor connectivity between the north and south of the county. The inclusion of a reference to the need to strengthen the High-Speed fleet serving North and East Kent to meet the ever-increasing demand was welcomed. The need to improve services between Dover Priory and St Pancras, and for improved parking at Dover was emphasised, and it was suggested that the proposed strategy be amended to include the wording 'KCC supports the ongoing efforts of Dover District Council in securing a journey time between St Pancras and Dover Priory of under 60 minutes and their efforts with Network Rail to increase car parking capacity at Dover Priory'. This was agreed by the cabinet committee. Mr Gasche also referred to: the discussion underway with the High Speed 1 operator about a proposal for a crossover on Dollands Moore which would shorten journey times from Dover and Folkestone to St Pancras; and proposals to develop Westenhanger station to support the new garden town at Otterpool Park.
- (9) RESOLVED to endorse the draft Kent Rail Strategy 2021, and t the proposals set out in the strategy's summary of recommended actions for public consultation in Autumn 2020 subject to updating the section on Eurostar services to reflect the current situation at Kent stations, the inclusion of a reference to the need for charging points for electric cars at railway station car parks and the addition of the words 'KCC supports the ongoing efforts of Dover District Council in securing a journey time between St Pancras and Dover Priory of under 60 minutes and their efforts with Network Rail to increase car parking capacity at Dover Priory'.

Mr Lewis requested that his abstention from voting on this item be recorded in the minutes.

# 284. Decisions taken between Cabinet Committee meetings (Item 13)

- (1) Mr Payne introduced the report which provided a summary of the decisions taken or in progress by the Cabinet Member for Environment and the Cabinet Member for Highways and Transport.
- (2) RESOLVED that the report be noted.

#### 285. Performance Dashboard

(Item 14)

(Rachel Kennard, Chief Analyst, Strategic Commissioning Analytics, David Beaver, Head of Network Management and Performance and Deborah Kapaj, Sustainable Estates Programme Manager were in attendance for this item)

- (1) Ms Kennard introduced the report which set out progress made against targets set for Key Performance Indicators (KPIs) up to June 2020. She said: twelve of the eighteen KPIs achieved target and were RAG rated green; five were below target but had achieved the floor standard and were RAG rated amber; and one was below target and RAG rated red.
- (2) RESOLVED that the report be noted.

# 286. 2019/20 Equality and Diversity Review of Growth, Environment and Transport Directorate

(Item 15)

(Stephanie Holt-Castle, Interim Director of Environment, Planning and Enforcement, Sarah Bedingfield Service Manager - Innovation, Digital and Libraries, were in attendance for this item)

- (1) Miss Carey (Cabinet Member for the Environment) said she had contributed to the drafting of the report to make it more readable. Miss Bedingfield said that equality and diversity was embedded in the directorate's customer focus and responded to needs based on data relating to ten protected characteristics specified in the Equality Duty of 2010 and the six domains identified by the Equality and Human Rights Commission.
- (2) In response to a question about the accessibility of buses, she said that all Highways and Transport division's schemes were subjected to screening for equality issues and issues relating to accessibility were considered at strategic, procurement and operational levels.
- (3) RESOLVED that the current performance be noted and that a report be received annually to comply with the Public Sector Equality Duty 2010.

# 287. Risk Management: Growth, Environment and Transport Directorate (Item 16)

(Barbara Cooper, Corporate Director, Growth, Environment and Transport Mark Scrivener, Corporate Risk Manager and Jody Caterall, Risk Manager were in attendance for this item)

(1) Mr Payne (Cabinet Member for Highways and Transport) introduced the paper which presented the three strategic risks identified on the corporate risk register relating to the Environment and Transport Cabinet Committee, and for which the Corporate Director of Growth, Environment and Transport was the designated 'Risk Owner' on behalf of the Corporate Management Team; plus a summary of key risks from within the directorate.

- (2) Miss Carey (Cabinet Member for the Environment) referred to Risk GT0008-Ash Dieback. Destruction of the ash species and associated costs to KCC and the impact of Ash Dieback on trees within the county. She said that KCC, in collaboration with other councils, had successfully bid for £2.25million government funding to deal with the matter.
- (3) RESOLVED that the report be noted.

# 288. 20/00080 - KCC Environment Policy revision (Item 17)

(Stephanie Holt-Castle, Interim Director of Environment, Planning and Enforcement, and Deborah Kapaj , Sustainable Estates Programme Manager, were in attendance for this item)

- (1) Miss Carey (Cabinet Member for the Environment) introduced the report which asked the cabinet committee to consider and endorse or make recommendations on a proposed decision to revise the Council's Environment Policy.
- (2) Miss Kapaj said the purpose of the policy was to make a clear public commitment to implementing a programme of environmental improvement which included: reducing the environmental impact of the Council's operations and services; considering climate risk when planning services and taking decisions; as well as working with partners, businesses and communities to address Kent's environmental issues and priorities. She said much had changed since 2017, when the current Environment Policy had been adopted, and that having an Environmental Policy was required for successful assessment against the ISO14001 International Standard for Environmental Management.
- (3) Members said the fact that KCC had been recognised nationally as a front runner in environmental matters should be celebrated. Members also reflected on the change in public attitudes and media coverage since the adoption of the 2017 Environment Policy and welcomed efforts to minimise waste from the authority's own estate. In response to a question, Miss Kapaj said that Kent's country parks were using compostable packaging; Skanska had started using dissolvable tablets supplied in cardboard boxes instead of cleaning fluids in plastic containers, and further work was underway to further reduce the use of single use plastics.
- (4) Resolved to endorse the proposed decision of the Cabinet Member for the Environment to:
  - (a) approve the revised Policy for adoption and implementation through the ISO14001 Environmental Management Standard framework; and
  - (b) delegate authority to the Corporate Director for Growth, Environment and Transport to take relevant actions, including but not limited to entering into contracts or other legal agreements, as necessary to implement this decision.

# 289. 20/00078 - Kent County Council approach to Net Zero (Item 18)

(Stephanie Holt-Castle, Interim Director of Environment, Planning and Enforcement, Deborah Kapaj, Sustainable Estates Programme Manager, and Christine Wissink, Head of Sustainable Business and Communities, were in attendance for this item)

- (1) Miss Carey (Cabinet Member for the Environment) introduced the report which asked the cabinet committee to consider and endorse, or make recommendations on a proposed decision to accelerate the net-zero emissions target to be achieved by Kent County Council by 2030 for its own estate and operations (excluding schools) and those of its traded companies; and to note the funding required to achieve this target. She said that KCC was a front runner nationally in developing an evidence-based, data driven, adaptable approach to net zero and it was significant that targets were based on empirical data from a range of technologies and energy programmes including LED street lighting and solar energy schemes. She further said that the authority would actively seek opportunities arising from innovation and new technology to achieve the emissions reduction targets.
- (2) Miss Wissink drew the cabinet committee's attention to the information set out in paragraphs 1.2, 1.3, 1.4, 2.2 and 2.3 of the report. Members welcomed the recognition that KCC had received nationally for innovation in this area.
- (3) In response to questions and comments, Miss Carey and the officers provided the following information.
  - A case study on the approach and some of the methodology used by Laser Energy to model scenarios to achieve net zero was being developed and would be made available on the Kent Environment Hub which would be on KCC's website.
  - Information and data for the modelling came from services across KCC.
  - It was intended to extend the data and expand the baseline to include outsourced services and the initial focus would be on waste and recycling services.
  - Monitoring KCC's impact on the environment was not new but it had been given a greater emphasis recently.
  - The UK government required the country to achieve net zero by 2050, however the report and indicative expenditure referred only to the achievement of a target of net zero by 2030 for KCC's own estate (excluding schools) and services and did not seek to cover how Kent and Medway would achieve the Government's target.
- (4) The cabinet committee welcomed the report; however, Miss Carey urged members not to under-estimate the scale of the task and commended the Environment team for their work and, in particular, for their success bidding

for grants for projects that contributed to the achievement of the challenging targets.

### (5) RESOLVED that:

- (a) the proposed decision to accelerate the net-zero emissions target to be achieved by Kent County Council by 2030 for its own estate and operations (excluding schools) and those of its traded companies be endorsed; and
- (b) the indicative level of funding that will need to be secured to achieve this target be noted.

# 290. 20/00088 - Waste Performance Payments for Dover District Council & Folkestone and Hythe District Council (Item 19)

(David Beaver, Head of Waste Management and Business Services was in attendance for this item)

- (1) Miss Carey (Cabinet Member for the Environment) introduced the report which asked the cabinet committee to consider and endorse, or make recommendations on a proposed decision to enter into an inter-authority agreement with Dover District Council and Folkestone and Hythe District Council to make performance payments to increase levels of recycling and reduce disposal costs for KCC. She praised the two district councils for their efforts and success in increasing their recycling rates and for continuing to take on additional subscriptions for garden waste collection during the lockdown period.
- (2) In response to questions, Miss Carey said KCC would like to enter into similar agreements with other district, borough, and city councils, but that this could only be rolled out when existing contracts between local councils and waste contractors were due for renewal. She also said that less than 1% of Kent's waste went to landfill, 50% was recycled and the balance was converted to energy. A significant proportion of the 1% that went to landfill was asbestos which was subject to stringent deep landfill requirements. In response to a further question she said the opportunities for moving recyclate by boat could be considered. It was, however, also suggested that the tidal conditions at Folkestone Harbour, and the fact it was no longer registered as port, meant that it could not accept vessels.
- (3) Mr Beaver said discussions about the financial and environmental advantages of similar agreements were already underway with other local councils. He also said there was a risk that increased recycling rates might have an impact on the amount of material sent to Allington for conversion to energy; however, it might be possible to re-negotiate some contracts with partners to mitigate the risk of incurring penalties by not reaching the target of sending a minimum of 310,000 tonnes annually.
- (4) RESOLVED that the proposed decision of the Cabinet Member for the Environment to approve KCC entering into an inter authority agreement with Dover District Council and Folkestone and Hythe District Council to make

performance payments to increase levels of recycling and reduce disposal costs for KCC be endorsed.

# 291. 20/00090 - Approval to Commission and Award a New Contractual Arrangement for the Collection and Processing of Textiles and Shoes - (SS19066)

(Item 20)

(David Beaver, Head of Waste Management and Business Services was in attendance for this item)

- (1) Miss Carey (Cabinet Member for the Environment) introduced the report which asked the cabinet committee to consider and endorse or make recommendations on a proposed decision to enter into a new contractual arrangement for the collection and processing of textiles and shoes disposed of at Kent's household waste recycling centres (HWRCs). She said the commodity market for textiles had collapsed and the authority had a choice, which was reflected in the cost of the contract, to take a risk that the market would recover, or pay for certainty. She was proposing to take a risk in anticipation that the market would recover. Mr Beaver said figures published in September indicated that textiles were now fetching £40 per tonne and that the market was beginning to recover.
- (2) RESOLVED that the proposed decision of the Cabinet Member for the Environment to delegate authority to the Director of Highways, Transportation and Waste to enter into a new four-year contractual arrangement (with a one-year extension) for the collection and processing of textiles and shoes collected at the HWRCs across the county to cover KCC's requirement as the waste disposal authority be endorsed.

# 292. 20/00091 - Approval to Commission and Award a Contract for the Provision of Waste Compactors

(Item 21)

(David Beaver, Head of Waste Management and Business Services was in attendance for this item)

- (1) Miss Carey (Cabinet Member for the Environment) introduced the report which asked the cabinet committee to consider and endorse, or make recommendations on a proposed decision to give authority to the Corporate Director for Growth, Environment and Transport to approve expenditure for the replacement of waste compactors, with a service and maintenance contract, at Kent's household waste recycling centres (HWRCs). She said the current compactors were old and many were beyond economic repair. A programme had begun to replace the compactors where failure was imminent; however, a commissioning exercise alongside a repairs and maintenance schedule was required to ensure their continued operation.
- (2) In response to a question, Mr Beaver said different waste streams were compacted separately and were, typically, condensed by 70% which allowed more waste to be brought into the HWRCs by householders and resulted in a financially efficient and cost-effective onward haulage solution. He also said most of the waste produced in Kent was re-processed in Kent with only

small amounts being processed outside the county, and that the obsolete compactors would be recycled.

(3) RESOLVED that the proposed decision to be taken by the Cabinet Member for the Environment to give authority to the Corporate Director for Growth, Environment and Transport to approve expenditure for the replacement of waste compactors, with a service and maintenance contract at Kent's household waste recycling centres be endorsed.

# 293. Waste Management - Requests for Developer Contribution Funding (Item 22)

(Hannah Allard, Waste Business Development Manager and Charlotte Beck, Senior Environmental Compliance Officer were in attendance for this item)

- (1) Miss Carey (Cabinet Member for Environment) introduced the report which provided an update on the actions taken to develop the 'Case for Waste' document, and, in particular, on the early engagement with the district and borough councils for inclusion in the 'Developer Contribution Guide' consultation to be undertaken by KCC's Economic Development team in the coming months. She said waste management was an essential part of the infrastructure required to support the population growth forecast for Kent.
- (2) RESOLVED that the actions being undertaken to develop the 'Case for Waste' and the approach to engagement with the district and borough councils be endorsed.

# 294. Review of the Kent Downs Area of Outstanding Natural Beauty (AONB) Management Plan - proposed consultation response (Item 23)

(Stephanie Holt-Castle, Interim Director of Environment, Planning and Enforcement, and Sarah Platts, Strategic Planning and Infrastructure Manager, were in attendance for this item)

- (1) Miss Carey (Cabinet Member for the Environment) introduced the report which set out the context and details of the Kent Downs Area of Outstanding Natural Beauty (AONB) draft Management Plan 2020-2025 and the draft KCC response to the consultation. It also asked the cabinet committee to consider and endorse or make recommendations on the proposed response to the Kent Downs AONB draft Management Plan consultation. Miss Carey said that the recent lockdown had emphasised the value of the countryside and drew attention to supplementary report which had been published.
- (2) In response to a question about the possibility of extending the boundary of the AONB to include an area near Maidstone, Miss Platts said that the process for reviewing the boundary was separate from the consultation response considered in the report, however, the issue could be explored with Maidstone Borough Council.
- (3) RESOLVED that proposed Kent County Council response to the Kent Downs AONB draft Management Plan consultation be endorsed

# 295. Work Programme 2020 -2021

(Item. 24)

- (1) The report asked the cabinet committee to agree its work programme for 2020/21. Miss Carey suggested that a report on the authority's pollinator plan be included in the work programme.
- (2) RESOLVED that the work programme for 2020-21 be agreed subject to the inclusion of a report on the authority's pollination plan.

From: Michael Payne, Cabinet Member for Highways and Transport

Susan Carey, Cabinet Member for Environment

Barbara Cooper, Corporate Director for Growth, Environment and

Transport

To: Environment & Transport Cabinet Committee – 12 November 2020

Subject: Performance Dashboard

Classification: Unrestricted

## Summary:

The Environment and Transport Cabinet Committee Performance Dashboard shows progress made against targets set for Key Performance Indicators (KPIs). The latest Dashboard includes data up to September 2020.

Fourteen of the eighteen KPIs achieved target and are RAG rated Green. One KPI was below target but did achieve the floor standard and is RAG rated Amber. Three KPIs did not achieve floor standard and are RAG rated Red.

### Recommendation(s):

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

#### 1. Introduction

1.1. Part of the role of Cabinet Committees is to review the performance of the functions of the Council that fall within the remit of the Committee. To support this role, Performance Dashboards are regularly reported to each Cabinet Committee throughout the year, and this is the second report for the 2020/21 financial year.

### 2. Performance Dashboard

- 2.1. The Dashboard provides a progress report on performance against target for the Key Performance Indicators (KPIs) for 2020/21. These KPIs, activity indicators and targets came before the Cabinet Committee for comment in July 2020. The current Environment and Transport Cabinet Committee Performance Dashboard is attached at Appendix 1.
- 2.2. The current Dashboard provides results up to the end of September 2020, except EPE14 which is reported a quarter in arrears and WM04 which is an annual indicator.
- 2.3. KPIs 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.
- 2.4. Four out of the five KPIs in Highways & Transportation achieved or exceeded target and were RAG rated Green. Streetlights, illuminated signs and bollards repaired in 28 calendar days dropped below floor standard in August. This was due to a

technical issue where some lights stopped communicating with the management system. These communication issues are being addressed and work is returning to normal. Public enquiries regarding faults for the latest month are now close to expected levels at this time of year but are still down for the year overall due to a reduction during the earlier stages of Coronavirus.

- 2.5. Three of the five Waste Management indicators met or exceeded target. Municipal waste recycled and composted, and waste recycled or composted at Household Waste Recycling Centres (HWRCs) did not meet the floor standards. Waste volumes remain below expected levels following the closure and subsequent reduced attendance at HWRCs which is now around 60% of normal levels.
- 2.6. For digital take-up, six indicators achieved target and were RAG rated Green, Highways maintenance enquiries completed online was below target but achieved the floor standard and was RAG rated Amber. Highways maintenance enquiries made online are expected to increase during the winter period, as more routine enquires regarding street lighting, potholes and blocked drains are made.
- 2.7. For Environment, Planning and Enforcement, KCC's Greenhouse Gas emissions decreased, partly due to the impact of Coronavirus on staff travel and building use. This indicator is now achieving target.

### 3. Recommendation(s):

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

### 4. Contact details

Report Author: Rachel Kennard

Chief Analyst

Strategic Commissioning – Performance & Analytics

03000 414527

Rachel.Kennard@kent.gov.uk

Relevant Director: Barbara Cooper

Corporate Director, Growth, Environment and Transport

03000 415981

Barbara.Cooper@kent.gov.uk

**Environment and Transport Performance Dashboard** 

Financial Year 2020/21

Results up to September 2020

**Produced by Strategic Commissioning – Performance & Analytics** 

**Publication Date: November 2020** 



### **Guidance Notes**

Data is provided with monthly frequency except for Waste Management and Greenhouse Gases where indicators are reported with quarterly frequency and based on rolling 12-month figures, to remove seasonality.

### **RAG RATINGS**

GREEN	Target has been achieved			
AMBER	Floor Standard* achieved but Target has not been met			
RED	Floor Standard* has not been achieved			

\*Floor Standards are the minimum performance expected and if not achieved must result in management action

# **Activity Indicators**

Activity Indicators representing demand levels are also included in the report. They are not given a RAG rating. 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 **Above** or **Below**.

# **Key Performance Indicators Summary**

Highways and Transportation	Monthly RAG	YTD RAG
HT01 : Potholes repaired in 28 calendar days (routine works not programmed)	GREEN	GREEN
HT02 : Faults reported by the public completed in 28 calendar days	GREEN	GREEN
HT04 : Customer satisfaction with service delivery (100 Call Back)	GREEN	GREEN
HT08 : Emergency incidents attended to within 2 hours	GREEN	GREEN
HT12 : Streetlights, illuminated signs and bollards repaired in 28 calendar	RED	AMBER

Waste Management (Rolling 12 months)	RAG
WM01 : Municipal waste recycled and composted	RED
WM02 : Municipal waste converted to energy	GREEN
WM01 + WM02 : Municipal waste diverted from landfill	GREEN
WM03: Waste recycled and composted at HWRCs	RED
WM04 : Percentage of customers satisfied with HWRC services	GREEN

Digital Take up	YTD RAG
DT01 : Percentage of public enquiries for Highways Maintenance completed online	AMBER
DT03 : Percentage of concessionary bus pass applications completed online	GREEN
DT04 : Percentage of speed awareness courses booking completed online	GREEN
DT05 : Percentage of HWRC voucher applications completed online	GREEN
DT06 : Percentage of Highway Licence applications completed online	GREEN
DT15 : Percentage of KCC travel Saver applications completed online	GREEN
DT16 : Percentage of 16+ Travel Saver applications completed online	GREEN

Environment, Planning and Enforcement	RAG
EPE14 : Greenhouse Gas emissions from KCC estate (excluding schools)	GREEN

Service Area	Director	Cabinet Member
Highways & Transportation	Simon Jones	Michael Payne

# **Key Performance Indicators**

Ref	Indicator description	May	June	Jul	Aug	Sep	Month RAG	YTD	YTD RAG	Targe t	Floo r
HT01	Potholes repaired in 28 calendar days (routine works not programmed)	98%	99%	92%	96%	97%	GREE N	97%	GREEN	90%	80%
HT02	Faults reported by the public completed in 28 calendar days	96%	96%	93%	93%	92%	GREE N	94%	GREEN	90%	80%
HT04	Customer satisfaction with service delivery (100 Call Back)	*	93%	99%	97%	*	GREE N	96%	GREEN	85%	70%
HT08	Emergency incidents attended to within 2 hours	100%	99%	95%	98%	99%	GREE N	98%	GREEN	98%	95%
HT12	Streetlights, illuminated signs and bollards repaired in 28 calendar days	94%	93%	88%	64%	**	RED	84%	AMBER	90%	80%

<sup>\*</sup> No surveys due to prioritisation of other work by the contact centre

Performance for indicator HT12 was affected by a technical issue where some lights, although still operating had stopped communicating with the Central Management System resulting in a higher number of jobs being created. The issue has been addressed and work is returning to normal.

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<sup>\*\*</sup> Not yet available

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Service Area	Director	Cabinet Member
Highways & Transportation	Simon Jones	Michael Payne

# **Activity Indicators**

Ref	Indicator description	Мау	June	Jul	Aug	Sep	YTD	In expected range?	Expected Range	
	indicator description								Upper	Lower
HT01b	Potholes repaired (as routine works and not programmed)	1,176	946	570	732	774	6,051	Yes	6,900	4,500
HT02b	Routine faults reported by the public completed	2,004	2,772	3,706	3,445	3,533	20,577	Below	28,300	22,300
HT06	Number of new enquiries requiring further action (total new faults)	4,201	5,816	6,090	6,283	6,818	32,148	Below	53,000	42,000
HT07	Work in Progress (enquiries waiting for action) - end of month snapshot	4,903	5,249	5,481	5,792	5,618	n/a	Below	6,900	5,900

HT02b – There was a reduction in customer reporting of routine faults during the early stage of Coronavirus, but this has picked up as more residents are using the network

HT06 – Similarly the overall number of enquiries raised for action saw a reduction during the early stage of Coronavirus. This is also beginning to pick up.

HT07 – As a result of lower demand earlier in the year staff have been able to keep on top of the overall number of open enquiries. As the winter period begins and it gets darker earlier, there is likely to be more enquires around streetlighting, as well as drainage and potholes, but currently overall work in progress remains below normal season levels.

Service Area	Director	Cabinet Members		
Waste Management	Simon Jones	Susan Carey		

# **Key Performance Indicators (Rolling 12 months)**

Ref	Indicator description	Sep 19	Dec 19	Mar 20	Jun 20	Sep 20	RAG	Target	Floor
WM01	Municipal waste* recycled and composted	47%	47%	46%	44%	44%	RED	50%	45%
WM02	Municipal waste* converted to energy	51%	51%	52%	54%	55%	GREEN	49%	44%
01+02	Municipal waste diverted from landfill	98%	98%	99%	99%	99%	GREEN	99%	95%
WM03	Waste recycled and composted at Household Waste Recycling Centres (HWRCs)	67.0%	65.6%	64.8%	61.2%	59.4%	RED	65%	60%
WM04	Percentage of customers satisfied with HWRC services (Annual Indicator)	n/a	n/a	98%	n/a	n/a	GREEN	96%	85%

<sup>\*</sup> This is waste collected by Districts, and by KCC via HWRCs.

WM01 – There has been a significant decrease in composted waste over the last quarter compared to the same period last year, and at the same time, residual waste has increased with a smaller increase for recyclable material. The decrease in composted waste is most likely explained by the hot, dry weather through August, following a hot, dry spring. Additionally, Canterbury City Council introduced a charge for garden waste collection services which had an impact on that district's composting volume. All Districts have seen a decline in recycling rates, when compared with the same period last year, with the lowest performer dropping from 24.1% to 21.6% and the highest 51.0% to 46.8%.

WM02 – The consequence of a higher proportion of waste being residual waste, is a greater percentage being converted to energy to avoid this waste ending up in landfill.

WM03 – Residents are paying fewer visits to the HWRCs. In August, 69% of available booking slots were utilised. When compared with the same period last year, HWRCs are receiving around 60% of normal volumes. As with kerbside, there has been a sharp reduction in garden waste being deposited at the HWRCs which has affected the recycling rates.

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Service Area	Director	Cabinet Members		
Waste Management	Simon Jones	Susan Carey		

# **Activity Indicators (Rolling 12 months)**

Dof	Indicator description	Son 10	Dec 10	Mar 20	Jun 20 Se	Son 20	In	<b>Expected Range</b>	
Ref	Indicator description	Sep 19	Dec 19	Iviai 20	Jun 20	Sep 20	expected range?	Upper	Lower
WM05	Waste tonnage collected by District Councils	537,064	538,758	541,645	557,835	566,548	Above	550,000	530,000
WM06	Waste tonnage collected at HWRCs	159,725	151,409	142,931	101,163	87,034	Below	160,000	140,000
05+06	Total waste tonnage collected	696,789	690,167	684,576	658,998	653,582	Below	710,000	670,000
WM07	Waste tonnage converted to energy at Allington Waste to Energy Plant	316,221	315,839	324,626	327,955	329,507	Yes	340,000	280,000

WM05 – Volumes of all kerbside waste have increased as people continue to spend more time at home and will include some diverted from HWRCs during the period they were closed.

WM06 – Reductions in the volume of non-household waste collected at HWRCs are largely due to the shutdown of sites between April and mid-May due to Coronavirus. After reopening, volumes have returned to around 60% of normal levels.

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Service Area	Director	Cabinet Member
Highways, Transportation and Waste	Simon Jones	Michael Payne

# **Digital Take-up indicators**

Ref	Indicator description	Apr	Мау	June	Jul	Aug	Year to Date	YTD RAG	Targe t	Floor
DT01	Percentage of public enquiries for Highways Maintenance completed online	58%	57%	52%	51%	52%	53%	AMBE R	55%	45%
DT03	Percentage of concessionary bus pass applications completed online	68%	69%	75%	65%	91%	73%	GREE N	45%	30%
DT04	Percentage of speed awareness courses bookings completed online	*	81%	87%	83%	84%	84%	GREE N	80%	65%
DT05	Percentage of HWRC voucher applications completed online	100%	100%	100%	99%	97%	99%	GREE N	95%	85%
DT06	Percentage of Highway Licence applications completed online	97%	75%	87%	94%	98%	90%	GREE N	90%	75%
DT15	Percentage of KCC Travel Saver applications completed online (Rolling 12	73%	73%	70%	81%	92%	N/a	GREE N	80%	60%
DT16	Percentage of 16+ Travel Saver applications completed online (Rolling 12 months)	80%	80%	79%	81%	92%	N/a	GREE N	80%	60%

<sup>\*</sup> Courses were not offered during April due to Coronavirus, with a transition to online courses from May onwards.

DT01 – Over 3,500 enquires are now being logged by customers each month using the on-line fault reporting tool. A call back survey of 100 customers is undertaken each month which provides very positive feedback. An online share of over 50% compares well against other county councils based on benchmarking feedback, although other systems are being explored that could increase this percentage further. Routine faults such as potholes, streetlights and blocked drains do tend to be reported online, and these will increase as we enter the winter period, so the overall percentage completed online will increase too. The service continues to seek the

# Appendix 1

right balance between customers able to log routine faults quickly and easily on the website but also giving the option to call if they need to explain their concerns in more detail.

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Division	Director	Cabinet Member
<b>Environment, Planning and Enforcement</b>	Stephanie Holt-Castle	Susan Carey

# **Key Performance Indicator** (reported quarterly in arrears)

Ref	Indicator description	Jun 19	Sep 19	Dec 19	Mar 20	Jun 20	RAG	Target	Floor
EPE14	Greenhouse Gas emissions from KCC estate (excluding schools) in tonnes	30,052	30,658	30,267	29,926	28,152	GREEN	29,000	30,500

The first quarter of 2020-21 has seen a reduction in emissions, most significantly from reduced staff travel and closure of many buildings due to Covid 19. We have also modelled BAU (Business As Usual) to estimate if the target would have been met without the impact of Covid 19 on building use and staff travel. Reviewing past trends to calculate the likely BAU position at June indicates that this quarter emissions were likely to have been slightly above the targeted level, with the following quarter likely to meet or exceed the target. This review also gives confidence that by March 2021 the stretch target would be achieved or slightly exceeded even without the Covid 19 effect.

From: Mike Whiting, Cabinet Member for Economic Development

Barbara Cooper, Corporate Director for Growth, Environment &

Transport

To: Environment & Transport Cabinet Committee – 12 November

Subject: **Design in Kent's Built Environment** 

Classification: Unrestricted

**Electoral divisions:** All

Past Pathway of Paper: N/A

Future Pathway of Paper: Growth, Economic Development and Communities

Cabinet Committee (GEDCCC) – 17 November 2020

**Summary:** This paper updates Cabinet Committee on activity to raise the quality of design in Kent's built environment. The paper also addresses how this activity responds to the Government's proposed planning reforms in relation to design.

#### Recommendation:

The Cabinet Committee is asked to endorse the current approach and timetable to raising the quality of design in Kent's built environment.

### 1. Introduction

- 1.1 The current Kent Design Guide was published in 2005, and has been used by developers, architects, Local Planning Authorities, and other construction sector professionals to assist the development process. It is a printed document, which now requires updating to reflect changes in planning and design standards.
- 1.2 A refreshed Kent Design Guide in digital format is in development. It will take account of the increased emphasis on design and beauty in the proposed planning reforms outlined in "Planning for the Future" White Paper1. It is worth noting, however, that the White Paper 'suggests', but currently lacks significant detail on how local determination of design codes would work in practice or how local communities will be meaningfully engaged.
- 1.3 The refreshed guide aims to ensure there is a County level framework for design quality in building development. This framework directly follows the ten characteristics of well-designed places outlined in the National Design Guide published by MHCLG.

### 2. "Planning for the Future" White Paper

2.1 KCC has responded to the proposed planning reforms outlined in the "Planning for the Future" White Paper, and draws attention to three key themes that feature consistently in its response that are all vital components

<sup>&</sup>lt;sup>1</sup> Planning for the Future" White Paper; MHCLG August 2020

to get right in any major overhaul of the planning system:

- 1. Taking an Infrastructure First approach to growth
- 2. Working to a Net Zero carbon emissions future, and
- 3. Empowering local communities
- 2.2 The proposed reforms include a substantial emphasis on design in the built environment, but with more focus on 'beauty' and aesthetics than placemaking, and with what also appears to be a reduction in opportunities for the local community to engage in the planning process. These concerns have been raised by KCC in its response.
- 2.3 There are three pillars to the "Planning for the Future" White Paper. Whilst the focus of design is primarily set out in Pillar Two, implications of the design reforms are inherent in all three of the pillars, as follows:

# <u>Pillar One (Planning for Development)</u>

The White Paper's proposals include simplifying land use plans by way of land categorisation into three broad groups: 'Growth' areas for substantial development; 'Renewal' areas suitable for development; and 'Protected' areas. The use of design codes is proposed as an integral part of this reform.

## Pillar Two (Planning for Beautiful and Sustainable Places)

The White Paper promotes a focus on "beauty" in planning and growth, with a proposal to fast track applications that meet high quality design standards.

### <u>Pillar Three (Planning for Infrastructure and Connected Places)</u>

Complete reform of the current developer contribution mechanisms is proposed, with mandatory nationally set rates as part of an infrastructure levy.

2.4 The Government's ambitions set out in these planning reforms are to "bring a new focus on design and sustainability." However, these ambitions are quite high-level and currently lack detail, so it is not clear how they would work in practice. KCC recently outlined key elements of the proposed reforms to Cabinet on 12<sup>th</sup> October<sup>2</sup> before responding formally to the White Paper.

### 3. Pillar Two – "Planning for beautiful and sustainable places"

- 3.1 Pillar two of the White Paper outlines how the planning system will be used to "actively encourage sustainable, beautiful, safe and useful development".
- 3.2 The introduction of the notion of "beauty" in the planning system follows conclusions drawn by the Building Better, Building Beautiful Commission3 published at the start of this year. One significant challenge this pillar presents is how to define what constitutes beauty and how to engage local communities in this effort. High quality design is much more than aesthetics: 'placemaking' must be the focus because it is inclusive of everything that makes a well-designed place.

<sup>3</sup> "Building Better, Building Beautiful Commission" January 2020

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<sup>&</sup>lt;sup>2</sup> Cabinet Paper 12<sup>th</sup> October 2020 - "Planning for the Future" White Paper

- 3.3 The Ministry for Housing, Communities and Local Government (MHCLG) has published the National Design Guide in October 2019. A National Model Design Code to supplement this Guide is expected later this Autumn.
- 3.4 Whilst KCC has supported in principle the focus on design in the White Paper, we have raised a range of questions on how this will work in practice

### 4. Kent Design Guide

- 4.1 KCC organised two workshops in 2018 with a range of partners involved in planning and building. The workshops considered the question of how the county's public and private sector could deliver higher design quality more consistently, particularly in housing development.
- 4.2 Collectively, local authorities, developers, housebuilders, agents, consultants, and statutory consultees concluded that there are several ways to achieve meaningful design guidance for Kent's built environment. Four specific suggestions were made:
  - (i) Define clear, consistent expectations for design quality to set a benchmark for the county and a kitemark for new developments.
  - (ii) Develop county wide design guidance.
  - (iii) Planning authorities should proactively promote the design guide's principles.
  - (iv) Engage the public.
- 4.3 The revised Kent Design Guide seeks to address the first and second of these suggestions. Feedback from the workshops, whose attendees included developers, architects, Local Planning Authority and highways infrastructure officers, and County and District Members, emphasised that a county wide design guide was only part of the solution to raising design quality. Other tools were also required such as design review panels and local design codes. It was acknowledged any new design guidance should focus on the technical aspects of design and be less concerned with the vernacular of design across different sub-regions of Kent, which should remain a matter for determination at a local level. The new guide responds directly to this feedback, ensuring it is fit for purpose without extraneous content that is better articulated at a more local level. The new guide's primary audience is developers, architects, planners, and highways infrastructure engineers, but it should also be a resource for all those with an interest in the design of the built environment.
- 4.4 The Kent Design Guide is also relevant to many aspects of Kent County Council's own activities. For example, it will be important for design quality to be considered in the Council's own schemes. The Guide should also consider preventative health measures that can be designed into new developments to respond to the public health agenda such as tackling obesity as well as possible future pandemics. The revised guide also aims to incorporate the ambitions of the Kent Environment Strategy and the Kent Energy and Low Emissions Strategy.

- 4.5 This approach ensures there is a County level framework for quality that is built on the ten characteristics of well-designed places outlined in the National Design Guide published by MHCLG: the National Guide allows for local determination of design codes with involvement from the community.
- 4.6 Kent's revised guide complements guidance with local case studies that illustrate design good practice in Kent. For example, the characteristic "Movement and Connectivity" includes Kent's revised parking standards.
- 4.7 At a high level only, the table below summarises how the refreshed Kent Guide can address the Government's current design proposals within Pillar Two.

Planning Proposal	Kent Design Guide
Set clear expectations for the form	Use website to set out visual expectations
of development which we expect to see in different locations.	Use case studies from across Kent to illustrate how standards can be achieved Link directly to National Design Guide and any subsequent codes to ensure consistency across 10 key characteristics: Context Public spaces Identity Uses Built form Homes and buildings Movement Resources Nature Lifespan
A fast-track for beauty Where proposals come forward which comply with pre-established principles of what good design looks like (informed by community preferences), then it should be possible to expedite development through the planning process.	Kent Design Guide establishes principles of what good design looks like in Kent, alongside Districts, Boroughs and Kent communities Web based format ensures accessibility and able to reflect changes at both national and local levels
Planning system should play a proactive role in promoting environmental recovery and long-term sustainability	Set Kent specific standards for sustainable development to support delivery of netzero carbon Ensure sustainable development (and reference to KES and ELES) runs throughout Kent Design Guide, linking across the 10 characteristics

4.8 The new guide will be entirely digital. Much of the new website has now been populated with content from a range of KCC services and external stakeholders including Kent Police and Kent Planning Officers Group representing the Districts' and Boroughs' Planning Authorities. This engagement will continue throughout the life of the Guide. Some of the imagery used is taken from shortlisted entrants and category winners of the

annual Kent Design and Development Awards. The flexibility of the website's design also allows new content to be uploaded and presented when required. This provides the opportunity to update the site once the new National Model Design Code is published, and reference other new national requirements.

4.9 A selection of screen shots from the new website will be shown at the ETCC meeting.

#### 5. Timetable

- 5.1 This report to ETCC will also be considered at the next Growth, Economic Development and Communities Cabinet Committee (GEDCCC) meeting on 17 November.
- 5.2 Further engagement with Kent's planning authorities (the 12 Districts, Medway Council and Ebbsfleet Development Corporation), developers and other building sector professionals will then run in parallel with discussions with officials at the Ministry of Housing, Communities and Local Government responsible for planning and design. This should enable us to open access to the proposed Design Guide website to test public opinion early in the New Year.
- 5.3 It is anticipated that this will be followed by a formal public consultation after the local elections, with a view to adoption by Kent County Council and Medway Council by Summer 2021. Kent's other local Planning Authorities will be able to form their own view as to whether to adopt the Guide either wholly or in part.

#### 6. Risks

6.1 The following risks have been identified:

Risk	Mitigation controls
Delay to provision of content	Majority of content for first release now received, and copywriter appointed to moderating all content.
	Project Manager has regular contact with colleagues with role in content production.
Content contributions do not align with new strategic priorities esp. regarding ELES and Natural Capital	Ensure there is read across in content that appropriately threads sustainability messages through content
Reaction of Districts to proposed design guide	LPA officers already engaged and contributing to production of design guide content through the Kent Planning Officers Group.

#### 7. Financial implications

7.1 The cost of developing the design guide web site, including design, development, and copywriting support, have been met by the Economic Development Division's core budget. It is estimated that this cost will be

approximately £55,000. A further £7,000 per annum is likely to be required for future web site support, development, and content production.

#### 8. Recommendation

8.1 The Cabinet Committee is asked to endorse the current approach and timetable to raising the quality of design in Kent's built environment.

#### **Contact details**

#### **Report Author**

Richard Kidd, Project Manager (Area Lead - Infrastructure), Growth, Environment and Transport 03000 414176 richard.kidd@kent.gov.uk

#### **Relevant Director**

David Smith, Director, Economic Development 03000 414176 david.smith2@kent.gov.uk

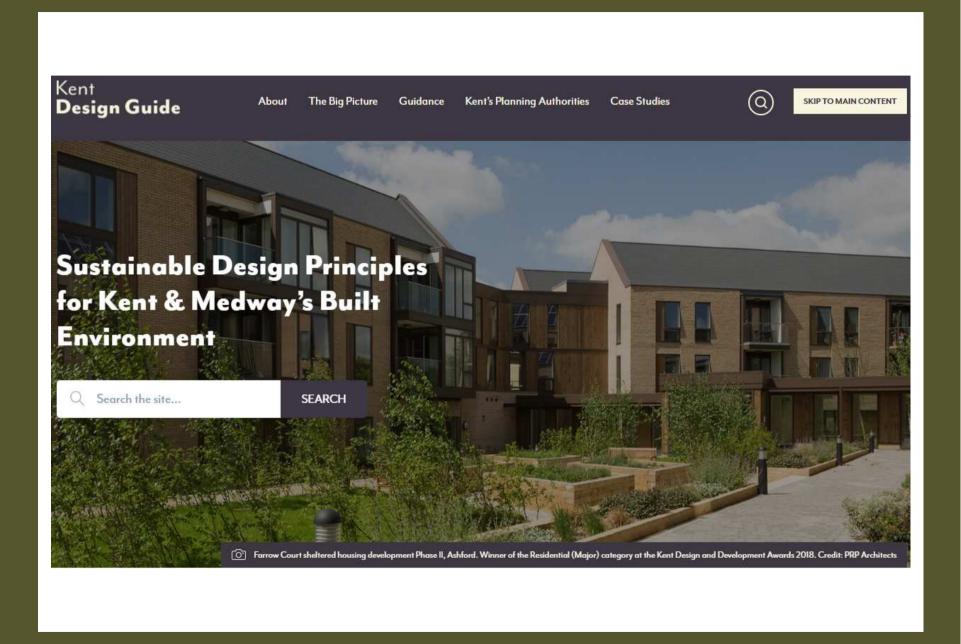
# Kent Design Guide Autumn 2020



# **Kent Design Guide**

- The following slides present a selection of pages from the new website
- These slides illustrate
  - new branding including logo
  - new features eg banners for ease of navigation
  - Use of graphics eg maps





## 10 Characteristics of **Well Designed Places**

Why reinvent the wheel? The Kent Design Guide follows key principles of the UK's National Design Guide published in October 2019. We've built on this baseline of principles to provide the detail that we expect stakeholders with an interest in designing Kent's built environment to consider. Use the carousel below to understand our expectations...



d travel











**Built Form** 

Coherent patterns of development



#### Nature

Work with the natural environment, promoting biodiversity



#### Community Use

A mix of activities for su



## The Value of Good Design

The power of good design to influence how people live now and in the future can't be overstated. Achieving positive outcomes means designing them in at every stage in the development process, starting at the very beginning...

The value of good design >

## **Design and the Planning Process**

How can we improve our health and wellbeing? The places we live? The communities we're all part of? These are the questions we seek to answer, as we strive to make Kent better by design...

Design and the planning process >



**REGIONS** 

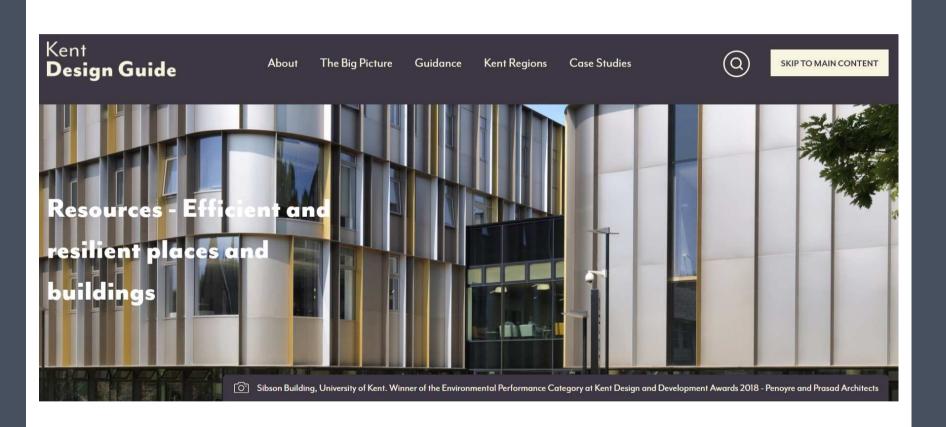
## Kent's Planning Regions

The county of Kent consists of 13 Local Planning Authorities (district and borough councils), Kent County Council, Medway Unitary Authority, two significant Areas of Outstanding Natural Beauty, and Ebbsfleet with its own devolved planning and development responsibility.

Each is responsible for its regional planning administration, and all are stakeholders to the Kent Design Guide.

Hover over a region on the map to your right for a planning snapshot, or click on a region to access a more in depth summary.





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From: Susan Carey, Cabinet Member for Environment

Barbara Cooper, Corporate Director, Growth, Environment and

**Transport** 

To: Environment and Transport Cabinet Committee - 12 November

2020

Subject: Kent's Plan Bee

Classification: Unrestricted

Past Pathway of report: n/a

Future Pathway of report: n/a

Electoral Division: All – countywide

**Summary**: This is a report on how Kent County Council is acting to reverse the decline of pollinators by delivering Kent's Plan Bee.

#### Recommendation(s):

The Cabinet Committee is asked to note the report on progress in delivering Kent's Plan Bee.

#### 1. Background to Kent's Plan Bee

- 1.1 Kent's pollinator action plan, Kent's Plan Bee, was developed by a Member led group and subsequently adopted by Kent County Council (KCC) in July 2019.
- 1.2 The plan complements the National Pollinator Strategy for England 2014-2024 and meets calls from many for local authorities to use their regulatory powers and other functions to deliver, inform and encourage work that will benefit pollinators.
- 1.3 Pollinators are essential, with many plants relying on the pollinating action of insects. It has been calculated that one of every three mouthfuls of food we eat depends on pollinators and their annual benefit to the British economy is valued at £691 million (Living with Environmental Change, 2014).
- 1.4 Despite their importance, pollinators are in serious decline. Habitat loss, pesticides and climate change have resulted in:
  - Half of the UK's 27 bumblebee species in decline.
  - Three of the UK's bumblebee species already extinct.
  - Across Europe, 38% of bee and hoverfly species in decline.
  - Two-thirds of the UK's moths in long term decline.
  - 71% of the UK's butterflies in decline.

- 1.5 Kent's Plan Bee details how the County Council will take the lead in Kent to slow and reverse the decline of the county's pollinators. The purpose of Plan Bee is to:
  - a) Establish the County Council as a community leader in the action for pollinators.
  - b) Ensure that pollinators' needs are always considered throughout the County Council's work and services.
  - c) Put the conservation of pollinators and their habitats at the heart of the County Council's land management and planning.
  - d) Make KCC a significant contributor to the recovery of pollinator populations, which will in turn will benefit biodiversity and the economies reliant on pollination.
- 1.6 KCC will deliver these outcomes by working towards the following objectives:
  - a) Manage the land it owns or controls or can influence in a way which can benefit pollinators' forage and habitat.
  - b) Use the planning system to protect pollinators and improve the habitats on which they rely.
  - c) Deliver an information campaign to encourage and enable the Kent population to take action themselves.
- 1.7 The plan is overseen by a cross party member working group, which meets every two months.
- 1.8 This summer the Natural Environment and Coast Team (within the Environment, Planning and Enforcement Division) employed a dedicated officer, on a 12-month secondment from Kent Wildlife Trust, to help put Kent's Plan Bee into action.

#### 2. Kent's Plan Bee 12-month work programme

- 2.1 A 12-month work programme for Kent's Plan Bee was approved by the Member working group in August 2020 (see Appendix 1 for the detailed work programme). The seconded officer's work will consequently largely fall into three areas:
  - 1) Working with KCC services.
  - 2) Working externally with district councils and other partners.
  - 3) Communicating with residents, businesses and organisations across the county.
- 2.2 Plan Bee's dedicated officer will work with highways, Public Rights of Way and the KCC estate to identify opportunities to change grass cutting regimes and improve the wider estate management for the benefit of pollinators. The work includes identifying barriers to implementing such opportunities and recommending how to deal with these, based on experience and expert advice. The officer will also review the pesticides used on the KCC estate and identify how they can be further minimised or removed. The officer will support KCC services in implementing recommendations, including providing training and written guidance.

- 2.3 Working with colleagues across the districts, the officer will consider and advise on how the planning system can be used to protect and improve pollinators' habitats.
- 2.4 Work with the districts will also include using KCC's action plan to formulate a blueprint for local pollinator action plans, that Kent's districts will be encouraged and supported to adapt and adopt for their own application. At this early stage of the work, Canterbury City Council and Medway Council have expressed an interest in working with KCC on this and essentially piloting the blueprint before it is promoted to the other Kent authorities.
- 2.5 Central to the work will be mobilising the residents of Kent. A communications calendar has been developed and is designed to link into existing campaigns and promotions, to raise awareness and provide advice and guidance on what residents can do in their everyday lives to protect and help pollinators.
- 2.6 KCC's commitment to Kent's pollinators is being marked by a virtual summit on 16<sup>th</sup> November 2020<sup>1</sup>. The programme will promote Kent's Plan Bee and the council's actions so far and look at what landowners and residents can do as part of this collective action. The summit is open to all and has received great interest, with more than 200 people registered to date including districts and parishes; beekeepers; farmers and land owners; environment and conservation projects, organisations and agencies; private companies; and interested individuals.
- 2.7 The County Council will host a rolling programme of summits under the Kent Plan Bee banner to support the campaign.

#### 3. KCC's action to date

- 3.1 There is considerable goodwill towards Kent's Plan Bee across KCC and there are many existing projects on which to build, such as the Roadside Nature Reserves and KCC's Country Parks existing site management plans.
- 3.2 Since the adoption of Kent's Plan Bee in 2019, KCC's Highways Soft Landscape Team has taken several actions to improve pollinators' habitats, including:
  - A 3-year trial (commenced in 2019) to examine the improvement to pollinator habitat by delaying the summer swathe cut to Autumn for approximately 65km of roads on New Romney Marsh. This trial is being delivered in partnership with Bumble Bee Conservation Trust and Folkestone & Hythe District Council.
  - Two Bumble Bee Conservation Trust training sessions for highways officers.
  - Publication of guidance for all highway teams and officers for the protection of Roadside Nature Reserves (RNR) and Sites of Special Scientific Interest (SSSI) when they plan highway works.

<sup>&</sup>lt;sup>1</sup> https://www.eventbrite.co.uk/e/kents-plan-bee-virtual-summit-2020-tickets-123471523651

- Continued working with Kent Wildlife Trust for RNR, including: provision of more RNR Officer time; a highways asset and habitat audit of all RNRs and SSSIs to assess current condition and opportunities for improvements for biodiversity; and the development of a new shared internet-based mapping tool of RNR for use by the public to find out biodiversity and access information on RNR.
- Working with Kent Wildlife Trust and KCC's Old Chalk New Downs project, planting 170m of pollinator friendly hedgerow on an RNR, which includes a 2-year trial of a new type of bio-degradable hedge guard which is made of natural materials. This is funded by a Heritage Lottery Fund grant.
- Working with a number of district, town, and parish councils and community groups to change some urban highway grass verges to wildflower pollinator verges; and to develop guidance about potential sites for wildflower pollinator verges.
- Kent Highways have sourced a 'bee friendly' bus shelter with a sedum roof and has helped fund the first for Kent at Higham. Work is now under way with Fastrack to identify opportunities for wildflower sites on the dedicated bus routes and the installation of Eco Bus Shelters on Fastrack BRT in Ebbsfleet, Dartford and Gravesham.
- Working with the Interreg Grassification project, which aims to investigate
  the benefits of collecting green waste from verge cutting and how it can be
  sustainably used for energy, compost, novel products and improve
  biodiversity on a roadside verge.
- Working with highways inspectors to identify areas that could be managed differently under the rural swathe cut.
- Identifying suppliers of wildflower seed suitable for highway verges.
- 3.3 All of these actions have been achieved within the existing Highways' budget.
- 3.4 Further to this, work to benefit pollinators within the Country Parks estate is long established and remains embedded in the work on these sites. Likewise, it is standard for wildflower mixes to be sown wherever path margins are being repaired along public rights of way, if there is room to do so.
- 3.5 With the support of the Kent's Plan Bee dedicated officer these actions will be built on over the coming year(s). Plan Bee will also benefit from our wider work on natural capital, where the authority is assessing how the protection, restoration and creation of natural solutions to mitigate and adapt to climate change can also be used to support biodiversity and promote multiple benefits.

#### 4. Policy framework

- 4.1 Kent's Plan Bee supports the County Council's second Strategic Outcome of "Kent communities feel the benefits of economic growth by being in-work, healthy and enjoying a good quality of life" by helping to support:
  - Kent business growth (much of Kent's agriculture, fruit farming especially, relies on pollinators).
  - A physical and natural environment that is protected, enhanced, and can be enjoyed.
  - A good quality of life.

4.2 The Plan also supports the Kent Environment Strategy priority of "conserve and enhance the quality and supply of the county of Kent's natural and historical resources and assets".

#### 5. Financial implications

- 5.1 Kent's Plan Bee sets out the County Council's intentions for how services and functions can be delivered for the benefit of pollinators. It is recognised that any changes must not place undue or new financial burdens on the authority.
- 5.2 Resources required for delivery of the work programme largely relate to staff time and these are already identified within existing revenue budgets.

#### 6. Legal implications

6.1 No legal implications relating to this work programme have been identified.

#### 7. Equalities implications

- 7.1 An Equality Impact Assessment (EqIA) was completed for Kent's Plan Bee and was published at the time of the decision to adopt the Plan.
- 7.2 This identified that there will be limited negative impact from the Pollinator Action Plan and these impacts can be reduced or avoided all together with appropriate management.

#### 8. Other corporate implications

8.1 No other corporate implications have been identified.

#### 9. Recommendation(s):

The Cabinet Committee is asked to note the report on progress in delivering Kent's Plan Bee.

#### 10. Background Documents

Kent's Plan Bee

https://www.kent.gov.uk/\_\_data/assets/pdf\_file/0018/103905/Kents-Plan-Bee.pdf

National pollinator strategy: for bees and other pollinators in England <a href="https://www.gov.uk/government/publications/national-pollinator-strategy-for-bees-and-other-pollinators-in-england">https://www.gov.uk/government/publications/national-pollinator-strategy-for-bees-and-other-pollinators-in-england</a>

Helping pollinators locally: developing a local pollinator action plan or strategy (Buglife and FoE guide)

https://www.buglife.org.uk/sites/default/files/Helping%20Pollinators%20Locally.pdf

#### 11. Contact details

Report Author: Elizabeth Milne Relevant Director: Stephanie Holt-Castle

Natural Environment & Coast Manager Interim Director for Environment,
Planning and Enforcement

03000 413950 03000 412064

<u>elizabeth.milne@kent.gov.uk</u> <u>stephanie.Holt-Castle@kent.gov.uk</u>

## Appendix 1 - Kent's Plan Bee work programme (updated October 2020)

Kent's Plan Bee objective	Kent's Plan Bee commitment	Action	Indicative timeframe
Objective 1 – For Kent County Council	Putting in place, where it can, revised grass-	Identify areas of KCC roads network of most value/importance to pollinators.	Aug-Oct 2020
to manage the land it owns, controls or can influence in a	cutting and pollinator friendly planting regimes. It is reviewing	Review current Highway cutting regimes.  Identify opportunities to improve regimes and management and make recommendations.	Aug-Oct 2020
way which can benefit pollinators' forage and habitat.	how it reinstates land and manages it generally on road verges, in maintained schools and parks and	Review recommendations with Highways to identify any barriers etc. Consider how and when these barriers can be overcome and opportunities for implementation. Final recommendations for new cutting regimes and implementation. Support Highways in implementation as required.	Nov 2020-Jan 2021
	all other parts of its estate.	Review current PROW maintenance and management regimes. Identify opportunities to improve regimes and management and make recommendations. Review recommendations with PROW to identify any barriers etc.	Aug-Oct 2020
		Consider how and when these barriers can be overcome and opportunities for implementation.  Final recommendations for new cutting regimes and implementation.  Support PROW in implementation as required.	Nov 2020-Jan 2021
		Review KCC infrastructure (estate/property) areas for greatest opportunities.	Nov 2020-Jan 2021
		Review KCC estate land management practices/contracts etc to identify opportunities to improve regimes and management and make recommendations.  Review recommendations with KCC Infrastructure to identify any barriers etc.	Feb-April 2021
		Consider how and when these barriers can be overcome and opportunities for implementation.  Final recommendations for new management regimes and implementation.  Support KCC Infrastructure in implementation as required.	May-July 2021
		Discuss with Highways and PROW the potential for the development of	Aug-Oct 2020

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		a road verge/PROW adoption initiative, whereby parish councils/local communities adopt and maintain road verges or paths for the benefit of pollinators (as done by OCND project).	
		If supported, development project and implement pilot scheme to test resources and support required.	Feb-April 2021
	Reviewing the use of pesticides in its estate	Review the use of pesticides on the KCC estate. Identify opportunities to reduce pesticide use. Review recommendations with KCC Infrastructure to identify any barriers etc. Consider how and when these barriers can be overcome and opportunities for implementation.	Feb-April 2021
		Final recommendations for new approach to pesticide use and implementation.  Support KCC Infrastructure in implementation as required.	May-July 2021
Page 50	Identifying, promoting, and arranging where possible, appropriate training for staff involved in land management (including parks, highways, estate management and grounds maintenance) to better their understanding of the needs of pollinators and how they can help them in the course of their work (where they are not already doing that).	Through discussions with highways and infrastructure, identify training needs.  Develop training events/programme as appropriate to raise awareness of the needs of pollinators, the impact of management regimes and pollinator friendly management etc.	Aug-Oct 2020 (Highways) and Feb-April 2021 (Infrastructure)
	Looking at how it might develop a pollinator	Establish "pollinator monitoring" – to enable Highways (and others) to monitor and demonstrate impact of revised management regimes.	Nov 2020-Jan 2021
	impact assessment tool for its land	Input to the corporate Environment and Climate Change Assessment tool to ensure pollinators are adequately considered.	Aug-Oct 2020

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		management.	Consider whether a standalone tool in which decisions can be assessed for their impact on pollinators would be of value for highways/estate?  Develop assessment tool/process?	Nov 2020-Jan 2021 Feb-April 2021
	Objective 2 – For Kent County Council to use the planning system to protect pollinators and improve the habitats on which they rely.	Using the Kent Design Guide, Kent Planning Officers	Review Kent Design Guide and provide recommendations for additional guidance/advice to support pollinators.	Nov 2020-Jan 2021
		Group and other appropriate means to work with Kent's district planning authorities to encourage developments that improve pollinator habitats.	Consider advice and guidance for Kent Districts (and/or work with the) to deliver urban pollinator habitat in parks, gardens and on commercial sites.	Nov 2020-Jan 2021
Dago 51		Working with community groups, district and borough councils, and through the Kent Association of Local Councils to map pollinator features at a community level to help people to take action.	Consider how B-lines mapping can be used at the local level and what support we can be able to provide to community level. Advise on potential future actions in respect of this.	Aug-Oct 2020
		Communications plan (develop and deliver	Identify national and local initiatives to tie into and create a calendar to support this.	Aug-Oct 2020
	of Kent, to take action themselves. Kent's Plan Bee communications work to support this objective).		Enhance KCC's pollinator web pages.	Nov 2020-Jan 2021
			Develop comms for KCC staff and site.	Ongoing
			In partnership with (and on advice of) Highways and Infrastructure,	Nov 2020-Jan 2021
aims to help them to			develop interpretation information/panels.	(Highways) and
	greater awareness			May-July 2021
	of the importance of			(Infrastructure)
	pollinators in all our		Develop a Plan Bee action plan "blueprint" for use by Kent districts and	Nov 2020-Jan 2021

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lives and everybody's need	General bee summit <sup>1</sup>	other partners in establishing their action for pollinators  General bee summit to launch the campaign.	Nov 2020-Jan 2021
and ability to act to		Sometal see carrier to laction the carripalgri	1101 2020 Gail 2021
protect them.		Rolling programme of summits to support campaign.	Ongoing

<sup>1</sup> To be delivered by KCC staff not KWT secondment (although may provide support)

From: Michael Payne, Cabinet Member for Highways & Transport

Barbara Cooper, Corporate Director, Growth, Economy and Transport

To: Envrionment and Transport Cabinet Committee

Decision No: N/A

Subject: **Dover Fastrack Update** 

Classification: Unrestricted

Past Pathway of Paper: N/A

**Future Pathway of Paper:** 

**Electoral Division:** Dover District Council

**Summary**: The purpose of this paper is to update and seek feedback from Cabinet Committee on the Dover Fastrack service.

**Recommendation(s)**: Cabinet Committee is asked to note progress and comment on the Dover Fastrack service.

#### 1. Introduction

- 1.1 An urban expansion masterplan for Whitfield was adopted in April 2011 and development work has already commenced. The core strategy proposes the development of at least 5,750 new homes, with a mix and quality of housing, aimed at encouraging new residents of working age and those with families into the District. A series of facilities would support the new homes including a new local centre and a school.
- 1.2 The new developments are intended to form three separate areas which will form a cluster of neighbourhoods, none of which would individually overwhelm the existing village of Whitfield. It is therefore important to ensure that both the existing and new residents benefit from improved infrastructure and services.
- 1.3 The masterplan includes provision for a fast bus link to the town centre and rail station as integral to the development. Work has been carried out to investigate the creation of a bus rapid transit system to serve the expanded Whitfield. This is envisaged as being on similar lines and quality standards to the successful Fastrack service introduced in Kent Thameside in 2006 with bus priority measures, segregated busways and camera enforcement sections of route, including a new bridge over the A2.
- 1.4 The vision is for a high-quality bus link that competes well with the private car on speed and cost which is attractive enough to promote significant modal shift. Fastrack Kent Thameside is a proven example in this regard, with a mode share even greater

than the comprehensive bus network in London. Fastrack buses have a mode share of 22 per cent in the new development areas it serves, versus 18 per cent in the capital. With a figure of 25 per cent, forecast from 2025, as an average, Fastrack will account for a quarter of all people movements within a 500 metre radius of its routes. Dover Fastrack would also be designed to avoid overwhelming the Whitfield roundabout on the A2 with traffic congestion, as well as other local routes.

1.5 It is envisaged that the first stage of the delivery will be the extension of the existing service 61 into the early phases of the new developments. This would be followed by the introduction of the specific, faster high-quality service once the required facilities are in place. Building on the success of KCC's Fastrack brand and service provision in Kent Thameside, it is proposed that a Dover Fastrack is implemented.

#### 2. Financial Implications

- 2.1 At this stage, there are no significant financial implication to KCC as the project (initial service and infrastructure) is funded within the confines of the £16.1m Homes England contribution. Beyond the funding, the service is forecast to be fully commercially viable and in line with the existing Fastrack model, supporting infrastructure would be maintained and enhanced through a market tested departure fee. A fee that grants exclusivity.
- 2.2 However, further iterations of the network design may seek additional funding. For example, a redesign of Pencester Road is currently being modelled which would save significant journey time for Fastrack and, furthermore, unlock a bus link to the from Dover Priory Station and the Town Centre to the Port of Dover, currently unserved by public transport. This is outside of the scope of the Homes England funding.

#### 3. Policy Framework

3.1 Local Transport Plan 4: Delivering Growth without Gridlock includes the priority to :

'Work closely with bus operators and other partners to ensure that public transport has a high level of modal share'

'The successful Fastrack bus service will be extended'

- 3.2 For Dover District Council, Dover Fastrack is a key part of the managed expansion of Whitfield as a place to live and work. Dover Fastrack supports the sustainable development of new housing in Whitfield and at the former Connaught Barracks site, along with commercial development on the White Cliffs Business Park in Whitfield.
- 3.3 The Whitfield Urban Expansion was established in principal in Dover District Council's Core Strategy adopted in 2010, along with the redevelopment of the former Connaught Barracks site in Dover.
- 3.4 Dover District Council is currently reviewing their Local Plan for the next twenty years to 2040. This will confirm an ongoing commitment to developing new homes, infrastructure and employment space in Whitfield.

#### 4. The Report - Progress Update

- 4.1 Public engagement on the Fastrack project took place between 10th and 26th July 2020, mainly online and via remote methods. Meetings were held with Whitfield Parish Council, Guston Parish Council and Dover Town Council to discuss the project objectives and invite comments.
- 4.2 Over 250 people responded to the on-line survey, of which 55% said that Dover Fastrack would provide an effective public transport link, 41% said they were likely or very likely to use the service and 60% said that the proposed number of stops was correct. Town and Parish Councils expressed a mixture of support for and reservations about the project. Dover Town Council was supportive and requested further information about the bus route through town, when available. Whitfield Parish Council accepted the need for the project but raised concerns, for example regarding the potential impact of dust produced during construction. Some residents have also raised concerns around emissions and have been advised that only new ultra clean buses would be specified. Anything less, simply doesn't fit the Fastrack philosophy.
- 4.3 In addition, meetings were held with residents of Dover Road south of Frith Farm through to Old Charlton Road. The residents were asked to consider selling land they own in front of their properties in order to widen the road, but none were willing to do so. This will not prevent delivery of the project; as a bus service already operates along Dover Road.
- 4.4 The attached application for planning consent was submitted to Kent County Council on 18th August, reference KCC/DO/0178/2020. The application is to be determined at KCC's Planning Committee on 9th December. The consultation period expires on 3rd November. At the time of writing this report; objections and queries have been received, including from Highways England relating to traffic modelling, from Halsbury Homes and from Guston Parish Council. These will be considered carefully upon closure of the consultation period.
- 4.5 Site investigations are complete, including the geotechnical investigations, which were delayed by Covid-19 restrictions and were undertaken during July and August. The information gained is being fed into the detail design development, which is progressing well. The detail designs should be ready for use in procurement early in 2021.
- 4.6 Negotiations continue to secure the necessary land for construction.
- 4.7 On 7th September a formal request was submitted to Homes England for an extension of time and scope. The proposed new project programme is required due to the impact of Covid-19 restrictions; it would see the bus service commencing early in 2023, rather than by March 2022. Homes England is considering the request. As the project is an enhancement of the existing bus service, current residens will not be adversely affected.
- 4.8 With support from Invicta Law, KCC Public Transport is drawing up the Partnership Agreement that will underpin the initial Fastrack service development and will be an annex to the Dover Quality Bus Partnership (QBP) agreement (2009) between

Stagecoach, Dover District Council and KCC. This will be agreed by all existing parties. At the point where significant new infrastructure would give a new commercial advantage, access to these sections of Dover Fastrack will be subject to a competitive tendering exercise and standalone contract.

#### 5. Conclusions

5.1 As development of the scheme is ongoing, a formal recording of cabinet committee views for Dover Fastrack will allow Dover District Council and Kent County Council to consider these at the Dover Fastrack Project Board. The scheme also aligns with our Local Transport Plan and will strengthen our Fastrack brand further.

#### 6. Recommendation

**Recommendation:** Cabinet Committee is asked to note progress and comment on the Dover Fastrack service.

#### 7. Background Documents

- 7.1 Dover Quality Bus Partnership Agreement
- 7.2 Proposed Dover Fastrack Route Map
- 7.3 Planning Application KCC/DO/0178/2020

#### 8. Contact details

Report Author:

**Shane Hymers – Fastrack Development Manager** 

Tel: 0300 041 4723

Email address: shane.hymers@kent.gov.uk

Relevant Director:

Simon Jones – Director of HT&W

Tel: 03000 411875

Email: Simon.Jones@kent.gov.uk







# DOVER QUALITY BUS PARTNERSHIP AGREEMENT

#### DOVER QUALITY BUS PARTNERSHIP

#### **AGREEMENT**

#### 3 APRIL 2009

#### A Protocol between Kent County Council, Dover District Council and Stagecoach in East Kent

#### The partnership to achieve quality local bus services in the Dover District

#### 1. Statement of Principles

Kent County Council, Dover District Council and Stagecoach in East Kent share the common objectives of:

- 1.1 Creating a public transport network acknowledged by local residents, visitors and the business community as an increasingly attractive alternative to private car use.
- 1.2 Seeking increased use of local bus services to assist in achieving a sustainable and self-sufficient transport system, capable of meeting the needs of the 21st century, enriching the quality of life in the Dover District, attracting investment, and enhancing work and leisure opportunities.

All three parties to this protocol acknowledge that these objectives require high quality reliable public transport that can only be delivered through working in partnership, with a commitment to co-ordinated investment and complementary initiatives.

#### 2. Framework for Action

- 2.1 The bus network within Dover District has been identified as being appropriate for a joint commitment to invest and to upgrade facilities and operations, together with improved and imaginative marketing, which can contribute to the target growth.
- 2.2 The projected development and growth in Dover during the next decade will provide opportunities for the provision of high quality public fransport services, enhancing the Dover District and encouraging sustainable transport options whenever possible.

## DOVER QUALITY BUS PARTNERSHIP

Signed this	3rd	_day of	APRIL	2009
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	abinet Mer	nber for Er	vironment, Hig	hways and Waste
	· 1			
Nadeem Aziz, (	Chief Exec	cutive		
Dover District C	оциси			

Phil Medlicott, Managing Director Stagecoach in East Kent

#### 3. Agreements of this Protocol

The three parties to this protocol agree to:

- 3.1 Work together to implement a substantial improvement to bus operating infrastructure, including stops, shelters, passenger information, accessibility
- 3.2 Work together and introduce innovations such as alternative environmentally friendly fuels, market sensitive fares including innovative ticketing (recognising that the level of fares in Dover District is below the UK average) and improved information, including where appropriate "real time" systems, to ensure that the aims, measures and targets of the protocol are delivered
- 3.3 Seek to deliver, through market research and similar consultative measures, opportunities for the introduction of new or revised local bus services, which would increase the use of public transport
- 3.4 Seek to identify through market surveys and public attitude studies the means to increase the quality and availability of public transport services in the Dover District
- 3.5 Seek to co-ordinate the development of the public transport network with land use planning to maximise the opportunities for local bus and rail services
- 3.6 Seek to co-ordinate the public transport network with other forms of transport to achieve maximum travel opportunities for the Dover District
- 3.7 Seek to implement a Punctuality Improvement Partnership
- 3.8 Work with Dover Town Council, Deal Town Council, Sandwich Town Council and Parish Councils within the District of Dover, and with other representative organisations, to exchange information and assist in the improvement of infrastructure and local transport information
- 3.9 The KCC Sustainable Transport Team will undertake the responsibility of organising and administering the meetings of the Partnership

#### 4. Dover District Council and Kent County Council will:

- 4.1 Plan and progressively introduce, where possible, a series of bus priority and other measures, to improve the timing, punctuality and reliability of local bus services
- 4.2 Support new or improved public transport infrastructure and/or services where appropriate from both existing and new developments, to provide an accessible local bus service network for journeys to and from the present town centre, commercial locations and residential areas of the District
- 4.3 Seek funding for public transport facilities in support of investment and other measures taken by Stagecoach in East Kent to improve local bus services

- 4.4 Secure, implement and maintain suitable attractive and appropriate arrangements for the provision of information and roadside furniture (stops and shelters) to a standard agreed between the partners; Kent County Council to be responsible for damaged bus stop posts & hardstanding, and Dover District Council to be responsible for maintenance of its shelters
- 4.5 Assist in identifying new market opportunities for local bus services and support new initiatives to encourage greater use of public transport, including Green Travel Plans for employers and education establishments
- 4.6 Give advance notice of roadworks affecting bus services and make every reasonable endeavour to safeguard bus access in cases of road closures or diversions
- 4.7 Provide any other relevant infrastructure to improve bus access to stops (Kent County Council); and provide resources for bus stop clearways and parking enforcement (Dover District Council).

#### 5. Stagecoach in East Kent will:

- 5.1 Work and consult with both Dover District Council and Kent County Council over the design, planning and implementation of a viable and sustainable network of local bus services, establishing appropriate co-ordination with other public transport services
- 5.2 Work with both Kent County Council and Dover District Council to provide input into the Local Transport Plan so that the benefits of improvements introduced through this protocol can be measured in terms of patronage figures
- 5.3 Introduce where commercially feasible improved local bus services in line with the introduction of priority measures, automatic vehicle location systems and other new features which contribute to more efficient public transport operation
- 5.4 Seek to maintain all services in the Dover District area with minimum lost mileage and to a professional standard. As a minimum standard Stagecoach in East Kent will aim to achieve standards of operation set by the Traffic Commissioner in accordance with NI 178
- 5.5 Invest where commercially feasible in new and fully accessible vehicles, as well as presenting existing vehicles in an attractive manner, using environmentally friendly fuels
- 5.6 Consult with Kent County Council and Dover District Council on any significant proposed fare changes
- 5.7 Continue to develop higher standards of training and education amongst staff, including an understanding of passenger transport operation and customer care
- 5.8 Provide adequate management and supervision of services to uphold standards as well as being able to deal with emergencies and other unforeseen circumstances quickly and efficiently

- 5.9 Be responsible for timetable displays, timetable display cases and bus stop flags at bus stops served only by Stagecoach routes. Bus stops on routes served by KCC-tendered services will be maintained by the appointed Roadside Infrastructure Unit contractor.
- 5.10 When services are disrupted by road works, ensure that the public are adequately informed of alternative arrangements by means of information on stops and buses and via Traveline.

#### **Important Note:**

This is a Voluntary Partnership Agreement in accordance with the provisions of the Transport Act 2000 and the Local Transport Act 2008. As such it is an agreement in which each of the parties is a voluntary partner.

Therefore, nothing in this agreement is designed or should be concluded as being legally binding on any of the parties, or in any manner being restrictive to the commercial or operational activities of Stagecoach in East Kent or any other organisation.

#### 6. Aims and Measures of the Quality Bus Partnership

All three parties to the protocol agree to work together using the following aims and measures of the Quality Bus Partnership:

## (M1) Percentage increase in number of passenger journeys since 2008

The very large increase in the number of passenger journeys since 2008 has been due to a number of factors, principal among them being the significant improvement in the level of service offered and the introduction of concessionary fares, which was first introduced county-wide in 2006 and England-wide in 2008. However, there are serious funding issues relating to the latter of these factors which are still to be resolved. The target figures predict a modest growth in passenger journeys on the very high baseline in 2008.

Target is 7.5% increase during the first three years

## (M2) Percentage increase in number of multi-journey ticket sales since 2008

The very successful marketing undertaken by the operator has generated a significant growth in the sale of multi-journey tickets, especially the day explorer ticket and the weekly Megarider ticket. The expected growth in passenger numbers would also be expected to increase these sales further.

Target is 9% increase during the first three years

## (M3) Increase in passengers expressing satisfaction with service provided since 2008

Bus passenger satisfaction rates would be expected to grow alongside the planned improvements that the QBP seeks to implement during the next three years. The parties to the agreement will seek to arrange a passenger satisfaction survey at an appropriate time.

#### 7. Targets for Next Three Years

All three parties to the protocol agree to work together towards achieving the following targets for each of the next three years:

#### (T1) Percentage of services operating on time

Poor punctuality is due to many factors, including the increasing number of vehicles on the road and inconsiderate parking and loading at bus stops. We need to focus on better enforcement of illegal parking at bus stops and more rigorous monitoring of why and when delays happen, so that problems causing late running can be resolved.

Target is to build up to 95% within the first three years, as determined by NI 178 of not less than 1 minute early and not more than 5 minutes late

## (T2) Number of stops with raised kerbs and bus stop clearways

Raised kerbs give better access at bus stops, especially for passengers with limited mobility and for parents with children in buggies. The standard measurement for raised kerbs should be 160mm, which meets the requirements of the highway authority and of the bus operator, especially with the increase in the number of low-floor buses which can be prevented from accessing the bus stop parallel to the pavement if the raised kerb is higher than this. The provision of more bus stop clearways is paramount, and these will continue to be introduced at all urban bus stops as soon as resources permit.

KCC is committed to providing a high level of bus stop improvement measures through its Integrated Transport programme, which should enable the trunk route stops between Dover and Folkestone, and many of the Dover town stops, to be completed. The rolling target for improved bus stops reflects this.

Target of new stops with raised kerbs and bus stop clearways is 50 in year 1, 100 in year 2, and 150 in year 3

## (T3) Number of departure stops with timetable information

The provision of clear and accurate timetable information at the majority of bus stops is an essential part of public transport provision, and the operator has commenced a considerable improvement in the provision of timetable information in the Dover area. The completion of this project should enhance the attractiveness of local bus services, and increase patronage.

Target is 142 stops in year 1, 182 stops in year 2, and 222 stops in year 3

#### (T4) Bus stops with new or replacement shelters

The provision of shelters at all principal pick-up stops is an important facility for encouraging an increase in bus passengers. Combined with the elements of roadside infrastructure described above, a bus shelter provides essential protection from inclement weather, especially for the elderly, for those who are less mobile, and for parents with young children. There is a high level of bus shelter provision in Dover District at present, and where resources and physical limitations permit Dover District Council will increase their provision.

## (T5) Projected dates for conversion of local routes to low-floor access vehicles

Routes 12/711 in April 2009 Routes 14 and 89 as soon as funding permits

## (T6) Percentage of drivers with NVQ Level 2 in Road Passenger Transport

The investment provided by the operator in its workforce reflects their commitment to a reliable, customer oriented service, and is to be welcomed and encouraged

Target is 40% in year 1, 50% in year 2, and 60% in year 3

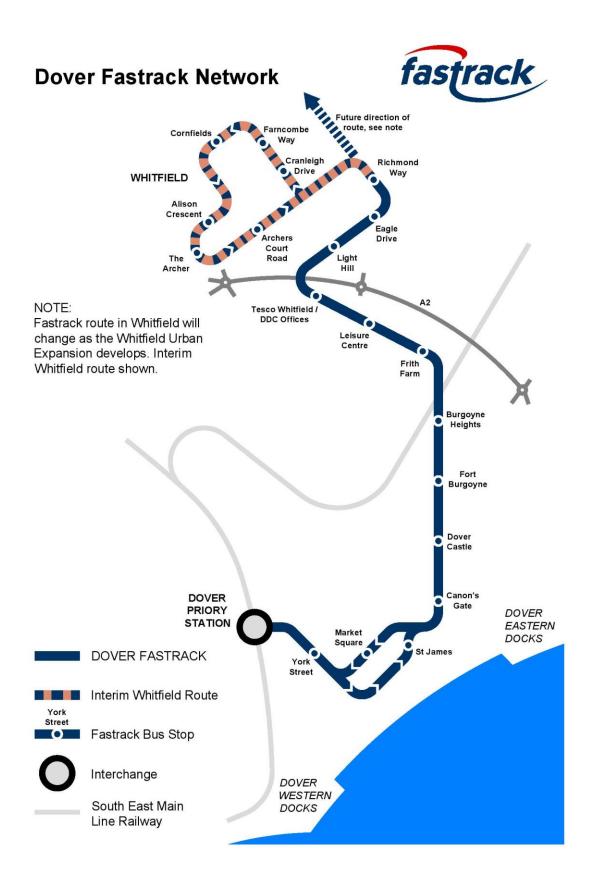
#### 8. Additional Improvements to the Bus Network

All three parties to the agreement will work towards the following additional improvements to the bus network insofar as the provision of funding permits:

- 8.1 Stagecoach in East Kent and Kent County Council to ensure that service quality and reliability is maintained
- 8.2 Kent County Council to ensure that service performance of financially supported services continues to be monitored
- 8.3 Dover District Council to encourage developer contributions for public transport infrastructure, information and services
- 8.4 Kent County Council and Dover District Council to review the proposal for interchange improvements in South Street, Deal to reinforce the improved image of bus travel that the Diamond initiative has brought; and to improve accessibility by construction of a build-out with raised kerbs. The bus stops would need to meet the KCC bus stop hierarchy standards
- 8.5 Kent County Council and Dover District Council to improve the busy stops in Queen Street, Deal in accordance with the KCC bus stop hierarchy standards
- 8.6 Kent County Council to carry out an audit of all remaining bus stops as part of the Roadside Infrastructure Unit contract
- 8.7 Kent County Council and Dover District Council to ensure that the Pencester Road, Dover bus hub is upgraded, primarily funded through developer contributions, other funding through Dover's Growth Point status, and the KCC Integrated Transport programme 2006-11
- 8.8 Dover District Council will ensure that the requirements of public transport are considered in any proposals arising from the Dover Transportation Study which has been developed as part of the Council's regeneration plans and Local Development Framework
- 8.9 Kent County Council and Stagecoach in East Kent (SEK) to explore interavailability of certain SEK tickets on non-SEK services
- 8.10 Kent County Council to investigate revisions to road layout in the Melbourne Avenue area in Dover, to enable low-floor buses to operate on routes 88 & 89
- 8.11 Dover District Council to consider the provision of a Park & Ride facility in the context of the Whitfield development plans
- 8.12 To agree a programme for the introduction of real time information to key stops across the area

#### 9. Conclusions

- 9.1 This agreement sets out some benchmark aims, measures and targets which form the basis of a Quality Bus Partnership for Dover. Provided there is commitment from all three parties to the protocol, the bus passenger network in the Dover area should enjoy significant new initiatives, improvements and investment in the immediate future.
- 9.2 This agreement will then set in place the foundations necessary for further developments envisaged in association with regeneration plans for the Whitfield and Western Heights areas of Dover, which could see the expansion of the existing bus network to incorporate a new Dover Express Service linking these areas, and new Park and Ride terminals, with the town centre, High Speed rail station and the Dover Community Hospital.







1. Site Address

Property name

Number

Suffix

#### **Planning Applications Group**

First Floor, Invicta House, County Hall Maidstone, Kent, ME14 1XX

Tel: 03000 411200

Email: planning.applications@kent.gov.uk

# Application for Planning Permission. Town and Country Planning Act 1990

#### Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Address line 1		
Address line 2		
Address line 3		
Town/city		
Postcode		
Description of site locat	tion must be completed if postcode is not known:	
Easting (x)	631419	
Northing (y)	144298	
Description		
Section 1 - new road b	etween Whitfield Urban Expansion and the Tesco Round Section 2 - new road connecting B&O roundabout on Ho	about at Honeywood Parkway via a new overbridge over the A2 with access neywood Parkway to Dover Road, near Frith Farm.
Jenness by 240 gates		
2. Applicant Deta	ils	
Title		
THIC		
First name	Barry	
Surname	Stiff	
Company name	Kent County Council	
Address line 1	1st Floor	
Address line 2	Invicta House	
Address line 3		
Town/city	Maidstone	
	Pag	e 69
	Planeira Partel Par	D200000 DD 00000042
	Planning Portal Ref	erence: PP-08805812

2. Applicant Detai	ls			
Country	Kent			
Postcode	ME14 1XX			
Are you an agent acting	g on behalf of the applica	nt?		⊚ Yes □ No
Primary number				
Secondary number				
Fax number				
Email address				
3. Agent Details			1	
Title	Mr			
First name	Jack			
Surname	Pugsley			
Company name	WSP			
Address line 1	WSP			
Address line 2	1 Tyndall Street			
Address line 3	Capital Quarter			
Town/city	Cardiff			
Country				
Postcode	CF10 4BZ			
Primary number				
Secondary number				
Fax number				
Email				
4. Site Area				
What is the measureme (numeric characters on		15.50		
Unit	Hectares			
5. Description of t	he Proposal			
		ment or works including any ch	-	
If you are applying for lbelow.	Fechnical Details Consen	t on a site that has been grante	d Permission In Principle, please include the	ne relevant details in the description
connecting Whitfield Ur bus gates. Section 2 - r	ban Expansion to Tesco new road 1.1km in length	Roundabout at Honeywood Pa	ouses, cyclists and pedestrians only. Sectic rkway via new overbridge over A2. Access on Honeywood Parkway to Dover Road, ne s Business Park.	to the bridge will be controlled by
Has the work or change	e of use already started?	Pa	ge 70	⊋Yes ● No

6. Existing Use			
Please describe the current use of the site			
Greenfield, agricultural land albeit subject to extant permissions and alloca	ations for development within the Core Strategy and Land Allocations Local Plan.		
Is the site currently vacant?	⊚ Yes □ No		
If Yes, please describe the last use of the site			
Greenfield, agricultural land			
When did this use end (if known)?			
Does the proposal involve any of the following? If Yes, you will need	to submit an appropriate contamination assessment with your application.		
Land which is known to be contaminated	□ Yes ■ No		
Land where contamination is suspected for all or part of the site			
A proposed use that would be particularly vulnerable to the presence of co	ontamination		
7. Materials			
Does the proposed development require any materials to be used externa	ılly?   ● Yes   No		
Please provide a description of existing and proposed materials and	finishes to be used externally (including type, colour and name for each material		
Other Reinforced earth embankment			
Description of existing materials and finishes (optional):	N/A		
Description of proposed materials and finishes:	Concrete panels - Grey with F6 finish		
	,		
Other Columns and diagphram			
Description of existing materials and finishes (optional):	N/A		
Description of proposed materials and finishes:	Concrete - Grey with F4 finish		
	'		
Other Parapet edge beams			
Description of existing materials and finishes (optional):  N/A			
Description of proposed materials and finishes:  Concrete - Grey with F3 finish			
Vehicle access and hard standing			
Description of existing materials and finishes (optional):  N/A			
Description of proposed materials and finishes:	Grasscrete		
Lighting			
Description of existing materials and finishes (optional):	N/A		
Description of proposed materials and finishes:	10m columns, 4000k LED luminares		
Other Carriageway, footways & shared use			
Samagemay, restricted a control according to	Page 71		

7. Materials			
Description of existing materials and finishes (optional):	N/A		
Description of proposed materials and finishes:  Black asphalt			
Boundary treatments (e.g. fences, walls)			
Description of existing materials and finishes (optional):	N/A		
Description of proposed materials and finishes:	Post and wire stockproof fence		
Are you supplying additional information on submitted plans, drawings or a de If Yes, please state references for the plans, drawings and/or design and acce		Yes	□ No
Please refer to the submitted plans and drawings.	ess statement		
T leader to the submitted plane and drawings.			
8. Pedestrian and Vehicle Access, Roads and Rights of Wa	ау		
Is a new or altered vehicular access proposed to or from the public highway?		Yes	□ No
Is a new or altered pedestrian access proposed to or from the public highway	?	Yes	ℚ No
Are there any new public roads to be provided within the site?		<ul><li>Yes</li></ul>	□ No
Are there any new public rights of way to be provided within or adjacent to the site?			
Do the proposals require any diversions/extinguishments and/or creation of rights of way?			
If you answered Yes to any of the above questions, please show details on your plans/drawings and state their reference numbers			
Please refer to the submitted plans and drawings.			
9. Vehicle Parking			
Does the site have any existing vehicle/cycle parking spaces or will the proposespaces?	sed development add/remove any parking	⊚ Yes	⊚ No
10. Trees and Hedges			
Are there trees or hedges on the proposed development site?		Yes	□ No
And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?			
If Yes to either or both of the above, you may need to provide a full tree s required, this and the accompanying plan should be submitted alongside website what the survey should contain, in accordance with the current 'Recommendations'.	your application. Your local planning a	uthority s	should make clear on its
11. Assessment of Flood Risk			
Is the site within an area at risk of flooding? (Check the location on the Govern should also refer to national standing advice and your local planning authority necessary.)		□ Yes	No
If Yes, you will need to submit a Flood Risk Assessment to consider the	risk to the proposed site.		
Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)	?	□ Yes	No
Nill the proposal increase the flood risk elsewhere?   ☐ Yes ☐ No			No     No
How will surface water be disposed of?	age 72		

11. Assessment o	f Flood Risk			
Sustainable drainage	e system			
Existing water cours	е			
Soakaway				
Main sewer				
Pond/lake				
Is there a reasonable l or near the application				
geological conservation	g this question correctly, please refer to the help text which provides guid on features may be present or nearby; and whether they are likely to be a	dance on determining if any affected by the proposals.	impor	tant blodiversity or
<ul><li>a) Protected and priorit</li><li>Yes, on the develop</li><li>Yes, on land adjacet</li><li>No</li></ul>				
Yes, on the develop	portant habitats or other biodiversity features: ment site nt to or near the proposed development			
Yes, on the develop	al conservation importance: ment site nt to or near the proposed development			
13. Foul Sewage				
_	newage is to be disposed of:			
Other	No foul sewage drainage, only highway drainage.			
Are you proposing to co	onnect to the existing drainage system?	ℚ Yes	No	○ Unknown
14. Waste Storage	and Collection			
_	te areas to store and aid the collection of waste?	□ Yes	<ul><li>No</li></ul>	
Have arrangements be	en made for the separate storage and collection of recyclable waste?	☑ Yes		
<b>15. Trade Effluent</b> Does the proposal invo	lve the need to dispose of trade effluents or trade waste?	⊋Yes	No     No	

6. Residential/Dwelling Units Please note: This question has been updated to include the latest information requirements specified by gover Applications created before 23 May 2020 will not have been updated, please read the 'Help' to see details of ho	rnment. w to workaround this issue.
Does your proposal include the gain, loss or change of use of residential units?	☐ Yes ☐ No
7. All Types of Development: Non-Residential Floorspace	
Does your proposal involve the loss, gain or change of use of non-residential floorspace?  Note that 'non-residential' covers ALL uses execept Use Class C3 Dwellinghouses	☑ Yes
8. Employment	
Are there any existing employees on the site or will the proposed development increase or decrease the number of employees?	© Yes ● No
9. Hours of Opening	
Are Hours of Opening relevant to this proposal?	© Yes ● No
20. Industrial or Commercial Processes and Machinery	
Does this proposal involve the carrying out of industrial or commercial activities and processes?	☑ Yes
s the proposal for a waste management development?	⊋Yes
f this is a landfill application you will need to provide further information before your application can be detern should make it clear what information it requires on its website	mined. Your waste planning authority
21. Hazardous Substances	
Does the proposal involve the use or storage of any hazardous substances?	© Yes ● No
22. Site Visit	
Can the site be seen from a public road, public footpath, bridleway or other public land?	⊚ Yes □ No
If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?  The agent  The applicant  Other person	
23. Pre-application Advice	
Has assistance or prior advice been sought from the local authority about this application?	⊚ Yes           No
f Yes, please complete the following information about the advice you were given (this will help the authority t efficiently):	o deal with this application more
Officer name:	
Title	
First name	
Surname	
Reference	

Planning Portal Reference: PP-08805812

23. Pre-application Advic	ce control of the con		
28/01/2020			
Details of the pre-application adv	vice received		
Details included within Section 2	of the Planning Statement.		
24. Authority Employee/I	Member		
With respect to the Authority, i (a) a member of staff (b) an elected member (c) related to a member of staff (d) related to an elected membe		owing:	
It is an important principle of dec	cision-making that the process is open and tran	isparent.	
	n, "related to" means related, by birth or otherw dered the facts, would conclude that there was		
Do any of the above statements	apply?		
If yes, please provide details of t	their name, role, and how they are related:		
25. Ownership Certificate	es and Agricultural Land Declaration	on	
	P - CERTIFICATE B - Town and Country Plan		lure) (England) Order 2015 Certificate
I certify/The applicant certifies th	at:		
	on the requisite notice to everyone else (as liste t** of any part of the land or building to which the		e date of this application, was the
The applicant is the sole owner	er of all the land or buildings to which this appli	ication relates and there are no other owner	s* and/or agricultural tenants**.
* 'owner' is a person with a fre 65(8) of the Town and Country	ehold interest or leasehold interest with at Planning Act 1990.	least 7 years to run. ** 'agricultural tenan	t' has the meaning given in section
Owner/Agricultural Tenant			
Name of Owner/Agricultural			

Name of Owner/Agricultural Tenant	
Number	
Suffix	
House Name	Frith Farm
Address line 1	Guston
Address line 2	Dover
Town/city	Kent
Postcode	CT15 5EJ
Date notice served (DD/MM/YYYY)	14/08/2020

# 25. Ownership Certificates and Agricultural Land Declaration Name of Owner/Agricultural Tenant Number Suffix House Name Bridge House Address line 1 1 Walnut Tree Close Address line 2 Guildford Town/city Surrey Postcode GU1 4LZ 14/08/2020 Date notice served (DD/MM/YYYY) Name of Owner/Agricultural Tenant Number Suffix House Name National Property Management & Disposal Address line 1 Ash House Address line 2 Falcon Road Town/city Sowton, Exeter Postcode EX2 7LB Date notice served 14/08/2020 (DD/MM/YYYY) Name of Owner/Agricultural Tenant Number Suffix County Hall House Name Address line 1 Maidstone Address line 2 Kent Town/city Postcode ME14 1XQ Date notice served 14/08/2020 (DD/MM/YYYY)

# 25. Ownership Certificates and Agricultural Land Declaration Name of Owner/Agricultural Tenant Number Suffix House Name Council Offices Address line 1 White Cliffs Business Park Address line 2 Dover Town/city Kent Postcode CT16 3PJ 14/08/2020 Date notice served (DD/MM/YYYY) Name of Owner/Agricultural Tenant Number Suffix House Name Tesco House Address line 1 Delamare Road Address line 2 Cheshunt Town/city Herts Postcode EN8 9SL Date notice served 14/08/2020 (DD/MM/YYYY) Name of Owner/Agricultural Tenant Number Suffix C/O ASB Law LLP House Name Address line 1 Horizon House Address line 2 1 Eclipse Park Town/city Maidstone, Kent Postcode ME14 3EN Date notice served 14/08/2020 (DD/MM/YYYY)

# 25. Ownership Certificates and Agricultural Land Declaration Name of Owner/Agricultural Tenant Number Suffix House Name Seymour House Address line 1 Little Money Road Address line 2 Loddon Town/city Norwich Postcode NR14 6JD 14/08/2020 Date notice served (DD/MM/YYYY) Name of Owner/Agricultural Tenant Number Suffix House Name Seymour House Little Money Road Address line 1 Address line 2 Loddon Town/city Norwich Postcode NR14 6JD Date notice served 14/08/2020 (DD/MM/YYYY) Name of Owner/Agricultural Tenant Number Suffix C/O Robin Atherden House Name Address line 1 Hardmans & Co Address line 2 49-51 High Street Deal, Kent Town/city Postcode CT14 6EL Date notice served 14/08/2020 (DD/MM/YYYY)

25. Ownership Ce	ertificate	es and Agricultural Land Declaration	n	
Name of Owner/Agri Tenant	icultural			
Number				
Suffix				
House Name		The Cirrus Building		
Address line 1		PO BOX 400		
Address line 2		Shire Park		
Town/city		Welwyn Garden City, Herts		
Postcode		AL7 1AB		
Date notice served (DD/MM/YYYY)				
Name of Owner/Agri Tenant	cultural			
Number				
Suffix				
House Name		1 Eversholt Street		
Address line 1		London		
Address line 2				
Town/city				
Postcode		NW1 2DN		
Date notice served (DD/MM/YYYY)		14/08/2020		
Person role  The applicant  The agent				
Γitle	Mr			
First name	Jack			
Surname	rname Pugsley			
Declaration date DD/MM/YYYY) 14/08/2020		120		
Declaration made				
26. Declaration				
			the accompanying plans/drawings and additional information. I/we confirm d any opinions given are the genuine opinions of the person(s) giving them.	
Date (cannot be pre- application)	17/08/20	20		



From: Michael Payne - Cabinet Member for Highways and Transport

**Barbara Cooper - Corporate Director of Growth, Environment &** 

Transport

To: Environment & Transport Cabinet Committee - 12/11/2020

Decision No: 20/00104

Subject: Kent Transport Model Support & Development Commission

Classification: Unrestricted

Past Pathway of Paper: None

Future Pathway of Paper: None

**Electoral Division:** County Wide

**Summary:** A Multimodal Strategic Transport Model is being constructed for the County Council and work is underway to set up a support and scenario testing service to enable the future use of the model by KCC, by our district and borough partners and by developers. This service will be operated on behalf of the County Council by establishing a strategic partnership with a specialist transport modelling consultancy. The service contract will allow work to be undertaken on a 'call off' basis as and when required by KCC (subject to budgets) and by other public or private sector organisations in Kent. Income received from running the service will be used to maintain the model and to contribute to its future development.

A procurement process is underway for the award of a 10 year 'call off' contract.

This report provides an overview of the key aspects of the Kent Transport Model and the Support & Development Commission and recommends the granting of delegated powers to award a contract, subject to the outcome of a procurement process.

#### Recommendation(s):

The Cabinet Committee is asked to consider and endorse, or make recommendations to the Cabinet Member for Highways and Transport on the proposed decision to grant the Director of Highways, Transport & Waste delegated powers to award a contract to maintain and develop the Kent Transport Model and to run a scenario testing service on behalf of the County Council, subject to the outcome of a procurement process.

#### 1. Introduction & Background

1.1 A Multimodal Strategic Transport Model is under construction for the County Council as part of the Highways preparations for transition. The model is being used to assist our contingency planning and to improve the resilience of the Kent network and, in the longer term, to provide a platform for 'near real time' modelling and identifying network

interventions as incidents and congestion arise. The model will be completed during 2020 and the associated commission will run until 31 March 2021.

- 1.2 The building of the Kent-wide model provides the County Council with a real opportunity to better inform long term transport planning by providing a readily available evidence base. It is intended that the model will be used as the basis for all future significant transport modelling in Kent, including that required by third parties, replacing bespoke commissioning processes where modelling is required as part of other work, improving consistency between outputs and allowing cross district boundary impacts to be better understood across the county.
- 1.3 The model will be able to be used for a wide range of tasks including option testing of land use scenarios and providing the transport and emissions evidence base for Local Plans; transport infrastructure scheme identification; option testing for network management measures; and analysis to help build business cases for bids for external funding, which often need to be produced to very short bidding deadlines.
- 1.4 To enable the best use of the model, it is proposed that the transport modelling scenario testing service be available both for the County Council and for third parties including the Kent district and borough councils and developers. Income generated from charges levied to developers to access the model, who will not need to develop their own models from scratch, will be used to keep the model up to date and to reinvest in its future development.
- 1.5 An assessment has been undertaken of our options for maintaining and operating the Kent Transport Model as a service. The recommended approach is to procure a specialist transport modelling consultancy for a long-term commission (of up to 10 years including a break clause at year 5). This approach, where we will have a strategic relationship with a single supplier, provides the best return in terms of process efficiencies, effective transport and land use planning, value for money, future model innovation and potential for generating income for reinvesting in the model updates and development.
- 1.6 A procurement process is now underway for the award of a strategic transport modelling commission to a transport modelling consultancy. This report provides an overview of the key aspects of the Kent Transport Model and the principles of the future Support & Development Commission. Authority is sought for the Director of Highways, Transport & Waste to have delegated powers to make an award subject to the outcome of the procurement.

#### 2. Financial Implications

- 2.1 A financial appraisal has been undertaken, investigating previous and future potential spend on modelling as well as comparisons with other transport authorities operating a modelling service.
- 2.2 The contract value sought is £15.6m over a period of 10 years to give sufficient commissioning capacity to avoid the need to keep undertaking re-procurements and incurring model hand over costs and inefficiencies. This is a 'call off' total and KCC are not guaranteeing any work and funding to the supplier, beyond allocations for

handovers at the start and end of the contract and undertaking updates which are estimated at £320k over the 10 years.

- 2.3 The exact magnitude of work that could go through this contract is difficult to determine accurately as it is dependent on national and local development demand, funding and policy. A financial appraisal has been undertaken, investigating previous and future likely spend including comparisons with other transport authorities operating a modelling service. In the 2019 calendar year it is estimated that the total spend on modelling by KCC, the Kent districts, borough and developers, which could have been placed through this commission, amounted to £800k. Following investigations of other transport authority expenditure, together with projecting forward likely modelling spend 'triggers' such as Local Plan review dates, it is estimated that a reasonable commission value would be £1.56m per annum. Placing this commission will enable transport modelling work from KCC and third parties to be undertaken where funding has already been allocated and approved separately as part of these projects.
- 2.4 Subject to the performance of the economy and housing market, it is anticipated that projected fees paid by developer funded work could generate an income of circa £1m over the lifetime of the contract. This income will cover the £320k cost to KCC of maintaining the model over the 10 years and facilitate its future development.

#### 3. Policy Framework

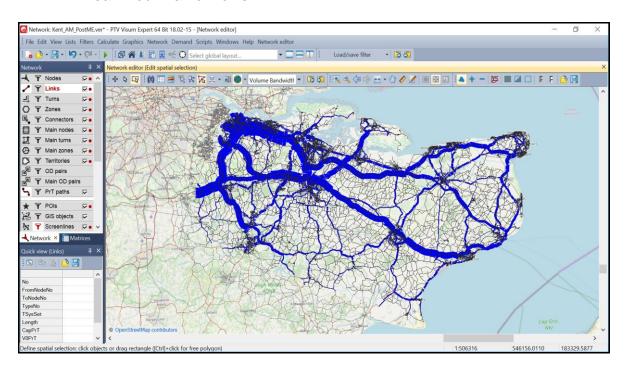
- 3.1 The scheme has a strong fit with the objectives of 'Increasing Opportunities, Improving Outcomes: Kent County Council's Strategic Statement (2015-2020)' and is in line with the draft objectives and outcomes set out for the future 5 Year Plan. The model will be used to provide an evidence base to:
  - Inform and improve recommendations on development options within Local Plans working in partnership with the Kent district councils
  - Determine transport policies
  - Identify and test scheme scenarios
  - Provide inputs to business cases to support bids for much needed investment in Kent's transport infrastructure and, in the longer term,
  - Contribute to measures to improve the resilience of the Kent transport by providing a 'near real time' link between changing traffic flows and active mitigations

#### 4. The Kent Multimodal Strategic Transport Model

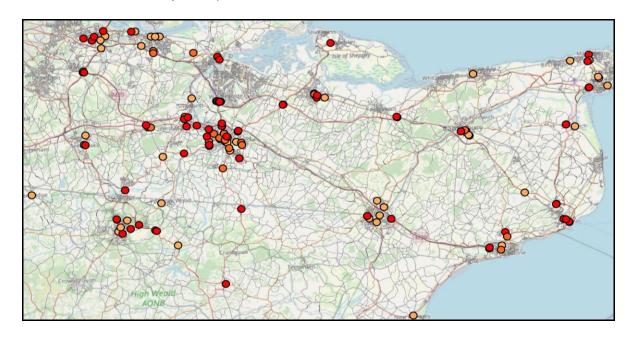
- 4.1 The Kent Transport Model is being built using a wide range of data sources including existing classified traffic count data, other Kent area transport modelling, traffic signal timings, anonymised and aggregated mobile phone records to determine origins and destinations, public transport timetable information, rail passenger numbers and journey time surveys.
- 4.2 The Model will have the following outputs and the ability to show these on maps and graphs via a series of dashboards:

- Am, Pm and Interpeak hour traffic flows, delays and journey times
- 2019 base year model and 2037 scenario year model
- HGV flows
- Public transport trips and ability to model mode shift
- Road casualties
- Vehicle emissions data for NOx, PM10, PM2.5 and CO<sub>2</sub>
- Scheme economics information (benefits to cost)
- 4.3 Highways England (HE) have been kept appraised and have contributed network data to the model build. In turn, information from the Model is being shared with HE and regional bodies such as Transport for the South East (TfSE) to be incorporated in updates to their modelling and data sharing programmes such as Project View as well as with neighbouring authorities including Medway Council, to improve integration and cross border working. Officers have also engaged the Kent district and borough councils and with the Kent & Medway Air Quality Monitoring Partnership in terms of the vehicle emissions data and how this will be presented.
- 4.4 Good progress is being made with the model build. The 2019 highway model has been completed. It is anticipated that work on the 2037 scenario, the public transport model and the dashboards will be completed by December. Initial outputs have been used to consider the impact of Operation Fennel and to feed into the business case for the A229 Blue Bell Hill junction improvement scheme. Example outputs for 2019 are shown below:

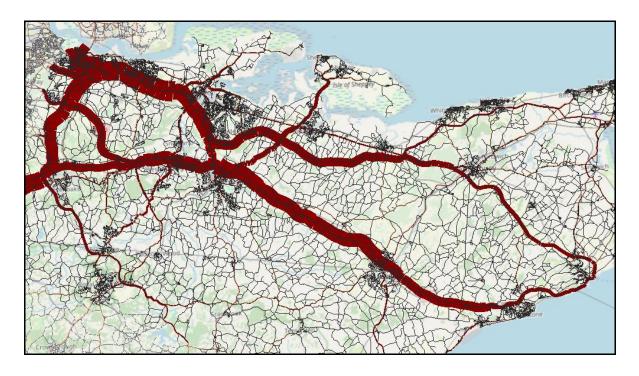
#### AM Peak HourTraffic Flows:



# Peak Hour Delay Hotspots:



AM Peak Hour HGV Volumes:



Thurock
Thymeside
Nyture Park
Foliage
To Styles

Sherness
Minster

Sherness
Minster

Darland Bah
Darla

AM Peak Rail Journeys and Stations (Boarding in green, alighting in red):

4.5 Whilst the long term implications of Covid19 are still to be determined in terms of future trip projections and mode share, the model can be adapted to allow for increased working from home as well as to reflect the reduced number of passengers using public transport.

#### 5. The Scenario Testing Service

- 5.1 Some 10 Transport Authorities in the UK have large area transport models and formal charging regimes in place for third parties to access their models. These include Buckinghamshire, Essex, Hampshire, Hertfordshire, Transport for London, Leicestershire, Medway, Northamptonshire, Surrey and Worcestershire. Most councils employ specialist consultancy support to run a 'charged for' modelling service.
- 5.2 There are estimated to be at least 8 transport modelling consultants who could run a service using the Kent Transport Model and provide the necessary 'reach back' and technical innovation specified in the commission. Some consultants also work for developers in Kent. However, a key requirement for the contract is that the supplier will not have an actual or a perceived conflict of interest for the duration of the commission.
- 5.3 It is planned that any organisation or business looking to use the Kent Transport Model will sign an Access Agreement with the County Council to enable work to be commissioned. In addition to the fees charged by the consultant for carrying out the work, the County Council will also make a charge to fund future maintenance and development of the model. This charge will primarily be levied on the private sector.

#### 6. Legal, Equalities and Data Implications

6.1 Legal advice has been obtained and has been incorporated into the procurement documentation.

- 6.2 An Equalities Impact Assessment has been produced and it can be confirmed there are no equalities implications from awarding this commission.
- 6.3 A DPIA screening report has been completed and there are no implications in terms of use of personal data.

#### 7. Conclusions

7.1 The building of a Strategic Transport Model for Kent represents a step change for the County Council to improve our evidence base for decision taking in transport and land use planning. The commissioning of a support and scenario testing service will enable the future use of the model by the County Council, our district and borough partners and Kent developers to understand the impact of different scenarios in terms of traffic, trips, crashes and emissions over a wide area. Income received from running the service will be used to maintain the model and to contribute to its future development.

#### 8. Recommendation(s)

#### Recommendation(s):

The Cabinet Committee is asked to consider and endorse, or make recommendations to the Cabinet Member for Highways and Transport on the proposed decision to grant the Director of Highways, Transport & Waste delegated powers to award a contract to maintain and develop the Kent Transport Model and to run a scenario testing service on behalf of the County Council, subject to the outcome of a procurement process.

#### 9. Contact details

#### Report Author

- David Joyner Transport & Development Manager (West Kent)
- 03000 410 236
- david.joyner@kent.gov.uk

#### Relevant Director:

- Simon Jones Highways, Transportation and Waste
- 03000 411683
- simon.jones@kent.gov.uk



# **KENT COUNTY COUNCIL - PROPOSED RECORD OF DECISION**

#### **DECISION TO BE TAKEN BY:**

# **Michael Payne**

# **Cabinet Member for Highways & Transport**

DECISION NO	):
-------------	----

20/00104

For publication	
Key decision*	
Subject: Kent Transport Model Support & Deve	Iopment Commission
<b>Decision:</b> As Cabinet Member for Highways and T Highways, Transport & Waste delegated powers to Kent Transport Model and to run a scenario testing to the outcome of a procurement process.	award a contract to maintain and develop the
Reason(s) for decision:  A Multimodal Strategic Transport Model will impression to the provide a platform for 'near real time as incidents and congestion arise.	•
The model will be used for a range of work successful consultant will operate a scatthe districts and for developers. Income generated up to date and to reinvest in its future development	siness cases for transport infrastructure scheme enario testing service for the County Council, for from developers will be used to keep the model
Cabinet Committee recommendations and other The proposal will be considered by Members of the at their meeting on 12 November 2020.	consultation:
Any alternatives considered: An assessment of our options for maintaining and of undertaken in a detailed Business Case. Our record transport modelling consultancy for a long-term conclause at year 5). This approach, where we will have provides the best return in terms of process efficient value for money and potential for generating incompany interest declared when the decision was	mmended approach is to procure a specialist nmission (of up to 10 years including a break e a strategic relationship with a single supplier, icies, effective transport and land use planning, e for reinvesting in the model development.
Proper Officer:	
signed	date

Name:



# KCC - Growth, Environment and Transport Directorate (GET).

# **Equality Analysis / Impact Assessment (EqIA) template**

#### Name of decision, policy, procedure, project or service:

Kent Strategic Transport Model Support & Development Commission

#### Brief description of policy, procedure, project or service

A Multimodal Strategic Transport Model is being constructed for the County Council and work is underway to set up a support and scenario testing service to enable the future use of the model by KCC, by our district and borough partners and by developers. This service will be operated on behalf of the County Council by establishing a strategic partnership with a specialist transport modelling consultancy. The service contract will allow work to be undertaken on a 'call off' basis as and when required by KCC (subject to budgets) and by other public or private sector organisations in Kent. Income received from running the service will be used to maintain the model and to contribute to its future development.

#### **Aims and Objectives**

The building of the Kent-wide model provides the County Council with a huge opportunity to better inform long term transport planning decision taking by providing a readily available evidence base. It is proposed to award a contract to a consultant to maintain and develop the Kent Transport Model and to run a scenario testing service on behalf of the County Council. The model will be able to be used for a wide range of tasks including option testing of land use scenarios and providing the transport and emissions evidence base for Local Plans; transport infrastructure scheme identification; option testing for network management measures and analysis to help build business cases for bids for external funding.

#### **JUDGEMENT**

• No major change - no potential for discrimination and all opportunities to promote equality have been taken

The appointment of a consultant to maintain and develop the Kent Strategic Transport Model and to run a scenario testing service on behalf of the County Council transport modelling will provide a numerical evidence base including traffic flows, trips, congestion

Date Document Updated 20/10/2020

hotspots, road casualties, vehicle emissions data and scheme economics information to assist the County Council and its district and borough council partners and Kent developers with decision taking. Until new policies or schemes are developed, and we do not yet know what they might be, there will be no negative impacts on the Protected Characteristics. Once these policies and schemes are developed and consulted upon, such as for a new Local Plan or a road improvement scheme, each have their own individual EQIAs and will be able to be assessed in terms of their impact on equalities.

I have found the Adverse Equality Impact Rating to be Low. There is no adverse rating of this service commission.

## **GET Document Control**

## **Revision History**

Version	Date	Authors	Comment
V0.1	29/06/20	Terrie Coake	First Draft
V1	19/10/20	David Joyner	Updated for publishing with report to E&TCC
V1 (this should be assigned to the version the Director signs off)			

# Document Sign-Off (this must be both the relevant Head of Service and the relevant Director) Attestation

I have read and paid due regard to the Equality Analysis/Impact Assessment. I agree with the actions to mitigate any adverse impact(s) that has /have been identified.

Name	Signature	Title	Date of Issue
Tim Read		Head of Transportation	19/10/20

Simon Jones		Director	20/10/20
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	A		

# Part 1 - Screening

Regarding the decision, policy, procedure, project or service under consideration,

Could this policy, procedure, project or service, or any proposed changes to it, affect any Protected Group (listed below) less favourably (negatively) than others in Kent?

Could this policy, procedure, project or service promote equal opportunities for this group?

<u>Please note that</u> there is <u>no justification for direct discrimination</u>; and indirect discrimination will need to be justified according to the legal requirements

	You <i>MUST</i> provide a brief commentary as to your findings, or this EqIA will be returned to you unsigned			
Protected Group	High Negative Impact	Medium Negative Impact	Low Negative Impact	High/Medium/Low Favourable Impact
Age	None	None	None	It is intended that use of the transport model will lead to schemes and measures to improve land use and transport planning, generating investment in new infrastructure, reduced congestion, improved network resilience, air quality and road safety.
Disability	None	None	As above	As above
Sex	None	None	None	None

Date Document Updated 20/10/2020

Gender identity/ Transgender	None	None	None	None
Race	None	None	None	None
Religion and Belief	None	None	None	None
Sexual Orientation	None	None	None	None
Pregnancy and Maternity	None	None	None	None
Marriage and Civil Partnerships	None	None	None	None
Carer's Responsibilities	None	None	None	As above

From: Susan Carey – Cabinet Member for Environment

Barbara Cooper, Corporate Director for Growth, Environment and Transport

**To:** Environment and Transport Cabinet Committee – 12 November 2020

**Subject:** Consultation on Draft Statement of Community Involvement:

Minerals and Waste Planning Policy and Planning Applications -

Minerals and Waste and County Council Development

Classification: Unrestricted

Past Pathway of Paper: N/A

Future Pathway of Paper: N/A

**Electoral Division:** Countywide

#### **Summary:**

The Statement of Community Involvement (SCI) sets out the Council's approach to involving the community in plan making and its consideration of planning applications within Kent. The County Council's first SCI was adopted in 2006 and two separate Addendum documents were published in April 2013 and January 2014.

Updates to the Town and Country Planning Regulations require all councils' SCIs to be reviewed every five years and therefore the Council's SCI needs to be reviewed.

Changes are proposed to the SCI, mainly to take into account changes in legislation and national planning policies and some other factual updates. Key proposed changes will result in a streamlining of the plan making process and a shift towards increasing engagement via digital means. The document is formatted in a new way that is intended to make its contents clearer.

It is worth highlighting that the opportunities for engagement during plan making and consideration of planning applications have not changed and the draft SCI also includes a new section on how the county council will support neighbourhood planning.

Consultation on a draft SCI prior to adoption is not a statutory requirement but is best practice that allows communities and stakeholders an opportunity to make comments and influence the final document.

#### Recommendation(s):

The Environment and Transport Cabinet Committee is asked to approve the draft updated Statement of Community Involvement (as set out in Appendix 1) for public consultation.

#### 1. Introduction and Background

1.1 As the county planning authority for Kent, the County Council is required to prepare

planning policy and determine planning applications concerning waste management and minerals supply in the County. The Council is also required to determine planning applications relating to its own development, for example new schools accommodation.

- 1.2 National planning policy and legislation recognises the importance of engaging with local communities to shape the places where they want to live, work and play and under the Planning and Compulsory Purchase Act 2004 the Council is required to produce a Statement of Community Involvement (SCI) which sets out how it will involve communities in its planning activities. The Council is expected to tailor its SCI to the specific needs and characteristics of the county and allow the involvement of all interested parties.
- 1.3 The Council adopted its first SCI in 2006 and, following changes to the planning process, two separate Addendum documents were published in April 2013 and January 2014. The Town and Country Planning (Local Planning) Regulations were amended to require that the SCI is reviewed at least every five years and as a result the SCI has now been reviewed and text of a revised document is proposed.

#### **Draft Revised Statement of Community Involvement**

- 1.4 The draft revised SCI is attached at Appendix 1. It clearly sets out principles and approaches for involving the community (including local people those who live in, work in or visit Kent, for borough, district, parish and town councils and for other organisations which represent key community interests) in:
  - The plan making process such as Development Plan Documents (local plans),
     Supplementary Planning Documents and Neighbourhood Plans, and;
  - the consideration of planning applications by the County Council.
- 1.5 Key changes proposed to the current published SCI are as follows:
  - Changes to the way information is presented in the document through the inclusion of tables describing the different consultation methods the council will employ in different circumstances;
  - an explanation of how the Council will support District and Borough Councils in the preparation of Neighbourhood Plans in their areas (inclusion of such information in SCIs is now a statutory requirement<sup>1</sup>);
  - increased emphasis on consultation by digital means;
  - changes to neighbour notification as part of the determination of planning applications; and,
  - changes to minimum consultation periods to streamline plan-making.

#### 2. Next Steps

2.1 It is proposed that the draft revised SCI is published for a six week period of

<sup>&</sup>lt;sup>1</sup> Section 18 of the Planning and Compulsory Purchase Act 2004 as amended by Section 6 of the Neighbourhood Planning Act 2017

consultation during November and December. If the period extends over the Christmas holiday period, then the consultation period will be extended to 8 weeks. Public consultation on a draft SCI is not a statutory requirement but it is considered best practice.

2.2 Following the consultation, the comments received will be considered and any changes required will be made to the SCI. The comments received and any proposed changes will be reported to the Environment and Transport Cabinet Committee in early 2021, along with a recommendation to adopt the revised SCI.

#### 3. Financial Implications

3.1 The costs of implementing the SCI are met from the Environment, Planning and Enforcement Division - Planning Application's existing budget.

## 4. Policy Framework

4.1 The SCI supports the County Council's corporate practice on engagement with residents and its engagement principles reflect those of The Kent Partners Compact (2012).

#### 5. Legal Implications

- 5.1 The County Council is required by the Planning and Compulsory Purchase Act 2004 to prepare and maintain a Statement of Community Involvement (SCI) that sets out how the Council will engage with communities and other stakeholders when preparing, and updating, planning policy and processing planning applications. Legislation also requires the County Council to set out in its SCI how it will support the preparation of neighbourhood plans.
- 5.2 The current SCI was adopted in 2012 and needs updating to reflect updates to consultation practice and how it supports neighbourhood plan preparation. The County is also required by the Regulation 10A of the Town and Country (Local Plan) (England) Regulations 2012 to review its SCI every five years.

#### 6. Equalities implications

6.1 An equality impact assessment (EQIA) has been completed and limited equality implications have been identified relating to how increasing use of digital communications might impact on older age groups and those with certain disabilities. These impacts will be ameliorated by material being available in alternative accessible formats upon request A copy of the assessment is attached at Appendix 2.

#### 7. Conclusion

7.1 The County Council is statutorily required to prepare a SCI setting out how it will engage communities and other stakeholders on its preparation of planning policy and determination of planning applications. The current SCI was amended in 2014 and the Council is obliged to review the SCI every five years. The SCI has been reviewed and a revised draft SCI has been prepared. It is proposed that before the

Council adopt the revised SCI it provides stakeholders with an opportunity to comment on and influence its contents by publishing the draft for consultation.

#### 8. Recommendation

The Environment and Transport Cabinet Committee is asked to approve the draft updated Statement of Community Involvement (as set out in Appendix 1) for public consultation.

#### 9. Contact details

Lead Officer:

Sharon Thompson – Head of Planning Applications Group

Phone number: 03000 413468 E-mail: sharon.thompson@kent.gov.uk

**Lead Director:** 

Stephanie Holt-Castle – Interim Director for Environment, Planning and Enforcement

Phone number: 03000 412064

Email: Stephanie.Holt-Castle@kent.gov.uk

#### Appendix 1:

Draft Revised Statement of Community Involvement

#### **Appendix 2:**

Draft Revised Statement of Community Involvement – Equality Impact Assessment



# **Kent County Council**

Minerals and Waste Planning Policy

Planning
Applications Minerals and Waste
and County Council
Development













# **Statement of Community Involvement**

Draft

October 2020



This document can be made available in an accessible format, including large copy print and audio. If you require the document in one of these formats please contact the Minerals and Waste Planning Policy Team on 03000 422370 or email

mwlp@kent.gov.uk.

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# Abbreviations

DM	Development Management
DtC	Duty to Co-operate
КСС	Kent County Council
KMWLP	Kent Minerals and Waste Local Plan
LDS	Local Development Scheme
MWLP	Minerals and Waste Local Plan
NPPF	National Planning Policy Framework
PPG	Planning Practice Guidance
NSIP	Nationally Significant Infrastructure Projects
SA	Sustainability Appraisal
SCI	Statement of Community Involvement
SOCG	Statement of Common Ground
SPD	Supplementary Planning Documents

# Executive Summary to the consultation draft

National planning policy and legislation recognises the importance of engaging with local communities to shape the places where they want to live, work and play. Under the Planning and Compulsory Purchase Act 2004, Kent County Council (KCC) is required to produce a Statement of Community Involvement (SCI) which sets out how it intends to involve communities in its planning activities.

This draft SCI sets out how and when communities can be involved in the development planning and development management activities for which KCC has responsibility. These include KCC's planning policies for the supply of minerals (sand, clay, chalk, ragstone, gravel etc.), the management of waste<sup>1</sup> and KCC's own services such as school buildings.

'Community involvement' includes all those with an interest in the County Council's planning activities – businesses (including the waste and minerals industries), local councils (including districts and parishes), community groups and individuals and a range of other local and national organisations.

The County Council's first SCI was adopted in 2006 and then updated in two addendums published in April 2013 and January 2014. This document is a complete revision to take into account changes in planning legislation, adoption of the Kent Minerals and Waste Local Plan 2013-30 (KMWLP) and Kent Mineral Sites Plan and production of additional non-statutory documents such as Supplementary Planning Documents (SPDs). Comments on this draft document are invited until XXXX.

The SCI sets out KCC's planning responsibilities and the principles, opportunities and approaches that guide our community involvement activities at various stages of planning policy preparation.

KCC's development management responsibilities are described along with the approach taken to publicity and consultation on planning applications at each stage of the process through to a decision.

Our aim is to ensure that everyone is clear on how they can contribute to, and what they may expect from, our plan making and development management activities. We aim to appropriately inform, consult and involve the Kent community and other relevant interested parties in the review of minerals and waste planning policy and in the consideration of planning applications that are our responsibility.

<sup>&</sup>lt;sup>1</sup> At the time of publication, existing waste and minerals planning policy for Kent was set out in the Kent Minerals and Waste Local Plan (KMWLP) (modified version adopted 2020) and the Kent Mineral Sites Plan (adopted 2020).

#### 1. Introduction

### 1.1 What is the Statement of Community Involvement (SCI)?

- 1.1.1 This Statement of Community Involvement (SCI) sets out how Kent County Council (KCC) will engage and consult its residents and other stakeholders when reviewing its waste and minerals planning policy and when and how the public will be involved in the determination of planning applications for which the County Council is responsible.
- 1.1.2 The requirement to produce an SCI is set out in the Planning and Compulsory Purchase Act 2004 which seeks to improve community involvement throughout the planning process. This requirement is also supported by the Localism Act 2011 which outlines the importance of engaging with local communities to shape the places where they want to live, work and play as part of the planning system. The National Planning Policy Framework 2019 (NPPF) also recognises the need for early, proportionate and effective engagement with communities, local organisations, businesses, infrastructure providers and operators, and statutory consultees.
- 1.1.3 Since the Council's SCI was adopted in 2006, there have been significant changes to the planning system and ways in which the County Council engages with local communities. This SCI has been produced to ensure that the County Council is able to involve the community effectively in planning processes and reflects the most up to date legislation and practices. The County Council aims to ensure opportunities for engagement and strengthen community and stakeholder involvement in planning and development processes.
- 1.1.4 As outlined in the NPPF, the purpose of the planning system is to contribute to the achievement of sustainable development. Plans and decisions should apply a presumption in favour of sustainable development, with plan-making positively seeking opportunities to meet the development needs of their area. Plans should provide certainty and a mechanism for efficient, timely decision-taking and for approving development proposals that accord with an up-to-date development plan.

#### 1.2 Monitoring and Review of the SCI

1.2.1 The County Council is committed to monitoring, reviewing and amending the methods and level of engagement with the community in response to ongoing feedback on the success and effectiveness of the community engagement undertaken. The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) require SCI's to be reviewed every 5 years. Therefore, indicators (as set out in Appendix 5) will be used to inform such reviews, for example changes will be considered where an unsatisfactory level of community involvement has been identified. The County Council is continuously seeking new and innovative ways to communicate and engage with the community and the methods set out in this SCI reflect recent experience over what has, and has not been effective.

# 2. Consultation and Engagement

### 2.1 Engagement Principles

- 2.1.1 Consultation and engagement are an important part of the plan making and development management processes. The different parties involved have various rights and responsibilities, which are defined in legislation and guidance. The County Council is committed to providing communities and stakeholders with the opportunity to engage with the planning process and to help more people get involved in the future planning of the county. By presenting all of the relevant information and options at all stages of plan making and planning application determination, the County Council recognises the importance of:
  - timely and early engagement;
  - clear and informative communication; and,
  - the need to maintain transparency.
- 2.1.2 Consultation and engagement methods that are relevant to the community and stakeholders being consulted, as well as being appropriate in scale, will be chosen to ensure that they are as effective as possible based on the different stages of the planning process. The importance of keeping interested parties up to date is recognised by the County Council and therefore emphasis is placed on ensuring that its website is updated on a regular basis.
- 2.1.3 Whilst proposals may not always please everyone, engagement will be inclusive, easily accessible, transparent and meaningful, addressing tensions in good faith and finding the right balance. In considering representations, it is of note that planning matters are determined against material planning considerations that are relevant to a particular application or policy. Decisions are not determined on the basis of sheer numbers objecting to or supporting a proposal, rather they are based upon the content and merit of the response.
- 2.1.4 The engagement principles of the SCI echo those of The Kent Partners Compact (2012)<sup>2</sup> which include effective consultation, representation and partnership working within Kent through:
  - early engagement;
  - transparency;
  - accessibility; and,
  - feedback.

2.1.5 The County Council focuses on engagement through informing and updating the local community, maintaining dialogue and providing feedback and being open and responsive to comments.

<sup>&</sup>lt;sup>2</sup> www.kent.gov.uk/ data/assets/pdf file/0019/5536/Kent-Partners-Compact.pdf

2.1.6 All comments submitted in response to the County Council's consultations on planning policy documents and planning applications will be processed in accordance with the General Data Protection Act (GDPR), as set out in the Planning Applications Group Privacy Notice available on the County Council's website<sup>3</sup>. To ensure that involvement is effective, all comments received will be recorded, read and taken into consideration. A report setting out how comments have been considered will be provided following plan making consultations.

#### 2.2 'Who' will the Council Involve?

- 2.2.1 The County Council is legally required to consult statutory consultees as outlined in the 2012 local plan making regulations<sup>4</sup>. These include *specific consultation bodies* that are knowledgeable in specific subjects such as the Environment Agency and Historic England, a full list is provided in Appendix 2.
- 2.2.2 The Regulations also require the County Council to consult a number of *general consultation bodies* where relevant to the specific planning activity. These include voluntary organisations, those representing the interests of different groups in the authority's area and organisations which represent the interests of a person carrying on business in the authority's area. A non-exhaustive list of such bodies in Kent provided in Appendix 3.
- 2.2.3 As part of the local plan work the Minerals and Waste Planning Policy team will create a consultation database consisting of community groups, key stakeholders and statutory consultees who will be contacted when planning policy documents are published. The database will be updated throughout the development of the Local Plan to ensure new contacts and interested members of the public are involved. It will be managed in accordance with GDPR Regulations and our privacy notice. Please contact the Minerals and Waste Planning Policy team via <a href="mwlp@kent.gov.uk">mwlp@kent.gov.uk</a> or 03000 422370 if you would like your details added to the consultation database.

#### 2.3 'How' will the Council Involve?

2.3.1 The County Council is continuously developing and building upon the ways in which it consults and engages with local communities and stakeholders, with a general shift towards the increased use of electronic communication, including engagement through email, the internet and social media. These methods are more cost effective and time efficient and have the potential to reach a wider audience than previously. They also appear to be the preferred method of engagement by those making representations on planning matters.

<sup>&</sup>lt;sup>3</sup> Planning Applications Group privacy notice - <a href="https://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notices/environment,-planning-and-enforcement/planning-applications">https://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notices/environment,-planning-and-enforcement/minerals-and-waste-privacy-statement</a>

<sup>&</sup>lt;sup>4</sup> Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

- 2.3.2 The County Council is keen to hear community and stakeholder views on planning applications and plan making and will continue to engage with the community throughout the preparation of policy documents and assessment of planning applications. The council aims to encourage and facilitate broadly based participation and the way in which views are sought will vary depending upon the information which is being consulted upon. A variety of engagement tools will be used including, but not limited to, the following:
  - County Council website
  - Site notices
  - Press notices
  - Posters (E.g. Libraries<sup>5</sup>/Gateways/Parish notices)
  - Public meetings
  - Stakeholder/representative group workshops/drop-ins
  - Consultations with key stakeholders including meetings
  - Virtual/physical exhibitions (manned/unmanned)
  - Letters/emails to interested parties
  - Responding to queries via email and/or telephone
  - Social media
  - Hard copy documentation available for inspection at Council Offices (a full list of KCCs offices is available in Appendix 6), libraries<sup>6</sup> plan making documents only
- 2.3.3 It is unlikely that the County Council would use all of the above tools at the same time and, for example, some planning applications may just use the County Council website and a site notice as a means of engagement.

#### 2.4 Effectiveness of Public Involvement

2.4.1 To ensure that involvement is effective, all comments should be relevant to the planning process being consulted on and be clear and concise. All comments should be submitted within the consultation timeframe and it should be noted that all comments submitted on planning policy documents will be made publicly available. Comments on planning applications may be drawn to the attention of County Members, the applicant/agent and other interested persons. The County Council does not currently publish consultation or neighbour comments on a planning application on the County Council website, however these are shared with the District/Borough Council who may then publish these comments on their website in accordance with their own policies. All comments will be managed in accordance with our Privacy Notice.

<sup>5</sup> It should be noted that there is public access to the internet from all libraries and gateways within Kent where documentation can be viewed by members of the public. A list of KCC's libraries and gateways are included in Appendix 6

<sup>&</sup>lt;sup>6</sup> There may be times where, due to operational reasons, the County Council offices and/or libraries may not be accessible. In those unlikely circumstances, documents will be published in accordance with government advice.

# 3. Community Involvement and Plan Making

#### 3.1 The Kent Minerals and Waste Local Plan and Sites Plans

- 3.1.1 KCC is the minerals and waste planning authority for Kent and, under the Planning and Compulsory Purchase Act 2004, is responsible for the production, monitoring and review of minerals and waste planning policy for Kent. Minerals and waste planning policy is set out in a series of documents that include policy and proposals for the future development and control of mineral working and waste management in Kent.
- 3.1.2 In order for a Local Plan to be adopted, it must be considered 'sound'. As set out in the NPFF, to be 'sound', a Local Plan must be:
  - Positively prepared providing a strategy which, as a minimum, seeks to meet the area's
    objectively assessed needs; and is informed by agreements with other authorities, so that
    unmet need from neighbouring areas is accommodated where it is practical to do so and is
    consistent with achieving sustainable development;
  - **Justified** the Plan should be an appropriate strategy taking into account the reasonable alternatives, and based on proportionate evidence.
  - **Effective** the Plan should be deliverable over its period and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground.
  - Consistent with national policy the Plan should enable the delivery of sustainable development in accordance with the NPPF.
- 3.1.3 Minerals and waste planning policy for Kent is currently set out in the Kent Minerals and Waste Local Plan 2013-30 (KMWLP) which was adopted in July 2016, and modified in September 2020 (in the Early Partial Review), and in the Kent Mineral Sites Plan that was adopted in September 2020. The KMWLP describes the overarching strategy and planning policies for mineral extraction, importation and recycling, and the waste management of all waste streams that are generated or managed in Kent. In particular, the KMWLP incorporates the development management policies against which minerals and waste proposals are assessed. Together with the Kent Minerals Sites Plan, it also sets out appropriate locations for working the minerals needed over the next 10 years in order to ensure that a steady and adequate supply of aggregates can be maintained throughout this period. The KMWLP also sets out the need for waste management and ensures that such development occurs in suitable locations. The ways of managing waste are changing rapidly, waste is now seen as a resource rather than something that simply needs to be discarded, and is managed in accordance with the waste hierarchy. The Waste Hierarchy ranks waste management options according to what is best for the environment. It gives top priority to preventing waste in the first place. When waste is created, it

- gives priority to preparing it for re-use, then recycling, then recovery, and last of all disposal (e.g. landfill).
- 3.1.4 The programme for reviewing the KMWLP is set out in the Kent Minerals and Waste Development Scheme which is available on the County Council's website. This provides a timeline for the community and stakeholders to find out about current planning policies on minerals and waste and the programme for their review. Progress against the Development Scheme, and any changes to it, are reported on the County Council's website.
- 3.1.5 During the preparation of minerals and waste planning policy, the County Council must ensure that all of the statutory consultation requirements as set out in the 2012 Town and County Planning Regulations (and any future revisions) are met. The current key stages in the preparation of a Local Plan are set out below. The County Council will engage with the community throughout the preparation of planning policy, and in addition to the statutory requirements, will carefully consider options for additional community involvement to ensure that all key stakeholders and local residents are made aware of planning proposals and are given the opportunity to comment on them.

## 3.2 Duty to Co-operate

- 3.2.1 The County Council has a legal duty to engage with other local planning authorities and prescribed bodies (specific and general consultation bodies) on an ongoing basis throughout the preparation of Local Plans and other planning policy documents relating to development that covers strategic matters known as the 'Duty to Co-operate' (DtC).
- 3.2.2 Section 110 of the Localism Act 2011 sets out the 'Duty to Co-operate'. This applies to all local planning authorities, including County Councils, plus a number of other public bodies. The duty relates to sustainable development or the use of land that would have a significant impact on at least two local planning areas or on a planning matter that falls within the remit of a County Council and requires that councils set out planning policies to address such issues. The duty also requires that councils and public bodies 'engage constructively, actively and on an ongoing basis' to develop strategic policies and requires councils to consider joint approaches to plan making.
- 3.2.3 The NPPF also outlines the requirements associated with the Duty to Co-operate and notes that effective and on-going joint working between strategic policy-making authorities and relevant bodies is integral to the production of a positively prepared and justified strategy.
- 3.2.4 Throughout the production of planning policy documents, the County Council will report on how it is complying with the Duty to Co-operate.

# 3.3 Statements of Common Ground (SoCG)

- 3.3.1. Paragraph 27 of the NPPF outlines that in order to demonstrate effective and on-going joint working, strategic policy-making authorities should prepare and maintain one or more statements of common ground (SoCG), documenting the cross boundary matters being addressed and progress in cooperating to address these. In accordance with the NPPF, the County Council will produce SoCGs and, to ensure transparency, make them publicly available throughout the plan making process.
- 3.3.2. The diagram and table below set out the key stages in preparing planning policy documents and details the County Council's methods of engagement.



# 3.4 Key Stages in Preparing Planning Policy<sup>7</sup>



 $<sup>^{\</sup>rm 7}$  Note that the Regulations relate to The Town and Country Planning (Local Planning) (England) Regulations 2012

Table 1 - Local Plan Preparation Methods of Engagement

Stage of Local Plan Preparation	Methods of Engagement			
	We will	We may	You can	
Stage 1 Initial Evidence Gathering	Publish the Sustainability     Appraisal (SA) Scoping Report on     the County Council website <sup>8</sup>	Request information from third parties relevant to the development of the Plan's evidence base	View copies of the relevant documents on the County Council's website <sup>9</sup>	
Gathering evidence and information regarding the Plan area in order to:	<ul> <li>Publish technical papers (evidence Topic Reports) on the County Council website<sup>8</sup></li> </ul>	Invite comment on technical documents	<ul> <li>Submit information and attend meetings when invited.</li> <li>NB: Comments must be received within the</li> </ul>	
Identify the issues the plan area faces and what potential options there may be available to address these matters to meet national and local targets, strategies and policies, while	Invite comments from communities and stakeholders including the statutory consultation bodies (e.g. Natural England, Environment Agency, and Historic England etc) on the	<ul> <li>Set up workshops and meetings with statutory bodies, groups and/or individuals relevant to the Plan's objectives and evidence needs.</li> </ul>	<ul> <li>consultation timeframe and in writing</li> <li>Inform the County Council that you wish to be involved in the preparation of the Plan</li> </ul>	
defining the Plan's strategy and vision.	scope of the Sustainability Appraisal (SA) Report for a minimum of 6 weeks	Extend the consultation period to allow additional	Make requests for information	
<ul> <li>Identify environmental, economic and social objectives to inform the Sustainability Appraisal (SA) and produce a</li> </ul>	<ul> <li>Respond to emails about the plan making process within 10 working days</li> </ul>	time e.g. where consultation takes place over holiday periods	<ul> <li>Contact the Minerals and Waste Planning Policy team via 03000 422370 or mwlp@kent.gov.uk if you</li> </ul>	

<sup>&</sup>lt;sup>8</sup> https://www.kent.gov.uk/about-the-council/strategies-and-policies/environment-waste-and-planning-policies/planning-policies/minerals-and-waste-planning-policy

<sup>&</sup>lt;sup>9</sup> It should be noted that there is public access to the internet from all libraries and gateways within Kent where documentation can be viewed. A list of KCC's libraries and gateways are included in Appendix 6

Sustainability Appraisal (SA) Scoping Report.	<ul> <li>Provide policy documentation prepared by the County Council in an accessible format</li> <li>Take into account any written representations received at this stage</li> </ul>		have any queries about the process
	We will	We may	You can
Stage 2	Notify specific statutory and	Publish a notice in local	View copies of the relevant
Identification of issues and options	general consultees that the County Council is preparing a	newspaper(s) which outlines details of the	documents on the County Council's website <sup>9</sup>
for addressing those issues	Plan and invite comments on the 'Issues and Options' for a	'Issues and Options' document and Sustainability	Culturality as many and a to the
(Regulation 18)	minimum period of 6 weeks	Appraisal (SA) and where	<ul> <li>Submit comments to the County Council online using</li> </ul>
This stage usually involves the formulation of a consultative Plan document, based on the evidence gathered and is often referred to as an 'Issues and Options' document which will identify the main issues and different reasonable alternatives, from which the options that could be taken forward in the Plan are identified. On some less complex matters the Council may miss out this stage and go straight to Stage 3.	<ul> <li>Take into account any written representations received at this stage</li> <li>Publish the 'Issues and Options' on the County Council website</li> <li>Provide a hard copy of key documents at the main County Council office</li> <li>Provide policy documentation</li> </ul>	<ul> <li>Organise and attend meetings/workshops with local communities and key stakeholders</li> <li>Set up virtual/physical manned and unmanned displays and exhibitions at locations within the County</li> <li>Produce posters to display</li> </ul>	the user friendly web portal, or via email to mwlp@kent.gov.uk or by post on the 'Issues and Options' (having assessed the evidence base, and the issues identified); including suggestions for any other options. NB: comments must be received within the consultation timeframe and in writing
Initiate Duty to cooperate engagement	prepared by the County Council in an accessible format	at KCC libraries, gateways and parish notice boards	Submit comments to the     County Council about the     Sustainability Appraisal (SA)

	<ul> <li>Respond to emails about the plan making process within 10 working days</li> <li>Use social media to promote and raise awareness of the consultation</li> <li>Initiate Duty to Cooperate discussions with neighbouring authorities on matters of potential cross border significance</li> </ul>	Extend the consultation period to allow additional time e.g. where consultation takes place over holiday periods	Report on the 'Issues and Options' document. NB: comments must be received within the consultation timeframe and in writing  • Attend meetings when invited  • Contact the Minerals and Waste Planning Policy team via 03000 422370 or mwlp@kent.gov.uk if you have any queries about the process
	We will	We may	You can
Stage 3	Carry out a public consultation	Publish a notice in local	View copies of the relevant
Publication of a preferred	on the Draft Plan. Typically, the	newspaper(s) which	documents on the County
approach (may include draft	public consultation will be held for a minimum of 6 weeks	outlines the details of the	Council's website <sup>9</sup>
	for a minimum of 6 weeks	Draft Plan and Sustainability Appraisal (SA) and where	Submit comments to the
policies set out in a draft Plan)	Notify general consultation	they can be viewed	County Council online using
(Regulation 18)	bodies (Appendix 3) and specific		the user-friendly web portal,
The County Council will review the comments received at Stage 2 and take them into account when preparing a Draft Plan.	<ul> <li>consultation bodies (Appendix 2) of the consultation details</li> <li>Engage with individuals/groups that have advised the County</li> </ul>	Organise and attend meetings/workshops with local communities and key stakeholders	or via email to  mwlp@kent.gov.uk or via post  on what you think the Draft  Plan should contain, having  assessed the evidence base,
The County Council will undertake a full Sustainability Appraisal (SA)	Council that they would like to be kept informed/involved in plan consultations	Set up virtual/physical manned and unmanned displays and exhibitions at	and the issues identified, including any others that you think should be included

economic and social impacts of the
Draft Plan and its reasonable
alternatives.

- Take into account any written representations received as a result of preparing the plan
- Publish the Draft Plan, the full Sustainability Appraisal (SA) Report and related documentation on the County Council's website
- Provide a hard copy of the Draft Plan, and Sustainability Appraisal (SA) at the main County Council office
- Publish a notice on the County Council website which identifies the locations and times that hard copies of the Draft Plan and Sustainability Appraisal (SA) Report can be viewed
- Respond to emails about the plan making process within 10 working days
- Provide policy documentation prepared by the County Council in an accessible format

- Produce posters to display at KCC libraries, gateways and parish notice boards
- Extend the consultation period to allow additional time e.g. where consultation takes place over holiday periods
- Make other documentation available in hard copy to view at the main County Council office
- allocations (that came from the Options identified at Stage 2) you can submit comments on how appropriate these allocations are in order to achieve the Plan's objectives. NB: Comments must be received within the consultation timeframe and in writing
- Submit comments to the County Council about the Sustainability Appraisal (SA) Report. NB: comments must be received within the consultation timeframe and in writing
- Attend meetings when invited
- Contact the Minerals and Waste Planning Policy team via 03000 422370 or mwlp@kent.gov.uk if you have any queries about the process

	Use social media to promote and raise awareness of the consultation		
	We will	We may	You can
Stage 4	Publish on the County Council's  Publish of all actions  Publish of actions  Publish of all actio	Place advertisements in the	View copies of the relevant
Publication of the Local Plan	website the following:  O A copy of the process by	local newspaper(s)	documents on the County Council's website <sup>9</sup>
(Regulation 19 and 20)  The County Council will review comments we receive at Stage 3 and consider them when preparing the Local Plan that the County Council intends to submit to the Secretary of State for examination.  The County Council will provide a Sustainability Appraisal of the Proposed Submission Plan; taking into consideration the comments received relating to the Sustainability Appraisal of the Draft Plan at Stage 3.	which representations can be made.  A statement identifying places and times where all the relevant documents can be viewed in hard copy  The Submission Plan and the relevant evidence base of documentation the 'Examination Library'  The Sustainability Appraisal (SA) Report of the Submission Plan  Statement of the Representations	<ul> <li>Organise and attend meetings/workshops with local communities and key stakeholders</li> <li>Set up virtual/physical manned and unmanned displays and exhibitions at locations within the County</li> <li>Produce posters to display at KCC libraries, gateways and parish notice boards</li> <li>Extend the consultation period to allow additional</li> </ul>	Submit comments to the County Council online using the user-friendly web portal, or via email to mwlp@kent.gov.uk or by post the Sustainability Appraisal report and the proposed Submission Plan and its evidence base. NB: Comments must be received within the consultation timeframe and in writing  Request to be notified when the County Council submits
	<ul> <li>Procedure<sup>10</sup></li> <li>Provide a hard copy of the published Plan, and the</li> </ul>	time e.g. where consultation takes place over holiday periods	the Plan to the Secretary of State

<sup>&</sup>lt;sup>10</sup> The Statement of Representations Procedure is a regulatory requirement sets out details of the consultation, including the duration, documents consulted on, how representations can be made and where the documents can be viewed.

Sustainability Appraisal (SA) at	•	Make other documentation	•	Request to be heard at the
the main County Council office		available in hard copy to		Independent Examination (the
		view at the main County		decision of who is heard is
Send a copy of the statement of		Council office		made by the Inspector
the representations procedure				appointed to examine the
and a statement of the fact that				Plan)
the proposed submission				
documents are available for			•	Request to be notified when
inspection and the places and				the recommendations by
times they can be inspected to				the Inspector are published
the general consultation bodies				
and specific consultation bodies invited to make representations			•	Attend meetings when invited
at Regulation 18				Contact the Minerals and
at Negalation 10			•	
Provide policy documentation				Waste Planning Policy team via 03000 422370 or
prepared by the County Council				mwlp@kent.gov.uk if you
in an accessible format				have any queries about the
				process
Publish a notice on the County				p. 2000
Council website which identifies				
the locations and times that hard				
copies of the Draft Plan and SA				
Report can be viewed				
Respond to emails about the				
plan making process within 10				
working days				
WOTKING Udys				
Use social media to promote and				
	1		1	

consultation

	We will	We may	You can
Stage 5 Submission of the Local Plan (Regulation 22) The County Council will submit the Local Plan (as published at stage 4), accompanying documentation, Sustainability Appraisal Report and representations to the Secretary of State for independent Examination.	<ul> <li>Submit the Plan and accompanying documents including the Sustainability Appraisal to the Secretary of State</li> <li>Notify those people who requested to be notified that the Plan has been submitted to the Secretary of State</li> <li>Notify statutory and general consultees that the Plan and accompanying documents including the Sustainability Appraisal, are available to view and the times and places where they can be viewed</li> <li>Publish on the County Council's website the Submission Plan, accompanying documents including copies of the representations that we received to the proposed Submission Plan</li> <li>Provide a hard copy of the published Plan, and the Sustainability Appraisal (SA) at the main County Council office</li> </ul>	Publish a notice in local newspaper(s) informing Kent's communities that the Plan has been submitted to the Secretary of State, where the Plan and relevant documents can be viewed online and in the main County Council office with public access	<ul> <li>View the Plan and documents that have been submitted to the Planning Inspectorate on the County Council website<sup>9</sup></li> <li>Contact the Minerals and Waste Planning Policy team via 03000 422370 or mwlp@kent.gov.uk if you have any queries about the process</li> </ul>

<ul> <li>As soon as reasonably practicable after submitting the Local Plan to the Secretary of State, the County Council will make the following documents available for inspection along with a statement outlining the places and times at which they can be inspected:         <ul> <li>A copy of the Local Plan</li> <li>The Sustainability Appraisal report</li> <li>A Statement of Representation</li> <li>A notice stating the times and places where the documents can be viewed.</li> </ul> </li> <li>Respond to emails about the plan making process within 10 working days</li> <li>Use social media to promote and raise awareness of the consultation</li> </ul>	

	We will	We may	You can
Stage 6	Notify anyone who made	Publish in local	Attend the Independent
Examination of the Local Plan and	representation in accordance with Regulation 20 and not	newspaper(s) information to inform the communities	Examination hearing(s) (NB: only those who have been
Publication of the	withdrawn that representation	of Kent the date, time and	invited to speak by the
Recommendations of the	at least 6 weeks prior to the opening of the Independent	place the submitted Plan's Independent Examination	Inspector(s) can do so)
Appointed Person (main and	Examination hearings details of	will be held, and the name	Keep up to date on the Local
minor modifications)	the following:  o the name of the	of the appointed Inspector(s) who will carry	Plan process by checking the County Council website
(Regulation 24 and Regulation 25)	appointed Inspector(s)	out the Independent	
The submitted Plan is independently examined by a Planning Inspector(s) who will assess whether the Plan has been prepared in accordance with the Duty to Cooperate, the legal and procedural requirements and whether it is sound; in that it is positively prepared, justified, effective and consistent with national planning policy.	carrying out the independent examination;  the date, time and place at which the hearing is to be held  Publish the date, time and place at which the hearing is to be held on the County Council's website via social media and at the main County Council office at least 6 weeks before the hearing is held	<ul> <li>Publish the hearings as a webcast</li> <li>Notify anyone who made representation at Regulation 18 and 19 of the hearing details</li> <li>Carry out an additional consultation if there are modifications</li> </ul>	<ul> <li>View documentation related to the examination on the Council's website (the 'examination library')</li> <li>Contact the Minerals and Waste Planning Policy team via 03000 422370 or mwlp@kent.gov.uk if you have any queries about the process</li> </ul>
Throughout the Independent Examination the Planning Inspector(s) may recommend minor and major modifications to the Plan. The County Council will subsequently publish these and	<ul> <li>Provide an accessible venue for the hearings which will allow all interested parties to attend and participate – this includes equal access and hearing loops</li> </ul>	recommended by the appointed Inspector(s) — this includes making the recommendations of the person appointed and the reasons given for those recommendations available	

they will be subject to a further consultation.	<ul> <li>Maintain an examination library setting out in hard copy all the documentation relating to the examination</li> <li>Respond to emails about the plan making process within 10 working days</li> <li>We will</li> </ul>	and give notice to those persons who requested to be notified of the publication of those recommendations, that the recommendations are available	You can
Stage 7 Inspector's Report (Regulation 25) Following the conclusion of the Independent Examination hearings into the Plan, the Inspector(s) who examined the submitted Plan will send a report to the County Council which identifies any recommended changes (modification) to the Plan, which together with the unmodified elements would form a sound Plan.	<ul> <li>Publish on the County Council's website a copy of the Inspector(s)'s Report</li> <li>Provide a hard copy of the Inspector(s)'s Report at the main County Council's office location that has public access</li> <li>Notify those who requested to be so notified that the County Council have published the Inspector(s)'s Report.</li> <li>Respond to emails about the Inspector (s)'s Report within 10 working days.</li> </ul>	Provide a hard copy of the Inspector(s)'s Report for inspection at various locations within the County  Provide a hard copy of the Inspector(s)'s Report for inspection at various locations within the County	<ul> <li>View the Inspector(s)'s report into the Plan's Independent Examination and the modifications the Inspector(s) considers necessary for the Plan to be sound such that it may be adopted by the County Council</li> <li>Contact the Minerals and Waste Planning Policy team via 03000 422370 or mwlp@kent.gov.uk if you have any queries about the process</li> </ul>

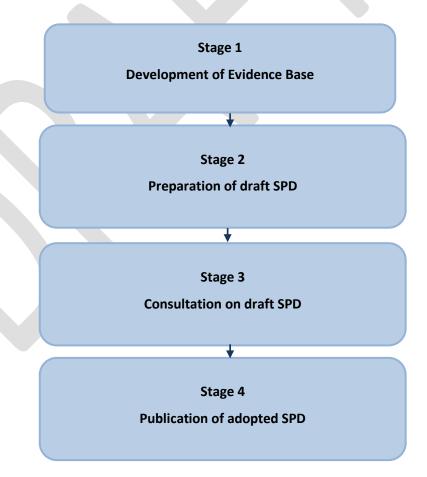
	We will	We may	You can
Adoption (Regulation 26)  Any recommendation modifications from the Inspector(s) will be made to the Plan and the Sustainability Appraisal of the Plan updated to	<ul> <li>Publish on the County Council website relevant documents including the adopted plans and adoption statement</li> <li>Notify District/Borough Councils of the adoption of the Local Plan</li> </ul>	Provide a hard copy of related documentation for inspection at various locations within the County	View the Plan and the modifications, and the Inspector(s) report and the final Sustainability Appraisal for the Plan and the reports setting out the issues for the Plan's formal adoption on the County Council website
ensure that the modified Plan meets the legal requirements in this regard. The Plan will then be reported to the County Council's planning policy portfolio responsible Cabinet member, the Cabinet and then the Full Council for adoption.	<ul> <li>Notify anyone who requested to be notified that the Plan has been adopted by the County Council</li> <li>Send a copy of the adoption statement to any person who asked to be notified of the adoption of the Local Plan</li> <li>As soon as reasonably practicable after the adoption of the Local Plan, the County Council will make a hard copy of the following documents available for inspection at the main County Council office:         <ul> <li>The Local Plan</li> <li>An Adoption statement</li> <li>The final Sustainability Appraisal (SA) Report of the modified Plan</li> </ul> </li> </ul>		Contact the Minerals and Waste Planning Policy team via 03000 422370 or mwlp@kent.gov.uk if you have any queries about the process

Details of the times and locations at which the documents of the Independent Examination can be viewed.



## 3.5 Supplementary Planning Documents (SPDs)

- 3.3.1. In addition to Local Plans the County Council will also occasionally produce Supplementary Planning Documents (SPDs). Their purpose is to expand on policy issues or provide further detail and guidance on the implementation of policies in the Local Plan. Whilst SPDs are not considered policy documents and are not subject to Independent Examination by a Planning Inspector, once adopted they form a material consideration that is taken into account in the determination of planning applications.
- 3.3.2. Public consultation and engagement throughout the formulation of an SPD is undertaken to ensure their effectiveness and relevance to policy implementation. Consultation methods are similar to those used in the preparation of a Local Plan.
- 3.3.3. Whilst the statutory requirements set out in the 2012 Town and Country Planning Regulations must be met throughout the production of an SPD, the requirements are more limited and the County Council has greater discretion as to the nature and extent of consultation.
- 3.3.4. The key stages in SPD preparation are set out below:



3.3.5. From time to time it may be necessary to update SPDs as planning policy and advice from Government changes. The table below outlines the methods of engagement that the County Council will take to engage with the community and stakeholders at each stage of the preparation of an SPD.

<u>Table 2 – Supplementary Planning Document Preparation Methods of Engagement</u>

Stage of SPD Preparation	Methods of Engagement		
	We will	We may	You can
Stage 1  Development of Evidence Base  SPDs are material considerations in the planning process. An SPD has the value of further elaborating how a Plan's policies are to be interpreted and implemented. Where information is needed to satisfy a certain policy requirement, it can illustrate how this is to be done. It can also provide additional information that is specific to the area but is in a less detailed form in the adopted Plan.	<ul> <li>Gather up to date information on a range of social, economic and environmental matters (as they relate to minerals and waste planning) and produce the scope of the SPD</li> <li>Identify whether a Sustainability Appraisal (SA) is required</li> <li>Respond to emails about the plan making process within 10 working days</li> <li>Take into account any written representations received as a result of preparing the SPD</li> </ul>	<ul> <li>Arrange meetings/workshops with relevant district/borough councils and other interested parties/key stakeholders</li> <li>Publish evidence base and relevant documents on the County Council's website</li> </ul>	<ul> <li>Contact the Minerals and Waste Planning Policy team via 03000 422370 or mwlp@kent.gov.uk if you have any queries about the SPD process</li> <li>View any evidence base and relevant documents published on the County Council's website</li> <li>Attend meetings when the SPD is published for consultation</li> </ul>
Stage 2 Preparation of draft SPD The document production process.	<ul> <li>Draft the SPD using information gathered in Stage 1.</li> <li>Undertake Sustainability Appraisal (SA), if required.</li> <li>Engage with key stakeholders on the SPD matter</li> </ul>		Contact the Minerals and Waste Planning Policy team via 03000 422370 or mwlp@kent.gov.uk if you have any queries about the SPD process

	We will	We may	View any evidence base and relevant documents on the County Council's website  You can
Stage 3 Consultation on draft SPD (Regulation 12)	<ul> <li>Consult on a draft SPD for at least 4 weeks</li> <li>Notify key stakeholders informing them about the consultation</li> <li>Publish all relevant documents on the County Council's website along with details of the date by which representations must be made and the address to which they must be sent</li> <li>After consultation, prepare a statement setting out the persons the Local Planning Authority consulted when preparing the SPD, a summary of the main issues raised how those issues have been addressed in the SPD.</li> <li>Make a hard copy of the draft SPD and consultation statement available at the main County Council office</li> </ul>	<ul> <li>Extend the consultation period to allow additional time e.g. where consultation takes place over holiday periods</li> <li>Consult parish/town councils and wider if specific local issue demonstrates this would be appropriate.</li> <li>Arrange meetings/workshops with relevant district/borough councils and other interested parties/key stakeholders</li> </ul>	<ul> <li>View copies of the relevant documents on the County Council's website</li> <li>Provide written comments to the County Council via post, online using the user-friendly web portal or via email to mwlp@kent.gov.uk about the Draft SPD during the specified time period. NB: Comments must be received within the consultation timeframe and in writing</li> <li>Request to be notified when the SPD is adopted</li> <li>Contact the Minerals and Waste Planning Policy team via 03000 422370 or mwlp@kent.gov.uk if you have any queries about the SPD process</li> </ul>

	<ul> <li>Provide policy documentation produced by the County Council in an accessible format</li> <li>Respond to emails about the SPD process within 10 working days</li> <li>Use social media to promote and raise awareness of the consultation</li> </ul> We will	Woman	You can
Stage 4	Consider comments received	We may	View copies of the relevant
Adoption of SPD (Regulation 14)	on the draft SPD and amend the document if necessary		documents on the County Council's website
All SPDs have to go through a formal adoption process by the County Council	<ul> <li>SPD is considered and adopted by Cabinet Member for Environment and Waste (SPDs are not subject to independent examination)</li> <li>Once the SPD is adopted, the County Council will publish it on its website and make it available at the main County Council office with public access as soon as reasonably practicable, along with an Adoption Statement</li> </ul>		Contact the Minerals and Waste Planning Policy team via 03000 422370 or mwlp@kent.gov.uk if you have any queries about the SPD process

Send a copy of the Adoption
 Statement to anyone who
 requested to be notified of the
 adoption of the SPD

 Provide policy documentation
 produced by the County
 Council in an accessible format

## 3.6 Neighbourhood Plans

- 3.6.1 Neighbourhood planning was introduced by the Localism Act 2011 and gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. As outlined in the Neighbourhood Planning (General) Regulations 2012 and subsequent Neighbourhood Planning Act 2017, neighbourhood planning enables Parish/Town Councils or Neighbourhood Forums to prepare statutory Neighbourhood Development Plans that sit alongside the Local Plan prepared by the Local Planning Authority, and are used as a basis when assessing planning applications, alongside any other material planning considerations.
- 3.6.2 Whilst the County Council does not have a specific responsibility in relation to the process and production of Neighbourhood Plans, it is expected that Neighbourhood Plans will adhere to the requirements set out in legislation and have due regard to the Kent Minerals and Waste Local Plan 2013-30 and the Kent Mineral Sites Plan. Where resources allow, we will provide advice to groups preparing Neighbourhood Plans that are located in proximity to existing, proposed and safeguarded minerals and waste sites when such advice is requested.

# 4. Community Involvement and Planning Applications

- 4.1 The County Council is responsible for the determination of planning applications for three types of development:
  - The extraction of minerals found in Kent, such as sand, clay, chalk, gravel and ragstone;
  - The management and disposal of waste including energy from waste facilities, household waste recycling centres, waste transfer, recycling, composting, landfill sites and wastewater treatment facilities; and
  - Development proposed by the County Council as part of its statutory services such as schools, country parks and certain roads.

All other types of planning applications are determined by the relevant District/Borough Council. Details on submitting a planning application are available on the County Council's website<sup>11</sup>.

- Planning applications have to be determined in accordance with the Development Plan unless 4.2 material considerations indicate otherwise. As part of the determination of an application, local authorities are required to publicise the application and all comments received are taken into account before reaching a decision. There are opportunities for involvement at various stages of an application and the County Council actively encourages involvement in the development management process and welcomes comments from all interested parties.
- The National Planning Practice Guidance (PPG) sets out the statutory time limits for determining 4.3 planning applications, these being 13 weeks for major developments and 8 weeks for all other types of development. A 16-week time limit applies to applications that are subject to Environmental Impact Assessment. In addition to the statutory time limits, the Government introduced the 'Planning Guarantee' process in March 2011. The Planning Guarantee is a Government initiative intended to streamline the planning application process with the ultimate objective of ensuring that no planning application spends more than a year in the planning system. This is on the basis that a planning application should take no more than 26 weeks to be determined, therefore leaving 26 weeks for an appeal decision to be issued if necessary. With the agreement of the applicant, the period for determining an application can be extended beyond these timescales.
- 4.4 While the County Council remains committed to improving timescales for reaching planning decisions, this needs to be balanced against its other aim to improve the quality of decisions in terms of consistency and in reflecting the interests of the community by ensuring all stakeholders are fully engaged in consultations.
- The table below sets out the methods of engagement that the County Council will use to engage with 4.5 the public, local communities and other stakeholders throughout each stage of the planning application process.

<sup>&</sup>lt;sup>11</sup> https://www.kent.gov.uk/waste-planning-and-land/planning-applications

**Table 3 - Planning Application Methods of Engagement** 

Stage of Planning Application	Methods of Engagement		
Process	We will	We may	You can
Stage 1 Pre-Application	<ul> <li>Where resources allow the County Council will provide preapplication advice for County Council developments</li> <li>Where resources allow the County Council will provide chargeable pre-application advice on mineral, waste and major County Council developments<sup>12</sup></li> </ul>	If appropriate, encourage potential applicants with large and/or potentially controversial proposals to engage with the local community and other stakeholders as early as possible and subsequently demonstrate how they have responded to the issues raised	<ul> <li>The agent or applicant can request pre-application advice<sup>13</sup> by phoning 03000 411200 or emailing planning.applications@kent.gov.uk</li> <li>If the applicant engages with the local community and other stakeholders at the pre-application stage, the community or stakeholder can make representations to the applicant in advance of an application being made</li> </ul>
Stage 2 Application is Validated	<ul> <li>Send a letter or email of acknowledgement to the applicant or agent</li> <li>Allocate a Case Officer for each application who will be the main point of contact for all related enquiries</li> </ul>	Contact the applicant or agent if the application is considered to be invalid and further information is required	View checklists and validation documents on the County Council website

<sup>&</sup>lt;sup>12</sup> KCC Charging Guide is available here <a href="https://www.kent.gov.uk/">https://www.kent.gov.uk/</a> data/assets/pdf file/0007/5200/planning-advice-charging-guide-and-form.pdf

<sup>13</sup> https://www.kent.gov.uk/waste-planning-and-land/planning-applications/planning-advice

	Make validation requirements clear and transparent  We will	We may	You can
Stage 3 Application is Publicised	<ul> <li>Publish the application on the County Council's website and invite comments</li> <li>Add the application to the weekly planning list which is available to view on the County Council's website</li> <li>Publicise the application with at least one site notice in the vicinity of the site displayed for the statutory period and invite comments</li> <li>Publicise the application in the local newspaper(s) and invite comments where an application:         <ul> <li>Is accompanied by an Environmental Statement</li> <li>Is a departure from the Development Plan</li> <li>Would affect a public right of way, or</li> </ul> </li> </ul>	<ul> <li>Further to the legal requirements for publicising an application, at the Case Officer's discretion, notify neighbouring occupiers/landowners.</li> <li>For major planning applications which are particularly controversial or those where there is a significant level of interest from the local community, the Planning Applications Committee may arrange a site visit and in exceptional circumstances a public meeting</li> </ul>	<ul> <li>Inspect the application on the County Council website</li> <li>Comment, support or object, via email, online or post<sup>15</sup>, to any planning application N.B.         Comments must be received within the consultation period and in writing</li> <li>Note that anyone can comment on an application irrespective of whether/how they have been notified or made aware of the proposed development</li> <li>Follow the progress of any current application via the County Council's website</li> <li>Contact the Planning Applications Group if you have any questions about the application<sup>16</sup></li> </ul>

<sup>&</sup>lt;sup>15</sup> Comments can be made online at <a href="https://www.kentplanningapplications.co.uk/">https://www.kentplanningapplications.co.uk/</a>, by email at <a href="mailto:planning.applications@kent.gov.uk">planning.applications@kent.gov.uk</a> or post to Planning Applications Group, 1st Floor Invicta House, Maidstone, Kent ME14 1XX

<sup>&</sup>lt;sup>16</sup> Contact the Planning Applications Group by emailing <u>planning.applications@kent.gov.uk</u> or phoning 03000 411200

- Would affect a listed	
building or conservation	
area	
<ul> <li>Is defined as a major</li> </ul>	
development <sup>14</sup>	
Send an acknowledgement to all	
comments submitted by	
residents/members of the	
community online or via email or	
post confirming receipt	
Take all written comments relating	
to planning matters into	
consideration	
Carry out a site visit for the	
application	
<ul> <li>For details pursuant to condition</li> </ul>	
and or non-material amendment	
submissions, notify the relevant	
Borough/District Council and where officers consider it	
necessary to the decision process consult with relevant consultees	
consult with relevant consultees	

<sup>&</sup>lt;sup>14</sup> 'Major development' means any development involving the winning and working of minerals or the use of land for mineral-working deposits, waste development, the provision of a building or buildings where the floorspace to be created by the development is 1,000 square metres or more, or development carried out on a site having an area of 1 hectare or more. (The Town and Country Planning (Development Management Procedure) (England) Order 2015)

	We will	We may	You can
Stage 4 Views of Relevant Bodies	<ul> <li>In accordance with national policy and legal requirements, seek the views of relevant consultees such as Highways England, Natural England, English Heritage, and the Environment Agency regarding their views on the application</li> <li>Consult the relevant District or Borough Council for their views</li> <li>Consult the relevant Parish/Town Council on all full or outline planning applications</li> <li>Notify the elected County Member in whose area the application falls, advising them of all full or outline applications and offering the opportunity to express a view on the application</li> <li>Take all written material comments relating to planning matters into consideration</li> <li>For details pursuant to conditions or non-material amendment submissions, notify District/Borough Council and may consult other consultees given the nature of the submission</li> </ul>	<ul> <li>Seek the views of additional relevant consultees where appropriate</li> <li>Request further information from the applicant or agent following receipt of comments from consultees and other interested parties</li> <li>Where time and resources allow, attend meetings with stakeholders if required</li> <li>Extend consultation period if, for example, it falls over a bank holiday</li> <li>Where time and resources allow, attend meetings if invited</li> </ul>	<ul> <li>Comment, support or object, via email, online or post<sup>15</sup>, to any planning application N.B.         Comments must be received within the consultation period and in writing</li> <li>Contact the Planning Applications Group if you have any questions about the application<sup>166</sup></li> </ul>

	We will	We may	You can
Stage 5 Application/Submission is Assessed Assess the proposal against all relevant material planning considerations	<ul> <li>Assess the proposal against national policies, government guidance and local planning policies and any other material considerations including but not limited to;         <ul> <li>National planning policies, and Government guidance;</li> <li>Local planning policies;</li> <li>Comments received from statutory consultees including District/Borough Councils and Parish Councils;</li> <li>Comments received by organisation and groups</li> <li>Consider comments made by neighbours, relevant bodies and interested parties</li> </ul> </li> <li>Take all written comments relating to planning matters into consideration</li> </ul>	<ul> <li>Request further information from the applicant or agent following receipt of comments from consultees and other parties</li> <li>Carry out a further discretionary consultation if additional information is provided</li> </ul>	<ul> <li>In response to any further consultation, comment, support or object, via email, online or post<sup>155</sup>, to any planning application N.B. Comments must be received within the consultation period and in writing</li> <li>Follow the progress of the application via the County Council's website</li> <li>Contact the Planning Applications Group if you have any questions about the application<sup>16</sup></li> </ul>

	We will	We may	You can
Stage 6  Negotiation of any  amendments to  application/submission		Where appropriate negotiate revisions to the application/submission to address concerns raised. Note that this can be done at an earlier stage if it is apparent that amendment of the application is required from initial assessments made at Stages 3 and 4	Follow the progress of the application via the County Council's website
Stage 7 Decision is Reached	<ul> <li>Aim to determine minor planning applications in 8 weeks, major applications in 13 weeks and for applications accompanied by an environmental statement 16 weeks. Note that the time period can be extended with the agreement of the applicant and planning authority</li> <li>Aim to determine details pursuant to condition within 8 weeks</li> </ul>		View the decision on the County Council's website
	<ul> <li>Determine applications that have attracted material objections from statutory consultees or other bodies or groups or local authorities or</li> </ul>		Attend Planning Applications     Committee – usually held every 4     weeks. Please note that this is     currently held virtually due to     government guidelines and the     Covid-19 pandemic. A link for

members of the community in accordance with a protocol agreed by Members of the Planning Applications
Committee, which at present requires applications to be referred to the Council's Planning Applications
Committee for determination if material objections are received. The above requirement is subject to change at the Planning Application Committee's discretion.

- Inform anyone who has submitted written comments of the outcome of the decision. In the case of petition, correspondence will be with the lead petitioner
- Publish the decision notice on the County Council website
- Provide documentation prepared by the planning authority in an accessible format

access and a copy of the papers are available via the County Council website<sup>17</sup>

- Representatives on behalf of objectors and supporters may be invited to address Members at the Committee in accordance with the County Council's public speaking arrangements. In which instance the applicants will be offered the opportunity to address Members of the Committee in reply. Please note that these are currently modified due to the Covid-19 pandemic and are replaced with a written script that is read by the committee clerk
- Applicants for minerals and waste management development may appeal against the Councils refusal of planning permission, any conditions imposed or against non-determination. By law, no other party has the right of appeal.

<sup>&</sup>lt;sup>17</sup> https://democracy.kent.gov.uk/ieListMeetings.aspx?Cld=138&Year=0

### 5. Further Information and Contact Details

#### 5.1 Contact Details

For planning policy enquiries please contact the Minerals and Waste Planning Policy Team via the following details:

Address: Minerals and Waste Planning Policy Team

Kent County Council 1<sup>st</sup> Floor, Invicta House

County Hall Maidstone Kent

**Telephone**: 03000 422370

**ME14 1XX** 

Email: mwlp@kent.gov.uk

**Website**: www.kent.gov.uk/about-the-council/strategies-and-policies/environment-waste-and-planning-policies/planning-policies/minerals-and-waste-planning-policy

For planning application enquiries please contact the Planning Applications Groups via the following details:

**Address: Planning Applications Group** 

Kent County Council

1<sup>st</sup> Floor, Invicta House
County Hall
Maidstone
Kent
ME14 1XX

Telephone: 03000 411200

Email planning.applications@kent.gov.uk

Website: https://www.kent.gov.uk/waste-planning-and-land/planning-applications

### 5.2 Accessibility

- 5.2.1 In line with the Equality Act (2010) the Council aims to ensure that all residents and communities have the ability to respond to consultations and have their voices heard.
- 5.2.2 All documents produced by the County Council will be produced in line with accessibility guidelines<sup>18</sup>. It is also the Council's intention for all planning policy documents produced by the County Council as part of its local plan work over 10 sides of A4 to have an executive summary or non-technical summary.
- 5.2.3 The information in this document and all other documents produced by the County Council can be made available in an accessible format, including large copy print and audio. If you require a planning policy document produced by the County Council in one of these formats please contact the Minerals and Waste Planning Policy Team on 03000 422370 or email <a href="mailto:mwlp@kent.gov.uk">mwlp@kent.gov.uk</a>. If you require a planning application document produced by the County Council in one of these formats please contact the Planning Applications Group on 03000 411200 or email planning.applications@kent.gov.uk.

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<sup>&</sup>lt;sup>18</sup> https://www.kent.gov.uk/about-the-council/about-the-website/accessibility-statement

# Appendix 1 - Glossary

Term or Word	Definition	
Community	Refers to 'the people of Kent' in the widest sense. It incorporates	
	communities of interest (e.g. societies, associations, businesses, etc.) and	
	communities of place (e.g. village, neighbourhood, town etc).	
Development Plan	The statutory development plan for Kent is formed of the	
	Minerals and Waste Local Plan, the Mineral Sites Plan together with the	
	adopted local plans prepared by the Kent district planning authorities. The	
	development plan has statutory status as the starting point for	
	decision making. Section 38(6) of the Planning and Compulsory	
	Purchase Act 2004 and Section 70(2) of the TCPA 1990 requires	
	that planning applications should be determined in accordance	
	with the development plan unless material considerations indicate	
	otherwise.	
Development Plan	A statutory document forming part of the Local Plan which sets	
Document	out planning policy proposals against which planning applications	
	will be considered. Subject to rigorous procedures of community	
	involvement, consultation and independent examination. Can take	
	the form of a Local Plan, Core Strategy, site specific allocations	
	of land, Area Action Plans and Proposals Maps.	
Development	Provides a programme and timetable for all the Development Plan	
Scheme	Documents to be prepared.	
Development	A proactive and positive approach to delivering sustainable	
Management	development through the planning application process, including	
	the statutory requirements relating to publicising, consulting on	
	and determining applications for planning permission and taking	
	into account the opinions of local people and others.	
Involvement,	These terms are used interchangeably to describe processes	
participation,	which enable people to inform, influence and understand issues,	
engagement	policies and plans.	
Local Plan	The plan for the future development of the local area, drawn up	
	by the local planning authority in consultation with the community.	

	In law this is described as the development plan documents		
	adopted under the Planning and Compulsory Purchase Act 2004.		
National Planning	A document which sets out the Government's planning policies		
Policy Framework	for England and how these are expected to be applied. The		
	Framework sets national policy for local planning authorities and		
	decision-takers, to work within both in drawing up plans and making		
	decisions about planning applications.		
Residents	The population at large, especially those people who will not		
	necessarily be engaged through working with existing stakeholder		
	organisations.		
Spatial Planning	Spatial planning goes beyond traditional land use planning to bring		
	together and integrate policies for the development and use of		
	land with other policies and programmes which influence the nature of		
	places and how they function. This will include policies which can impact on		
	land use by influencing the demands on, or needs for, development, but		
	which are not capable of being delivered solely or mainly through the		
	granting or refusal of planning permission and which may be implemented		
	by other means <sup>19</sup> .		
Stakeholder	Individuals or organisations who have a strong interest in the issue,		
	or may be affected directly by any decisions or plans. Includes		
	statutory groups or agencies that the council is required to consult.		
Statutory	Actions required by the County Council as a result of legislation.		
requirements			
Transparent	Open to scrutiny by all.		

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<sup>&</sup>lt;sup>19</sup> Source: Planning Portal (<u>www.planningportal.gov.uk</u>).

## Appendix 2 – Statutory Consultation Bodies

### Planning Policy -

The statutory consultees (specific consultation bodies) the regulations require the County Council to consult on plan making matter are as follows:

- All District and Borough Councils in Kent (including Ebbsfleet Development Corporation)
- Adjoining Local Authorities
- All Town and Parish Councils in Kent and those neighbouring Kent
- Kent Police
- Environment Agency
- Highways England
- Network Rail
- Union Railways High Speed 1 (HS1)
- Historic England
- Natural England
- Homes and Communities Agency
- Coal Authority
- Telecommunications companies
- South East Coast Strategic Health Authority
- Eastern & Coastal Kent Primary Care Trust
- West Kent Primary Care Trust
- Relevant electricity companies
- Relevant gas companies
- Relevant sewerage undertakers
- Relevant water undertakers

# Planning Applications -

Consultations on planning applications are dependent upon the nature of the proposed development and type of application.

### Appendix 3 – General Consultation Bodies

### Planning Policy -

The general consultation bodies listed below is indicative of the types of organisations who may be consulted in the preparation of policy documents:

- Airport operators in Kent
- Areas of Outstanding Natural Beauty Management Units (Kent Downs and High Weald)
- British Aggregates Association
- British Geological Survey
- British Marine Aggregates Producers Association
- Campaign to Protect Rural England Kent Branch
- Civil Aviation Authority
- Confederation of British Industry
- Country Land and Business Association
- The Crown Estate
- Defence Infrastructure Organisation
- Environmental Services Association
- Federation of Small Businesses
- Freight Transport Association
- Home Builders Federation
- Kent and Medway Citizens Panel
- Kent Association of Local Councils
- Kent Chamber of Commerce
- Kent Federation of Amenity Societies
- Kent Resource Partnership
- Kent Wildlife Trust
- Local Strategic Partnerships
- London Green Belt Council
- Mineral operators
- Mineral Products Association
- National Trust
- National Farmers Union
- Port and wharf operators in Kent
- Rural Kent
- Royal Society for the Protection of Birds
- Sport England
- Waste management operators

### Planning Applications –

Consultations on planning applications are dependent upon the nature of the proposed development.

# Appendix 4 – EqIA Requirements

The County Council is committed to promoting equality, and where appropriate, an Equality Impact Assessment (EqIA) will be undertaken to accompany planning policy documents to ensure that there is no discrimination against disadvantaged or vulnerable people, and to ensure that there is equal opportunity for all members of the community to be involved at various stages of plan production and the planning application process.



# Appendix 5 – Monitoring Plan

The SCI is updated in accordance with government legislation and at least every 5 years the County Council may also update or review the SCI in accordance with technological changes or forthcoming development plan consultations. Any necessary changes will be incorporated into a revised SCI and the County Council will apply the process and principle of continuous monitoring and review to all material consideration planning documents.

The County Council will use indicators and triggers for corrective action to be made to the SCI, these include:

	Indicator	Trigger for Review
Early Engagement and Review		
Review of primary legislation	Changes to legislation and/or government policy and	Any changes to legislation and/or government policy and
Review of planning guidance	guidance on how communities should be involved in the	guidance on how communities should be involved in the
Continuous Duty to Cooperate with neighbouring authorities	planning system	planning system
	Engagement with neighbouring authorities	Objections from neighbouring authorities about how the County Council has engaged with them; Neighbouring authorities refuse to agree SOCGs
Clear and Informative Communication		
Best practice across the county	Existence of other best practice  Level of community	Particularly low level of community involvement
	involvement  Feedback from community on clarity of communications and documentation	Complaints from community on clarity of communications and documentation
Need to maintain transparency		
Accordance with GDPR Regulations	Feedback on availability and accessibility of documentation	Complaints from community on availability and accessibility of documentation
Put into practice all of community involvement approaches as set out in the SCI	Cases where Council is considered not to have complied with GDPR	Successful cases against the Council for non-compliance with GDPR

### Appendix 6 – List of Main KCC Libraries, Gateways and Council Offices

### Planning Policy -

There are occasions where planning policy documents must be made available for inspection as part of the plan making process. Below is a list of locations where documents may be made available for inspection – these may vary depending on the scale and nature of consultation taking place:

### Main Kent County Council Libraries:

- Canterbury Library, 18 High Street, Canterbury CT1 2RA
- Dartford Library, Central Park, Market Street, Dartford DA1 1EU
- Dover Library, Dover Discovery Centre, Market Square, Dover CT16 1PH
- Folkestone Library, 2 Grace Hill, Folkestone, CT20 1HD
- Gravesend Library, Windmill Street, Gravesend DA12 1BE
- Maidstone Library, History & Library Centre, James Whatman Way, Maidstone ME14 1LQ
- Sevenoaks Library, Buckhurst Lane, Sevenoaks TN13 1LQ
- Sittingbourne Library, Central Avenue, Sittingbourne ME10 4AH
- Tonbridge Library, 1 Avebury Avenue, Tonbridge TN9 1TG
- Tunbridge Wells Library, Mount Pleasant Road, Tunbridge Wells TN1 1NS

#### Gateways:

- Ashford Gateway Plus, Church Road, Ashford TN23 1AS
- Dover Gateway, 69-71 Castle Street, Dover CT16 1PD
- Eden Centre Gateway, Four Elms Road, Edenbridge TN8 6BY
- Gravesham Gateway, Civic Centre, Windmill Street, Gravesend DA12 1AU
- Maidstone Link, King Street, Maidstone ME15 6JQ
- Sheppey Gateway, 38-42 High Street, Sheerness ME12 1NL
- Tenterden Gateway, 2 Manor Row, High Street, Tenterden TN30 6HP
- Thanet Gateway Plus, Cecil Street, Margate, Kent, CT9 1RE
- Tonbridge Gateway, Tonbridge Castle, Castle Street, Tonbridge TN9 1BG
- Tunbridge Wells Gateway, 8 Grosvenor Road, Tunbridge Wells, TN1 2AB

#### **Kent County Council Offices:**

- Sessions House, County Hall, Maidstone ME14 1XQ
- Joynes House, New Road, Gravesend DA11 0AT
- Kroner House, Eurogate Business Park, Ashford TN24 8XU
- Montague House, Tunbridge Wells TN1 1EZ
- St. Peter's House, Dane Valley Road, Broadstairs CT10 3JJ
- Worrall House, 30 Kings Hill Avenue, West Malling ME19 4AE

### Planning Applications -

Please note that there is public access to computers at KCC libraries and gateways which will enable viewing of planning applications.















**Planning Applications and Minerals and Waste Planning Policy** 

**Kent County Council** 

1<sup>st</sup> Floor, Invicta House

**County Hall** 

Maidstone

Kent

**ME14 1XX** 

**Minerals and Waste Planning Policy** 

Tel: 03000 422370

Email: mwlp@kent.gov.uk

**Planning Applications** 

Tel: 03000 411200

Email: planning.applications@kent.gov.uk

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www.kent.gov.uk





# **Kent County Council**

**Equality Analysis / Impact Assessment** 

**Growth, Environment and Transport Directorate (GET)** 

Statement of Community Involvement
Minerals and Waste Planning Policy and
Planning Applications –
Minerals and Waste Planning and KCC's Community Development

### **GET Document Control**

### **Revision History**

Version	Date	Authors	Comment
V0.1	11 September 2020	Bryan Geake	
V0.2	7 October 2020	Sharon Thompson	
VO.3	13/10/2020	Sharon Thompson	
V1 (this should be assigned to the version the Director signs off)	15/10/2020	Stephanie Holt-Castle	

# **Equality Analysis/Impact Assessment (EqIA)**

**Directorate/Service:** Growth, Environment and Transport Directorate; Environment, Planning & Enforcement

Name of decision, policy, procedure or service: Statement of Community Involvement (SCI) applicable to the preparation of minerals and waste planning policy and Development Management processes for minerals and waste development and Kent County Council's community development

**Responsible Owner/Senior Officer:** Stephanie Holt-Castle, Interim Director Environment, Planning and Enforcement

Author: Sharon Thompson, Head of Planning Applications

# **Pathway of Equality Analysis:**

Summary and recommendations of equality analysis/impact assessment

#### Context

The County Council produces by statue, development plans (commonly known as local plans) for the delivery of mineral resources and waste management required in Kent. The Development Management process is also exercised by the County Council to determine planning applications for minerals and waste management and the County Council's own development. There is a legal requirement on Local Planning Authorities (LPAs) such as the County Council to undertake public consultation on minerals and waste local plans (Town and Country Planning (Local Planning) (England) Regulations 2012) and when determining planning applications (Town and Country Planning (Local Authority Consultation) (England) Order 2018). The Council is statutorily required to produce a Statement of Community Involvement that details how the County Council will carry out these processes. In doing so, it must be certain that such a plan does not have any inherent adverse impacts on persons with a protected characteristic as required by the Equality Act 2010 (Specific Duties) Regulations 2011.

### Aims and Objectives of the Activity subject to Assessment

The Statement of Community Involvement (SCI) describes how the public, businesses and interest groups within Kent can get involved in the creation of minerals and waste local planning policy and the planning applications determined by the County Council. In doing so it sets out how such stakeholders can influence how and where related development comes forward. The SCI is therefore essential in ensuring understanding and openness of the planning process by establishing standards of consultation and publicity.

This EqIA has been prepared to comply with the County Council's statutory obligations to ensure equality impact issues have been properly assessed in the formulation of the SCI.

### **Summary of Equality Impact**

Adverse Equality Impact Rating: Low

#### **Attestation**

I have read and paid due regard to the Equality Analysis/Impact Assessment. I agree with the actions to mitigate any adverse impact(s) that has /have been identified.

Name	Signature	Title	Date of Issue
Stephanie Holt- Castle	Sept At Carle.	Director (Interim)	October 2020
Sharon Thompson	Sharon Thompson	Head of Planning Applications	October 2020

# Part 1 - Screening

Regarding the decision, policy, procedure, project or service under consideration, could this policy, procedure, project or service, or any proposed changes to it, affect any Protected Group (listed below) less favourably (negatively) than others in Kent?

Yes – it could impact older age groups less favourably

Could this policy, procedure, project or service promote equal opportunities for this group? Yes by ensuring that community involvement takes place in a manner that doesn't disadvantage this group

# **Screening Grid Analysis**

# You *MUST* provide a brief commentary as to your findings, or this EqIA will be returned to you unsigned

Protected Group	High Negative Impact	Medium Negative Impact	Low negative Impact	High/Medium/Low Favourable Impact
Age			Impacts on the differing age groups will differ.  The SCI's use of internet access and 'social media' sites to share information on planning applications and Development Plan formulation will tend to be more accessible to younger age groups likely to be familiar with these platforms. Older age range cohorts may be less familiar and thus potentially less informed and able to engage. However, this will change with time as the penetration of digital based information continues to increase generationally and with the roll out of even greater internet capacity (e.g. 5G broadband infrastructure is understood as necessary for the UK to remain a competitive, informed and 'responsive to	The effect of the SCI's increased reliance on digital information sharing will have a 'high' favourable impact in the medium to long term as the lower age range cohorts in the population quickly respond to increased digital technology for information gathering.  However, there may be an arguably short term 'low' favourable impact on the higher age ranges cohort of the wider population. As this cohort is potentially less familiar with digital formats. Notwithstanding this, it is considered that this will alter through time. Moreover, the revised SCI has inherently greater flexibility to engage with groups. The 'may do' engagement provisions proposed in the SCI will still enable the County Council to share information in more traditional ways (e.g. in writing and in person via meetings) and the material

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	change' society by government).	can be made available in alternative forms on request. It is therefore considered that the overall favourable impact rating of is at least 'medium' at this time.
Disability	It is acknowledged that digitally accessible information may be harder for those with certain disabilities – including learning and visual – to access. To mitigate this, the information will be able to be made available in other formats, but will rely potentially on friends, families or carers to identify the interest of the disabled individual in the first place. This however is the same as now. On balance, given a move towards greater digital access is likely to increase people's ability to access the information, and that the information will be provided in such a way as to meet the Government's new digital accessibility standards, the negative impact on disability is considered to be low	The impact on those with physical disabilities we anticipate will be positive as the information will now be available digitally, more readily, and therefore within interested individuals' homes. All of the digital information will be accessible in line with recent Government standards
Sex	Any impacts on individuals of different sex in the community	It is not considered that the SCI's increased reliance on digital formats

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		would be no different to impacts on the wider general population.	for the sharing of information will have any material impact on individuals based on sex and thus the favourable impact of the SCI's changes are deemed to be neutral in this regard.
Gender identity/ Transgender		Any impacts on individuals of different gender identity/transgender in the community would be no different to impacts on the wider general population.	It is not considered that the SCI's increased reliance on digital formats for the sharing of information will have any material impact on individuals of different gender identity/transgender in the community based on and thus the favourable impact of the SCI's changes are deemed to be neutral in this regard.
Race		Any impacts on individuals of different race in the community would be no different to impacts on the wider general population.	It is not considered that the SCI's increased reliance on digital formats for the sharing of information will have any material impact on individuals of different racial groups in the community based on and thus the favourable impact of the SCI's changes are deemed to be neutral in this regard.
Religion and Belief		Any impacts on individuals of different religion and belief in the community would be no different to impacts on the wider general population.	It is not considered that the SCI's increased reliance on digital formats for the sharing of information will have any material impact on individuals of different religion and belief in the

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			community based on and thus the favourable impact of the SCI's changes are deemed to be neutral in this regard.
Sexual Orientation		Any impacts on individuals of different sexual orientation in the community would be no different to impacts on the wider general population.	It is not considered that the SCI's increased reliance on digital formats for the sharing of information will have any material impact on individuals of different sexual orientation in the community based on and thus the favourable impact of the SCI's changes are deemed to be neutral in this regard.
Pregnancy and Maternity		Any impacts on individuals falling into the category of being within the pregnancy and maternity category in the community would be no different to impacts on the wider general population.	It is not considered that the SCI's increased reliance on digital formats for the sharing of information will have any material impact on individuals within the pregnancy and maternity category in the community based on and thus the favourable impact of the SCI's changes are deemed to be neutral in this regard.
Marriage and Civil Partnerships	Not applicable		
Carer's Responsibilit		Any impacts on individuals who are exercising carer's responsibilities	It is not considered that the SCI's increased reliance on digital formats

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# Part 2 - Full Equality Analysis /Impact Assessment

### From the screening grid, identify the Protected Groups impacted

Given that planning for minerals and waste in terms of Development Plan policy formulation and the Development Management process is done in the interests of the whole population, all groups are being represented through these processes pursuant to Regulation 26 (The Town and Country Planning (Local Planning) (England) Regulations 2012) and the Town and Country Planning (Applications) Regulations 1988. The revised SCI meets the consultative and engagement regulatory requirements and has increased inherent flexibility that will enable the County Council to engage with identifiable groups (age in particular) who may arguably be disadvantaged by increased use of digital consultation and engagement.

### Information and Data used to carry out your assessment

The SCI 2020 revision has been shaped by views received during the determination of planning applications and the process of plan making, government advice and good practice. Since the publication of the previous SCI in 2014, the shift towards on-line engagement has essentially continued as digital take up by the community has expanded and is now key to communication with the community. The revised 2020 SCI revision reflects this ongoing process.

### Who have you involved, consulted and engaged with?

The County Council has produced and had examined the Early Partial Review of the adopted Kent Minerals and Waste Local Plan 2013-30, and the Mineral Sites Plan 2020. Both of which have recently been adopted. The process involved significant engagement with Kent's communities and businesses. This has greatly informed the County Council's knowledge as to how communities engage with the planning processes and how the SCI should be adapted to provide modern and responsive engagement opportunities for planning matters.

Consultation exercises were carried out for the earlier version of the SCI in the lead up to its adoption in 2014. All parties in the planning database at that time, were given the opportunity to help shape the SCIs. The comments received shaped the SCI version adopted in 2014. This 2020 version of the SCI is essentially an updated, streamlined version of its predecessor. Though it contains an important change. This is related to defining what the County Council 'will do', according to the relevant planning regulations, and what it 'may do' in terms of local engagement and consultation beyond the regulatory requirements and understanding of the

minimum level of engagement considered appropriate. This change will introduce an element of flexibility previously absent, enabling the County Council to tailor its engagement and consultation activities according to the circumstances while adhering to the regulatory requirements. The draft revised SCI document has been shared internally with KCC officers and their comments have been included. The draft SCI document is to be the subject of public consultation. This engagement will raise awareness of the draft revised SCI and afford an opportunity for the community to comment on and influence the final document. Any views raised will be considered prior to adoption of the SCI.

### **Analysis**

While it is considered that the revised SCI of 2020 would incur differing impacts on groups depending on their age, under equality legislation, that would essentially be no different to those impacts that would be borne by the wider general population. It is arguably the case that the older age range cohorts in the community may in the short term be to a degree, unfavourably impacted with the SCI's shift to greater use of digital formats for information sharing, consultation and engagement. However other opportunities for this group to engage have also been included in the SCI.

### **Adverse Impact:**

Whilst the SCI's increased reliance on digital means of sharing information will have a 'high' favourable impact in the medium to long term on the lower age range cohorts, there may be a short term 'low' favourable impact on the higher age range cohort, due to potentially lesser familiarity with digital formats. Notwithstanding this, it is considered that this will alter through time. Moreover, the revised SCI has inherently greater flexibility to engage with groups. The 'may do' engagement provisions will enable the County Council to share information in more traditional ways (e.g. in writing and in person via meetings) as necessary and in an accessible format, thus ameliorating the shift to a greater emphasis in digital engagement for groups less familiar with digital technology. Adverse impacts have been identified to those with certain disabilities including learning and visual. These impacts will be ameliorated by material being available in alternative accessible format upon request and digitally accessible in line with recent Government standards.

Therefore, it is considered that the overall favourable impact rating the revised SCI and the greater reliance on digital information sharing is currently thought to be 'medium' and will become 'high' through time.

### **Positive Impact:**

The revised SCI of 2020 will have increased flexibility enabling the County Council to taylor its engagement and consultation activities in a more appropriate manner, given society's shift towards greater reliance on technology, while meeting its regulatory obligations to the benefit of all defined groups.

#### **JUDGEMENT**

It is considered that the SCI 2020 revision is likely to have a largely 'positive' or 'neutral' impact on persons with a protected characteristic. Any 'negative' impacts on older age range cohorts will, through time, reduce to an insignificant level and adverse impacts upon those with certain disabilities including learning and visual, will be ameliorated by material being available in alternative accessible format and digitally accessible in line with recent Government standards. It is considered that the revised SCI of 2020 will help to eliminate discrimination and inequality and foster good community relations.

From: Benjamin Watts, General Counsel

**To:** Environment and Transport Cabinet Committee on 12 November

2020

**Subject:** Work Programme 2020 -2021

Classification: Unrestricted

Past and Future Pathway of Paper: Standard agenda item

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

**Recommendation:** The Environment and Transport Cabinet Committee is asked to consider and agree its Work Programme for 2020/21.

#### 1. Introduction

- 1.1 The proposed Work Programme, appended to the report, has been compiled from items in the Future Executive Decision List and from actions identified during the meetings and at agenda setting meetings, in accordance with the Constitution.
- 1.2 Whilst the Chairman, in consultation with the Cabinet Members, is responsible for the programme's fine tuning, this item gives all Members of this Cabinet Committee the opportunity to suggest amendments and additional agenda items where appropriate.

### 2. Work Programme 2020/21

- 2.1 The proposed Work Programme has been compiled from items in the Future Executive Decision List and from actions arising and from topics, within the remit of the functions of this Cabinet Committee, identified at the agenda setting meetings [Agenda setting meetings are held 6 weeks before a Cabinet Committee meeting, in accordance with the Constitution].
- 2.2 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 to be considered at future meetings, where appropriate.
- 2.3 The schedule of commissioning activity which falls within the remit of this Cabinet Committee will be included in the Work Programme and considered at future agenda setting meetings to support more effective forward agenda planning and allow Members to have oversight of significant services delivery decisions in advance.
- 2.4 When selecting future items, the Cabinet Committee should give consideration to the contents of performance monitoring reports. Any 'for information' items

- will be sent to Members of the Cabinet Committee separately to the agenda and will not be discussed at the Cabinet Committee meetings.
- 2.5 In addition to the formal work programme, the Cabinet Member for Economic Development, the Chairman of the Cabinet Committee and other interested Members are intending to visit all district councils over the next two years starting with Dover, Dartford, Swale and Thanet.

#### 3. Conclusion

- 3.1 It is vital for the Cabinet Committee process that the Committee takes ownership of its work programme 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 This does not preclude Members making requests to the Chairman or the Democratic Services Officer between meetings, for consideration.
- Recommendation: The Environment and Transport Cabinet Committee is asked to consider and agree its Work Programme for 2020/21.
- 6. **Background Documents:** None
- 7. Contact details

Report Author: Emma West Democratic Services Officer 03000 412421 Georgina.little@kent.gov.uk

Lead Officer: Benjamin Watts General Counsel 03000 410466

benjamin.watts@kent.gov.uk

# **Environment and Transport Cabinet Committee - WORK PROGRAMME 2020/21**

Item	Cabinet Committee to receive item
Performance Dashboard	At each meeting
Work Programme	At each meeting
Budget Consultation	Annually (November/December)
Final Draft Budget	Annually (January)
Risk Register – Strategic Risk Register	Annually (March)
Annual Equality and Diversity Report	Annually (June/July)
Winter Service Policy	Annually (September)
Bus Feedback Portal update	Quarterly (every six months)
Strategic Delivery Plan Monitoring	Bi-Annual (every six months – November & May)

TUESDAY 12 JANUARY 2021					
o Pag	Item	Key Decision	Date added to WP	Additional Comments	
1 0	Intro/ Web announcement (Standing Item)	NO			
26	Apologies and Subs (Standing Item)	NO			
3 01	Declaration of Interest (Standing Item)	NO			
4	Minutes (Standing Item)	NO			
5	Verbal Update (Standing Item)	NO			
6	Performance Dashboard (Standing Item)	NO			
7	Bus Feedback Portal update (six monthly)	NO			
8	Work Programme (Standing Item)	NO			
	EXEMPT				
9	Contract Management (Standing Item)	NO			
THURSDAY 18 MARCH 2021					
No	Item	Key Decision	Date added to WP	Additional Comments	
1	Intro/ Web announcement (Standing Item)	NO			
2	Apologies and Subs (Standing Item)	NO			
3	Declaration of Interest (Standing Item)	NO			
4	Minutes (Standing Item)	NO			

5	Verbal Update (Standing Item)	NO		
6	Performance Dashboard (Standing Item)	NO		
7	Work Programme (Standing Item)	NO		
8	Rail Action Plan for Kent		19/03/20	E&TCC approval sought for final draft RAPK & consultation report & EQIA report - Stephen Gasche
	EXEMPT			
9	Contract Management (Standing Item)	NO		

Items for Consideration that have not yet been allocated to a meeting	
18/00037 - M2 Junction 5	Date TBC
North West Maidstone Transfer Station	Requested at E&T Cabinet Committee on 16 July 2019.
Heritage Strategy	Deferred from Nov 2020 mtg
District Heating Scheme	Deferred from Nov 2020 mtg
Natural Capital	Date TBC
Road Crossing Patrol Policy (Decision)	Date TBC
Update report on the North West Maidstone Transfer Station	Date TBC - Requested at E&TCC on 16 July 2019
Update report on Serious Organised Crime	Date TBC - Requested at E&TCC on 16 July 2019
Proposed Adoption of the Kent Downs AONB Management Plan 2019 - 2024 (key	Date TBC
decision)	

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