

**GROWTH, ENVIRONMENT & TRANSPORT CABINET
COMMITTEE**

Tuesday, 5th May, 2026

10.00 am

Council Chamber





AGENDA

GROWTH, ENVIRONMENT & TRANSPORT CABINET COMMITTEE

Tuesday, 5 May 2026 at 10.00 am
Council Chamber, Sessions House, County Hall,
Maidstone.

Ask for: **James Willis**
Telephone: **03000 417831**

Membership (13)

- Reform (8): Mr J Defriend (Chair) Mr T Mallon (Vice Chair) Mrs B Porter Mr D Sian Mr A Thorp Mr R Waters Mr M Paul and Mrs M Lawes
- Labour (1): Mr A Brady
- Liberal Democrat (1): Mr T Prater
- Green (1): Mr M Hood
- Conservative (1): Mrs S Hudson
- Unallocated (1):

UNRESTRICTED ITEMS

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

- 1 Introduction/Webcast announcement
- 2 Apologies and Substitutes
- 3 Declarations of Interest
- 4 Minutes of the meeting held on 10.03.2026 (Pages 1 - 24)
- 5 Verbal Updates
- 6 Winter Service Update (Pages 25 - 32)
- 7 Tilbury-Gravesend Ferry Update (Pages 33 - 36)
- 8 26/00020 - Kent Travel Saver (KTS)-Price Increase (Pages 37 - 50)
- 9 26/00019 - A226 Galley Hill Road (Pages 51 - 70)
- 10 KMEF-Ambition 5 (Pages 71 - 80)
- 11 26/00026 - Position Statement on Solar Generation- Papers to Follow

- 12 26/00018 - Prioritisation of Definitive Map Modification Applications (Pages 81 - 124)
- 13 27/00017 - Adoption of Gypsy and Traveller Site Pitch Allocation Policy Amendments (Pages 125 - 226)
- 14 Work Programme (Pages 227 - 230)

Motion to Exclude the Press and Public

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

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
Deputy Chief Executive
03000 416814

Friday, 24 April 2026

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KENT COUNTY COUNCIL**GROWTH, ENVIRONMENT & TRANSPORT CABINET
COMMITTEE**

MINUTES of a meeting of the Growth, Environment & Transport Cabinet Committee held in the Council Chamber, Sessions House, County Hall, Maidstone on Tuesday, 10 March 2026.

PRESENT: Mr A Brady, Mr J Defriend (Chairman), Mr B Fryer, Mr M A J Hood, Mrs. S Hudson, Mr T Mallon (Vice-Chair), Mr M Paul, Mrs. B Porter, Mr T Prater, Mr R Waters, Mr D Sian and Mr A Thorp.

ALSO PRESENT: Mr Paul King (Cabinet Member for Environment, Coastal Regeneration and Special Projects) , Mr David Wimble (Cabinet Member for Economic Developments and Special Projects) , Mr Peter Osborne (Cabinet Member for Highways and Transport) , Mr Spencer Dixon (Deputy Cabinet Member for Highways and Transport) , and Mrs Mary Lawes (Deputy Cabinet Member for Communities).

IN ATTENDANCE: Simon Jones (Corporate Director for Growth Environment and Transport), Stephanie Holt-Castle (Director of Growth and Communities), Steve Samson (Head of Economy), Tom Marchant (Head of Strategic Development and Place), Andrew Loosemore (Interim Director of Highways and Transport) , Matthew Smyth (Director of Environment and Waste) , Matthew Wagner (Chief Analyst), Colin Finch(Strategic Programme Manager for Infrastructure) Helen Shulver (Assistant Director Resource Management and Circular Economy), Mike Hand (Risk and Delivery Assurance Officer) , Mark Scrivener (Head of Risk & Delivery Assurance) , Tim Middleton (Network Innovations Manager), Chris Drake (Nature Recovery Partnership Officer), Shafick Peerbux (Head of Community Safety) ,Mark Rolfe (Head of Community Protection), Lis Dyson (Heritage Conservation Manager) ,Elizabeth Milne (Head of Environment) and James Willis (Democratic Service Officer)

UNRESTRICTED ITEMS**61. Apologies and Substitutes**

(Item 2)

No Apologies were received.

62. Declarations of Interest

(Item 3)

A Member declared an interest in *Item 17 – 26/00011 Cliff Collapse – Road of Remembrance, Folkestone*, on the grounds that the report referenced financial support from Folkestone and Hythe District Council and that the Member was a Cabinet Member for the discussed district authority. The interest was noted.

63. Minutes of the meeting held on 13.01.2026

(Item 4)

RESOLVED that the minutes of the meeting held 13 January 2026 were a correct record and that a paper copy be signed by the Chair.

**64. Decision taken between Cabinet Committee Meetings - 26/0003
Concessionary Travel Cards - Contract Extension
(Item 5)**

Peter Osborne (Cabinet Member for Highways and Transport) and Andrew Loosemore (Interim Director of Highways and Transport) were in attendance for this item.

1. The Cabinet Member explained the following:

- a) The existing contract had been delivered through a framework agreement which had required a confirmation of the extension by the 20th of March 2026. As there had been no suitable alternative frameworks available and insufficient time to procure a new contract the Cabinet Member had taken the decision between meetings.
- b) It was discussed that this action had prevented the risk of a statutory service failure and potential impacts to approximately 280,000 service users.

2. Members asked the following questions:

- a) Queried why the decision had not come to the previous (January) Cabinet Committee.
- b) In response the officers explained that there had been an unfortunate oversight but confirmed that 12 months remained still on the framework and that the implemented extension would allow sufficient time to procure a new contract.

RESOLVED to note that that decision 26/00003 Concessionary Travel Cards Contract Extension had been taken between meetings in accordance with the Constitution.

**65. Verbal Updates
(Item 6)**

Mary Lawes (for Mr Webb) (Deputy Cabinet Member for Communities), Paul King (Cabinet Member for Environment, Coastal Regeneration and Special Projects), David Wimble (Cabinet Member for Economic Developments and Special Projects), Peter Osborne (Cabinet Member for Highways and Transport) Provided an update on the Following:

1. Mr Osborne, delivered his verbal update:

- a) Thanked frontline teams in highways and transport for keeping core highway services operating safely and reliably during a period of exceptionally poor weather. The Cabinet Member reported an increase in customer demand, particularly regarding potholes, drainage and street lighting, following the heavy rainfall and cold spells.
- b) Reported progress on the on-street electric vehicle (EV) charging programme. A long-term partnership had been agreed with Urban Fox to support the delivery of up to 10,000 on-street charging sockets across Kent. Focus would target residents without off-street parking, and it was highlighted that this required no council tax funding. (See item 11)
- c) Advised that a contractor had been appointed for the Bean Road underpass, with preparatory work underway and construction planned to begin in Summer 2026. A revised design at Badsell Road, Paddock Wood, would look to mitigate flood risk and improve junction capacity. These works were to be fully funded by developers.
- d) Highlighted a proposal elsewhere on the agenda (Item 17) to fund works at the Road of Remembrance located in Folkestone. The discussed works would look to enable the safe reopening of the iconic and historically significant route after a notable cliff collapse had occurred.
- e) Discussed that the public transport and Fast Track networks in Kent Thameside and Dover had remained on track to transition to fully electric operations by Summer 2026. This date also marked 20 years of the Fastrack service.
- f) Road safety and active travel continued with the strong delivery of Bikeability training that had included almost 1,000 Year 6 pupils and adults undertaking successful half-term cycle training at Cyclopark. Grants for local businesses, and ongoing enforcement activity including safety cameras and targeted speed campaigns rounded out the Cabinet Members update.

2. Mr King, Cabinet Member for Environment, Coastal Regeneration and Special projects gave the following portfolio update:

- a) Reported that KCC had again been recommended for continuation of the ISO 14001 environmental management certification following a four-day assessment, which highlighted ongoing excellence in compliance and the management of environmental responsibilities.
- b) Strong progress on tree planting under the Plan Tree strategy had seen nearly 12,000 trees planted during the Winter period. These included disease-resistant elms at multiple sites with additional work at a former landfill site underway to improve habitat and biodiversity at the location.
- c) Highlighted waste and recycling initiatives, including the Shake It Out campaigns bid to improve recycling quality, in addition a pilot mattress recycling scheme had collected over 1,800 mattresses (about 32 tonnes of material), and had resulted in approximately 60% of material recycled.

- d) KCC had secured funding for the Pathways to Resilience project and supported the long-term planning for water management, flood risk and climate resilience.
- e) Updated the Committee on the No Use Empty programme which continued to bring empty homes and commercial units back into use and support future regeneration initiatives.

3. Mr Wimble, Cabinet Member for Economic Development and Special Projects provided an update on the following:

- a) Reported on the Kent and Medway Health, Employment and Skills Summit, which had brought together public, health, education and business partners to strengthen collaboration on the Get Kent and Medway Working plan.
- b) Updated Members on the Skills Bootcamps, which had seen strong learner attendance, high satisfaction and a positive progression into employment. Preparation for Wave 7 (April 2026–March 2027), this had included exploring a potential new provision in the agricultural sector.
- c) Discussed that the Connect to Work programme was now supporting over 700 residents with more than 100 having reported their first earnings after securing employment. Additional providers would be added to expand the provision.
- d) Briefed the Committee on work to develop the Kent and Medway Local Growth Plan, focusing on four key sectors; agrifood/agritech, ports and logistics, digital technologies and energy, and on activity by the Kent and Medway Growth Hub, Kent and Medway Business Fund, and Visit Kent / Invest Kent to support businesses, inward investment and tourism.
- e) Ongoing work related to nuclear energy at Dungeness was discussed, this included discussions on future power generation and a potential nuclear decommissioning skills centre. Further research on an environmental freight levy for foreign lorries and vans using Kent's roads were also being explored.

4. Mrs Lawes, Deputy Cabinet Member for Communities updated Members on the respective portfolio:

- a) Recent developments within the library and registration services had encompassed the recent success of the Amelia building in Tunbridge Wells as a combined library, cultural and heritage venue. Continued progress with co-location library projects at multiple sites was also well underway.
- b) Dover Library's success in reaching the regional stage of the Library of the Year awards was a notable recent highlight. The ongoing digital improvements in the registration service and work to roll out technology-enabled care demonstrations in libraries were also raised as significant milestones.
- c) Referred to activities around World Book Day. These included the distribution of books and held events in libraries with collaborative projects with various arts organisations.

- d) An update was given on archive work with local partners, including progress on the definitive map of public rights of way and consultation on proposed changes. Work also continued on the King Charles III England Coastal Path, and Active Kent initiatives that supported walking, cycling and wider physical activities.
- e) Reported on Gypsy and Roma work including a forthcoming conference on unauthorised encampments and best practice on management. Recent Trading Standards activities had included a vape action scheme roll out in Maidstone and work had continued on targeting unsafe vapes in partnership with Kent Fire & Rescue and ports and the borders teams.

5. In response to comments and questions from Members, the discussion covered the following:

- a) Members discussed current tree-planting aftercare, survival rates and engagement with local volunteer groups. Officers confirmed that annual inspections were carried out to assess tree conditions and that all new planting schemes were encompassed within funded maintenance.
- b) The committee queried on the current geographic coverage of Skills Bootcamps and asked where future rollouts locales could be most effective and impactful. It was agreed that future reports would include information on bootcamps by location and sector.
- c) Questions on the ongoing work with Kent Fire & Rescue and Trading Standards regarding vapes and associated fire risks and product safety were raised. Officers discussed that a planned joint campaign on vape disposal with Kent Fire & Rescue was planned.
- d) Concerns on the current state of Kents highways, pothole reporting volumes and repair quality were all levied. Officers acknowledged that the current pothole volumes had been exacerbated by the impact of recent inclement weather events. The Cabinet Members for Highways assured Members that the new maintenance support contracts and associated quality assurances would look to mitigate some of the impacts and concerns that had been raised.
- e) Discussed the current status of major infrastructure schemes such as Galley Hill and the Bean underpass. It was indicated that Members would be briefed on the respective schemes at a future date.
- f) Additional Support for high street business and the provision of business information packs were suggested by Members. Officers confirmed that further development of these packs were underway and that the option of workshops for high street businesses were being explored.
- g) Members highlighted the lack of attendance of highways officers at district-level planning committees recently. In response it was explained that that officers (planning in this example) were bound to follow the National Planning Policy Framework. Officers would provide as a statutory consultee advice to the local planning authority to aid if a plan were acceptable or had notable concerns.

- h) In addition, Officers would provide written advice and act in the same capacity as any other statutory consultee. Officers noted the example raised and the Members concerns and would look to address any received correspondence on the matter.
- i) Members raised questions about the outstanding Kent Highways works costs of £625 million. The Corporate Director explained that an operational backlog and rising costs over the past 18 months had contributed to the total. Factors included inflation, labour shortages and increased bitumen prices, partly driven by the ongoing war in Ukraine.

RESOLVED to note the Verbal Updates

66. Performance Dashboard

(Item 7)

Matthew Wagner, (Chief Analyst); and Simon Jones (Corporate Director for Growth, Environment & Transport) were in attendance for this item

1. Matthew Wagner introduced the report. The report covered the periods up to December 2025 and also encompassed the proposed Key Performance Indicators (KPIs) and targets for 2026–27.

- a) Reported that of the KPIs encompassed within the report, 38 were rated green, 5 amber and 1 red. The red KPI had related to the (EC16) *number of new people receiving entrepreneurship mentoring support from the Kent Foundation*. Performance had dipped below the floor standard in December but had improved in January and was expected to exceed its target by year end.
- b) Amber indicators had encompassed: (EC10) *the number of people supported into employment by the Connect to Work programme* (with performance expected to improve in quarter 4).
- c) Turnaround times in (KSS02) *Kent Scientific Services where partner laboratory testing sometimes extended timescales*. The team had now developed an in-house method for avoiding extended timescales. The expected improvement had already been evident within the December performance.
- d) The proportion of public rights of way faults reported online, response times for (HT02) highways and transportation enquiries; and municipal waste recycling and composting rates, which were expected to benefit from forthcoming “simpler recycling” requirements rounded out the five amber KPIs for the reporting period.

- e) The officer discussed the combined KPIs that had been encompassed from a predecessor committee (GED CC) and the current iteration (GET CC) into a single, larger set of KPIs and activity indicators.
- f) The Officer closed out by discussing the inclusion of the proposed KPIs for 2026–27. All services reporting to the committee carried out a thorough review and this had resulted in several changes to the existing KPIs. Most notably, the Highways and Transportation Division has expanded its KPI set to better reflect the full range of services it would deliver.

2. Members asked the following KPI related questions:

- a) Queried if additional KPIs could be used to monitor tree survival and tree establishment success following planting. Officers acknowledged the query and that additional reporting on tree establishment and success rates would be explored, subject to robust data.
- b) Members asked what rationale was used for keeping or removing certain public rights of way online reporting indicators. In response it was suggested that some online reporting KPIs had reached their practical limits given residents' varying contact preferences.
- c) Additional concerns were raised on KPIs relating to the percentage of public rights of way reports submitted online, currently showing an amber RAG rating. A Member raised a specific issue that had impacted Dartford regarding long-standing flooding and queried the use of the KPI from a safety perspective. Officers acknowledged the concern and would look to address the Members local issue outside of the Committee.
- d) Clarification was sought on the recent changes to KPI HT01B and referred to officers being able to address issues relating to road conditions. The Cabinet Member responded to the KPI query and indicated that it had reflected the immediate ability to respond to events and was likely governed by demand and availability.
- e) The interpretation of waste-related indicators and the implications of extended producer responsibility and emissions trading scheme risks were discussed.
- f) Asked if data on greenhouse gas emissions (EEW2) and monitoring would continue even when targets were not set. In response it was discussed that that greenhouse gas emissions data would continue to be monitored as a performance indicator.
- g) Members highlighted the performance of highways defect response times and the operational context. Officer noted the concerns and suggested that the operational pressures, current market costs and general inflation had impacted highways backlogs and recovery costs.

RESOLVED to note the Performance Dashboard.

67. Strategic Risk Register

(Item 8)

Mike Hand (Risk and Delivery Assurance Officer) and Mark Scrivener (Head of Risk & Delivery Assurance) were in attendance for the item.

1. Mike Hand introduced the report on strategic risks on KCC's Corporate Risk Register relevant to the Committee and summarised the link with directorate risks for Growth, Environment and Transport.

2. The cover report provided a summary of each risk with brief, up-to-date commentary, while the appendix contained the full details. The report included a summary of relevant risks from the Growth, Environment and Transport Directorate Register. These risks related to issues discussed throughout the year at committee, with the report bringing all key risks together in one place.

- a) Current risk ratings reflected residual risk after current controls. The target ratings had indicated the level considered achievable with further mitigation and recognised that many external factors were outside the Council's direct control.
- b) Mark Scrivener added that work was underway corporately to identify and focus on key controls and to streamline how control effectiveness was captured and reported, given the high volume of risks and controls across the organisation.

3. Members sought clarification on the following questions:

- a) Asked how the effectiveness of individual controls was assessed and reflected in the risk ratings. Officers elaborated that that additional modelling had refined estimates of potential emissions trading scheme liabilities.
- b) Discussed the risks related to recruitment and retention for key roles, including the impact of pay and workforce arrangements. In response officers responded that the directorate leadership teams were committed to workforce engagement and the recognition to support staff retention.
- c) Queried on the modelling of potential costs arising from the UK Emissions Trading Scheme and the use of extended producer responsibility funding. Officers explained that the extended producer responsibility funding had been spent on packaging-related work in accordance with government requirements, with some reserve funding set aside for future improvement projects.
- d) Members questioned if emerging risks such as water supply constraints and extreme weather impacts were adequately reflected in climate-related risks. It

was discussed that new information and data from water authorities and any climate-related impacts would be considered in the next review of relevant risks and target ratings.

RESOLVED to note the Strategic Risk Register

68. KMEF-Ambition 4 Economic Opportunities

(Item 9)

David Wimble (Cabinet Member for Economic Developments and Special Projects) and Steve Samson (Head of Economy) were in attendance for the item.

1. Mr Wimble introduced the item with Steve Samson providing an overview of the progress under ambition 4.
2. Steve Samson highlighted further that the ambition focused on placing economic opportunity at the heart of community wellbeing and prosperity. Key areas included boosting employment, tackling economic inactivity due to ill-health, and ensuring that regeneration across the County delivers clear benefits for local communities.
 - a) The report focused on placing economic opportunity at the centre of community wellbeing and prosperity with programmes such as Connect to Work delivering employment support. Connect to Work had seen 834 enrolments with 121 participants now having reported first earning through the system.
 - b) The work of the Strategic Partnership for Health and Economy (Action area 14) was highlighted which had been in place for 18 months. In addition, the Get Kent and Medway Working plan had been published and work was continuing on its implementation including recently publishing employer-facing resources around inclusive employment and workforce wellbeing on the Kent & Medway Growth Hub website.
 - c) Work underway to maximise the links between major investments, anchor institutions, and community opportunities was underway to embed economic opportunity within local regeneration, including via the following programmes: No Use Empty, Visit Kent, Skills Bootcamps, Invest Kent and the Kent and Medway Business Fund.

2. Members asked the following:

- a) In response to Members requests for a local business representation of the scheme to attend committee it was suggested that a video be circulated that was showcased at the Skills, Employment and Health Summit two weeks ago showcasing the Skills Bootcamps programme ([see Skills for Life Video](#)). The video highlighted construction training courses in Herne Bay and the positive

impacts on local residents. It was also noted that two years had passed since the E-economic Framework had been finalised and officers were preparing a report that would summarise activity since then. The inclusion of videos or contributions from businesses in future reports would be considered and shared with Members.

- b) Members queried if the Skills Bootcamp initiative would be expanded into other areas. Officers discussed the challenges faced in regard to a reduction of funding from the Department of Education (DfE) and how this impacted future planned works.
- c) Officers added that the approach would be to replicate the current year's programme, especially in areas with high demand was present and the scheme has had to turn people away due to limited capacity. Officers would look to share a report showing where courses have been delivered this year and the potential locations planned for next year at a future date.
- d) Members welcomed the breadth of work and suggested that future reports might include case studies or direct input from beneficiaries, such as businesses or Skills Bootcamp participants.

RESOLVED to note the KMEF- Ambition 4 Economic Opportunities Report

69. Kent Biodiversity Report

(Item 10)

Paul King (Cabinet Member for Environment, Coastal Regeneration and Special Projects) and Chris Drake (Nature Recovery Partnership Officer) were in attendance for the item.

1. Mr King introduced the Item by prefacing that the report highlighted KCC's integrated approach to biodiversity across services and set out commitments for the period 2026–31.

2. Chris Drake presented the main elements of the report, which covered the reporting period January 2020 to December 2025 and looked forward to 2026–31. He summarised key achievements, including:

- a) The delivery of significant tree planting under Plan Tree and the Tree Establishment Strategy.
- b) Habitat improvement through highway verge management, natural flood management schemes and SUDS. Innovative approaches such as the Miyawaki method had also been introduced.
- c) Environmental projects delivered through the Kent Downs National Landscape team and country park land managed for nature and visitor engagement.

- d) Highlighted that 1.25 million people had engaged with nature at KCC parks in 2024-25.
- e) Pond (360) creation and restoration through district level licensing and the recent publication of the Kent and Medway Local Nature Recovery Strategy (LNRS) following two years of development had occurred.
- f) Additional future priorities would include the embedding of the LNRS and reviewing the Plan Tree and Plan Bee within that context. Development of Plan Sea for marine and coastal habitats were underway as was a progressing water resource strategy for Kent with a publication target of 2027 was underway.
- g) The officer highlighted that there is scope to use current format to produce a light-touch annual report, which would make compiling the larger report easier in future and help maintain the authority's focus on biodiversity.

3. Members made comments and asked questions on:

- a) Members urged the importance of integrating urban tree planting at the design stage of town centre and regeneration schemes.
- b) Discussed the quality and biodiversity function of SUDs installations and the need for clear, measurable indicators of biodiversity outcomes and timing of monitoring with clarity in the report around visitor data (visits versus unique visitors) to country parks.
- c) Officers responded that the monitoring of biodiversity outcomes was being developed and would include defining what "recovered nature" looks like and establishing site monitoring for pollinator-friendly management.
- d) Confirmed that data on tree establishment was being collected and that wording in the report regarding visitor numbers would be reviewed to ensure accurate reference to visits and engagement with nature was captured.

RESOLVED to note the Kent Biodiversity Report

70. EV Charging Report

(Item 11)

Peter Osborne (Cabinet Member for Highways and Transport) and Tim Middleton (Network Innovations Manager) were in attendance for this item.

1. The Cabinet Member for Highways & Transport, Peter Osborne, summarised that KCC had entered into a long-term partnership with Urban Fox (part of the Balfour

Beatty group) to deliver up to 10,000 on-street EV charging points across Kent over a 20-year concession contract. The programme was focused on residents without off-street parking and required no council tax funding.

2. Tim Middleton explained that contracts had been signed in February and that residents and Members were being encouraged to suggest potential locations via an online form, which was being used to inform the first phase of rollout and outlined:

- a) That data collated would directly inform planning work and help identify where new locations were required. As mobilisation began within the period in the first year, the focus would be on identifying quick-win locations, with activities increasing over time. Ongoing use of the website would be essential, as the initiative actively relied on that data submitted.
- b) The designated operator would fund and operate the network and would receive the majority of any charging revenue raised.
- c) KCC had included contractual mechanisms to ensure fair pricing, and this had included a margin cap.
- d) The first-year rollout was expected to be approximately 150 locations (around 300 sockets), with numbers increasing in subsequent years.
- e) The network approach would allow for a balance between more and less commercially viable locations, including rural areas.

3. Members asked questions and raised issues about:

- a) Queried if provisions for rural communities and parish hall car parks were included. Officers confirmed that rural provision would be captured and be supported by parish hall projects and network-wide planning initiatives.
- b) Members sought clarification on the operator's expected payback period and if any protection for residents from excessively high tariffs was in place. In response officers highlighted that tariff fairness was addressed through the contract design and overall market competition. Members were assured that KCC would monitor pricing to ensure continued clarity on pricing.
- c) Requested an updated status and safety of cable gullies and the need to await industry guidance on electrical safety before progressing trials. Concerns were noted by Officers who responded that cable gully options would be reconsidered after receiving updated guidance from the Institution of Engineering and Technology (IET).
- d) Greater clarity was requested by Members on the year one location map and requested that a detailed list of proposed sites be made available to Members. Officers confirmed that year one locations were still being finalised with district parking officers and would be shared once confirmed, with all sites subject to Traffic Regulation Orders. (TRO)

- e) Contractual safeguards such as minimum delivery levels and mitigating arrangements if the operator failed to deliver or withdrew rounded out the concerns raised by Members. Senior officers explained that contracts had included robust performance measures, minimum delivery expectations and options for a transfer of assets and re-procurement in the event of any failures.

RESOLVED to note the EV Charging Report

71. Kent Community Wardens Impact Report

(Item 12)

Mary Lawes (Cabinet Member for Community and Regulatory Services) and Shafick Peerbux (Head of Community Safety) and Mark Rolfe (Head of Community Protection) were in attendance for the item.

1. Mrs Lawes introduced the report, praising the dedication and creativity of the community wardens and the supporting management team, further highlighting their work across wide geographical areas to support vulnerable residents.

2. Shafick Peerbux, Head of Service for Community Safety, presented the report and explained the evolution of the service. The service had encompassed the implementation of a new operating model that had delivered £1m savings while maintaining coverage in all districts through targeted deployment guided by a geographical allocation policy.

- a) Reported that over a two-year period, community wardens had undertaken more than 9,000 tasks focused on a proactive and preventative support to individuals, with high levels (69%) of reported improvement in feelings of safety and access to services.
- b) It was illustrated to Members the positive impacts of wardens via a case study of a vulnerable adult whose situation had improved significantly through coordinated intervention by the warden and partner agencies.
- c) Discussed the service's contribution to be tackling anti-social behaviour and to community-level initiatives, these had included supporting clubs and activities to reduce isolation. In addition, meaningful engagement with children and young people were highlighted as current areas of positive progression.
- d) Outlined the development of a parish sponsorship model. This would allow parish councils to fund dedicated warden time for their areas. The officer advised that a pilot scheme on funding with a commercial transport provider was also being explored.

3. Members welcomed the report and raised issues including:

- a) Discussed the distribution of warden coverage within districts and the need for a clear mapping of warden areas. Officers acknowledged the concerns and

highlighted that work was underway with Digital Services to improve public information regarding warden coverage.

- b) Members urged the value of a recognisable, trusted local presence compared to telephone-based support. Officers in response discussed that wardens could and did work flexibly across their allocated areas and beyond where and when needed.
- c) Highlighted the challenges wardens experienced when other agencies were slow to respond or adequately resource specialised interventions when required. A Member explained in detail a recent individual who had been impacted by delayed intervention and ultimately had died before any resolutions were in place. Officers lamented the issues the individual had faced and acknowledged the wider concerns raised.
- d) Members asked for clarification on the equity of parish-funded arrangements in areas with no parish councils or limited resources. It was confirmed that the commercial sponsorship pilot would ensure that any potential sponsors were appropriate and that the model implemented was operationally sound.
- e) In response to Members questions on geographical locales of wardens and areas that may be in shortfall, The Officer explained that the new operating model allocated community wardens based on a range of indicators while avoiding duplication with other local services.
- f) The model would ensure coverage in every district and borough. It was discussed that a purely data-led approach would have placed most wardens in the east of the county, so a more balanced method would look to prevent this. Wardens would be kept in place long-term to maintain and build trusted relationships; allocations would be reviewed as population data and new housing developments emerged to better aid distribution in the future.
- g) In addition, wardens that had defined areas would also at times support residents outside their geographical range, assist in taking referrals and support people who are lonely, isolated or in need.

RESOLVED to note the Kent Community Wardens Impact Report.

72. Kent Design Guide (Item 13)

David Wimble (Cabinet Member for Economic Developments and Special Projects and Colin Finch (Strategic Programme Manager for Infrastructure) and Tom Marchant (Head of Strategic Development & Place) were in attendance for the item.

1. The Cabinet Member for Economic Development, Mr Wimble, explained that the existing guide dated from 2005. The refreshed guide would be a digital, interactive resource and be far easier to update when regulations change with minimal cost

incurred as opposed to previous paper copies. The guide would also be developed jointly with district and borough partners.

2. Colin Finch, from the Development Investment Team, presented the proposed structure of the new online guide, which would set out shared design principles and expectations for new homes and neighbourhoods. This would look to align with recent changes to the National Planning Policy Framework. He advised that the guide would:

- a) Provide a single, shared online resource outlining quality standards for new homes and neighbourhoods in Kent and focus on design and planning. The design guide would encompass an interactive public website and would be accessed by KCC officers, planning authorities, designers, architects, landowners, developers and housebuilders, offering clear, consistent and accessible design and placemaking guidance.
- b) The current PDF guide had been difficult to navigate and not very intuitive which had restricted the limits of its use. Although still referenced, its main purpose was to save officers and developers time by avoiding repeated discussions over standards.
- c) To improve the guide, three stakeholder workshops were held with stakeholders investing significant time in shaping the proposed solution. This had resulted in a stakeholder-led proposal for a web-based interactive design guide that could be updated almost instantly.
- d) Aspects captured would provide clear, accessible design guidance under five principles (including “of Kent”, “people first”, health and wellbeing, active Kent and resilient places).
- e) It was explained how officers and developers would both use the guide. Planning officers would have confidence in their decisions and in turn be able to reassure developers that their applications align with expected standards.
- f) For developers the guide would clearly set out Kent’s design expectations and assist them to construct to agreed standards and contribute to better-quality homes and neighbourhoods.
- g) The Officer presented a draft prototype of the website to Members and discussed further the future stakeholder workshops and design amendments likely to occur.
- h) Linked to working examples and case studies and explained at depth the desire to support both planning officers and developers to reduce negotiation time and improve the overall quality of developments.

3. Members asked questions about:

- a) Clarification was sought on the relationship between the design guide and car parking standards guidance. Officers elaborated that the parking standards had been recently updated separately by KCC.

- b) Members asked how officers ensured that the guide responded to different local vernaculars and environmental factors. Officers confirmed the guide would allow local adaptation and would not prescribe to a single uniform palette.
- c) It was raised on how design guidance would address scale and layout on larger developments. Officers noted that the principles could be applied across sites of different scales, with examples of mixed character areas within large developments.

RESOLVED to note The Kent Design guide report

73. 26/00007 - Heritage Conservation Strategy Amendment
(Item 14)

Paul King (Cabinet Member for Environment, Coastal Regeneration and Special Projects) and Lis Dyson (Heritage Conservation Manager) and Elizabeth Milne (Head of Environment) were in attendance for the item.

1. The Cabinet Member for Environment, Mr King, explained that the main change was a new objective to seek to divest KCC's eight historic windmills in a way that ensured their sustainable future as community assets. He also highlighted the need to update references to climate policy and to the historic environment record in line with the Levelling Up and Regeneration Act 2023 and the National Planning Policy Framework.

2. Lis Dyson set out the specific amendments to the objectives relating to windmills, strengthening engagement with windmill groups and other interested parties, and aligning the strategy with the adopted policy position on divestment.

3. Members asked questions about:

- a) Concerns were raised on why it was considered inappropriate for KCC to set up a trust with regard to coordinating and managing windmills. The Member highlighted the good work that had been taken out by KCC as custodian of Kent windmills.
- b) The Member proposed a recommendation to 3.4 (Page 179), at the start of the objective relating to windmill groups, the strategy consideration suggested by the Member was: *"The Council commits to setting up a Kent Windmills Trust to coordinate the future management of Kent's windmills and to support current and future volunteer groups intending to own or manage Kent windmills."*
- c) This recommendation to consider was a response to the current 3.4 as stated in the Heritage Strategy Report which read: *"It is not considered appropriate*

for KCC itself to set up a trust to own and manage the windmills so the original objective to explore alternative funding mechanisms for the windmills, including setting up a charitable Trust. is removed.”

- d) The recommendation was duly seconded. Officers did note however that a key decision had already been taken for KCC to divest itself of the windmills whilst retaining them as community assets.
- e) Members referred to previous decisions on divestment and the need to protect the long-term maintenance and conservation of the windmills. Officers responded that the paper before the Committee focused only on aligning the Heritage Conservation Strategy with that decision.
- f) Sought clarification on the relationship between the existing key decision on divestment, any potential trust, and the recommendations now proposed to the strategy. Officers responded that establishing a charitable trust owned and controlled by KCC might not satisfy the aim of divestment because risk and liability could remain with the authority and any proposals to take on windmills would be carefully assessed against criteria ensuring community access and sustainable maintenance, and KCC would not be obliged to accept proposals that did not meet these tests.
- g) The Cabinet Member invited Members to attend a forthcoming meeting with windmill volunteers and local groups where the process for divestment and options for future governance would be discussed in more detail.
- h) The Chair put the recommendation to the vote, the suggested recommendation passed with 6 For, 4 Against and 2 abstain. The recommendation to the Cabinet Member for consideration passed.
- i) It was recommended that the Cabinet Member for Environment consider the Committee’s agreed recommendations to section 3.4 when taking the key decision.
- j) The Chair then invited the Committee to consider the recommendations in the report, with a note on the recommendations raised to section 3.4 raised had been raised for consideration to the respective Cabinet Member.

RESOLVED to endorse the proposed decision, namely:

- (a) The Cabinet Committee is asked to agree to the proposed amendments to the Heritage Conservation Strategy and delegate authority to review, refresh and/or make revisions to the strategy on an annual basis where changes do not require additional governance, to the Corporate Director of Growth, Environment and Transport, or another Officer as required by the Corporate Director.

74. 26/00008 - Kent Joint Municipal Waste Management Strategy
(Item 15)

Paul King (Cabinet Member for Environment, Coastal Regeneration and Special Projects) and Helen Shulver (Assistant Director Resource Management and Circular Economy) were in attendance for the item.

1. The Cabinet Member for Environment, Mr Paul King, explained that the existing strategy was out of date and needed replacement. He emphasised that KCC as waste disposal authority had borne significant costs (2024-25 £53 million) to dispose of residual waste collected by district and borough councils and that by reducing residual waste (-10%) and increasing recycling could deliver substantial savings. (est over £ 6 million)

2. Helen Shulver, Strategic Lead for the Kent Resource Partnership, outlined the partnership's role and the four strategic aims of the strategy, including:

- a) The desire to reduce waste and increase recycling by delivering efficient, effective and aligned collections.
- b) Engaging with and informing residents to support behavioural changes and look to manage littering and fly-tipping in a coordinated way.
- c) Highlighted the examples of the joint Feed Your Foodie food waste behaviour change project, which had increased food waste capture in participating areas by over 20% and had repaid its investment within a year through cost avoidance and had continued delivering ongoing savings.

3. Members discussed:

- a) The prevention of contamination of recycling at source and the balance between positive engagement and enforcement. It was suggested that behaviour change approaches focused primarily on positive reinforcement, with enforcement seeing targeted used only where necessary.
- b) The need of consistent communications across Kent. Officers responded by discussing current branding and campaigns such as Shake It Out. In addition, KRP commissions research was discussed and how shares best practice was shared with other partnerships and bodies such as Waste and Resource Action programme (WRAP) and ReLondon, who had developed and assisted in targeted campaigns.
- c) Members raised concerns on continued ongoing fly-tipping issues. These had included large-scale incidents involving organised crime and Members discussed the current preventative roles of partner agencies such as the Environment Agency, Kent Police and local authorities were to play. Officers discussed the concerns raised and responded that an intelligence analyst funded by KRP would support coordinated action against fly-tipping.
- d) Asked if there were any current engagement and involvement with schools and young people in education about waste and recycling. The work that current contractors and school waste providers had undertaken encompassed educational work with schools and were identified as the level of current joint engagement.

- e) Questioned the differences in collection systems and performance between districts and the impact of new national “simpler recycling” requirements.
- f) New national requirements for the collection of additional materials and food waste were addressed by officers. The new requirements had created opportunities for step changes in performance and proposals for future financial arrangements with districts to incentivise higher capture of recyclables would be brought to the Committee in due course.

RESOLVED to endorse the proposed decision, namely:

The Cabinet Member for Coastal Regeneration, Environment & Special Projects agrees to:

- (a) Adopt the Kent Joint Municipal Waste Management Strategy 2026 – 2031 as KCC’s formal commitment to the partnership approach, subject to formal endorsement by all other partner authorities through their governance processes
- (b) Delegate authority to the Corporate Director for Growth, Environment and Transport or other officer as required by the Corporate Director to review the Strategy on an annual basis and revise the strategy where changes do not require additional governance.
- (c) Delegate authority to the Corporate Director Growth, Environment and Transport, in consultation with the Cabinet Member Coastal Regeneration, Environment and Special Projects, to take the actions required to support the Kent Resource Partnership with the implementation of the strategy, subject to the Councils decision-making process.

75. 26/00010 - Kent & Medway Business Fund 2026 - Revised Loan Offer
(Item 16)

David Wimble (Cabinet Member for Economic Developments and Special Projects) and Susan Berdo (Strategic Programme Manager) were in attendance for the Item.

1. The Cabinet Member for Economic Development, Mr David Wimble, noted the significant contribution of the fund to business growth and job creation and invited the officer to present further details.
2. Susan Berdo, Programme Manager, reminded Members that the KMBF utilises recycled Regional Growth Fund monies to provide repayable loans to businesses to support growth, productivity and job creation. The officer outlined the existing KMBF standard and small business boost offers and the proposed changes following an annual review by the Investment Advisory Board (IAB). The main aspects discussed were:

- a) Current KMBF standard offered Loans from £100k to 600K with 0% interest and required a 50% match funding with security being provided to the full value at least to the value of the loan and commensurate with risk.
- b) The Small Business Boost had provided 0% loans between £26k and £99k, with businesses contributing 20–30% match funding. Although initial guidance suggested security might only sometimes be required, experience since launching in November 2023 had showed that security was now often applied to help protect and sustain the fund for long-term recycling.
- c) The officer discussed the Increased upper limit of KMBF Standard loans from £600k to £750k.
- d) Allowing start-ups to apply where they can demonstrate contracts, experience, security and financial viability and allow extension of repayment periods for loans from £100k to £600k with an adjusted administration fee. Loans from £100k to £600k would pay a 10% admin fee. Above £600k would be subject to a 15% fee.
- e) Standardising match funding requirements in the small business boost to 25% and removing franchises from the list of excluded sectors. The focus was to be growth, higher productivity and job creation, supported by desirable outcomes such as innovation, stronger supply chains, environmental benefits and improved skills. The attached paper confirmed the changes that had been recommended by the IAB.

3. Members raised the following questions:

- a) Discussed sustainability of the fund, including interest arrangements and future projected burn rates. Officers elaborated that the fund was expected to operate until at least 2032 with an agreed profile of annual lending. Additionally, it was explained that the programme was income generating with administration fees covering delivery costs and any interest gained would be retained within the fund.
- b) Queried the distribution of loans across districts and how gaps in take up were identified and addressed. Officers discussed that promotion was undertaken through the Growth Hub, planned roadshows in each district and close working partnerships with district economic development teams would also target potential district gaps. Details of loan distribution and historic funds would be provided in the regular biannual monitoring reported to the Committee.
- c) Members asked for assurances on an even and fair distribution of loans throughout Kent, and if there were any concerns on the default rate of loans and where any interest garnered from loans is redistributed.
- d) Officers responded to distribution questions by expanding on the close working with district economic development teams and run joint promotional events with EDO colleagues. It was explained that the promotion of the work was captured through a dedicated website, KCC pages and Growth Hub social

media campaigns. The use of promotional videos and case studies to highlight success stories were also discussed.

- e) It was confirmed that KCC could provide loan funding for businesses in Kent and Medway until 2032, with an agreed annual delivery of around £3.5 million. Funds currently held would be distributed, while repayments would continually be recycled back into the programme. Any interest earned must also return to the fund and be used solely for this purpose. The presenting officer would look to request data from the finance team, as the Investment Advisory Board reviews this information annually.
- f) Suggestions were acknowledged that a list of the distribution of loans be provided to Members, officers agreed that any lists provided could aid in identifying any gaps and help in understanding why some areas were less reached than others. Officers would look to send the last biannual report to Members and provide a snapshot of activities for the current financial year.

RESOLVED to endorse the proposed decision, namely:

That the Cabinet Member for Economic Development & Special Projects agree to:

- (a) Accept the improvements and changes to the loan terms of the Kent & Medway Business Fund (KMBF), to take effect from 1 April 2026. This includes adopting a revised loan offer, updated terms, and refreshed eligibility criteria for businesses within Kent and Medway
- (b) Endorse the current scheme governance and administration processes

76. 26/00011 - Cliff Collapse - Road of Remembrance, Folkestone
(Item 17)

Peter Osborne (Cabinet Member for Highways and Transport) and Simon Jones (Corporate Director for Growth, Environment & Transport) were in attendance for the item.

1. The Cabinet Member for Highways & Transport, Mr Osborne, explained that the report sought approval to proceed with engineering works to stabilise the cliff and enable the historic route to be safely reopened. He advised that Option 3 was the preferred option.

2. The Committee was advised that legal advice had concluded that KCC would likely to be held liable in respect of any further future collapse(s) affecting the Road of Remembrance and that there was a theoretical risk of a corporate manslaughter prosecution in the event of a fatal incident if appropriate action was not taken.

3. Members strongly welcomed the proposal to progress works and acknowledged the symbolic and practical importance of the Road of Remembrance to the local community of Folkestone. Members also queried the following:

- a) Contributions from Folkestone and Hythe District Council, including the use of on-street parking funds. Officers responded that discussions with the district council regarding financial contributions would be concluded following the Committee's consideration.
- b) Clarification on the land ownership were raised as well as the possibility of any cost recovery. It was highlighted that the original registered landowner had died without a will and tracing inheritors had proved to be a complex endeavour. KCC would place a charge on the land to enable any possible future cost recovery, although this was considered unlikely at this stage.
- c) Members asked whether a contingency was in place given the complexity and risk of cost escalation. Officers confirmed that some contingency had been built into the estimated costs. They added that any pressures arising once works began could affect the wider capital programme but would be carefully managed.

RESOLVED to endorse the proposed decision, namely:

That the Cabinet Member for Highways and Transport agree to:

- (a) Give approval to progress the construction of the embankment stabilisation and associated works utilising KCC capital funding as identified in the 26/27 H&T capital budget.
- (b) Accept a contribution from Folkestone and Hythe District Council to contribute towards funding the works.
- (c) Deliver the works via the Road Asset Renewal Contract that has provision and financial capacity to accommodate these works.
- (d) Approval for any other further decisions required to allow the scheme to proceed through to construction to be taken by the Corporate Director of Growth, Environment & Transport under the Officer Scheme of Delegations following prior consultation with the Cabinet Member for Highways and Transport.

77. Work Programme (Item 18)

RESOLVED that the work programme was noted.

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From: Peter Osborne Cabinet Member for Highways and Transport
 Andrew Loosemore Director of Highways and Transportation

To: Growth, Environment & Transport Cabinet Committee Meeting – 5 May 2026

Subject: Winter Service– Update Report

Key decision: No

Classification: Unrestricted

Past Pathway of Paper: N/A

Future Pathway of Paper: N/A

Electoral Division: All Districts.

Summary: This report updates the committee on the progress of our Winter Service up to the end of March 2026.

Recommendation:

The Cabinet Committee is asked to note the details of this report and actions being taken regarding our ongoing winter service.

1. Introduction

- 1.1 A report detailing the Winter Service Policy was presented to ETCC in September 2025.
- 1.2 The winter service started on the 17 October 2025 and ended on 17 April 2026.
- 1.3 This report is a current update on our winter service, which covers not only the normal winter hazards, but also the demands on our service for other weather events such as high winds and rain.
- 1.4 During the period 17 October 2025 to 31 January 2026 we have had five named storm events covering wind and rain with additional enquiries being received across the highways teams.

2.0 Background

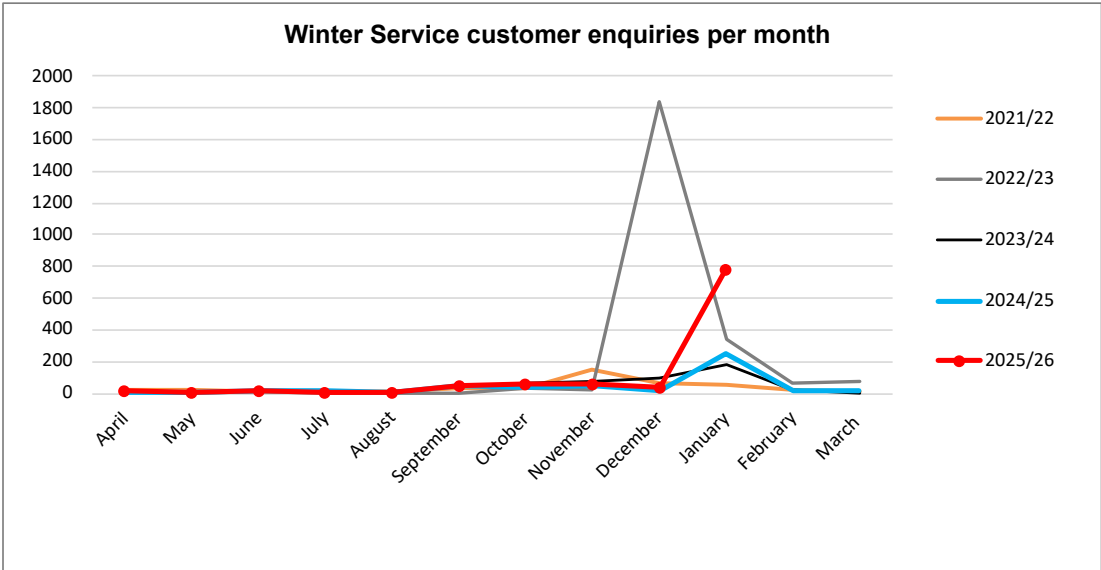
- 2.1 Throughout the winter service we closely monitor weather and road conditions to be ready to deploy our winter service resources at any time.
- 2.2 **October** was a warmer but wetter month, with **Storm Amy** arriving on the 3rd before rain eased in the second week as high pressure moved in with persistent cloud. There was further rain across the rest of the month, particularly after the 22nd, as heavy rain and strong winds were present across the south coast. Temperatures were 0.7°C above average for October and rainfall was barely

below average at 99% of the long-term average. This was the 3rd dullest October on record for the UK with only 69% of the average sunshine hours across the month.

- 2.3 **November** started with temperatures above average by as much as 7°C across the 4th and 5th of the month. The first two weeks were also wet with bands of rain across the country, with the 14th seeing exceptional heavy rain due to **Storm Claudia**. Temperatures dropped following this but returned toward average at the end of the month, which was mild but still wet. Overall temperatures were 0.7°C above average for November with a much wetter-than-average 131% average rainfall across the UK.
- 2.4 **December** was wet and warm as low pressure brought unsettled conditions across the country. The 8th and 9th saw heavy rainfall as **Storm Bram** arrived, along with some strong winds. These unsettled conditions continued through the month until the 24th when high pressure arrived with further strong winds and some freezing temperatures and frost. Conditions remained clear, sunny and cool for the remainder of the final week. The majority of the rainfall occurred in the first half of the month before turning drier, this resulted in a 14% above average rainfall across the country. Overall temperatures were 1.6°C above average for December, along with 108% long-term average sunshine hours.
- 2.5 **January** started very cold with frost, fog, ice and snow in parts, across the county. **Storm Goretti** reached the UK on the 8th and 9th bringing in very strong winds and poor weather. After the storm, wet and unsettled weather continued throughout the month. The final week saw two further storms **Ingrid** (24th), closely followed by **Chandra** (26th & 27th) which brought heavy rain and strong winds before closing out the month. Overall, the temperature across the country was 0.5°C below average for January, along with an average amount of sunshine hours for the month. An Ice Emergency across the county was declared 5th January with Highways teams prioritising local action. There was 117% long-term average rainfall for the UK, with the regional variation provisionally setting the South & South-East at 188% average rainfall (159mm).
- 2.6 **February** saw persistent rain and unsettled weather throughout the month, with overall temperatures resulting around average. Strong frontal systems remained for the first half of the month, but unsettled weather remained even after this stopped. Consistent wet weather resulted in England seeing 170% long-term average rainfall across the month (123% across the UK), and with a warmer latter half the overall England temperature across the month reached +2.1C above the long-term average (+1.5C across the UK). Due to the poor weather, the number of recorded sunshine hours in the UK reached 41.6, just 58% of the long-term average which is the 4th dullest February ever recorded.
- 2.7 Data for March & April is not yet available.
- 2.8 These weather events have put additional demand on our operational teams both financially and in terms of resources, to deal with the various events both in and out of hours with well over 1000 additional enquiries received, which included fallen trees and drainage issues.

3.0 Winter Service

3.1 The data provided below demonstrates our current general winter service enquiries:



3.2 Our annual winter service budget is **£4.3** million this does not budget for emergencies or other exceptional weather events.

3.3 When icy conditions or snow is forecast, we treat about 30% (2586km) of the county's total carriageway (road) network which includes the A and B roads, major strategic, other strategic and locally important roads – these are termed Primary Routes.

3.4 Salting routes are published online at www.kent.gov.uk/highways, throughout the winter service.

3.5 This service is time sensitive. The salt must be laid before ice forms or snow falls to be effective. Instructions for action are issued by the Winter Duty Officer (WDO) based on the forecasts received from Metdesk, our contracted weather forecast provider.

3.6 Social media is used to communicate the winter service action, including the Highways & Transport Facebook page, and on 'X'. This is updated when crews are going out, giving details of where we are operating, and the expected road hazards.

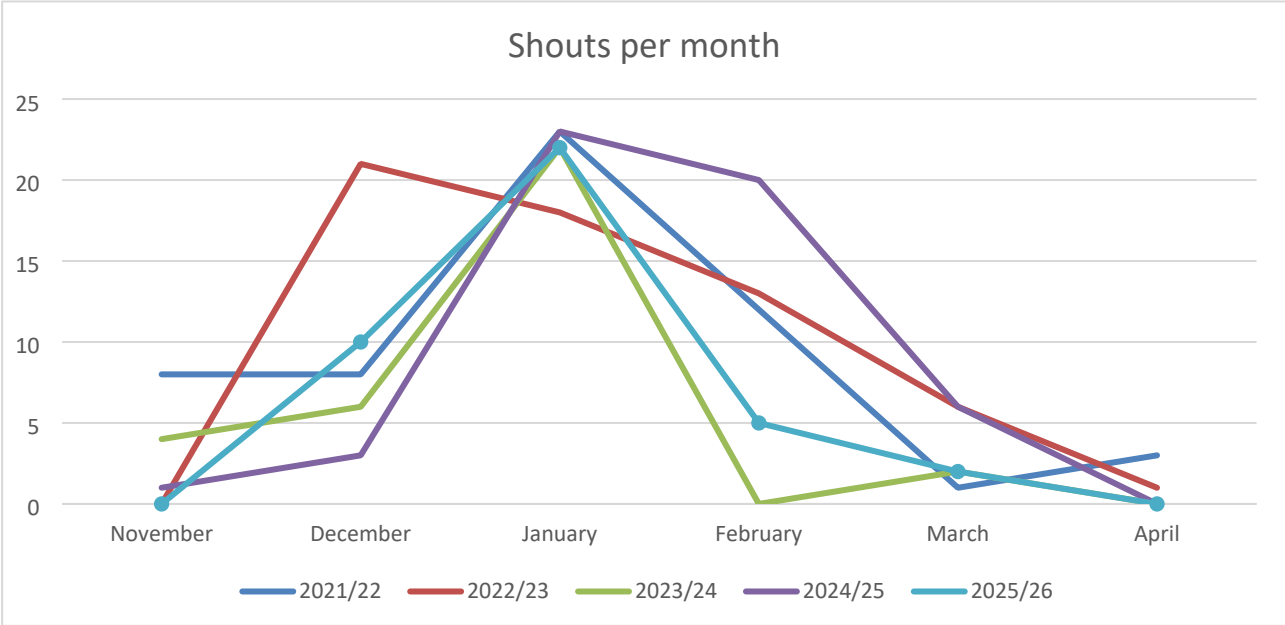
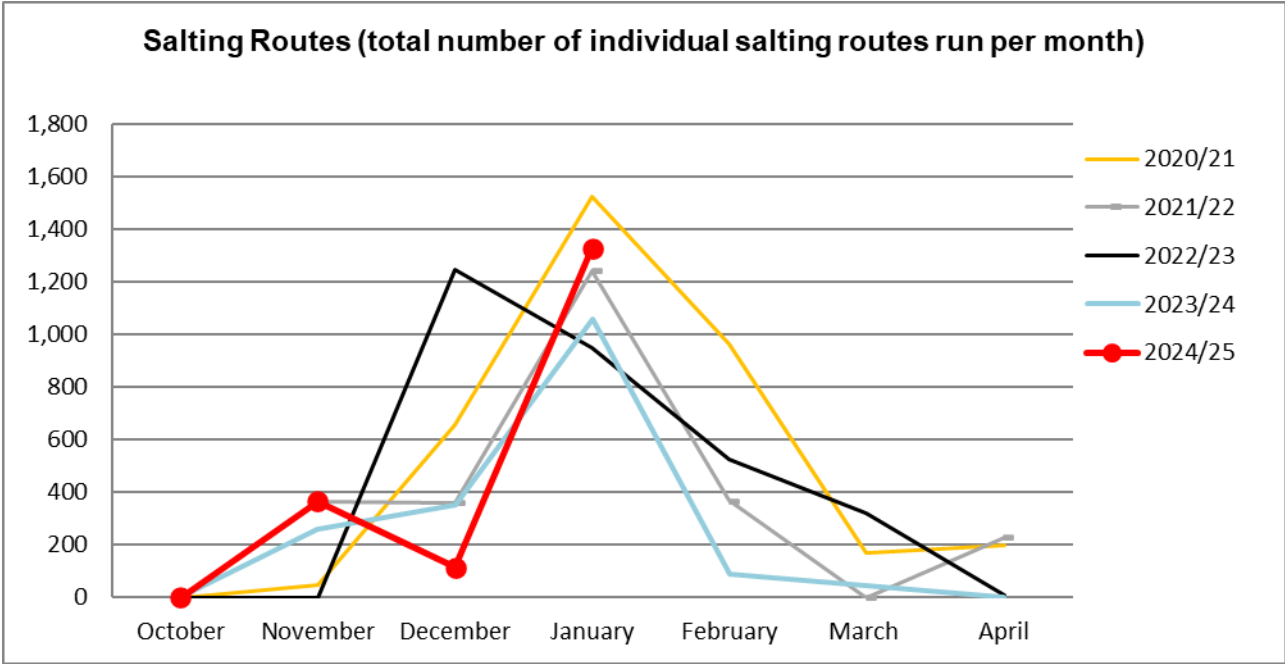
3.7 As well as the 60 salting vehicles which are on standby, we have more than 100 farmers around the county supplied with snow ploughs that can be fitted to their tractors. Under a signed agreement, they clear pre-determined rural routes, when there is more than 50mm of snow on the ground.

3.8 In addition to our normal highways out of hours service, we currently have four dedicated Winter Duty Officers, monitoring and actioning salting instructions throughout the winter period. Each WDO is on call 24/7 for a week on a rota basis. The WDO works closely with the Senior Duty Officer (SDO) to coordinate out of hours actions when required.

4.0 Monitoring

- 4.1 Winter data is produced monthly highlighting the volume of salting shouts and the action taken by the winter duty officers.
- 4.2 Since the start of the season (17 October 2025 – 31 January 2026*) we have had 44 salting shouts covering 1855 individual salting runs, using 8,390 t of rock salt.

* Data for February/March/April unavailable at time of writing



5.0 Salting Routes

November saw a slight increase in salting runs when compared to the same period over the last 4 years. December and January were on par with previous demand over the past 4 years, with a total of **1141** salting runs in January 2026.

- 5.1 The Operation Performance Measure 17 (OPM17) across the season so far, for Salting runs completed within the specified timeframe **98.36%**.
- 5.2 At the start of the winter service season we hold 23,000 tonnes of salt in stock in depots around the county. National guidance to local authorities suggests a resilience benchmark of 12 days/48 runs i.e. the authority would be able to continuously salt its winter network during its core winter period for 12 days. This equates to 16,800 tonnes therefore the level of salt in stock ensures that this number of runs can be carried out. Each of our depots has received an additional **200 tonnes** of salt. This is to ensure we meet our minimum resilient stock levels for the remainder of the season and are ready for any further winter events.
- 5.3 The salt supply is managed and purchased by the Highways Term Maintenance Contractor.
- 5.4 We continue to monitor requests for additional roads to be added to our primary salting routes and assess their suitability in line with the Winter Service Policy
- 5.5 In most cases, it is not possible to add additional sections of road to our existing primary salting routes, without removing something from a route. Our routes have been designed to capacity, either in length of network covered or available time to complete the salting operation. The Highways Act 1980 S.41(1A) states that we must do **what is reasonably practicable** to ensure that safe passage along a highway is not endangered by snow or ice. Our policy approach and network length receiving treatment balanced against available resources meets this requirement.
- 5.6 At the end of the season we will review all our routes, to ensure that any changes to the network are considered and altered, as deemed necessary in-line with our Winter Service Policy.
- 5.7 Where we are unable to include extra sections of network on our primary routes or snow routes and we have identified that at certain times it may benefit the community as a whole if treated, then these may be considered for inclusion in the Highway District plans for local action, should the need arise during an event. These will be subject to the primary routes and snow routes being clear along with the available resources. Highway District Plans are agreements that we have with District and Borough Councils to provide resources for local snow clearance and gritting during extreme conditions and especially when they are unable to provide their services due to conditions.
- 5.8 A common request we receive is that the road is a bus route, so it should be treated. Unfortunately, it is not possible to treat every route a bus takes, we do however cover many routes, as they form part of the primary routes or snow routes.

6.0 Financial Implications

- 6.1 The allocated budget for winter service for 2025/26 is £4,364,600
The budget is broken down as follows:

Winter Service	Budget	Forecast Spend to 31/03/26
Pre-Salting Gritting Operation	1,676,100	1,689,789
Plant & Equipment	2,481,400	2,387,033
Maintenance Of Farmers Ploughs	50,000	2,262
Weather Forecasting	21,300	24,086
Ice Prediction	37,300	77,473
Maintain Salt Bins And Jumbo Salt Bags For Both Parish And Unparished Areas	83,200	25,710
Supply Of Salt To Districts	10,300	9,247
Publicity Campaign	5,000	0
TOTAL	£4,364,600	£4,215,600

- 6.2 Following the end of the 2025/26 winter season (post April), we will produce a final end of season report, with lessons learnt and the next steps for the 2026/27 winter season. A previous decision has been taken to allocate any in year Winter Service underspends to the Highways Soft Landscaping Service for the following financial year to address exceptional seasonal growth.

7.0 Winter Service Improvements

- 7.1 As of May 1st this year, Ringway is the Kent Highway Termed Maintenance Contractor (HTMC). As part of the contract, we will have a new gritting fleet with full telematics and reporting facilities.
- 7.2 After year one, we will work with Ringway to further optimise our salting routes for greater efficiency and route optimisation.
- 7.3 Ringway will also increase the number of directly employed operatives within the HTMC contract to increase resilience for Winter Service delivery, and Provide full monitoring and routing service via telematics, including auto-salting, GPS tracking, and compliance auditing.
- 7.4 Real time data will be able to be shared from the new telematics together with full compliance monitoring.

8.0 Legal implications

- 8.1 N/A

9.0 Equalities implications

- 9.1 Not applicable, as this report is for information and has no effect on policy or service standards.

10.0 Background Documents

10.1 Link to KCC web site for Winter Service <https://www.kent.gov.uk/roads-and-travel/what-we-look-after/winter-service>

11.0. Recommendation:

The Cabinet Committee is asked to note the details of this report and actions being taken regarding Winter Service.

12.0. Contact details

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Director Highways and Transportation
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From: Peter Osborne, Cabinet Member for Highways & Transport
Simon Jones, Corporate Director for Growth Environment and Transport

To: Growth, Environment and Transport Cabinet Committee – 5th May 2026

Subject: Gravesend to Tilbury Ferry service final report

Decision no: N/A

Classification: *Unrestricted*

Past Pathway of report: N/A

Future Pathway of report: N/A

Electoral Division: Gravesend East and Gravesham Rural: Georgia Foster, Garry Sturley, Diane Morton.

Summary: The purpose of this report is to provide a final response to the petition, setting out that following Thurrock Council's withdrawal of funding for the ferry service, and despite extensive efforts by Kent County Council, no alternative funders have come forward. Work to identify a potential commercial solution is now being led by the Port of London Authority, which KCC will continue to support.

Recommendation(s):

Members are asked to note contents of this final report and the Council's ongoing engagement with partners in relation to the future of the Gravesend–Tilbury ferry service.

1. Introduction

- 1.1 The Ferry service operating between Gravesend and Tilbury provided an alternative mode of transport enabling passengers to commute between Kent and Thurrock.
- 1.2 The service had previously been supported through subsidy by each Council (Kent and Thurrock). Kent had been the lead in procuring and managing the contract with the previous Ferry operator.
- 1.3 In April 2024 the Ferry service was ceased due to the withdrawal of funding from Thurrock Council. Kent was unable to bear the full cost of continuing the service due to the high levels of subsidy required.
- 1.4 Since the cessation of the Ferry service in April 2024, there has been local and political interest in reviving the service. The matter was pickup by the Thames Estuary Growth Board who were a government agency who until recently were

leading on efforts to reinstate the service, which consisted of various partners including Kent, Thurrock, Gravesham and the Port of London Authority.

- 1.5 The Growth Estuary Thames body has since been disbanded, and the activity is now being led by the Port of London Authority.
- 1.6 Kent has engaged with the previous board and now the Port of London Authority and contributed to the costs of a study commissioned by the board to determine whether the Ferry service could operate wholly commercially or through a contractual arrangement with the various partners.

2. Background

- 2.1 As this subject has previously been reported, only a brief summary of the background is included.
- 2.2 A passenger ferry has operated across the River Thames between Gravesend and Tilbury for centuries and, until 2000, ran without public subsidy or local authority involvement. After the operator collapsed in 2000, fares were insufficient to cover costs and the service became subsidised, with Kent County Council (KCC) and Thurrock Council funding on a 50/50 basis and KCC holding and managing the contract.
- 2.3 Historic data indicated around 60% of passengers travelled from Thurrock to Kent for education, employment and shopping, with Kent use linked mainly to employment and onward connections. In the last full year, around 113,000 journeys were made; costs were forecast at c.£440k, with c.£230k from fares and a subsidy requirement of c.£210k.
- 2.4 The contract was due to expire in October 2023; a short extension to March 2024 was negotiated to enable tendering and secure a longer-term arrangement from April 2024. During those negotiations Thurrock Council advised it could no longer fund the service and withdrew its contribution
- 2.5 To avoid an unmanaged cessation, KCC funded the service in full from October 2023 to March 2024 to allow reasonable notice to passengers, consultation, an Equalities Impact Assessment and exploration of alternatives.
- 2.6 As the ferry is a non-statutory service, KCC cannot be expected to fund it alone and the contract ended in March 2024. Reinstatement is not a KCC obligation. KCC remains one stakeholder within a multi-agency working group led by the Port of London Authority.

3. Options considered and dismissed, and associated risk

- 3.1 Options to fund or deliver the ferry service directly by KCC were considered and dismissed due to the service being non-statutory, the absence of an allocated budget, and the financial risk of ongoing subsidy. KCC will therefore focus on its statutory obligations and value-for-money services. Alternative options continue to be explored through work led by the Port of London Authority, which KCC officers will support.

4. Financial Implications

- 4.1 The cost to reintroduce the Ferry service is currently unknown, and work continues via the Port of London Authority to establish the service levels and subsequent operating costs.
- 4.2 Based on previous subsidy levels required to sustain the service and inflationary cost pressures in recent years, it would be highly likely that greater levels of subsidy would be required to support the operation of the Ferry service.
- 4.3 KCC has no budget assigned to support the Ferry service; any subsequent agreement to contribute to the service would require moving funds from other sources. If, in future, relevant external funding opportunities were to arise, these would be considered in the normal way alongside other council priorities, subject to affordability and governance.

5. Legal implications

- 5.1 There are no legal implications to KCC for this activity.

6. Other corporate implications

- 6.1 Should The Ferry service being reintroduced and supported by KCC, communication and consultation would likely be required.

7. Conclusions

- 7.1 The cessation of the ferry service did not result from the actions of Kent County Council alone, and responsibility for any future reintroduction would not rest solely with the Council. Thurrock withdrew their funding to support the service during negotiations for an extension from October 2023 to March 2024 leaving KCC to solely manage and fund the contract until it expired.
- 7.2 The Ferry service is a non-statutory service, and KCC is not able to fund or manage the contract.
- 7.3 Discussions with the Port of London Authority are continuing with all interested parties to seek a potential commercial solution or funding formula to re-introduce the service.

8. Recommendation(s):

- 8.1 Members are asked to note contents of this final report and the Council’s ongoing engagement with partners in relation to the future of the Gravesend–Tilbury ferry service.

9. Contact details

Report Author: Shane Bushell	Director: Andrew Loosemore
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From: *Peter Osborne, Cabinet Member for Highways & Transport*
Simon Jones, Corporate Director for Growth, Environment and Transport

To: *Growth, Environment and Transport Cabinet Committee – 05th May 2026*

Subject: *Kent Travel Saver- Price increase*

Decision no: 26/00020

Key Decision:

- Affects more than two divisions

Classification: *Unrestricted*

Past Pathway of report: *N/A*

Future Pathway of report: *Cabinet Member Decision*

Electoral Division: *All electoral divisions*

Is the decision eligible for call-in? Yes

Summary:

This reports sets out, for consideration by the Cabinet Committee, the key elements of the Cabinet Member proposal to increase the price of the Kent Travel Saver bus pass scheme by £35 per annum for all fee-paying customers that will ensure the Kent Travel Saver scheme remains sustainable and deliverable within the Council's medium-term financial planning assumptions, by addressing inflationary cost increases and supporting value for money aligned to the Strategic Statement.

Recommendation(s):

The Growth Environment & Transport Cabinet Committee is asked to consider and ENDORSE or MAKE RECOMMENDATIONS to the Cabinet Member for Highways & Transport in relation to the proposed decision as detailed in the attached Proposed Record of Decision document (Appendix A).

1. Introduction

- 1.1 The Council's medium term financial plan identifies that the cost of delivering the Kent Travel Saver Scheme in 26/27 continues to increase. This is as a result of inflationary pressures linked to higher rates of operator reimbursement, and due to an increase in the number of clients accessing the scheme in the low-income and free category cohorts.

- 1.2 This report sets out the proposed decision in relation to increasing the cost of the Kent Travel Saver Scheme by £35 per annum for all fee paying customers. The uplift in costs for fee paying customers will ensure that the scheme is sustainable for next academic year 26/27 that in turn can continue to support all families financially by enabling their child to travel at subsidised rates.

2. Key Considerations

- 2.1 The scheme supports circa 23,000 clients and there is continued appetite for its continuation to support students access school or other provisions across the county.
- 2.2 There is no statutory obligation for the Council to provide the scheme, but it is recognised the subsidy made available through this scheme supports families financially. In addition, it is important to recognise that Kent has both a large geographic scope and a complex education landscape which combine to make effective transport options for families a key factor in how the Council supports people in accessing education.
- 2.3 The cost of delivering the scheme has risen in recent years and continues to do so. However, some scheme delivery costs have been suppressed by the use of BSIP funding that in turn protects pass holders higher cost increases. Even greater funds from BSIP/ Bus Grant will be used for 26/27 that will continue to reduce the cost of the pass for the service user.
- 2.4 The cost increase for 26/27 for paying customers ensures the scheme is viable and enables the Council to meet its medium financial plan commitments. It is recognised that any cost increase for important services will be challenging for a range of families, particularly during the ongoing cost of living pressures affecting Kent residents. However, the Council has a duty to secure Best Value and balance customer affordability with its own financial sustainability. The proposal keeps the passes at a broadly affordable level for the majority of families while managing the costs to KCC in such a way that allow the Council to balance its budget.

3. Background

- 3.1 The KTS scheme has been in operation since 2007 and offers subsidised travel on bus services across the county for students aged between 11-16 to support their access to education or work based learning.
- 3.2 There are currently circa 23,000 passes issued to eligible scheme users with users paying varying amounts subject to their status. The breakdown of different cohorts accessing the scheme, the approximate number of passholders within each cohort and the amount they currently pay for their pass are:

Cohort	No of passholders	Current cost to passholder
Full payers	13200	£580
Those on low-income	3100	£135
Those in care	800	Free
Young carers	4200	Free
Carer leavers	600	Free
Sibling offer (families with 3 or more children)	400	Free

- 3.3 The scheme supports many of KCC's key functions in enabling school aged children to access education and to support corporate parenting pledges by reducing the cost of bus travel against operator fares and offers an enhanced subsidy for Low Income Households and those in care or those identified as young carers and care leavers.
- 3.4 The number of pupils accessing the scheme has increased by 16% in the last three years, largely in the Low -Income and Free cost pass cohorts. In turn, the number of Travel Saver journeys made has increased and coupled with an increase to the costs of reimbursement, this has increased the cost to KCC of providing the scheme.
- 3.5 The scheme operates as a concessionary travel scheme, working to the same principles as the English National Concessionary Travel Scheme (the older and disabled persons pass). The framework which all schemes have to operate in demands that Travel Saver reimburses bus operators – this means KCC is expected to provide the cash fare that bus operators would otherwise have received from the passenger. This is based on the principle that bus operators should be left “no better and no worse off” financially as a result of the scheme. Essentially, every journey made using a Travel Saver pass attracts a cost to KCC.
- 3.6 Application fees paid by families represent a contribution to scheme costs. The cost of providing the scheme exceeds income received through the application fees and costs have to be reviewed annually to ensure that the scheme remains sustainable within KCC's budget when also having to account for expected inflationary increases to scheme costs, largely linked to the increased costs of reimbursement. Despite continuing to use Government Bus Funding to keep pass costs as low as possible, this does mean that typically pass costs have to increase to keep pace with industry inflation. KCC has taken Executive Decisions in the past to build in inflationary or near inflationary cost increases on an annual basis as part of normal scheme management to maintain the cost of the scheme at a sustainable level for the Council.
- 3.7 Subject to the proposed increase being progressed, a full cost pass will equate to £3.15 per school day / £1.57 per journey and a reduced cost pass will cost £0.87 per school day / £0.43 per journey. While it is acknowledged that any increase may present challenges to some families, the update price is considered to be reasonable. Given that the cost of operator provided season tickets would, in many instances, cost over £1,000 per annum, the KTS offer

represents excellent value for money and continues to be a positive, appropriate and effect subsidy that supports Kent residents.

4. Options considered and dismissed, and associated risk

- 4.1 Greater cost increase to the full payers and low-income cohorts but rejected due to the financial impact on families.
- 4.2 To seek an increase in base budget allocation to accommodate the rising costs of the scheme but dismissed due to balancing The Council's affordability.
- 4.3 Increase to the administration fee relating to Direct Debit applications but dismissed as the fee should only cover the cost of administering the direct debit function.
- 4.4 Greater contribution from DFT Bus Grant allocation but rejected due to the disparity of usage of grant and the requirement to protect local bus services designated for all residents across the county.

5 Financial Implications

- 5.1 KCC's Medium Term Financial Plan estimates inflationary increases to scheme costs of £479k linked to higher rates of operator reimbursement. Additionally, an allowance needs to be made for any increase in pass numbers where each pass carries an overall NET cost to KCC.
- 5.2 The MTFP also identified an increased income target of £290k linked to a review of charging. In part, this supports an increase to KCC's Supported Bus Services Budget. It is this budget which is used to provide financial support for non-commercially viable bus services, many of which are required by Travel Saver students. Protecting the school bus network is critical to the value of the scheme for users and the adjustments between these budgets mean that KCC will increase its total expenditure on school buses in Kent in 2026/27.
- 5.3 The £35 increase to pass costs is estimated to represent an additional £575k additional scheme income in 2026/27. Through this and the continued use of DFT Bus Grant funding and increasing the application fee, the KTS scheme budget will be deliverable for 26/27.
- 5.4. The estimated cost of delivering the scheme for 26/27 is broken down as follows:
 - Gross Scheme Costs (payments to operators) : £15,441,553
 - Application fee income £8,549,586
 - Government Bus Fund contribution £2,106,737
 - NET cost to KCC- £4,785,500

6 Legal implications

- 6.1 The Kent Travel Saver is not a statutory scheme, therefore there are no perceived legal implications by increasing the application fee for the selected

cohorts

7 Equalities implications

- 7.1 An EQIA has been undertaken. It is likely that some pass holders or their associated families experiencing the cost increase will be part of a protected characteristic within EqIA legislation. It is recognised and reflected in the EQIA that all groups that have a protected characteristic may access the Kent Travel Saver scheme may be affected by the change in cost. There is no mitigation for this implication.

8 Data Protection Implications

- 8.1 There are no data protection implications by increasing the application fee scheme

9 Other corporate implications

- 9.1 It is not considered that this decision will have corporate implications for other directorates within the organisation.

10 Governance

- 10.1 Not applicable

11 Conclusions

- 11.1 The Travel Saver scheme supports many pupils and families across the county by providing access to subsidised travel enabling access to schools and other provisions.
- 11.2 The cost of operating the scheme is increasing due to inflationary pressures, and as a result of more pupils within some categories travelling for free or at further reduced rates.
- 11.3 The Council has set out its financial commitments as per the medium-term financial plan, and the proposal to deliver against the required savings and financial management plans is to apply a modest cost increase to the application fee for the Kent Travel Saver. This proposal will deliver the service within the approved budget, assisted by effective use of Bus Grant allocations and support the scheme and KCC remaining financially sustainable.

12 Recommendation(s):

The Growth, Environment and Transport Cabinet Committee is asked to CONSIDER and ENDORSE, or MAKE RECOMMENDATIONS to the Cabinet Member for Highways & Transport in relation to the proposed decision as detailed in the attached Proposed Record of Decision document (Appendix A).

13 Background Documents

- *Equality Impact Assessment*
- *Appendix A Proposed Record of Decision*

14 Contact details

Report Author: Shane Bushell Job title: Head of Public Transport Telephone number: 03000 413552 Email address: Shane.Bushell@kent.gov.uk	Director: Andrew Loosemore Job title: Director of Highways & Transport Telephone number: 03000 411652 Email-address: Andrew.Loosemore@kent.gov.uk
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KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

Peter Osborne, Cabinet Member for Highways & Transport

DECISION NUMBER:

26/00020

Executive Decision – key**26/00020 - Kent Travel Saver- Price increase**

Decision: As Cabinet Member for Highways & Transport, I agree to

APPROVE the increase in the price of KTS and

DELEGATE authority to the Corporate Director to take all relevant actions and decisions necessary for its implementation.

Reasons for decision:

To ensure the Kent Travel Saver scheme remains sustainable and deliverable within the Council's medium-term financial planning assumptions, by addressing inflationary cost increases and supporting value for money aligned to the Strategic Statement

Financial implications:

The Medium-Term Financial Plan for 2026/27 identifies inflationary pressures of £479k on the Kent Travel Saver scheme arising from higher operator reimbursement costs, alongside additional net costs associated with increased pass numbers.

A £35 increase in pass fees is estimated to generate £575k of additional income and, together with continued use of Department for Transport Bus Grant funding, will ensure the scheme remains financially deliverable while supporting the school bus network.

The net cost to KCC of delivering the scheme in 2026/27 is estimated at £4.79m, representing a total subsidy to passholders of £6.89m.

Legal implications:

The Kent Travel Saver is not a statutory scheme, therefore there are no perceived legal implications by increasing the application fee for the selected cohorts

Equalities implications:

Positive: The price increase helps ensure the Kent Travel Saver scheme remains financially sustainable, so discounted travel can continue to be offered to all users, including those with protected characteristics.

Negative: Increasing the cost by £35 may reduce affordability for some families, which could lower take-up and access to bus travel for some children and young people, including those within protected groups.

Data Protection implications:

There are no data protection implications by increasing the application fee scheme

Cabinet Committee recommendations and other consultation:

The proposed decision will be considered by the Growth, Environment and Transport Cabinet Committee on 5 May 2026

This version of the PROD is included in the agenda pack for committee members to review ahead of the meeting.

Any alternatives considered and rejected:

1. Greater cost increase to the full payers and low-income cohorts but rejected due to the financial impact on families.
2. Introduction of charges for young carers and care leavers cohort but such measures require public consultation and carry potential implications for other KCC Directorates.
3. Increase to the administration fee relating to Direct Debit applications but rejected as this would unfairly target increases on those able to pay in full, up front.
4. Greater contribution from DFT Bus Grant allocation but rejected due to the disparity of usage of grant and the requirement to protect local bus services designated for all residents across the county.

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

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Signed

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Date

EQIA Submission – ID Number

Section A

EQIA Title

Kent Travel Saver Price Increase

Responsible Officer

Shane Bushell - GT TRA

Approved by (Note: approval of this EqIA must be completed within the EqIA App)

Shane Bushell - GT TRA

Type of Activity

Service Change

Service Change

Service Redesign

No

Project/Programme

No

Commissioning/Procurement

No

Strategy/Policy

No

Details of other Service Activity

No

Accountability and Responsibility

Directorate

Growth Environment and Transport

Responsible Service

Public Transport, H&T

Responsible Head of Service

Shane Bushell - GT TRA

Responsible Director

Andrew Loosemore - GT TRA

Aims and Objectives

The KCC Travel Saver is a student bus pass scheme for children in academic years 7 - 11 plus others in older age groups qualifying for additional support through the scheme. The scheme is subsidised by Kent County Council and offers reduced cost bus travel for 25,000 passholders.

Although the scheme provides free at the point of use bus travel, in order to access it, unless for applicants qualify for a free pass, an application fee applies. This application fee represents a contribution to the cost of the pass and the scheme as a whole but in a context where the cost of the scheme to the Council is greater than the income received through application fees - the difference being the subsidised element.

The cost of the pass to applicants is reviewed annually to ensure that the scheme remains sustainable accounting for increases to operating costs and accounting for KCC's Budget. For the 2026/27 academic year, it is necessary to increase the cost of paid for passes by £35.

The purpose of the EqIA is to ensure that all impacts for groups with a protected characteristic have been identified and understood supporting any decision to increase the pass cost which is being governed by the Council's Key Decision process.

Section B – Evidence

Do you have data related to the protected groups of the people impacted by this activity?
Yes
It is possible to get the data in a timely and cost effective way?
Yes
Is there national evidence/data that you can use?
No
Have you consulted with stakeholders?
Not Applicable
Who have you involved, consulted and engaged with?
Whilst needing to be governed by KCC's Key Decision process because of the Countywide nature of the scheme, this is an operational decision around cost without an ability to offer alternatives models to be consulted on.
Has there been a previous Equality Analysis (EQIA) in the last 3 years?
No
Do you have evidence that can help you understand the potential impact of your activity?
Yes
Section C – Impact
Who may be impacted by the activity?
Service Users/clients Service users/clients
Staff No
Residents/Communities/Citizens No
Are there any positive impacts for all or any of the protected groups as a result of the activity that you are doing?
Yes
Details of Positive Impacts
The changes proposed are required and designed to ensure that the scheme remains sustainable within KCC's funding capacity enabling it to continue. The scheme will continue to offer a benefit to all users, providing discounted but travel which will include pass holders and families from groups with protected characteristics.
Negative impacts and Mitigating Actions
19.Negative Impacts and Mitigating actions for Age
Are there negative impacts for age?
Yes
Details of negative impacts for Age
The scheme is focussed on users from younger age groups (notably those aged 11-16), some of whom will be impacted by the increase to pass cost.
Mitigating Actions for Age
The cost increase is designed to ensure the sustainability of the scheme ensuring continued benefit for all users including those with a protected characteristic. There continues to be additional support provided in regards to Low Income Households who qualify for a reduced cost pass and children in identified 'Care' categories who qualify for a free pass such that more acute impacts for users qualifying for these are avoided.
Responsible Officer for Mitigating Actions – Age
Steve Pay
20. Negative impacts and Mitigating actions for Disability
Are there negative impacts for Disability?
Yes

Details of Negative Impacts for Disability
Whilst they cannot be individually identified, it is possible that users or the families of users impacted by the cost increases applicable include those from this protected characteristic.
Mitigating actions for Disability
The cost increase is designed to ensure the sustainability of the scheme ensuring continued benefit for all users including those with a protected characteristic. There continues to be additional support provided in regards to Low Income Households who qualify for a reduced cost pass and children in identified 'Care' categories who qualify for a free pass such that more acute impacts for users qualifying for these are avoided.
Responsible Officer for Disability
Steve Pay
21. Negative Impacts and Mitigating actions for Sex
Are there negative impacts for Sex
Yes
Details of negative impacts for Sex
Whilst they cannot be individually identified, it is possible that users or the families of users impacted by the cost increases applicable include those from this protected characteristic.
Mitigating actions for Sex
The cost increase is designed to ensure the sustainability of the scheme ensuring continued benefit for all users including those with a protected characteristic. There continues to be additional support provided in regards to Low Income Households who qualify for a reduced cost pass and children in identified 'Care' categories who qualify for a free pass such that more acute impacts for users qualifying for these are avoided.
Responsible Officer for Sex
Steve Pay
22. Negative Impacts and Mitigating actions for Gender identity/transgender
Are there negative impacts for Gender identity/transgender
Yes
Negative impacts for Gender identity/transgender
Whilst they cannot be individually identified, it is possible that users or the families of users impacted by the cost increases applicable include those from this protected characteristic.
Mitigating actions for Gender identity/transgender
The cost increase is designed to ensure the sustainability of the scheme ensuring continued benefit for all users including those with a protected characteristic. There continues to be additional support provided in regards to Low Income Households who qualify for a reduced cost pass and children in identified 'Care' categories who qualify for a free pass such that more acute impacts for users qualifying for these are avoided.
Responsible Officer for mitigating actions for Gender identity/transgender
Steve Pay
23. Negative impacts and Mitigating actions for Race
Are there negative impacts for Race
Yes
Negative impacts for Race
Whilst they cannot be individually identified, it is possible that users or the families of users impacted by the cost increases applicable include those from this protected characteristic.
Mitigating actions for Race
The cost increase is designed to ensure the sustainability of the scheme ensuring continued benefit for all users including those with a protected characteristic. There continues to be additional support provided in regards to Low Income Households who qualify for a reduced cost pass and children in identified 'Care' categories who qualify for a free pass such that more acute impacts for users qualifying for these are avoided.

Responsible Officer for mitigating actions for Race
Steve Pay
24. Negative impacts and Mitigating actions for Religion and belief
Are there negative impacts for Religion and belief
Yes
Negative impacts for Religion and belief
Whilst they cannot be individually identified, it is possible that users or the families of users impacted by the cost increases applicable include those from this protected characteristic.
Mitigating actions for Religion and belief
The cost increase is designed to ensure the sustainability of the scheme ensuring continued benefit for all users including those with a protected characteristic. There continues to be additional support provided in regards to Low Income Households who qualify for a reduced cost pass and children in identified 'Care' categories who qualify for a free pass such that more acute impacts for users qualifying for these are avoided.
Responsible Officer for mitigating actions for Religion and Belief
Steve Pay
25. Negative impacts and Mitigating actions for Sexual Orientation
Are there negative impacts for Sexual Orientation
Yes
Negative impacts for Sexual Orientation
Whilst they cannot be individually identified, it is possible that users or the families of users impacted by the cost increases applicable include those from this protected characteristic.
Mitigating actions for Sexual Orientation
The cost increase is designed to ensure the sustainability of the scheme ensuring continued benefit for all users including those with a protected characteristic. There continues to be additional support provided in regards to Low Income Households who qualify for a reduced cost pass and children in identified 'Care' categories who qualify for a free pass such that more acute impacts for users qualifying for these are avoided.
Responsible Officer for mitigating actions for Sexual Orientation
Steve Pay
26. Negative impacts and Mitigating actions for Pregnancy and Maternity
Are there negative impacts for Pregnancy and Maternity
Yes
Negative impacts for Pregnancy and Maternity
Whilst they cannot be individually identified, it is possible that users or the families of users impacted by the cost increases applicable include those from this protected characteristic.
Mitigating actions for Pregnancy and Maternity
The cost increase is designed to ensure the sustainability of the scheme ensuring continued benefit for all users including those with a protected characteristic. There continues to be additional support provided in regards to Low Income Households who qualify for a reduced cost pass and children in identified 'Care' categories who qualify for a free pass such that more acute impacts for users qualifying for these are avoided.
Responsible Officer for mitigating actions for Pregnancy and Maternity
Steve Pay
27. Negative impacts and Mitigating actions for Marriage and Civil Partnerships
Are there negative impacts for Marriage and Civil Partnerships
No
Negative impacts for Marriage and Civil Partnerships
Not Applicable
Mitigating actions for Marriage and Civil Partnerships

Not Applicable
Responsible Officer for Marriage and Civil Partnerships
Not Applicable
28. Negative impacts and Mitigating actions for Carer's responsibilities
Are there negative impacts for Carer's responsibilities
No
Negative impacts for Carer's responsibilities
Not Applicable
Mitigating actions for Carer's responsibilities
Not Applicable
Responsible Officer for Carer's responsibilities
Not Applicable

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From: Peter Osborne – Cabinet Member for Highways and Transport
Simon Jones – Corporate Director of Growth, Environment and Transport

To: Growth, Environment and Transport Cabinet Committee – 5 May 2026

Subject: A226 Galley Hill Road

Decision no: 26/00019

Key Decision: Yes – Scheme affects more than two Electoral Divisions; scheme involves expenditure of greater than £1m

Classification: Report unrestricted;
Appendix B Exempt – NOT FOR PUBLICATION
Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 refers.

Past Pathway of report: N/A

Future Pathway of report: Cabinet Member Decision

Electoral Division: Cllr Thomas Mallon – Swanscombe and Greenhithe
Cllr Matthew Fraser Moat – Northfleet and Gravesend West
Cllr Sharon Roots – Northfleet and Gravesend West

Is the decision eligible for call-in? Yes

Summary:

On 10 April 2023 the A226 Galley Hill suffered a significant collapse and has remained closed since. KCC has taken action under existing statutory powers to secure the site, protect public safety and complete the investigations and feasibility work required to identify a viable solution.

As the scheme moves beyond initial investigations, formal governance approval is now required to provide appropriate oversight, authorise funding and ensure continued compliance.

The proposed decision seeks approval to progress the scheme up to and including detailed design stage, in parallel with pursuing external funding opportunities and recovery of costs from parties found liable, so that KCC maintains momentum and is well placed to secure funding when opportunities arise.

Recommendation(s):

The Growth Environment and Transport Cabinet Committee is asked to consider, endorse or make recommendations to the Cabinet Member for Highways and Transport in relation to the proposed decision as detailed in the attached Proposed Record of Decision document (Appendix A).

1. Introduction

- 1.1 The A226 Galley Hill is a strategically important route linking Dartford, Gravesham and Ebbsfleet. On 10 April 2023, a section of the chalk spine between Swanscombe High Street and Snowden Hill, Northfleet collapsed causing significant highway and utility infrastructure damage.
- 1.2 Restoration of the route is vital for supporting local communities, businesses, and planned growth within Ebbsfleet Garden City, as well as the reinstatement of the Fastrack bus network. As part of the Kent Resilient Network, the route is important for the efficient management of highway network flows.

2. Key Considerations

- 2.1 Unlike planned infrastructure schemes, no specific capital funding has been identified to deliver reinstatement works arising from this type of unplanned event.
- 2.2 The scale of the collapse means that the costs cannot be met from existing highways maintenance budgets. The cliff structure below the road is not a KCC owned asset, and KCC's responsibility is limited to the carriageway construction.
- 2.3 It is proposed to progress the scheme to detailed design stage. The forward funding protects KCC's position with the aim of avoiding cost increases by deferring the design phase and ensures KCC are best placed to develop a robust business case to support any appropriate government funding, such as the Structures Fund and/or ongoing legal activity.
- 2.4 The Strategic Statement prioritises improving connectivity and network resilience. The A226 Galley Hill is identified in Local Transport Plan 5 (LTP5) as a key part of the local road network, with its restoration recognised as essential to reducing congestion, improving journey time reliability, and enabling the return of bus and Fastrack services along this corridor.
- 2.5 Restoring the route directly contributes to the Council's objectives to improve transport reliability, reduce pressure on the wider network, and enhance sustainable travel options.

3. Background

- 3.1 The Galley Hill section of the A226 sits over a raised linear chalk spine which was formed as a result of historical chalk quarrying in the 19th century where excavation was carried out on both the north and south sides of the road alignment.

3.2 A section of this chalk spine collapsed (Figure 1) to the north of Galley Hill, triggering a significant landslide that resulted in the loss of part of the carriageway and footway and caused damage to buried utility infrastructure serving the local area.



Figure 1: Aerial View of site vicinity; Image source Google Maps 2024

- 3.3 As a result, the A226 Galley Hill has remained closed since April 2023.
- 3.4 KCC as the local highway authority, has led the response to the collapse, working with specialist consultants to undertake investigations and develop options to reinstate the route.
- 3.5 The ongoing closure of the A226 Galley Hill continues to have a significant impact on the surrounding highway network and the communities of Swanscombe and Northfleet.
- 3.6 The closure has disrupted public transport services, including the Fastrack bus network, and has wider implications for the delivery of planned housing and employment growth in Ebbsfleet and Northfleet.
- 3.7 Restoration of the route is therefore important to maintaining network resilience, supporting sustainable transport.
- 3.8 Since the collapse, KCC has actively pursued external funding opportunities including engagement with the Department for Transport.
- 3.9 This paper recommends providing approval to proceed and progress the scheme development up to and including the detailed design stage. Maintaining momentum is essential to ensure that KCC remains well-placed to respond quickly and effectively to any suitable funding opportunities, such as the Structures Fund.

4. Options considered and dismissed, and associated risk

4.1 Other options considered are as follows:

4.1.1 Option 2 – Completely pause all project development work until funding is secured. This option has the following significant drawbacks. KCC would be disadvantaged against other funding bids as our existing design is not developed enough to secure funding through the Department for Transport or other national funding streams.

4.1.2 Option 3 – Completely stop the scheme to reinstate the A226 Galley Hill. This is not considered a viable. Separate legal advice concluded that stopping up of this route is not an option for KCC. This option would also attract abortive costs.

5. Financial Implications

5.1 At present, no capital funding has been identified to deliver the reinstatement works.

5.2 Highway authorities do not hold insurance for the failure of highway structures, and the scale and unprecedented nature of the collapse means that the costs cannot be met from existing asset management or highways maintenance budgets. As previously noted, the cliff structure itself is not within Council ownership.

5.3 There is no existing budget line for the A226 Galley Hill scheme, although it is featured as a risk in the latest budget book.

5.4 To date, KCC have spent £1.186m. A breakdown of this expenditure is shown in Table 1.

Table 1

Cost	
Operational costs to make the highway safe	£660k
Legal Costs	£201k
Scheme Development	£325k
Total expenditure	£1.186m

5.5 Funding to date has been utilised from existing revenue budgets as well as KCC reserves.

5.6 The total restoration scheme is initially considered to be in the region of £50 million.

5.7 Table 2 identifies the funding required to complete the preliminary and detailed design stages. The plan remains to complete this work by Autumn 2026.

Table 2

Cost	
Structural and geotechnical preliminary design	£214k
Ecology surveys	£135k
Initial Planning	£11.5k
Business case	£190.5k
Total preliminary design	£490k
Detailed design (excluding land acquisition)	£1,104,000
Detailed design survey work	£1,005,000
Total detailed design	£2,109,000

- 5.8 A bid for internal KCC funds for £490k has been submitted and an outcome is expected prior to this proposed decision. Should this bid be unsuccessful and further funding cannot be identified, the scheme will cease until such time that funding becomes available.
- 5.9 In order to deliver the full reconstruction, KCC is continuing to explore potential external funding opportunities in parallel with considering legal remedies. The Structures Fund was formally launched by the Department for Transport on 15 April 2026. The Structures Fund will provide grant funding to support the capital costs of repairing or replacing local highway structures, specifically including collapsed cliffs. KCC are reviewing the eligibility of the scheme and the potential to submit a strong and well-prepared bid to secure funding to reopen this vital stretch of road.
- 5.10 Funding for the detailed design is intended to be identified through external funding, such as the Structures Fund. Again, should this bid be unsuccessful and further funding cannot be identified, the scheme will not progress with detailed design until such time that funding becomes available.
- 5.11 Although KCC is not responsible for the cliff structure, the intention of the proposed decision is to continue scheme development to maintain momentum and be able to respond quickly to funding opportunities such as the Structures Fund. It is also noted that deferring further investigative and design work will only increase the final scheme costs as prolonged exposure of the cliff may cause further damage and more funding will need to be found to continually mitigate the impacts on surrounding roads.

6. Legal implications

- 6.1 The A226 Galley Hill is a highway maintainable at public expense, and KCC is the highway authority for the route. As such, KCC is subject to the section 41 duty under the Highways Act 1980 to maintain the highway and keep it reasonably safe for ordinary use.
- 6.2 The collapse of the carriageway and footway in April 2023 meant that the A226 was no longer reasonably passable without danger requiring the authority to act to prevent danger to highway users.
- 6.3 Although KCC are responsible for the highway on the cliff spine, the Council does not own the chalk cliff supporting the road.

6.4 Given the complexities around ownership of the spine and the reasons behind the collapse, legal support and advice has been ongoing since April 2023. Further information is provided in Appendix B.

7. Equalities implications

7.1 The current EQIA Assessment is included as Appendix C. The EQIA was most recently updated in March 2026 and identifies that individuals who fall within the Age, Disability, Pregnancy & Maternity, and Carer Responsibility groups have faced negative impacts following the closure of the route and may face minor, short-term negative impacts during the construction.

7.2 However, these groups are expected to experience significant long-term benefits from the scheme and no negative long terms impacts have been identified.

8. Data Protection Implications

8.1 A DPIA is not required for this decision or scheme. There are no foreseen data protection implications.

9. Other corporate implications

9.1 It is not considered that this decision will have further corporate implications to other Directorates within KCC.

10. Governance

10.1 Under the officer scheme of delegation, should the recommended decision be progressed, the Corporate Director for Growth Environment and Transport will make decisions for the ongoing delivery of the scheme up to and including detailed design stage, in consultation with the Cabinet Member for Highways and Transport. The scheme will return to the Cabinet Committee for further decision recommendations at detailed design stage and to accept any identified funding for the scheme construction.

11. Conclusions

11.1 There is a continuing need to address the highway and utility infrastructure damage caused by the collapse of A226 Galley Hill on 10 April 2023.

11.2 KCC has taken action under existing statutory powers to secure the site, protect public safety and complete the investigations and feasibility work required to identify a viable solution.

11.3 As the scheme moves beyond initial investigations, formal governance approval is now required to provide appropriate oversight, authorise funding and ensure continued compliance.

11.4 The proposed decision seeks approval to progress the scheme up to detailed design stage, in parallel with pursuing external funding opportunities and

recovery of costs from parties found liable, so that KCC maintains momentum and is well placed to secure funding when opportunities arise.

Recommendation(s):

The Growth Environment and Transport Cabinet Committee is asked to consider, endorse or make recommendations to the Cabinet Member for Highways and Transport in relation to the proposed decision as detailed in the attached Proposed Record of Decision document (Appendix A).

10. Background Documents and Appendices

- 10.1 Appendix A – PROD
- 10.2 Appendix B – CONFIDENTIAL Appendix
- 10.3 Appendix C – Equality Impact Assessment

11. Contact details

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KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

Peter Osborne, Cabinet Member for Highways &
Transport

DECISION NUMBER:

26/00019

Executive Decision – key**26/00019 – A226 Galley Hill**

Decision:

As Cabinet Member for Highways and Transport, I agree to give approval to progress the A226 Galley Hill scheme through to detailed design as indicated below and specifically I agree to:

- I. Progress the design through the next stages of development up to and including detailed design including any survey works.
- II. Give approval to carry out public engagement on the proposed scheme.
- III. Give approval to prepare and submit funding bids (including to the Structures Fund or successor programmes) to support the detailed design and development stage of the scheme.
- IV. Give approval for any further decisions required to allow the scheme to proceed through to and including detailed design to be taken by the Corporate Director of Growth, Environment & Transport under the Officer Scheme of Delegations.

Reasons for decision:

There is a continuing need to address the significant highway and utility infrastructure damage caused by the collapse of A226 Galley Hill on 10 April 2023.

As the scheme moves beyond initial investigatory and feasibility stages, further work requires formal governance approval to ensure appropriate oversight, funding authorisation, and compliance.

Financial implications:

At present, no capital funding has been identified to deliver the reinstatement works. Highway authorities do not hold insurance for the failure of highway structures, and the scale and unprecedented nature of the collapse means that the costs cannot be met from existing asset management or highways maintenance budgets. The cliff structure itself is not within Council ownership compounding the issue.

The total scheme is estimated to cost in the region of £50 million. To date, KCC have spent £1.186m. A further £490k is required to complete the preliminary design. A feasibility fund bid for this value has been submitted as is expected imminently.

To fund the reconstruction, KCC is continuing to explore potential external funding opportunities in parallel with pursuing legal advice to cover the full costs from parties deemed responsible for the collapse.

Legal implications:

The A226 Galley Hill is a highway maintainable at public expense, and KCC is the highway authority for the route. As such, KCC is subject to the section 41 duty under the Highways Act 1980 to maintain the highway and keep it reasonably safe for ordinary use.

The collapse of the carriageway and footway in April 2023 meant that the A226 was no longer reasonably passable without danger requiring the authority to act to prevent danger to highway users. Although KCC are responsible for the highway on the cliff spine, the Council does not own the chalk cliff supporting the road.

Given the complexities around ownership of the spine and the planned legal proceeding against those deemed responsible for the collapse, legal support and advice has been ongoing since April 2023.

Equalities implications:

The EQIA identifies that individuals who fall within the Age, Disability, Pregnancy & Maternity, and Carer Responsibility groups have faced negative impacts following the closure of the route and may face minor, short-term negative impacts during the construction. However, these groups are expected to experience significant long-term benefits from the scheme and no negative long terms impacts have been identified.

Data Protection implications:

None

Cabinet Committee recommendations and other consultation:

This version of the PROD is included in the agenda pack for committee members to review ahead of the meeting.

Any alternatives considered and rejected:

Option 2 – Completely pause all project development work until funding is secured KCC would be disadvantaged against other funding bids as our existing design is not developed enough to secure funding through the Department for Transport or other national funding streams.

Option 3 – Completely stop the scheme to reinstate the A226 Galley Hill

This is not considered a viable option. Separate legal advice concluded that stopping up of this route is not an option for KCC It would also attract significant abortive cost.

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

None

.....

Signed

.....

Date

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EQIA Submission – ID Number

Section A

EQIA Title

A226 Galley Hill Reinstatement

Responsible Officer

Abigail Roscoe - GT TRA

Approved by (Note: approval of this EqIA must be completed within the EqIA App)

Tim Read - GT TRA

Type of Activity

Service Change

No

Service Redesign

No

Project/Programme

Project/Programme

Commissioning/Procurement

Commissioning/Procurement

Strategy/Policy

No

Details of other Service Activity

No

Accountability and Responsibility

Directorate

Growth Environment and Transport

Responsible Service

Highways and Transportation

Responsible Head of Service

Tim Read - GT TRA

Responsible Director

Haroona Chughtai - GT TRA

Aims and Objectives

Overview:

The A226 Galley Hill scheme is a proposed strategic reinstatement scheme that is a strategic priority for the local highway network within the Ebbsfleet area (Dartford and Gravesham border). The scheme is a complex structural engineering project which aims to address the significant highway and utility infrastructure damage caused by the collapse of the underlying chalk spine on 10th April 2023.

Restoration of the route is vital for the successful delivery of key strategic housing allocations and the reinstatement of the sustainable transport Fastrack bus network. As part of the Kent Resilient Network, the scheme is also crucial for the efficient management of highway network flows and will become increasingly important with the potential delivery of Lower Thames Crossing

Summary of equality impact:

Equality & Diversity Screening highlights four protected groups as being particularly affected by the proposed scheme: Age, Disability, Pregnancy & Maternity and Carer Responsibility. Medium level, negative (but temporary) impacts have been identified. However, the scheme results in high level positive outcomes for the group. The negative impacts generated by the proposed scheme come from either the collapse itself or the construction period whereas the positive outcomes identified are longer term benefits for the

protected groups.

At this point no further investigation or analysis has been undertaken however, the proposed engagement exercises will connect with national and local groups from the identified protected groups and any feedback received will be noted and this document updated, as necessary.

Adverse Impact

The adverse effects of the proposed scheme which affect the mobility of vulnerable groups are temporary. The cliff collapse itself has resulted in the complete disruption of journeys for all user groups, specifically vulnerable individuals who rely more heavily on public transport. Although the construction period may further disrupt journeys for these groups, it should not stop journeys being made, as alternative locations and timings have already been put in place and advertised. These adverse impacts are far outweighed by the positive impact on mobility once the schemes are completed and in use.

Once the schemes are complete, the adverse effects for the majority of vulnerable people will be removed. The possible adverse effects on mental health, including increased anxiety/panic attacks, loneliness, depression, and stress, could take longer to reduce. However, the improved environment should provide an improved travelling experience, which could help recovery times. With advanced notice and information about the works publicised appropriately, the possible adverse effects can be minimised. The action plan sets out steps to mitigate against the possible temporary impact of the scheme.

Positive impact

The positive impacts from this scheme are wide ranging and will have long lasting effects on every user group in this assessment on some level. The scheme aims is to improve the highway infrastructure, enable the reinstatement of the Fastrack bus routes and enhance connectivity across Ebbsfleet for all user groups.

Section B – Evidence

Do you have data related to the protected groups of the people impacted by this activity?

Yes

It is possible to get the data in a timely and cost effective way?

Yes

Is there national evidence/data that you can use?

Yes

Have you consulted with stakeholders?

Yes

Who have you involved, consulted and engaged with?

Since the collapse, KCC has kept stakeholders informed and updated on the closure. KCC has set up a public webpage with regular updates to reflect the status of the project including changes to the Arriva and Fastrack bus timetables and routing. Further to this the KCC Strategic Resilience Manger and his team have attended multiple public meetings and are continuing to meet with Ebbsfleet Development Corporation, Swanscombe Town Council and local district and county members to provide updates.

No formal public consultation has taken place to date. It is anticipated that this project will become a planned scheme and therefore public engagement will form part of the design process following the option selection process. The most appropriate level of consultation will be formalised as part of the business case

Has there been a previous Equality Analysis (EQIA) in the last 3 years?

No

Do you have evidence that can help you understand the potential impact of your activity?

Yes

Section C – Impact

Who may be impacted by the activity?

Service Users/clients

No

Staff

No

Residents/Communities/Citizens

Residents/communities/citizens

Are there any positive impacts for all or any of the protected groups as a result of the activity that you are doing?

Yes

Details of Positive Impacts

In addition to the positive impacts identified for all residents and users of the scheme, specific positive impacts have been identified for the following protected characteristics:

- Age
- Disability
- Gender
- Pregnancy and Maternity
- Race

Age:

Bus routes are used frequently by older people and young people (particularly to and from school) and improvements to access and facilities will increase confidence in public transport and therefore, increase its use for learning, education, leisure, and health.

The scheme will improve connections (both public transport and private transport) across the Garden City meaning that those with decreased mobility will be able to travel more directly and easily. This will increase access to the service and subsequently increase access to vital hub locations, such as Ebbsfleet International Station.

Improvements in infrastructure aim to improve the user experience, leading to increased use, improved traffic safety, reduced fear of crime and increased confidence to make independent journeys for school, social, recreation and travel to essential services.

Clear, signed routes help avoid confusion in new areas often experienced by young or older people.

Disability:

Works will include improvements to pavements and highway surfaces. This will improve connections across the Garden City meaning that those with decreased mobility will be able to travel more directly and easily.

Public transport routes are often frequently used by disabled people with severe disabilities as private cars are not suitable for use by some disabilities. Improvements to access and facilities will increase confidence in the routes and use for learning, education, leisure, and health.

Clear, signed routes help avoid uncertainty in new areas often experienced by disabled people.

Gender:

Improving the route and widening the footway may increase perceptions of safety leading to increased confidence when travelling for employment, learning, health, and social activities.

Pregnancy and maternity:

Schemes will include improvements to pavements, pedestrian crossings, and highway surfaces. Therefore, there will be a decreased risk of falls or injury, that may disproportionately impact pregnant women. Widening footways will also benefit parents with prams and pushchairs.

Race:

Walking for Everyone (Livings Streets, 2022) states that ethnic minorities were likely to make less trips by car. Improved public transport connections through the reopening of the A226 Galley Hill route will improve commuting infrastructure for pedestrians that could be covered under the protected trait "race".

Negative impacts and Mitigating Actions

19. Negative Impacts and Mitigating actions for Age

Are there negative impacts for age?

Yes

Details of negative impacts for Age

It is noted that many of the negative impacts on those with protected characteristics have already occurred due to the unforeseen collapse of the cliff. This has resulted in the complete closure of the route for all vehicles, but principally this has impacted the Fastrack bus routes, on which many people with protected characteristics rely. This is the case for all identified negative impacts.

The collapse and the construction to reinstate the spine has resulted in the temporary closure, & diversion of footpaths for users, this has resulted in excessively long pedestrian diversions utilising uneven footway surfaces which could affect young and older pedestrians. Similarly bus services have been rerouted, with some bus stops no longer being served.

Pedestrians, public transport and road users have had to find alternative and more lengthy routes to access services (such as hospital, schools, public transport etc.).

Noise disruption from the construction works could cause anxiety and confusion for some people.

If access to services and access to transport is disrupted it could disproportionately impact elderly people's health and wellbeing.

Mitigating Actions for Age

Safety audits will be completed at the design and construction stage. NMU audits will be undertaken to ensure due consideration is given to all road users.

The design will meet all statutory requirements including the Equality Act 2010, with all good practices in mind.

Public engagement, via letter drops, websites, social media, and public meetings where appropriate, to ensure all users are aware of construction works/programme and any temporary access arrangements to ensure they can access and use the highway safely during the construction works.

Construction sites and diversion routes to follow health and safety regulation.

Responsible Officer for Mitigating Actions – Age

Abigail Roscoe

20. Negative impacts and Mitigating actions for Disability

Are there negative impacts for Disability?

Yes
Details of Negative Impacts for Disability
<p>The collapse and construction has resulted in temporary closures of the entire route including footways for pedestrians & cyclists, and bus routes.</p> <p>This has temporarily disrupted access to essential services for disability groups meaning alternative routes have been required. These routes are on average longer and more congested.</p> <p>Construction works can be noisy – causing confusion and anxiety for some disabled people.</p>
Mitigating actions for Disability
<p>Safety audits will be completed at the construction stage. NMU audits will be undertaken to ensure due consideration is given to all road users.</p> <p>The design will meet all statutory requirements including the Equality Act 2010, with all good practices in mind.</p> <p>The design will meet recommended guidance from the Department for Transport on inclusive mobility, the Kent Design Guide and associated standard details. Public engagement, via letter drops, websites, social media, and public meetings where appropriate, to ensure all users are aware of construction works/programme and any temporary access arrangements to ensure they can access and use the highway safely during the construction works.</p> <p>Construction sites and diversion routes to follow health and safety regulations with access to services kept clear with ramps where required.</p>
Responsible Officer for Disability
Abigail Roscoe
21. Negative Impacts and Mitigating actions for Sex
Are there negative impacts for Sex
Yes
Details of negative impacts for Sex
<p>One walking diversion route has diverted pedestrians from a lit busy road to an unlit Public Right of Way. Women may feel less safe walking this route at night in comparison to men. Diversions that lead individuals to less familiar or underlit streets could disproportionately affect women’s feeling of safety when using pedestrian infrastructure during construction.</p>
Mitigating actions for Sex
<p>Public engagement, via letter drops, websites, social media, and public meetings, where appropriate, to ensure all users are aware of construction works/programme and any temporary access arrangements to ensure users can access and use the highway safely during the construction works.</p> <p>Ensure appropriate, lit diversion routes are chosen and well signed during the construction works. Alternative lit routes have been identified but these are significantly longer for pedestrians while the cliff remains collapsed.</p>
Responsible Officer for Sex
Abigail Roscoe
22. Negative Impacts and Mitigating actions for Gender identity/transgender
Are there negative impacts for Gender identity/transgender
No
Negative impacts for Gender identity/transgender

Not Applicable
Mitigating actions for Gender identity/transgender
Not Applicable
Responsible Officer for mitigating actions for Gender identity/transgender
Not Applicable
23. Negative impacts and Mitigating actions for Race
Are there negative impacts for Race
Yes
Negative impacts for Race
<p>Walking for Everyone (Livings Streets, 2022) states that ethnic minorities are less likely to make trips by car. As such footpath closures and diversions due to the collapse and during construction could have a disproportionate effect on ethnic minority groups during daily trips or commutes by increasing required distance to walk or reduce areas in which roads can be crossed.</p> <p>Some minority groups may be first generation and thus may not be completely fluent in English which could have a disproportionate effect if no arrangements consider language barrier in public information.</p>
Mitigating actions for Race
<p>Public engagement, via letter drops, websites, social media, and public meetings, where appropriate, to ensure all users are aware of construction works/programme and any temporary access arrangements to ensure users can access and use the highway safely during the construction works. Materials will be made available in other languages based on data of the local population.</p> <p>Provisions to reduce pedestrian impact will be considered when any road/footpath closures are required.</p> <p>Additional traffic management has already been put in place on the eastern side of the collapse to further highlight the road closure, as previously those not fluent in English (residents and foreign lorry drivers) had had to reverse and turn around due to not understanding road signage.</p>
Responsible Officer for mitigating actions for Race
Abigail Roscoe
24. Negative impacts and Mitigating actions for Religion and belief
Are there negative impacts for Religion and belief
No
Negative impacts for Religion and belief
Not Applicable
Mitigating actions for Religion and belief
Not Applicable
Responsible Officer for mitigating actions for Religion and Belief
Not Applicable
25. Negative impacts and Mitigating actions for Sexual Orientation
Are there negative impacts for Sexual Orientation
No
Negative impacts for Sexual Orientation
Not Applicable
Mitigating actions for Sexual Orientation
Not Applicable
Responsible Officer for mitigating actions for Sexual Orientation
Not Applicable
26. Negative impacts and Mitigating actions for Pregnancy and Maternity
Are there negative impacts for Pregnancy and Maternity

Yes
Negative impacts for Pregnancy and Maternity
There is a possible increased risk of falls during work if pregnant women are walking longer and unfamiliar routes due to the diversion put in place.
Mitigating actions for Pregnancy and Maternity
Construction sites and diversion routes to follow health and safety regulations. Diversion routes to be lit, as necessary, and well signed with ramped access to services as required
Responsible Officer for mitigating actions for Pregnancy and Maternity
Abigail Roscoe
27. Negative impacts and Mitigating actions for Marriage and Civil Partnerships
Are there negative impacts for Marriage and Civil Partnerships
No
Negative impacts for Marriage and Civil Partnerships
Not Applicable
Mitigating actions for Marriage and Civil Partnerships
Not Applicable
Responsible Officer for Marriage and Civil Partnerships
Not Applicable
28. Negative impacts and Mitigating actions for Carer's responsibilities
Are there negative impacts for Carer's responsibilities
No
Negative impacts for Carer's responsibilities
Not Applicable
Mitigating actions for Carer's responsibilities
Not Applicable
Responsible Officer for Carer's responsibilities
Not Applicable

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From: David Wimble, Cabinet Member for Economic Development and Special Projects

Simon Jones, Corporate Director of Growth, Environment and Transport

To: Growth, Economic Development & Communities Cabinet Committee

Subject: Implementation of the Kent & Medway Economic Framework - Ambition 5

Classification: Unrestricted

Past Pathway of report: N/A

Future Pathway of report: N/A

Electoral Division: All KCC electoral divisions

Summary: This report provides an overview of the progress in implementing the Kent and Medway Economic Framework Ambition 5 'Create Diverse, Distinctive and Vibrant Places'. It sets out the high-level key actions that have taken place recently and the future activity planned to support sustainable growth of Kent & Medway's economy, through to 2030. This is the final paper in the current regular series of updates on the Framework's five ambitions. An overview of the achievements and impact of the breadth of the Framework in its first two years will be launched in the summer.

Recommendation: The Cabinet Committee is asked to note the report and provide recommendations to the Cabinet Member as to how they would wish to receive future updates or insight on impact and performance monitoring of the Framework.

1. Background

- 1.1 In April 2024, the [Kent & Medway Economic Partnership](#)¹ (KMEP) approved the publication of the [Kent & Medway Economic Framework](#) (KMEF). This a medium-term strategy that looks to guide actions that support the growth and prosperity of the region (functional economic area) through to 2030. The strategy is not a funded strategy, so no specific resource was allocated by KCC or its partners to support delivery. A range of programmes, partners and activity have therefore contributed to delivery against the implementation plan.

¹ KMEP is the local growth board for this area, and its membership includes Kent County Council, Medway Council, all district councils' leaders, businesses, universities and colleges. Its website is www.kmep.org.uk

- 1.2 The Framework focuses on three overarching objectives (Productivity, Sustainability and Inclusivity) which sit above five ambitions for delivery, these being:
1. Enable innovative, productive and creative businesses
 2. Widen opportunities and unlock talent
 3. Secure resilient infrastructure for planned sustainable growth
 4. Place economic opportunity at the centre of community wellbeing and prosperity
 5. Create diverse, distinctive and vibrant places.

2. **KMEF Implementation**

2.1 Since publication, the KCC Economy Team (which acts as the KMEP Secretariat) has been working to implement the KMEF ambitions in partnership with the KMEP Board Members, the Business Advisory Board (BAB), and a range of local partners and stakeholders.

2.2 For each of the five ambitions, a private sector board member and a local authority officer acts as a Thematic Lead for the ambition, helping to oversee the implementation of the KMEF and direct the team's activities.

2.3 The information below outlines the focus of the work to date against the ambition 5 of the KMEF: 'Create diverse, distinctive and vibrant places'. The action areas under this ambition are:

17. Growing Kent and Medway's dynamic creative and cultural economy
18. Supporting our network of innovative and creative places
19. Developing Kent's Rural Economy
20. Valuing the natural and historic environment
21. Developing the visitor economy

2.4 This paper provides short updates on:

- Work to support businesses in creative and cultural economy sector
- Work to promote the county's creative and cultural economy offer
- Work to support Kent and Medway's rural economy and the agri-food sector specifically.
- Activities that support Kent's natural environment
- Work to boost the county's visitor economy

3. Action Area 17 - Growing Kent and Medway's dynamic creative and cultural economy:

3.1 This action area recognises the value of the creative and cultural economy to Kent & Medway and its contribution to placemaking. Flagship venues such as Jasmin Vardimon Home, the Marlowe Theatre, Turner Contemporary and the Maidstone Studios are all making a significant contribution to the creative and cultural sector through providing opportunities for training and employment, visitors to the county and regeneration.

- 3.2 The [Create Growth Programme](#) (Create South East) has now concluded, having delivered a significant programme of support for high-growth potential creative businesses across Kent and Medway. This programme was part of a wider South East Partnership, funded by the Department for Culture, Media and Sport, including Essex, Kent & Medway, East Sussex, West Sussex, and Brighton & Hove. Through mentoring, peer-to-peer cohorts, specialist workshops and access to investor networks, the programme supported businesses to become investment-ready and scale – with each cohort being oversubscribed due to significant local demand. 41 Kent and Medway firms have been supported within the programme against a total cohort of 123 businesses. KCC acted as Accountable Body for the programme, with delivery undertaken through a regional partnership. The programme closed at the end of the 2025-26 financial year and work has been undertaken to evaluate its success and opportunities for legacy activity, informing future approaches to supporting high-growth sectors and creative cluster development. The South East Creative Economy Network (SECEN) which covers Essex, Kent & Medway and East Sussex is looking to embed this learning into future pan-regional activity to support creative businesses, including championing the concept of Creative Opportunity Zones.
- 3.3 During its first year of operation, the [Kent Skills Bootcamps programme](#) delivered three courses for creative industry professionals covering Creative Production and Digital Business Skills. Demand was high with 60 participants completing the courses compared with the 40 places originally planned. As at the end of March, 30 learners had achieved positive outcomes: either confirmed freelance contracts for future work linked directly to the Skills Bootcamps or independent learners moving into self-employment within the sector. The majority of the learners who were already employed have secured an enhanced role as a result of the bootcamp. Courses planned for 26-27 are 'Digital Business Skills for Self Employed Creative Freelancers' (20 learner spaces) and 'Creative & Digital Assistant Production Management' (30 learner spaces).
- 3.4 Since relaunching in November 2023, the [Kent & Medway Business Fund](#) has provided loans to a number of innovative businesses in the creative and cultural economy sector to support expansions, job creation and business development. Recent loan recipients include including Ramsgate Art Club CIC who converted an old wine storehouse building to a new arts & hospitality venue using KMBF funds and a new entertainment venue offering digital and creative experiences due to open soon in Canterbury.
- 3.5 Two recent events took place at the Maidstone studios focusing on Kent & Medway's wider creative sector. A [Kent Ambassadors](#) briefing event took place at the Maidstone Studios focused on the local media, wider changes in the sector and how technology including AI is changing the way in which news media is being produced, targeted and consumed. The event highlighted good practice from local companies and provided insight into future opportunities for the county's creative and media businesses. The [Kent Film Office](#) also plays a key role in supporting the film industry and providing opportunities for many local businesses and freelancers in the sector. The KFO recently held a 20 year celebration at the Maidstone studios where it reported generating

over £85 million in inward investment, securing more than 300 trainee placements in the industry for young people living or studying in Kent and supporting the recording of elements of 186 films, 169 TV dramas and 231 music videos in the county.

- 3.6 The recently published [Local Growth Plan evidence base](#) and emerging Local Growth Plan which aims to identify further opportunities for high growth sector development in the county, identifies potential future activities that could continue to support the digital & technologies sector (one of our four high growth sectors) including: the potential to support cross-sector innovation between digital firms and other priority sectors; create spaces to facilitate cooperation develop digital skills among business leaders; and promote and provide high tech workspace to support sector growth.

4. Action Area 18 - Supporting our network of innovative and creative places:

- 4.1 The action area focuses on high streets and town centres in particular as places where creative and cultural activities can drive footfall and support businesses and regenerate spaces.
- 4.2 While high street regeneration is an activity primarily led by District and Borough councils, KCC's Economy function has supported projects that have helped revitalise several Kent town centres. The [No Use Empty](#) programme and **Kent & Medway Business Fund** both stepped in to provide loans to facilitate the transformation of the once derelict [Old Wine Warehouse in Ramsgate](#) into three distinct spaces offering a comfortable office environment with hot desks (Ramsgate Works), a café area with outside courtyard seating and gardens and an atmospheric cellar bar, and performance space (Ramsgate Arts Club).
- 4.3 Canterbury City Council has made use of an allocation of £20m 'Levelling Up Fund' (LUF) to make significant enhancements to Canterbury's world-class heritage offer. The many projects included restoring the roof and masonry of the Poor Priests' Hospital safeguarding centuries of history and allowing the Marlowe Kit youth theatre company to develop its offer as well as the creation of public events space in Westgate Square. Similarly Dover District Council has used LUF funding to support creative sector education provision in the new Bench Building with East Kent Colleges group planning to deliver the courses at the new creative hub.

5. Action Area 19 – Developing Kent's Rural Economy:

- 5.1 Farmers, growers and producers in Kent and Medway contribute significantly to the UK's food security, providing 40% of the horticultural goods (vegetables, leafy greens, salad products) consumed domestically, and 80% of the top fruit (apples and pears). Viticulture is a fast-growing sector locally with over 50 vineyards now in the county. This action area recognises that the county's *'highly productive rural economy has some distinctive assets: in relation to its food sector'* as well as challenges in relation to rural isolation. It therefore aims to *'support the sustainable development of the rural economy, ensuring that there is investment in connectivity, workspace and local services linked with the changing nature of work, the growth and resilience of Kent's important*

food and farming sector and its natural assets. This section of the report summarises a number of programmes and activities in place that deliver against this action area.

- 5.2 [Produced in Kent](#) (PinK) is the county's trade organisation dedicated to supporting, promoting and marketing all types of food, drink and craft businesses in Kent. PinK currently has over 200 business members as well as industry partners and works to champion local produce, supporting businesses in a sector which has experienced many challenges in recent years. PinK's core activities include advice and support to member businesses including through training events on topics such as routes to market and 'meet the buyer' activities, targeted marketing and communication activities to support local businesses through encouraging residents, other businesses and visitors to Kent to buy local. This year will see the return of the Taste of Kent Awards, for its 20th year, which provides an opportunity to celebrate the county's local food producers, independent retailers, and hospitality businesses.
- 5.3 Recognising the increasing importance of Kent's growing and vibrant **viticulture sector**, the [Visit Kent](#) team has recently commissioned a piece of work to promote Kent's vineyards. The project will develop a targeted communications and marketing strategy, take forward further work to explore a Protected Designation of Origin status for Kent wines, bring together key stakeholders and businesses to enhance cooperation within the sector. Viticulture presents significant opportunities for Kent's rural economy thanks to the increasing popularity of English wines and the potential to bring additional visitors to the county to visit at least one of the many vineyards during their stay. Some 40% of Gatwick's long-haul passengers indicated a wish to visit a vineyard as part of their stay in the UK and Kent's offer is at the forefront. A group of viticulture businesses from West Flanders visited Kent in November 2025 to explore opportunities for collaboration and joint working demonstrating an initial international reach for Kent's viticulture sector.
- 5.4 [Growing Kent & Medway](#) is a five year programme led by NIAB EMR² that has been supporting innovation in the local food and drink industry. Now reaching its end, the programme has engaged over 700 businesses and seen 71 new products brought to the market as well as facilitating 262 collaborations between researchers (universities) and businesses in the county. Work to seek additional funding was recently carried out with the submission of '**From Ground to Growth**' a Kent and Medway's Local Innovation Partnership Fund (LIPF) bid to establish a nationally significant, industry-led innovation cluster. The focus was on the food and agri-food system, spanning primary production through to processing, logistics and consumption. The proposal sought to address long-term challenges around productivity, resilience and national food security by accelerating near-to-market innovation, technology adoption and commercialisation. It was developed as a triple-helix partnership between businesses, universities and civic partners, bringing together a portfolio of delivery-ready projects across agri-tech, food innovation, digital, energy and circular bioeconomy themes. The bid positioned Kent and Medway's unique

² A research institute in East Malling, a world class centre of excellence for innovation in commercial horticulture

concentration of assets as a platform for driving sustained economic growth and private sector investment. Although KCC was informed in April that the bid was not successful (all funding was allocated to other parts of the UK, principally Mayoral or DPP authorities), the work done to bring industry and research together demonstrated a strong appetite for joint working in the county and next steps will be considered once detailed feedback is received.

- 5.5 **The Kent Fresh Food Group** (KCC and industry reps) has met regularly to explore challenges for the industry in Kent over the last few years. One particular issue is a difficulty in forming and accessing local supply chain opportunities. A small project is due to be commissioned by KCC based on the work of the fresh food group to examine the feasibility of and explore the potential of local supply chain activity to support local food & drink businesses. The short pilot project will research how to develop and strengthen local food and drink supply chains by connecting and working with local producers; specifically large commercial grower businesses, via the Kent Fresh Food Production / Horticulture Task Group, as well as smaller producers, via Produced In Kent with the aim of connecting them with large, willing institutional buyers (local government public procurers, schools & hospitals). The aim is to recognise existing supply chains, current barriers and to identify practical procurement and logistics solutions that enable increased local sourcing and can be scaled in future. An important outcome will be to understand the challenges of existing networks, identify how and what needs to change to enable local procurement, or not, and to map and identify suggested solutions.
- 5.6 Since relaunching in November 2023, [the Kent & Medway Business Fund](#) has provided loans to innovative businesses in the agri-food or rural sector to support expansions, job creation and business development including Defined Wines which offers contract winemaking services, and Kentish Condiments, which manufactures a range of food products, and Commar Services which grows, conserves and sells rare and heritage fruit trees to both commercial and retail customers across the UK.
- 5.7 **Building Digital UK** are leading a £112million contract (as part of their national Project Gigabit programme) to improve broadband connectivity across Kent and Medway. This work is focused on those rural areas that will not benefit from telecom providers' upgrade programmes and is being delivered by City Fibre. KCC is continuing to monitor the project's rollout and press Building Digital UK to extend their current build plans to ensure that the Government's ambition for at least 99% of premises to have gigabit capable connections by 2032 is achieved in Kent.
- 5.8 Finally, the [Local Growth Plan evidence base](#) completed in February 2026 and emerging Local Growth Plan which aims to identify further opportunities for high growth sector development in the county, identifies potential future activities that could continue to support the agri-food sector including: tailored business support and access to finance; encouraging further technology adoption in the sector; upskilling local residents to support industry needs; enhancing supporting infrastructure; and supporting sector resilience.

6. Action Area 20 – Valuing the natural and historic environment

- 6.1 The [Kent Downs National Landscape](#) team, working with partners in northern France, is progressing a potential cross-Channel UNESCO Global Geopark bid. Visit Kent is supporting this work by helping to position the Geopark as a driver of sustainable tourism, rural regeneration and international profile-raising for Kent. UNESCO Global Geopark status would significantly enhance Kent's visibility as a destination for responsible travel, recognising the international importance of the county's geodiversity while reinforcing long-term landscape protection and biodiversity management. If successful, the programme will support the development of new, low-impact tourism experiences that benefit local communities and strengthen the resilience of the visitor economy.
- 6.2 Visit Kent has actively supported the Geopark ambition through international engagement and promotion, including recent attendance in France at a cross-Channel sustainable tourism event. This activity has helped strengthen relationships with French regional partners, promote shared priorities around responsible tourism and visitor management, and position Kent as a committed partner in sustainable destination development. This work aligns with the Economy Team's wider role in destination management, ensuring that future growth in the visitor economy is environmentally sustainable, supports local businesses and reinforces the long-term value of Kent's natural and historic assets.
- 6.3 The Economy Team is also supporting delivery of the [Kent and Medway Local Nature Recovery Strategy](#) by ensuring economic growth, tourism development and place-marketing activity align with nature recovery objectives. Working closely with environment colleagues and external partners, the team is helping to embed nature-positive principles into destination management, business support and visitor experience development. This includes promoting nature-based tourism, encouraging responsible visitor behaviour, and supporting businesses to engage with sustainability and biodiversity priorities. By aligning economic development activity with the Local Nature Recovery Strategy, the team is helping to ensure that Kent's natural environment is protected and enhanced while continuing to support inclusive, sustainable economic growth.

7. Action Area 21 – Developing the Visitor Economy

- 7.1 Since November 2025, Kent County Council, in partnership with Medway Council has brought the Visit Kent service in-house following the liquidation of Go to Places, acting at pace to protect continuity of service for the county's tourism and hospitality sector. A new Visit Kent team has been established within Kent County Council, securing specialist expertise, stabilising operations, reacquiring core assets and re-engaging partners and businesses. Early activity has focused on maintaining confidence in the sector, restoring key communication channels and laying the foundations for a modern, publicly accountable destination management service for Kent and Medway.
- 7.2 The Visit Kent team is now delivering a refreshed and expanding programme of visitor economy activity. This includes: reinstating the Cambridge Economic Impact Model to provide robust, up-to-date intelligence for the sector; refreshing the Kent and Medway Destination Management Plan; developing a

new Visit Kent website; and delivering a county-wide, free-to-access business support offer for tourism and hospitality businesses. Alongside this, new tiered partnership models are being developed to support income generation and deeper industry engagement, while targeted marketing, campaign activity, travel trade engagement and international promotion are being progressed to support sustainable growth in priority markets.

- 7.3 The latest data for 2024 highlights the continued importance of the visitor economy to Kent. The sector supported approximately 82,000 jobs, representing around 11% of total employment, and generated £4.1 billion in economic value. This marks the first time visitor spending has returned to pre-Pandemic 2019 levels. In total, Kent welcomed around 66 million domestic and international visits, including 1.3 million overseas visitors who generated £374 million in spend. This overseas performance exceeds pre-Pandemic levels. These figures therefore demonstrate strong recovery and growth compared to previous years and reinforce the visitor economy's role as a foundational sector, supporting a wide range of small and medium-sized businesses across the county.
- 7.4 The team is also progressing reaccreditation of Visit Kent as a Local Visitor Economy Partnership (LVEP) with Visit England. Achieving LVEP status is a priority as it will formally recognise Kent's strategic leadership of the visitor economy, strengthen relationships with national agencies and unlock access to additional support, funding opportunities and collaborative programmes. Reaccreditation will further embed destination management best practice and ensure Kent continues to influence national policy and investment decisions affecting the sector.
- 7.5 The Kent and Medway Economic Framework identifies the county's brand as a critical enabler of growth, and the team is responding through the development of the Grow in Kent programme. Grow in Kent brings together the county's visitor economy, inward investment and growth narrative under a single, coherent place brand, building on Kent's strong identity as the Garden of England while projecting a modern, confident and outward-facing offer. Through Visit Kent, Grow in Kent will showcase Kent's natural, cultural and historic assets, support foundational sectors such as tourism, hospitality and retail, and align promotion of the county as a place to live, visit, invest and grow. This joined-up approach ensures that brand, destination management and economic growth activity reinforce one another and deliver long-term benefits for Kent's communities and businesses.

8. Conclusion

- 8.1 This report has provided a brief overview of some of the progress in implementing Ambition 5 of the Kent and Medway Economic Framework. As can be seen, significant work is underway. Future activity planned to support sustainable growth of Kent & Medway's economy, through to 2030.

9. Recommendation:

- 9.1 The Cabinet Committee is asked to note the report and provide recommendations to the Cabinet Member as to how they would wish to

receive future updates or insight on impact and performance monitoring of the Framework.

10. Contact details:

<p>Report Authors: Steve Samson Job title: Head of Economy Telephone number: 03000 417167 Email address: steve.samson@kent.gov.uk</p>	<p>Director: Stephanie Holt-Castle Job title: Director of Growth & Communities Telephone number: 03000 412064 Email address: stephanie.holt-castle@kent.gov.uk</p>
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From: **Georgia Foster, Cabinet Member for Community and Regulatory Services.**

Simon Jones, Corporate Director of Growth, Environment and Transport

To: **Growth, Environment and Transport Cabinet Committee
5 May 2026**

Subject: **Public Rights of Way and Access Service Prioritisation of Definitive Map Modification Order Applications.**

Key decision – *26/00018*
It affects more than 2 Electoral Divisions

Classification: **Unrestricted**

Electoral Division: All

Summary: In response to a growing backlog of Definitive Map Modification Order (DMMO) applications as a consequence of legislative change, an amendment to the County Council’s existing prioritisation policy is proposed that would promote user evidence based DMMO applications by allocating one user-based application for each documentary evidence-based application.

Recommendation(s):

The Growth, Environment and Transport Cabinet Committee is asked to **CONSIDER** and **ENDORSE** or make **RECOMMENDATIONS** to the Cabinet Member for Community and Regulatory Services on the proposed decision as shown as Appendix A.

1. Introduction

1.1 Over the past five years, KCC has seen a substantial rise in Wildlife and Countryside Act 1981 section 53 applications (Definitive Map Modification Order applications). This has resulted in a significant increase in the backlog of applications. As of 16 March 2026, 100 applications remain unallocated, i.e., they have not yet been assigned to a KCC officer for investigation and processing. Applications are currently processed in order of receipt.

1.2 A significant increase in the number of historic documentary evidence-based applications (referred to from this point on as documentary evidence applications) has lengthened the time between the submission and investigation of applications. This delay has a greater impact on user evidence-based applications as:

- I. the quality of user evidence deteriorates over time as memory fades, and
- II. applications usually relate to routes which were in use at the time of, or a short time before, the submission of an application. Their loss is more greatly felt by the users of the route.

- 1.3 By contrast, documentary evidence-based applications typically relate to routes that have not been used in living memory. The documentary evidence on which they rely does not deteriorate over time.
- 1.4 Because of the significant shift in the basis on which applications are made we are proposing a change to our Statement of Priorities so that user-based applications are promoted. This means taking them out of submission order so that for every documentary evidence-based application allocated, one user-based application would be allocated.

2. Background

- 2.1 Section 53 Applications. Any person may make an application to the County Council, as the Surveying Authority, under section 53 of the Wildlife & Countryside Act 1981, to amend the Definitive Map & Statement (DMS) to add, upgrade, downgrade, or delete a Public Right of Way. The County Council has a duty to investigate every application it receives. Investigation involves undertaking interviews with witnesses and landowners, documentary research and consultation, amongst other things. Our current policy is to deal with these applications in order of receipt except where:
 - the physical existence of the claimed route is threatened by development or,
 - the resolution of an application would enable the County Council to substantially improve public safety or
 - the claimed route may result in a significant improvement to the network or
 - determination of the application would involve substantially the same evidence as another application.

In such instances a case may be accelerated.

- 2.2 Cut-off-Date. In 2000, the Countryside and Rights of Way Act introduced a deadline, known as the 'cut-off date', for the recording of unrecorded public rights of way on the basis of historic evidence. After this date, originally specified as 1st January 2026, it would no longer be possible to record public rights of way on the basis of historic evidence, and those rights would effectively be lost. The purpose of this provision was to provide certainty to landowners, local authorities and users as to the nature and extent of public rights over land. Applications made on the basis of user evidence (over a period of at least twenty years) could continue to be made.
- 2.3 Over recent years, there has been much debate as to the merits, or otherwise, of the 'cut-off date', and many changes in policy, with the Government announcing (in early 2022) its intention to repeal the date altogether, before subsequently determining (in October 2023) to reinstate and extend it to 1st January 2031.
- 2.4 On 26th December 2024, the Government announced that the latest 'cut-off date' (set for 2031) would be repealed when parliamentary time allowed. In practical terms, this means (once repealed) that it will continue to be possible to submit applications to record public rights purely on the basis of documentary evidence. It is hoped that the repeal will result in a reduction in

the rate at which applications are being submitted and, in the longer term, the total number of applications made.

- 2.5 Backlog. Until the cut-off-date has been repealed, stakeholders are continuing to research and submit higher numbers of applications. The backlog of case work has increased as a result. As of 16 March 2026, there are 100 unallocated applications. The number of applications received fluctuates with 37 applications being received in 2020, 19 in 2021, 21 in 2022, 7 in 2023, 39 in 2024 and 41 received in 2025. The next application to be allocated was received in April 2021 indicating a backlog of just over 4 years. However, when considering that on average, 12-14 applications are determined each year, the reality is that the current backlog is nearer to eight years. A backlog of such length is comparable with if not shorter than many upper tier authorities.
- 2.6 Of the 100 applications awaiting allocation to an Officer, 78 are based upon pre-1949 documentary evidence with only 22 being based upon user evidence. This reflects a significant change in the basis on which applications had been made. Prior to the introduction of the cut-off date the majority relied on user evidence. It is this change that has prompted the KCC Public Rights of Way and Access Service to revisit the Statement of Priorities to see if it is still fit for purpose.
- 2.7 The rapid increase in applications has resulted in a lengthy backlog meaning that the gap between submission and investigation is much longer. This significantly affects user-based applications for two main reasons: -
1) the quality of user evidence deteriorates over time as memory fades.
2) the ways are/ were in use prior to the submission of an application and therefore their loss is more greatly felt by the users of the route.
- 2.8 Proposed amendment. Applications on the basis of documentary evidence are not impacted in the same way. With many of these applications, the ways have not been used in living memory and the evidence on which they rely will not deteriorate over time.
- 2.9 Appendix A sets out the current Statement of Priorities as it affects the Definitive Map & Statement; in summary the proposed amendment seeks to prioritise user-based applications by taking them out of sequence. It proposes that for every one documentary evidence-based application allocated, one user-based application will be allocated. Each type of application will still be allocated in order of receipt unless any of the reasons for accelerating apply as detailed at paragraph 2.1 above.
- 2.10 This will still ensure that the documentary evidence-based applications are investigated but this change in policy will decrease the delay in considering user-based applications.
- 2.11 Policy in this area is likely to be subject to further review following amendments made to legislation in the Deregulation Act 2015, that are still to be implemented. It was not considered appropriate to delay this KCC policy amendment, as there is still no indication as to when the Deregulation Act changes will be brought into effect.

3. Financial Implications

- 3.1 The proposal is cost neutral. It does not seek or require additional resource in order to be implemented.

4 Legal implications

- 4.1 The County Council is the Surveying Authority for Kent, responsible for the production of the Definitive Map and Statement and keeping it under continuous review. It is required to investigate and determine every duly made DMMO application received. Investigation involves undertaking interviews with witnesses and landowners, documentary research and consultation, amongst other things. It is an area of work that is subject to significant regulation and is often litigated.
- 4.2 The proposal does not change the processes and procedures followed that must comply with the relevant regulatory requirements. It simply seeks to amend the priorities applied by the Service, particularly in respect to those applications based on user evidence.
- 4.3 Applicants may seek a direction from the Secretary of State where the determination of an application has not commenced within a year of receipt, and the Secretary of State may direct that the authority determine an application within a specified period. That possibility is longstanding, is known to applicants and has on occasions been used by them. This has particularly been the case in recent years as backlogs have grown and the Secretary of State has demonstrated an increasing willingness to direct authorities.

5. Equality implications

- 5.1 An Equality Impact Assessment (EqIA) has been completed for this proposed change and formed part of the public consultation.
- 5.2 The EqIA indicates a net benefit from the proposed change in that applications based on use tend to be made by older applicants or are supported by evidence from elderly witnesses. It could be argued that the current system of prioritisation discriminates against more elderly applicants and witnesses whose evidence may be diminished as memory fades or, in the worst-case scenario, they pass away before the application is considered.

6. Conclusions

- 6.1 In response to increasing numbers of DMMO applications, particularly those based on documentary evidence, a change is proposed to the statement of priorities for the consideration of such applications. The amendment proposed would see one user-based application allocated for each documentary evidence-based application. This is because user evidence deteriorates over time as memory fades and those routes that are subject to such applications are generally in public use at the time of, or a short time prior, to the making of an application.

7. Recommendation(s):

- 7.1 The Growth, Environment and Transport Cabinet Committee is asked to **CONSIDER** and **ENDORSE** or make **RECOMMENDATION** to the Cabinet Member for Community and Regulatory Services on the proposed decision as shown at Appendix A.

8. Background Documents

- Equality Impact Assessment
- Consultation Report

9. Contact details

Contact Officers:

Report Author: Graham Rusling
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03000 413449
graham.rusling@kent.gov.uk

Relevant Director: Stephanie Holt-Castle
Director of Growth and Communities
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stephanie.holt-castle@kent.gov.uk

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KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

Georgia Foster, Cabinet Member for Communities
and Regulatory Services

DECISION NUMBER:

26/00018

Executive Decision – key**26/00018 Prioritisation of Definitive Map Modification Applications**

Decision:

As Cabinet Member for Communities and Regulatory Services, I agree:

APPROVE the changes to the Statement of Priorities for Definitive Map Modification Order (DMMO) applications.

DELEGATE to the Corporate Director of Growth, Environment and Transport, in consultation with the Cabinet Member for Communities and Regulatory Services to implement the approved amendment to the Statement of Priorities for Definitive Map Modification Order (DMMO) applications, including:

- giving effect to the amended statement in operational practice;
- making any minor, non-material drafting or presentational changes required to ensure clarity and accuracy; and
- issuing associated guidance or communications necessary to support consistent application of the amended priorities

Reasons for decision:

Kent County Council is legally required, as the Surveying Authority, to look into and decide every valid Definitive Map Modification Order (DMMO) application. The backlog is growing mainly because there has been a sharp rise in applications based on historic documents. This means there can be a long wait before a case is passed to an officer (100 were waiting to be allocated on 16 March 2026).

The proposed amendment to the Statement of Priorities for DMMO applications for user-based and historic-evidence applications to be considered on a 1:1 basis rebalances the programme to keep the prioritisation approach fair and fit for purpose while continuing to meet legal duties

Financial implications:

None

Legal implications:

The County Council is the Surveying Authority for Kent, responsible for the production of the Definitive Map and Statement and keeping it under continuous review. It is required to investigate and determine every duly made Definitive Map Modification Order (DMMO) application it receives. (Wildlife and Countryside Act 1981 Section 53 applications (Definitive Map Modification Order applications))

Equalities implications:

The EqlA indicates a net benefit from the proposed change in that applications based on use tend to be made by older applicants or are supported by evidence from elderly witnesses. It could be argued that the current system of prioritisation discriminates against more elderly applicants and witnesses whose evidence may be diminished as memory fades or, in the worst-case scenario, they pass away before the application is considered..

Data Protection implications:

None

Cabinet Committee recommendations and other consultation:

The proposed decision will be considered by the Growth, Environment and Transport Cabinet Committee on 5 May 2026

This version of the PROD is included in the agenda pack for committee members to review ahead of the meeting.

Any alternatives considered and rejected:

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

.....

Signed

.....

Date

EQIA Submission – ID Number

Section A

EQIA Title

Proposed amendment of the Statement of Priorities - Section 53 Applications

Responsible Officer

Laura Wilkins - GT GC

Approved by (Note: approval of this EqIA must be completed within the EqIA App)

Graham Rusling - GT GC

Type of Activity

Service Change

Service Change

Service Redesign

No

Project/Programme

No

Commissioning/Procurement

No

Strategy/Policy

Strategy/Policy

Details of other Service Activity

No

Accountability and Responsibility

Directorate

Growth Environment and Transport

Responsible Service

Growth and Communities

Responsible Head of Service

Graham Rusling - GT GC

Responsible Director

Stephanie Holt-Castle - GT GC

Aims and Objectives

KCC is proposing changes to the Statement of Priorities in relation to the processing of Section 53 Applications under the Wildlife and Countryside Act 1981.

Any person may make an application to KCC, as the Surveying Authority, under section 53 of the Wildlife and Countryside Act 1981, to amend the Definitive Map and Statement (DMS) to add, upgrade, downgrade, or delete a Public Right of Way. The Council has a duty to investigate every application it receives. The current policy is to deal with these applications in order of receipt except where:

- the physical existence of the claimed route is threatened by development
- the resolution of an application would enable the Council to substantially improve public safety
- the claimed route may result in a significant improvement to the network.

In such instances a case may be accelerated.

During the past five years there has been a large increase in the number of Section 53 applications which has substantially increased the backlog. As of 31 March 2026, there are 100 unallocated applications. The next application to be allocated was received in January 2022 indicating a backlog of just over four years. However, when considering that on average, 12-14 applications are determined each year, the reality is that the current backlog is nearer to eight years.

Of the 100 applications awaiting allocation to an officer, 78 are based upon pre-1949 historical evidence with only 22 being based upon user evidence. This reflects a significant change in the basis on which applications had been made with the majority previously having relied on user evidence. It is this significant change that has prompted KCC to revisit the Statement of Priorities to see if it is still fit for purpose.

The rapid increase in historical based applications has resulted in a lengthy backlog meaning that the gap between submission and investigation is much longer. This significantly affects user-based applications for two main reasons:

1. the quality of user evidence deteriorates over time as memory fades.
2. the claimed routes are or were in use prior to the submission of an application and therefore their loss is more greatly felt by the users of the route.

The same cannot be said of historical (documentary) based applications. Many of these applications are to record routes that have not been used in living memory and the documentary evidence supplied will not deteriorate over time.

KCC is therefore proposing to prioritise user-based applications by taking them out of sequence so that for every one historical/documentary-based application allocated, one user-based application will be allocated. Each type of application would still be allocated in order of receipt unless any of the reasons for accelerating apply. This would still ensure that the historical based applications are investigated but this change in policy would significantly decrease the backlog for user based applications.

It is considered that the proposed change would have a positive impact for older applicants and witnesses.

Section B – Evidence

Do you have data related to the protected groups of the people impacted by this activity?

Yes

It is possible to get the data in a timely and cost effective way?

No

Is there national evidence/data that you can use?

Yes

Have you consulted with stakeholders?

Yes

Who have you involved, consulted and engaged with?

From 10 February to 23 March, KCC ran a consultation seeking views on a proposed change to its Statement of Priorities.

We consulted with the following:-

- Current applicants
- Stakeholder groups, including Ramblers, Open Spaces Society, Auto Cycle Union, British Horse Society, National Farmers Union, Country Land and Business Association
- Town and Parish Councils
- District and Borough Councils
- KCC Members
- KCC services and teams, including Explore Kent, Kent Downs and High Weald National Landscape teams
- Utility companies
- Agencies, such as Natural England, Environment Agency
- Kent residents
- Kent Countryside Access Forum

Has there been a previous Equality Analysis (EQIA) in the last 3 years?

Yes
Do you have evidence that can help you understand the potential impact of your activity?
Yes
Section C – Impact
Who may be impacted by the activity?
Service Users/clients Service users/clients
Staff Staff/Volunteers
Residents/Communities/Citizens Residents/communities/citizens
Are there any positive impacts for all or any of the protected groups as a result of the activity that you are doing?
Yes
Details of Positive Impacts
<p>Applications based upon user evidence generally require a period of 20 years use to be demonstrated and this can relate to any period of 20 years in living memory. Applications are often submitted by older people and are supported by evidence very often from elderly members of the community.</p> <p>The current Statement of Priorities states that applications are to be processed in order of receipt. This can mean a delay in determining applications of up to eight years, over which time user-based evidence decays as recollection becomes less clear or sadly witnesses pass away. The proposed amendment to the Statement of Priorities will address these issues.</p>
Negative impacts and Mitigating Actions
19.Negative Impacts and Mitigating actions for Age
Are there negative impacts for age?
Yes
Details of negative impacts for Age
<p>There is a slight negative impact for applicants of the historical/documentary-based applications as it may take longer for their applications to be determined. There is currently no right to transfer an application to someone else which could mean if an applicant were to pass away, they could lose their right of appeal should the Council decline to make an Order. However, the application would still be determined and the evidence which supports that application would not diminish over time.</p> <p>It is considered that the positives would outweigh the negatives for the reasons stated above at question 18.</p>
Mitigating Actions for Age
<p>KCC is seeking to mitigate the impact of age by proposing the amendment to the Statement of Priorities.</p> <p>However, if an applicant were concerned that their application was taking too long, then they do have a right to appeal to the Secretary of State if their application has not been determined within 12 months of receipt.</p> <p>Also, the vast majority of historic-based applications have been submitted on behalf of an organisation and therefore the age of the applicant is less critical.</p>
Responsible Officer for Mitigating Actions – Age
Laura Wilkins
20. Negative impacts and Mitigating actions for Disability
Are there negative impacts for Disability?

No
Details of Negative Impacts for Disability
Not Applicable
Mitigating actions for Disability
Not Applicable
Responsible Officer for Disability
Not Applicable
21. Negative Impacts and Mitigating actions for Sex
Are there negative impacts for Sex
No
Details of negative impacts for Sex
Not Applicable
Mitigating actions for Sex
Not Applicable
Responsible Officer for Sex
Not Applicable
22. Negative Impacts and Mitigating actions for Gender identity/transgender
Are there negative impacts for Gender identity/transgender
No
Negative impacts for Gender identity/transgender
Not Applicable
Mitigating actions for Gender identity/transgender
Not Applicable
Responsible Officer for mitigating actions for Gender identity/transgender
Not Applicable
23. Negative impacts and Mitigating actions for Race
Are there negative impacts for Race
No
Negative impacts for Race
Not Applicable
Mitigating actions for Race
Not Applicable
Responsible Officer for mitigating actions for Race
Not Applicable
24. Negative impacts and Mitigating actions for Religion and belief
Are there negative impacts for Religion and belief
No
Negative impacts for Religion and belief
Not Applicable
Mitigating actions for Religion and belief
Not Applicable
Responsible Officer for mitigating actions for Religion and Belief
Not Applicable
25. Negative impacts and Mitigating actions for Sexual Orientation
Are there negative impacts for Sexual Orientation
No
Negative impacts for Sexual Orientation
Not Applicable
Mitigating actions for Sexual Orientation
Not Applicable

Responsible Officer for mitigating actions for Sexual Orientation
Not Applicable
26. Negative impacts and Mitigating actions for Pregnancy and Maternity
Are there negative impacts for Pregnancy and Maternity
No
Negative impacts for Pregnancy and Maternity
Not Applicable
Mitigating actions for Pregnancy and Maternity
Not Applicable
Responsible Officer for mitigating actions for Pregnancy and Maternity
Not Applicable
27. Negative impacts and Mitigating actions for Marriage and Civil Partnerships
Are there negative impacts for Marriage and Civil Partnerships
No
Negative impacts for Marriage and Civil Partnerships
Not Applicable
Mitigating actions for Marriage and Civil Partnerships
Not Applicable
Responsible Officer for Marriage and Civil Partnerships
Not Applicable
28. Negative impacts and Mitigating actions for Carer's responsibilities
Are there negative impacts for Carer's responsibilities
No
Negative impacts for Carer's responsibilities
Not Applicable
Mitigating actions for Carer's responsibilities
Not Applicable
Responsible Officer for Carer's responsibilities
Not Applicable

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Public Rights of Way Statement of Priorities - Section 53 Applications



Consultation period: 10 February to 23 March 2026

kent.gov.uk/statementofpriorities



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1. Executive summary

From 10 February to 23 March 2026, Kent County Council (KCC) ran a consultation, seeking views on a proposed change to its Statement of Priorities.

The consultation received 128 responses: 126 via the consultation questionnaire and two submitted by email.

Key findings from the consultation:

- The majority of the responses were in support of the proposed amendment.
- Some consultees, including those supporting the proposed amendment, do not wish to see the de-prioritisation of historic-based applications.
- A number wished to see greater resource given to this area of work.
- A small number of consultees raised alternative means of prioritisation, particularly to those that deliver the greatest public benefit.
- A number raised matters outside of the scope of the consultation, relating to Definitive Map Modification Order procedures or wider Public Rights of Way prioritisation and maintenance.

The feedback from this consultation is expected to be reported to Members at the Growth, Economic Development and Communities Cabinet Committee on 5 May 2026, and will be taken into consideration before a decision is taken by the Cabinet Member for Community and Regulatory Services.

This report, KCC's response to the consultation feedback, and details of the decision will be published on the consultation webpage.



2. Introduction

This report provides a summary of the feedback received through the consultation on the proposed change to Kent County Council's (KCC) Statement of Priorities.

The Statement of Priorities sets out how the council processes Section 53 applications. The Definitive Map and Statement (DMS) is the legal record of Public Rights of Way (PROW). Section 53 of the Wildlife and Countryside Act 1981 places a legal duty on KCC as the Surveying Authority to 'keep the DMS under continuous review'. Under Section 53 anyone can apply to KCC to amend the DMS to add, upgrade, downgrade, or delete a PROW. KCC has a duty to investigate and determine every application it receives in accordance with its Statement of Priorities.

Over the past five years, KCC has seen a substantial rise in Section 53 applications, particularly those based on historic (documentary) evidence. This has resulted in a significant increase in the backlog for allocating applications.

To address this, KCC is proposing a change to the Statement of Priorities in Appendix 1 of its Countryside Access Improvement Plan (CAIP), to prioritise user-based applications (those based on proof that a path has been used for at least 20 years). This means taking them out of submission order, so that for every historic-based application allocated, one user-based application would be allocated.

Both types of application would continue to be allocated in the order they were received, unless one of the acceleration criteria in the Statement of Priorities applies.

More information on why KCC is proposing this change was provided in the consultation document, which is available on the consultation webpage:

<https://letstalk.kent.gov.uk/prow-statement-of-priorities>.

A six week consultation launched on 10 February and ran until the 23 March 2026.

The consultation provided the opportunity for interested parties to provide feedback on the proposed change in policy.

3. Consultation process

Feedback was captured via a consultation questionnaire which was available from the consultation webpage. A Word version of the questionnaire was provided on the webpage for people/organisations who didn't want to complete the online version. Open responses by letter or email were also accepted.

All consultation material included details of how people could contact KCC to ask a question, request hard copies or alternative formats.

A consultation stage Equality Impact Assessment (EqIA) was carried out to assess the impact the proposed change could have on the protected characteristics. The EqIA



was available as one of the consultation documents and the questionnaire invited consultees to comment on the assessment. An analysis of responses to this question can be found in section 6 of this report

To raise awareness of the consultation and encourage participation, the following was undertaken:

- Email to stakeholder list at the launch of the consultation and a reminder sent towards the end of the consultation notifying them of the consultation and asking them to promote through their networks.
- Email to current applicants.
- Invite to 9,139 Let's Talk Kent registered users who expressed an interest in 'PROW and village greens' and 'Environment and Countryside'.
- Media release: <https://news.kent.gov.uk/articles/views-wanted-on-proposed-changes-to-the-public-rights-of-way-statement-of-priorities>.
- Social media posts from KCC's and Explore Kent's accounts/channels.
- Link to the consultation webpage from service pages on Kent.gov.uk.
- Article in KCC's residents' e-newsletter (approx. circulation of 8,800).
- Promoted to Kent's Towns and Parish Councils through the Kent Association of Local Council (KALC).

A summary of interaction with the consultation website and documents can be found below:




- 1,624 visits to the consultation webpage by 1,492 visitors.
- 383 downloads of the consultation document.
- 58 downloads of the current CAIP Operational Management (Appendix 1).
- 48 downloads of the Word version of the consultation questionnaire.
- 19 downloads of the consultation stage Equality Impact Assessment.
- Organic posts via KCC's corporate channels had a reach of 19,978 on Facebook. There were 51,827 impressions on X, LinkedIn, and Nextdoor. Reach refers to the number of people who saw a post at least once and impressions are the number of times the post is displayed on someone's screen. The posts generated 380 clicks through to the consultation webpage. (Not all social media platforms report the same statistics).




Public Rights of Way Statement of Priorities - Section 53 Applications Consultation Report




Figure 1. Examples of social media posts

 **Kent County Council**
6d ·   ...

 We have launched a consultation on proposed changes to how we prioritise applications for new Public Rights of Way.



We've seen a big rise in applications based on historic (documentary) evidence, creating delays of up to 8 or 9 years. Over this time user-based evidence (proof that a path has been used for at least 20 years) deteriorates, so we are proposing to prioritise these cases.

Find out more and tell us your views at www.kent.gov.uk/statementofpriorities
[#Kent](#) [#KCC](#) [#PROW](#)





Public Rights of Way



Statement of Priorities - Section 53 Applications




Public consultation
Find out more at: www.kent.gov.uk/statementofpriorities
Consultation closes 23 March 2026



 6 6 comments 12 shares


 Like  Comment

 **Kent County Council** 
@Kent_cc  

We want your views on proposed changes to our Statement of Priorities, which aims to:

- reduce the backlog of user-based applications
- protect valuable routes still in use
- continue progressing historic applications

Find out more at: kent.gov.uk/statementofpri...




Public Rights of Way



Statement of Priorities - Section 53 Applications



Public consultation
Find out more at: www.kent.gov.uk/statementofpriorities
Consultation closes 23 March 2026



9:04 AM · Mar 12, 2026 · **334** Views




Public Rights of Way Statement of Priorities - Section 53 Applications

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Kent County Council's post ✕

 **Kent County Council**
7 March at 14:30 · 🌐

Do you walk a local path that isn't yet on the Definitive Map? Do you care about preserving access to Kent's countryside?
We're proposing a change to our Statement of Priorities to help reduce delays in user-based Public Rights of Way applications - where evidence depends on lived experience and long-term community use.
Tell us what you think in our consultation running until 23 March 2026.




Public Rights of Way

Statement of Priorities - Section 53 Applications





Public consultation
Find out more at: www.kent.gov.uk/statementofpriorities
Consultation closes 23 March 2026




👍 3 9 shares

👍 Like 💬 Comment



 **Kent County Council** ✓
Let's talk Kent C&E · 2 days ago

🔔 Last chance to tell us your views!
'We're proposing to prioritise one user-based PROW application fc... see more




Public Rights of Way

Statement of Priorities - Section 53 Applications

Public consultation
Find out more at: www.kent.gov.uk/statementofpriorities
Consultation closes 23 March 2026



Posted to **Subscribers of Kent County Council** in 12 areas

🤍 5 💬 · 5,130 Impressions ➦



Points to note

- Consultees were able to choose which questions they answered or commented on. The number of responses to each question is shown throughout this report.
- Percentages for individual single-choice questions may not total 100% due to rounding.
- Participation in consultations is self-selecting and should be taken into account when interpreting the results.
- Consultees were invited to provide feedback in their own words. While this report presents a thematic summary, all responses have been fully reviewed and considered.

4. Who responded to the consultation?

There were 128 responses to the consultation. 126 questionnaire responses (125 online and one via email) and two open responses by email. The content of these emails have been reviewed alongside open ended feedback received within the consultation questionnaire.

This section details the profile of consultees who completed the consultation questionnaire. The first question asked consultees to select from a list the option that best described how they were responding to the consultation.

Table 1: How people responded to the consultation.

Are you responding as...? (Base: 126)	Number of responses	Percentage
As a Kent resident (living in the Kent County Council authority area)	107	85%
On behalf of a user or local community group	6	5%
As a Parish / Town / Borough / District / County Councillor	4	3%
On behalf of a Parish / Town / Borough / District Council in an official capacity	3	2%
As a resident from somewhere else, such as Medway or further away	2	2%
On behalf of another organisation or business	2	2%
On behalf of a charity, Voluntary, Community or Social Enterprise (VCSE) organisation	1	1%
Something else	1	1%



Geographic profile

The following table shows how many people responded across each of the districts and boroughs.

Table 2: Geographic profile of consultees.

Please tell us the first 5 characters of your postcode. (Base: 121)	Number of responses	Percentage
Ashford	5	4%
Canterbury	14	11%
Dartford	1	1%
Dover	8	6%
Folkestone & Hythe	8	6%
Gravesham	5	4%
Maidstone	17	13%
Sevenoaks	7	6%
Swale	19	15%
Thanet	8	6%
Tonbridge & Malling	13	10%
Tunbridge Wells	13	10%
Outside Kent	3	2%



Demographics of consultees

The tables below show the demographic profile of consultees who completed the consultation questionnaire. Consultees were given the option to skip all or some of these questions and those responding on behalf of an organisation were advised not to answer them. The proportion who left these questions blank or indicated they did not want to answer these questions is not included in the figures below.

Table 3: Age groups of consultees responding as an individual.

Which of these age groups applies to you? (Base: 89)	Number of responses
Under 16	0
16 – 25	1
26 – 35	1
36 – 45	3
46 – 55	9
56 – 65	20
66 – 75	34
76 – 85	21
86 and over	0
I prefer not to say	0

Table 4: Ethnic groups of consultees responding as an individual.

What is your ethnic group? (Base: 88)	Number of responses
White	87
Mixed or multiple ethnic groups	1



Table 5: Number of individual consultees with a disability.

Do you have a disability, health condition, physical or mental impairment that has a substantial and long-term negative effect on your ability to do normal daily activities? (Base: 89)	Number of responses
Yes	18
No	70
I prefer not to say	1

Table 6: Types of disabilities or health conditions.

If you answered 'Yes', please tell us if any of the following disabilities or health conditions apply to you. (Base: 17)	Number of responses
Physical	9
Sensory (hearing, sight or both)	3
Longstanding illness or health condition, such as cancer, HIV/AIDS, heart disease, diabetes or epilepsy	9
Mental health condition	1
Neurodivergent, such as ADHD, autism, dyslexia and dyspraxia	1
A different disability or health condition	2

Please note that the total number of responses is higher than the number of people who answered this question, as some respondents reported more than one condition.

Table 7: Number of consultees who are Carers.

Are you a Carer? (Base: 89)	Number of responses
Yes	12
No	75
I prefer not to say	2



Table 8: Religion or belief of consultees responding as an individual.

What is your religion or belief? (Base: 89)	Number of responses
No religion or belief	37
Atheist	3
Christian	41
A different religion or belief	4
I prefer not to say	4

Table 9: Sex of consultees responding as an individual.

What is your sex? (Base: 88)	Number of responses
Female	32
Male	57

Table 10: Gender identity of consultees responding as an individual.

Is the gender you identify with the same as your sex registered at birth? (Base: 89)	Number of responses
Yes	89
No	0

Table 11: Sexual orientation of consultees responding as an individual.

Which of the following best describes your sexual orientation? (Base: 89)	Number of responses
Heterosexual/Straight	81
Bisexual	1
Gay or Lesbian	2
I prefer not to say	5



Consultation awareness

The most common means of finding out about the consultation was from an email from Let's Talk Kent/KCC's Engagement and Consultation Team (98), followed by their Parish/Town/Borough or District Council (8).

Table 12: How consultees found out about the consultation.

How did you find out about this consultation? (Base 124)	Number of responses	Percentage
An email from Let's Talk Kent / KCC's Engagement and Consultation Team	98	79%
From my Parish / Town / Borough / District Council	8	6%
An email from PROW & Access Service	7	6%
Kent.gov.uk website	6	5%
From a friend or relative	5	4%
Social media (e.g. Facebook, Instagram, LinkedIn, Nextdoor or X)	4	3%

Please note that this question allowed people to select more than one response option, so the total number of responses may exceed the number of people answering the question.



5. Feedback on the proposal

Consultees were asked if they agreed with the proposal to prioritise user-based applications by taking them out of submission order, so that for every historic-based application allocated, one user-based application is allocated.

94 consultees agreed with the proposal (41 strongly and 53 tended to agree), 17 disagreed (7 strongly and 10 tended to disagree). The table below shows the full breakdown of responses.

A significant majority agreed with the proposed amendment. Examples of some of the reasons given for supporting the proposal are set out below. Of those who disagreed, the main reasons were that greater resource should be provided, concerns over historic applications being de-prioritised and some suggested alternative ways of prioritising applications.

Chart 1: Level of agreement with the proposal.

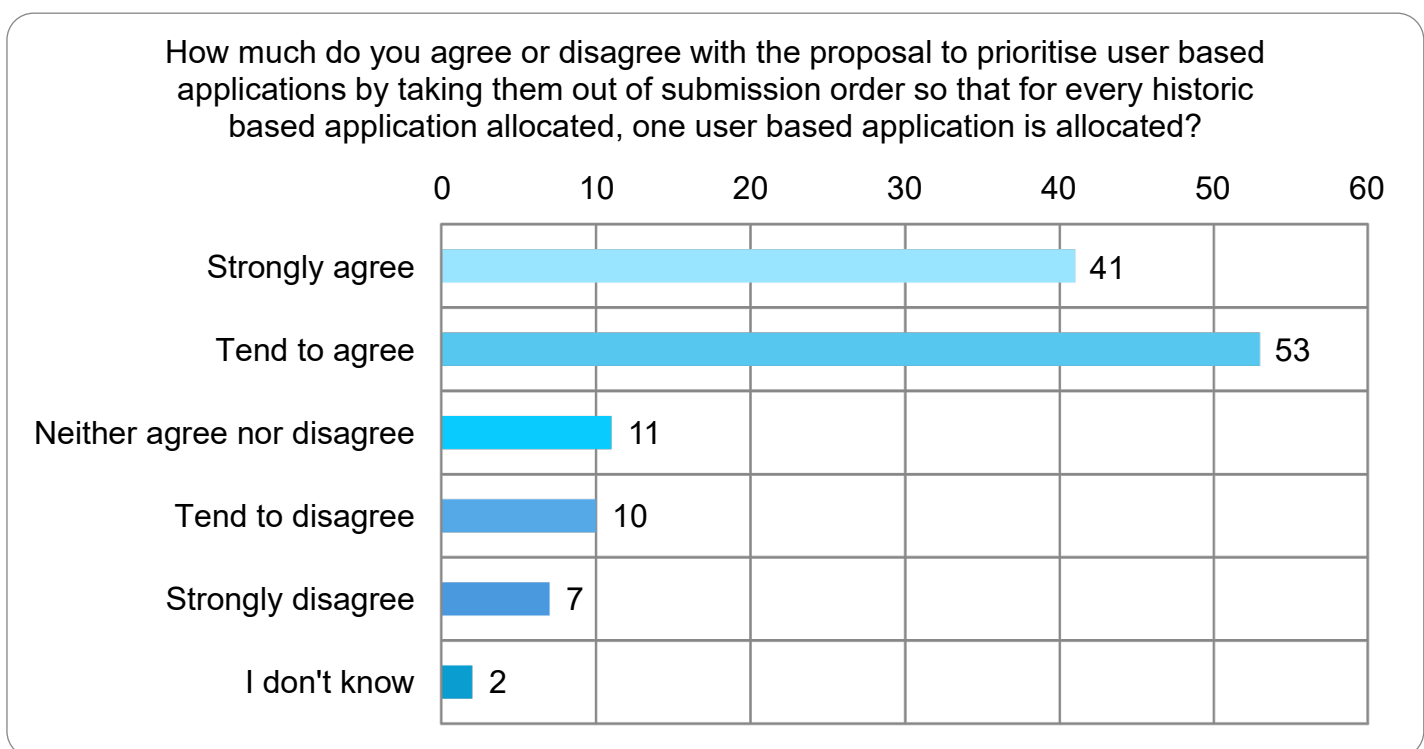




Table 13: Level of agreement with the proposal.

How much do you agree or disagree with the proposal to prioritise user based applications by taking them out of submission order so that for every historic based application allocated, one user based application is allocated? (Base: 124)	Number of responses	Percentage
Strongly agree	41	33%
Tend to agree	53	43%
Neither agree nor disagree	11	9%
Tend to disagree	10	8%
Strongly disagree	7	6%
I don't know	2	2%

Feedback on level of agreement

Consultees were invited to tell us the reason for their response. 111 responses were provided to this question. Two open responses were also submitted by email. These have been reviewed alongside responses to the questionnaire and are included in the themes presented in table 14.

The significant majority are in support of the proposed amendment, with many stating that it is a sensible approach to take, due to the deterioration of user evidence over time. Some also raised the point that user-based applications are generally more relevant to users and therefore should be prioritised.

Some consultees stated that more resources should be allocated to this area of work, in order to address the large backlog. A few mentioned that the process of determining an application should be reviewed, to make it quicker and more efficient.

Some consultees, including those in support of the amendment, raised concerns that historic-based applications should not be de-prioritised. Views were also expressed by some as to how the applications could be prioritised differently.

Lastly, a number of consultees raised matters which were outside the scope of the consultation and did not relate to the question. Such comments referred to the regulatory requirements relating to the determination of applications, the state of the wider PROW network and the amount of development in the area. You can find more detail about the responses received in the 'You Said, Our Response' document.

The table below shows the full breakdown of response themes.



Table 14. Responses grouped into themes.

Please tell us the reason for your answer in the box below. (Base: 113)	Number of consultees who raised this theme	Percentage
In support of the amendments as set out	79	70%
Out of scope of the consultation/misunderstood consultation	21	19%
Impact on historic based applications/de-prioritisation of historic based applications	14	13%
More resource should be provided	13	12%
The value/potential of the applications is more important than chronological order/suggested a different prioritisation method	6	5%
Policy should not be amended	2	2%
Objects to applications based upon historic grounds	1	1%
Downgrading the service provided	1	1%
Agree but suggested additional wording to the policy	1	1%

Please note that responses may contain more than one theme, so the total number of themes is higher than the number of people answering this question.

Example quotes illustrating the main themes, in consultees' own words, are set out below. The quotes relate only to responses that were relevant to the question asked. Where the proposal has been misunderstood they have been addressed in our 'You Said, Our Response' document.

In support of the amendment as set out:

"Important to protect the user based submissions which may be negatively impacted by significant delay" (A Kent resident).

"I understand the reasoning behind prioritising user-based applications. Evidence based on long-term public use is time-sensitive and may deteriorate over time as witnesses' recollections fade or witnesses become unavailable. Prioritising these applications may therefore help preserve important local evidence and ensure that routes currently used by the public are properly considered" (A Parish Council).

"User-based applications rely on people's memories and their ability to give evidence, so the evidence is inherently time-sensitive. If someone has to wait eight years before their application is investigated, they may forget important details or no longer be in a



position to provide a statement at all. This creates a real risk that valid routes could be lost simply because the people who used them are no longer able to give evidence. Prioritising user-based applications alongside historic ones is therefore a fair and proportionate way to protect evidence that cannot be recovered later” (A Kent resident).

Impact on historic based applications/de-prioritisation of historic based applications:

“I feel, if this reduces the backlog it's a positive thing but I also feel that historic based applications should always be considered and not given lower priority. This is extremely important, particularly with Kent being one big building site and green spaces and wildlife less accessible to people” (A Kent resident).

“Loss of user evidence over time is a problem but as historical based applications tend to be for higher rights these users will be disadvantaged” (Local Community Group).

More resource should be provided:

“While I appreciate it is a pragmatic approach, to prioritise one type of application over another, the backlog is currently ridiculous. Additional staff should be allocated in resolving the backlog, as it appears to have been under resourced for many years” (A Kent resident).

“Applications should be processed in the order received. If it is taking you a long time to assess applications then that is a short fall on your part and you should allocate more resources towards resolving the backlog and/or review your processes to understand why it is taking you so long” (A Kent resident).

The value/potential of the application is more important than chronological order/suggested a different prioritisation method:

“We feel the value/ potential impact of the application is more important than chronological order” (On behalf of another organisation or business).

“Paths should be prioritised and allocated based on the threats they face rather than on a first-come, first-served basis” (On behalf of a user or local community group).

“A fixed 50/50 allocation risks being too rigid. It may not reflect the complexity, urgency, or public value of individual cases” (A Kent resident).

“We would request that National Trails applications should be prioritised” (On behalf of another organisation or business).



There were two further responses, one suggesting that all historic-based applications are prioritised over user-based and the other suggesting prioritising all user-based applications.

A full response to the alternative prioritisation methods proposed is set out in the 'You Said, Our Response' document.

6. Feedback on the equality analysis

To help make sure we are following the Equality Act 2010, we carried out an Equality Impact Assessment (EqIA) on the proposal. This looked at how the proposed change in policy might affect people with protected characteristics, such as age, disability, gender identify/transgender, pregnancy and maternity, marriage and civil partnerships, race, religion or belief, sex and sexual orientation. We also consider the impact on people with caring responsibilities. It was available on the consultation webpage and on request.

We welcome your views on our equality analysis, including suggestions for anything else we should consider relating to equality and diversity

Consultees were asked to provide their views on the equality analysis, including suggestions for anything else that should be considered relating to equality and diversity. 58 consultees provided a response to this question. Consultee comments have been reviewed and example quotes have been provided below.

The vast majority of those who responded to this question, stated that they did not have any comments to make (21). Others stated that the EqIA was comprehensive, complete or good (8), and that the proposed amendment would have a positive impact for older applicants and witnesses (4), as can be seen in the quotes below:

“The long delay in examining the witness statements of local path-users discriminates against the elderly as they may have passed away before their case is even looked at” (A Kent resident).

“With much user evidence coming from the elderly quicker resolution of claims will assist them” (On behalf of a user or local community group).

“Applications supported by user evidence frequently rely on testimony from long-standing members of the community, many of whom may be older residents. Prioritising these cases may help ensure that important evidence is not lost over time and therefore may have a positive impact in enabling these voices to be heard” (A Parish Council”).

“Where applications potentially present significant access benefits to underrepresented groups this should be taken into consideration and prioritised” (On behalf of another organisation or business).



A few consultees did comment on the impact for applicants of the historic-based applications, as it may take longer for their applications to be determined. Some example quotes are provided below.

“This proposal discriminates against the elderly people who are the most likely to have the time to research historic rights of way” (A Kent resident).

“The analysis seems complete and, whilst there could be a negative impact on historical applications that is not, in my opinion, sufficient reason not to make this change” (A Kent resident).

Please see the ‘You Said, KCC Response’ document for responses to other questions raised about the EqIA.

7. Next steps

The feedback from this consultation is expected to be reported to Members at the Growth, Economic Development and Communities Cabinet Committee on 5 May 2026 and will be taken into consideration before a decision is taken by the Cabinet Member for Community and Regulatory Services.

The consultation report, KCC’s response to the feedback, and details of the decision will be published on the consultation webpage.



8. Appendix 1. Consultation questionnaire

Consultation Questionnaire

Kent County Council (KCC) is asking for views on a proposed change to its Statement of Priorities, which sets out how the council processes Section 53 applications.

The Definitive Map and Statement (DMS) is the legal record of Public Rights of Way. Section 53 of the Wildlife and Countryside Act 1981 places a legal duty on KCC as the Surveying Authority to 'keep the DMS under continuous review'. Under Section 53 anyone can apply to KCC to amend the DMS to add, upgrade, downgrade, or delete a Public Right of Way. KCC has a duty to investigate and determine every application it receives in accordance with its Statement of Priorities.

We are proposing to prioritise user-based applications, which would mean taking them out of submission order so that for every historic-based application allocated, one user-based application would be allocated.

Both types of application would continue to be allocated in the order they were received, unless one of the acceleration criteria in paragraphs 4.14–4.25 of the Statement of Priorities applies.

More information is available in the Consultation Document. All of the consultation material is available from our website www.kent.gov.uk/statementofpriorities or in paper copy on request.

If you have any questions regarding the consultation or need any help to take part, please email PROW@kent.gov.uk.

Have your say

We want to hear your views on our proposal and have provided this questionnaire for you to give your feedback.

The consultation questionnaire should be completed online at www.kent.gov.uk/statementofpriorities.

If you can't participate online, please fill in this paper form and return by:

- Email: PROW@kent.gov.uk
- Post: PROW & Access, Kent County Council, Sessions House, Maidstone, Kent ME14 1XQ

Please ensure your response reaches us by midnight on Monday 23 March 2026.



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Privacy: Kent County Council (KCC) collects and processes personal information in order to provide a range of public services. KCC respects the privacy of individuals and endeavours to ensure personal information is collected fairly, lawfully, and in compliance with the United Kingdom General Data Protection Regulation and Data Protection Act 2018. Read the full Privacy Policy at the end of this document.

Alternative formats: If you require any of the consultation material in an alternative format or language, please email: alternativeformats@kent.gov.uk or call: 03000 42 15 53 (text relay service number: 18001 03000 42 15 53). This number goes to an answering machine, which is monitored during office hours.



Section 1 – About You

Q1. How are you responding to this consultation?

Please select the option from the list below that most closely represents how you will be responding to this consultation. Please select **one** option.

- As a Kent resident (living in the Kent County Council authority area)
- As a resident from somewhere else, such as Medway or further away
- On behalf of a friend or family member - [please answer all the questions using their details and not your own](#)
- On behalf of a user or local community group
- On behalf of a Parish / Town / Borough / District Council in an official capacity
- As a Parish / Town / Borough / District / County Councillor
- On behalf of a charity, Voluntary, Community or Social Enterprise (VCSE) organisation
- On behalf of another organisation or business
- Something else, please tell us:

Q1a. If you are responding on behalf of an organisation, please tell us the name of your organisation. Please write in below.



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Q2. Please tell us the first five characters of your postcode:

Please do not reveal your whole postcode. If you are responding on behalf of a friend or relative, provide their postcode. If you are responding on behalf of an organisation, use your organisation's postcode. We use this to help us to analyse our data. It will not be used to identify who you are.

Q3. How did you find out about this consultation? Please select **all** that apply.

- An email from Let's Talk Kent / KCC's Engagement and Consultation Team
- An email from PROW & Access Service
- From a friend or relative
- From my Parish / Town / Borough / District Council
- Kent.gov.uk website
- Newspaper
- Social media (e.g. Facebook, Instagram, LinkedIn, Nextdoor or X)
- Something else, please tell us:



Section 2 – The Proposal

Q4. How much do you agree or disagree with the proposal to prioritise user based applications by taking them out of submission order so that for every historic based application allocated, one user based application is allocated? Please select one option.

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- I don't know

Q4a. Please tell us the reason for your answer in the box below.

Please do not include any personal information that could identify you or anyone else in your answer.



Section 3 – Equality Analysis

To help make sure we are meeting our responsibilities under the Equality Act 2010 we have undertaken an Equality Impact Assessment (EqIA) on our proposal.

An EqIA is a tool to assess the impact any proposals would have on the protected characteristics: age, disability, gender identity/re-assignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We also include carer's responsibilities. The EqIA is available online at www.kent.gov.uk/statementofpriorities or on request.

Q5. We welcome your views on our equality analysis and if you think there is anything we should consider relating to equality and diversity, please add any comments below.

Please do not include any personal information that could identify you or anyone else in your answer.



Section 4 – Equality monitoring

We are asking these optional questions to help us meet our obligations under the Public Sector Equality Duty. This information really helps us to understand how people with different protected characteristics could be affected by our proposal. **If you would rather not answer any of these questions, you don't have to.**

It is not necessary to answer these questions if you are responding on behalf of an organisation.

If you are responding **on behalf of someone else**, please answer using their details.

Q6. Which of these age groups applies to you? Please select one option.

<input type="checkbox"/>	Under 16	<input type="checkbox"/>	16-25	<input type="checkbox"/>	26-35	<input type="checkbox"/>	36-45	<input type="checkbox"/>	46-55
<input type="checkbox"/>	56-65	<input type="checkbox"/>	66-75	<input type="checkbox"/>	76-85	<input type="checkbox"/>	86+ over	<input type="checkbox"/>	I prefer not to say

Q7. What is your ethnic group? Please select one option.

White

<input type="checkbox"/>	English, Scottish, Welsh, Northern Irish or British
<input type="checkbox"/>	Irish
<input type="checkbox"/>	Gypsy or Irish Traveller
<input type="checkbox"/>	Roma
<input type="checkbox"/>	Any other White background, please tell us:

Please see over the page for more ethnic groups.



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Mixed or Multiple

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed or Multiple background, please tell us:

Asian or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian or Asian British background, please tell us:

Black, Black British, Caribbean or African

Caribbean

African background, write in below

Any other Black, Black British, or Caribbean background, please write in below:

Another ethnic group

Arab

Roma

Any other ethnic group, please tell us:



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Q8. Do you have a disability, health condition, physical or mental impairment that has a substantial and long-term negative effect on your ability to do normal daily activities? Please select **one** option.

Yes

No

I prefer not to say

Q8a. If you answered 'Yes' to Q8, please tell us if any of the following disabilities or health conditions apply to you.

You may have more than one, so please select **all** that apply. If none of these applies to you, please select 'A different disability or health condition' and give brief details.

Physical

Sensory (hearing, sight or both)

Longstanding illness or health condition, such as cancer, HIV/AIDS, heart disease, diabetes or epilepsy

Mental health condition

Learning disability

Neurodivergent, such as ADHD, autism, dyslexia and dyspraxia

I prefer not to say

A different disability or health condition

If you have selected 'A different disability or health condition', please tell us:



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A Carer is someone who gives unpaid care or help to anyone because they have a long-term physical or mental health condition or illness, or problem related to old age. Both children and adults can be Carers.

Q9. Are you a Carer? Please select **one** option.

- Yes
- No
- I prefer not to say

Q10. What is your religion or belief? Please select **one** option.

- No religion or belief
- Atheist
- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- A different religion or belief, please tell us:
- I prefer not to say



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Q11. What is your sex? A question about gender identity will follow. Please select **one** option.

- Female
- Male
- I prefer not to say

Q12. Is the gender you identify with the same as your sex registered at birth?
Please select **one** option.

- Yes
- No, please tell us your gender identity:
- I prefer not to say

Q13. Which of the following best describes your sexual orientation? Please select **one** option.

- Heterosexual/Straight
- Gay or Lesbian
- Bisexual
- I prefer to define my own sexuality, please tell us:
- I prefer not to say

Thank you for taking the time to complete this questionnaire. Your feedback is important to us. All feedback received will be reviewed and considered in the development of our proposal. We will report back on the feedback we receive, but details of individual responses will remain anonymous, and we will keep your personal details confidential.

Closing date for responses: 23 March 2026

From: Georgia Foster, Cabinet Member for Community and Regulatory Services
Simon Jones, Corporate Director Growth, Environment & Transport

To: Growth, Environment and Transport Cabinet Committee – 5 May 2026

Subject: Adoption of Gypsy and Traveller Site Pitch Allocation Policy 2026

Decision no: 26/00017

Key Decision: It affects more than 2 Electoral Divisions

Classification: Unrestricted

Future Pathway of report: Cabinet Member Decision

Electoral Division: All divisions

Is the decision eligible for call-in? Yes

Summary: This report sets out the case for adopting the Gypsy and Traveller Site Pitch Allocation Policy 2026, which updates and replaces the current policy adopted in 2023. The revised policy has been developed to improve clarity, fairness and consistency in how pitches are allocated across the seven Gypsy and Traveller sites owned and managed by Kent County Council.

The policy has been subject to public consultation, Equality Impact Assessment and Data Protection Impact Assessment. No additional financial costs are anticipated, as the changes will be delivered within existing staffing and budgetary resources.

Recommendation(s):

The Cabinet Committee is asked to **CONSIDER** and **ENDORSE** or make **RECOMMENDATIONS** to the Cabinet Member for Community and Regulatory Services in relation to the proposed decision as detailed in the attached Proposed Record of Decision document (Appendix A).

1. Introduction

Kent County Council (KCC) is reviewing and updating its Gypsy and Traveller Pitch Allocation Policy to ensure fair, transparent, and consistent decision-making around the allocation of pitches on the seven sites managed directly by KCC. This review forms part of a wider effort to modernise and improve the Allocation Policy that was revised in 2023, ensuring greater alignment with District and Borough Council housing practices and strengthening site management approaches.

2. Key Considerations

- 2.1 The current pitch allocations policy was last updated in 2023, and feedback from staff, applicants, and partner organisations has shown that some parts of the process are unclear, difficult to follow, or no longer aligned with modern housing allocation approaches used by District and Borough councils.
- 2.2 The updated version explains the process more clearly, strengthens the checks and evidence needed, and brings the system in line with how housing allocations work elsewhere in Kent.
- 2.3 It also helps ensure the council meets legal and data-protection requirements, reduces risks, and makes the process easier and more accessible for applicants, including those who may need extra support.

3. Background

- 3.1 Kent County Council (KCC) owns and manages seven Gypsy and Traveller sites across the county. Although KCC no longer has a statutory duty to provide Gypsy and Traveller sites, it continues to do so because of historic responsibilities, with council decisions around site provision dating back to the 1960s.
- 3.2 In Kent, the district and borough councils act as the Housing Authorities. This means they hold legal responsibility for housing duties, including homelessness assessments, housing allocations, and broader strategic housing functions. While KCC provides and manages its seven sites, the districts are responsible for meeting local housing need, delivering housing strategies, and fulfilling statutory housing obligations.
- 3.3. As the long-term site owner and landlord, KCC is responsible for maintaining the sites and ensuring that all owner-led maintenance and council services are provided. Public Gypsy and Traveller pitches function similarly to social rented housing and are intended for those unable to meet their accommodation needs through private provision.
- 3.4 On each pitch, KCC provides:
 - Utility/ablution block
 - Supply of utilities
 - Hardstanding for homes
 - Defined boundaries.Separately, KCC has responsibility for the rest of the site not included in each individual pitch, including surface and foul drainage, fencing and access routes.
- 3.5 The Gypsy Roma Traveller (GRT) Resident Service's core role is to provide safe, well-maintained accommodation for GRT communities and act as a landlord for residents, ensuring sites are properly managed, pitches are allocated fairly, and communities are supported. The service carries out regular site visits, deals with unauthorised encampments on KCC land, and works with partners to help residents access support and services.

- 3.6 It is published in the Kent 'Gypsy, Roma and Traveller Populations' Joint Strategic Needs Assessment completed by KCC Public Health¹ that 'life expectancy is 10 to 12 years less than that of the non-Traveller population (Traveller Movement 2012), and that a 'report published by the Equality and Human Rights Commission (2009) (EHRC) suggested that amongst Gypsies and Travellers with access to secure council or private owned sites, and who had access to adequate medical care, life expectancy may be closer to that of the general population²'.
- 3.7 In 2023, the Service was successful in securing a £4.05m capital grant (40% of the national pot) from the Ministry of Housing, Communities and Local Government Traveller Site Fund to refurbish and significantly improve the standard, quality and condition of all KCC assets on the sites. This project is now complete and as a result, the cost of reactive maintenance repairs has been reduced by more than 80% (approximately £85,000), which is a positive for the KCC Corporate Landlord budget which covers all statutory compliance tasks and the majority of reactive repairs.

4. Options considered and dismissed, and associated risk

- 4.1 The amendments to the Policy are Service led and have been identified as 'continuous improvement' based on feedback from staff applying the policy and a formal complaint from an applicant.
- 4.2 Other options could have been to do nothing, or to have kept the existing policy but offered clearer guidance or extra support to help applicants understand and use it. However, this would not have provided improvements and it would not have tackled the underlying issues of fairness, clarity, and consistency.

5. Summary of Changes in 2026 Policy

- 5.1 The updated Policy clarifies its focus on making best use of permanent pitches, ensuring fair and transparent allocation based on priority need, providing pitches for eligible Gypsies and Travellers, and recognising the diversity within GRT communities.
- 5.2 The legislative framework has also been expanded, with an explicit reference confirming the Policy's alignment with Housing Authority schemes. In the section on equality and diversity, the Policy now explains the Council's commitments under the Equality Act 2010 in clearer and more readily understandable terms.
- 5.3 Changes have been made to the exclusions for applying for a pitch. The current Policy prevents applications from individuals with convictions for violent or serious offences or weapons-related crimes. The revised Policy extends this to include anyone subject to a current or live police investigation, meaning their application will not be considered until the investigation concludes. The sections previously titled 'Statutory exclusions', 'Anti-social behaviour' and 'Other

¹ <https://www.kpho.org.uk/joint-strategic-needs-assessment/health-intelligence/population-groups/ethnicity#tab1>

² [Research report 12: Inequalities experienced by Gypsy and Traveller communities | Equality and Human Rights Commission \(equalityhumanrights.com\)](#)

accommodations' have been incorporated into a streamlined opening paragraph in section 7.

- 5.4 A new section on the waiting list explains how applications can now be submitted at any time as opposed to just when plots are available. It outlines the review and checking process and confirms that successful applicants will then be added to the waiting list. It emphasises that applicants will be responsible for keeping their contact details up to date so they can be reached when a pitch becomes available, as the Policy also now explains the process that all applicants on the waiting list will be contacted to confirm their details and interest.
- 5.5 The application process section now provides clearer instructions on how to apply and introduces monthly drop-in sessions in Maidstone to help applicants complete their forms.
- 5.6 The constant with this policy is that pitches are allocated to the 'highest pointing' applicant. The pointing and evidence requirements section has been expanded to set out the six areas considered for pointing, alongside the evidence required for each. The previous scoring table in section 21 has been replaced by a new 'Points Rating Criteria' table within the pointing section. This incorporates several changes, including the removal of points for local connections as this cannot be reliably evidenced, the addition of 'no fixed address/sofa surfing' under existing accommodation, and the reassignment of certain circumstances—such as being given notice to quit through no fault of their own—to different scoring categories for greater clarity. The 'poor or absent facilities' criteria have been removed. Amendments have also been made to welfare, family and education-related considerations, adding clearer definitions and additional supporting circumstances. Under medical conditions, the Policy now distinguishes between two types of minor medical needs—those affected by current living conditions and those that are not—to ensure a more accurate assessment of need.
- 5.7 Several previous sections have been reorganised: content previously covered under sections 11, 12, 13 and the 'Debtors' section is now included within 'References and verification checks. Under this new structure, applicants who owe money to KCC will not be considered unless their housing need outweighs the outstanding debt, replacing the previous absolute exclusion unless debts were paid in full. This will fall into the 'exceptional circumstances' criteria.
- 5.8 The section on references and verification checks has been strengthened with more detail on police checks and the implications of any discrepancies between the information provided and the results of those checks.
- 5.9 The appeals and complaints section has been revised to include more detail on the processes available to applicants.

6. Consultation Activity and Outcome

- 6.1 A public consultation on the Policy was undertaken between 4 February and 30 March 2026, seeking views on the proposed changes. The consultation was delivered through KCC's online engagement platform, supported by options to

give feedback via a Word questionnaire, in-person, by phone, email or letter, with all materials signposting how to request hard copies or alternative formats.

- 6.2 Four drop-in events at local libraries allowed the public to speak directly with GRT Resident Service staff, ask questions and share their views. There were two attendees at these events, who submitted one response to the consultation.
- 6.3 The consultation received nine responses. Overall, respondents broadly supported the intention to introduce a clearer and more structured allocation process. Feedback highlighted the importance of ensuring the policy operates fairly in practice, remains accessible to applicants, applies evidence and verification requirements proportionately, and includes appropriate safeguards to support transparency and consistency in decision-making.
- 6.4 All consultation responses have been considered and have informed targeted refinements to the final policy, supporting documents and Equality Impact Assessment, which are presented alongside this report to support informed decision-making.
- 6.5 One respondent felt that having a points-based system was not suitable for GRT families and communities as it doesn't make provision for families to stay together on sites, when children reach the age of needing/wanting their own pitch. However, the respondent also recognised that pitches could not be held just for children if/when they might want a plot on the same site as their family, and that there would be significant issue with aligning the timing of this.

7. Financial Implications

- 7.1 There are no additional financial costs associated with the new policy because it has been designed to work fully within the service's existing resources both in terms of staff and budget. The updates focus on improving clarity and consistency of process by tweaking some processes and enhancing some areas to ensure it stays within the same cost resource. Any additional tasks created by the revised process can be absorbed by the current GRT Resident Service team, whose capacity and expertise are already well-aligned to deliver the changes.
- 7.2 The strengthened approach allows more thorough checks before entering into a Pitch Licence Agreement. This will help the Service to understand each resident's situation earlier and more accurately, giving greater confidence in identifying risks and putting the right interventions in place to prevent residents from falling into debt, and enabling the Service to take appropriate and proportionate action should debt start to accrue.
- 7.3 For context, the revenue budget for 25/26 within the service is set at an over-recovery level of -£8.1k on the assumption that the sites will be recharged costs with a small over-recovery to cover administration.

Category	Amount
Service Operating Costs	£447,523.00
Site Operating Costs	£118,200.00
Rental Income	-£490,223.00
Water Repayments	-£37,000.00
Miscellaneous (Repayments, Management fees)	-£46,600.00
Total	-£8,100.00

7.4 On an annual basis, as per legislation (Mobile Homes Act 1983 (amended 2023)) the service has successfully implemented an increase to weekly pitch rents to cover operating costs. The annual review is implemented every 1st April, with the weekly rents increased by the CPI rate recorded in January.

8. Legal implications

8.1 A review of the Policy has been undertaken by an expert Barrister, and no challenges or issues have been identified.

9. Equalities implications

9.1 The reviewed policy directly affects Gypsy and Traveller communities, a recognised ethnic minority group. Due consideration has been given to key equality considerations including but not limited to:

- Ensuring equitable access to pitches for those with the greatest need, including vulnerable or homeless applicants.
- Preventing discriminatory practices by applying consistent and transparent criteria.
- Supporting young residents transitioning into adulthood with clear guidance on future applications.
- Providing consultation materials in alternative formats and languages to avoid exclusion.

9.2 The EqIA shows that the updated Pitch Allocation Policy has been carefully reviewed to ensure it is fair, accessible, and does not negatively impact protected groups. The assessment found no significant negative impacts for most groups, and highlighted several positive ones—such as clearer information, improved accessibility, and more support for applicants of different ages, abilities, and literacy levels.

9.3 Where potential challenges were identified (for example, applicants with lower literacy or disabled applicants needing support), the EqIA sets out practical mitigating actions, including offering help with applications and making the process easier to understand.

10. Data Protection Implications

10.1 The adoption of the Pitch Allocation Policy 2026 involves the processing of personal and special category data relating to applicants and household members, including identity, contact details, health information, education, financial circumstances and information obtained through verification and

safeguarding checks. This data is necessary to assess eligibility, housing need and suitability for a pitch in a fair and transparent manner.

10.2 A Data Protection Impact Assessment (DPIA) has been completed and no data protection risks have been identified that would prevent adoption of the policy.

11. Other corporate implications

11.1 Adoption of the Pitch Allocation Policy 2026 will have no impact on other Council services. The policy revisions focus on clarifying processes, strengthening evidence requirements, and aligning allocation practices with existing housing-related frameworks, but they do not introduce new responsibilities, procedural changes, or dependencies for any other service areas.

12. Governance

12.1 The Director of Growth and Communities will be delegated any further decisions that may be appropriate to deliver the Policy.

13. Conclusions

13.1 The Gypsy and Traveller Site Pitch Allocation Policy 2026 represents a proportionate and necessary update to ensure that Kent County Council continues to allocate its limited number of pitches fairly, transparently and in line with modern housing allocation principles.

13.2 By strengthening the policy framework, improving clarity for applicants, and reinforcing evidence-based decision-making, the revised policy provides greater confidence that pitches will be allocated to those with the greatest need, while also supporting effective site management and safeguarding community wellbeing. It enables earlier identification of risk, supports residents to sustain their tenancies, and helps to reduce avoidable issues such as debt or tenancy failure.

13.3 The proposed changes have been carefully developed, consulted upon and assessed for equality and data protection impacts, with no significant adverse effects identified. Adoption of the policy will support stronger, more resilient Gypsy and Traveller communities now and in the future, while ensuring the Council continues to meet its responsibilities as a landlord in a fair, lawful and transparent way.

Recommendation(s):

The Cabinet Committee is asked to **CONSIDER** and **ENDORSE** or make **RECOMMENDATIONS** to the Cabinet Member for Community and Regulatory Services in relation to the proposed decision as detailed in the attached Proposed Record of Decision document (Appendix A).

14. Appendices

- A – Proposed Record of Decision
- B - Pitch Allocation Policy 2026
- C - Consultation Report
- D - Equality Impact Assessment
- E - Data Protection Impact Assessment

15. Contact details

<p>Report Author:</p> <p>Natalie Liddiard Head of GRT Resident Service 03000 413407 Natalie.liddiard@kent.gov.uk</p>	<p>Director:</p> <p>Stephanie Holt-Castle Director of Growth & Communities 03000 412064 Stephanie.holt-castle@kent.gov.uk</p>
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KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

Georgia Foster, Cabinet Member for Community
and Regulatory Services

DECISION NUMBER:

26/00017

Executive Decision – key**26/00017– Adoption of Gypsy and Traveller Site Pitch Allocation Policy 2026**

Decision:

As Cabinet Member for Community and Regulatory Services, I agree to:

ADOPT the Gypsy and Traveller Site Pitch Allocation Policy 2026

DELEGATE authority to the Director of Growth & Communities to take all relevant actions and decisions necessary for its implementation, where such changes do not alter the intent of the policy and do not require further Member decision-making.

DELEGATE authority to the Director of Growth & Communities or other officer (as authorised through the Council’s Scheme of Delegation) as required to review the policy on an annual basis and revise the policy where changes do not require additional governance.

Reasons for decision:

The current policy is outdated and some parts are confusing, so the updated version explains the process more clearly, strengthens the checks and evidence needed, and brings the system in line with how housing allocations work elsewhere in Kent. It also helps ensure the council meets legal and data-protection requirements, reduces risks, and makes the process easier and more accessible for applicants, including those who may need extra support. Overall, adopting the new policy will help KCC manage its limited pitches better and make sure they go to those most in need.

Financial implications:

There are no financial implications to adopting the Gypsy and Traveller Site Pitch Allocation Policy 2026.

Legal implications:

External legal review of the amended policy and associated documents has been sought, with no challenges or issues identified.

Equalities implications:

The assessment found no significant negative impacts for most groups, and highlighted several positive ones—such as clearer information, improved accessibility, and more support for applicants of different ages, abilities, and literacy levels. Where potential challenges were identified (for example, applicants with lower literacy or disabled applicants needing support), the EqIA sets out practical mitigating actions, including offering help with applications and making the process easier to understand.

Data Protection implications:

A DPIA was required and has been completed. It is currently being reviewed by the DPO Support Team.

Cabinet Committee recommendations and other consultation:

The proposed decision will be considered by the Growth, Environment and Transport Cabinet Committee on 5 May 2026

This version of the PROD is included in the agenda pack for committee members to review ahead of the meeting.

Any alternatives considered and rejected:

Do nothing, or to have kept the existing policy but offered clearer guidance or extra support to help applicants understand and use it. However, this would not have provided improvements, and it would not have tackled the underlying issues of fairness, clarity, and consistency

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

.....
Signed

.....
Date

Appendix B – Pitch Allocation Policy

Kent County Council (KCC) allocates pitches on its sites to Gypsies, Roma, and Travellers (GRT) who are most in need. Although KCC is not a registered housing authority, it owns and manages several sites in Kent and is committed to fair, transparent, and needs-based allocation.

KCC reserves the right to reject any applicant who fails to meet the criteria as set out by this Policy.

1. Aims of the Policy

- Make best use of permanent pitches.
- Ensure fair and transparent allocation based on priority need.
- Provide pitches for eligible Gypsies and Travellers.
- Recognise the diversity within GRT communities.

2. Legislative framework

This policy is guided by:

- Caravan Sites and Control of Development Act 1960
- Caravan Sites Act 1968
- Mobile Homes Act 1983 (amended 2013)
- Data Protection Act 2018
- Housing Act 2004
- Human Rights Act 1998
- Housing and Regeneration Act 2008
- Equality Act 2010

This policy is also closely aligned with Housing Authority schemes.

3. Scope of the Policy

This Policy covers allocation of pitches on KCC's permanent sites, including:

- New applications.
- Adding licence holders to existing agreements.
- Transfers between KCC sites.

4. Data protection and information sharing

- All application information is confidential and securely stored.
- Data is shared only with consent or as required by law.
- Personal data is processed according to the Gypsy and Traveller Resident Service [privacy notice](#)¹.

5. Equality and diversity

- KCC complies with the Equality Act 2010 and the Public Sector Equality Duty.
- Romany Gypsies, Irish Travellers, and Scottish Travellers are recognised ethnic groups.
- KCC aims to eliminate discrimination and foster good relations.

6. Eligibility for applying for a pitch

Applicants must:

- Be from a [Gypsy, Roma or Traveller background](#)².
- Be aged 18 or over.
- Have lived in Kent for at least 12 months or have close family who have lived in Kent for at least 3 years.

or

- Meet criteria due to exceptional circumstances or special needs.

or

- Be an existing licence holder wishing to transfer.

To be eligible for a pitch, applicants must have the legal right to remain in the UK.

7. Exclusions for applying for a pitch

Applicants are not eligible for a pitch if they, or any person residing with them:

- Is ineligible under immigration law.
- Has been evicted from any council owned site/accommodation due to anti-social behaviour in the past 5 years.
- They own or rent another residential property or pitch (except for transfers within KCC sites).

¹ www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notice/environment-planning-and-enforcement/gypsy-roma-traveller-resident-service-privacy-notice

² www.gov.uk/government/publications/planning-policy-for-traveller-sites/planning-policy-for-traveller-sites#annex-1-glossary

Unacceptable behaviour

The applicant, or any person intending to live with the applicant, has been guilty of unacceptable behaviour within the past 3 years, as per information and advice from the police, a KCC service or another enforcement partner, which the council is of the opinion makes them unsuitable to be a resident on a KCC Gypsy and Traveller site. Such behaviour may include, but is not limited to:

- Convictions or current 'live' investigations for violent or other serious offences, and/or weapons.
- Convictions (custodial sentences, warnings, fines) or current 'live' investigations for drug use or drug dealing.
- Using threatening language or behaviour to any officer of a council, its contractors or any other associated person, professional or partner agency.
- Behaving in an anti-social manner towards neighbours or visitors (including being responsible for fly tipping or unlicensed scrap dealing).
- Supplying false or misleading information when making an application to KCC for a pitch.
- Deliberately worsening their housing situation through anti-social behaviour.
- Moving onto any of our sites without permission in advance or having left a KCC previously owing the council money or incurring legal charges.
- Setting up an unauthorised encampment on KCC land (including highways) within the last 3 years and behaving anti-socially whilst doing so or forcing the council to incur legal costs.
- Failure to pay rent, utility bills or any other payments associated with accommodation.
- Sanctions issued by previous landlords for significant poor conduct on sites or serious breaching licence agreements.
- Committing benefit fraud against public sector organisations such as, Council Tax, Department of Work and Pensions.

Other considerations

A key aim for KCC is to support and enable communities that are balanced, safe, inclusive, and sustainable, whilst encouraging community cohesion and preventing any conflicts on site and with settled residents living near a site. The council will operate the Policy in a way that supports the long-term needs of each site.

As a result, additional factors will be considered when reviewing applications to ensure the compatibility of an applicant with current residents. Factors may include, but are not limited to:

- Religious practices
- Kinship

- Lifestyle
- Existing groupings on sites.

Any and all consideration will be based on fact, evidence and reliable intelligence.

Size of pitch (single or double) will be considered when allocating pitches to new and existing licensees to ensure that the best use of pitches is followed. For example, a single resident may not be considered for a double sized pitch if the next highest scorer is a large family.

8. Waiting list

Applications can be received at any time. Applications must be made on KCC application forms only, and you must:

- Fully complete and sign the application form.
- Provide documents to verify your identity, your current circumstances and the information you have provided in the application.
- Complete any extra forms or answer any additional questions we may have.

Only complete applications will be assessed and validated. Once your application is validated, you will then be added to the KCC waiting list.

If at any time during the application process or whilst you are on the waiting list, there are any changes to your circumstances or the information provided on the application form, you must tell KCC as soon as possible and your application will be reviewed considering these changes.

It is the applicant's responsibility to keep contact details up to date. If you fail to keep your contact details up to date you may miss out on a pitch offer or be removed from the waiting list.

9. Application process

The application form can be found on our find a Gypsy and Traveller Site [webpage](#)³, or you can request a paper copy by contacting KCC's GRT Resident Service on [03000 42 15 67](tel:03000421567) or by email at gypsy.traveller@kent.gov.uk.

If you require the form in an alternative format or language, please email alternativeformats@kent.gov.uk or call 03000 42 15 53 (text relay service number 18001 03000 42 15 53). This number goes to an answering machine, which is monitored during office hours.

³ www.kent.gov.uk/leisure-and-community/gypsies-and-travellers/find-a-gypsy-and-traveller-site

An officer from the GRT Resident Service can help applicants complete the form if required, at monthly drop-in sessions which are held in Maidstone. To make an appointment to attend a session, please contact the GRT Resident Service on [03000 42 15 67](tel:03000421567) .

KCC will provide free of charge advice and information about the right to make an application. KCC will be appropriately flexible and accepting of alternative evidence when needed.

Alternatively, help or support with applying for a pitch, can be requested from:

- Friends, Families and Travellers provide a national helpline on [01273 23 47 77](tel:01273234777), which provides support with applying for a pitch, or
- your local Citizens Advice Bureau on [0800 144 8848](tel:08001448848).

Care should be taken when filling out the application form, and all information provided must be true and correct. Where false or misleading information is provided at any time during the allocation process, the application will be refused or stopped and may be subject to criminal investigation for offences under the Fraud Act 2006.

Who can be included on your application form

You can include members of your household who are currently residing with you:

- your partner, whether you are married, in a civil partnership or co-habiting;
- you and your partner's or carer's dependent children under the age of 18, including biological or adopted children;
- relatives, including adult children, parents, or brothers/sisters unless they have a separate application or otherwise intend to live independently from you; and
- someone who currently lives with you as your carer.

We will also consider including partners, carers and their dependents who are not currently living with you if:

- they are no longer able to live independently because they need care and support that you can provide; or
- you are unable to live together as your current accommodation does not meet the needs arising from their disability, or
- you are unable to live together as neither you nor any other member of your household have accommodation available which is large enough to accommodate your whole household together.

Any persons not detailed in the application form, and subsequently not included on the Pitch Licence Agreement, will be treated as unauthorised residents.

Where you have dependent children that live with you some of the time and at other times with their other parent/guardian at a separate address, we will assess whether your address is their main home and if they can be included as members of your household on your application.

To do this, we will consider:

- The financial support you receive including Child Benefit, Tax Credits, Disability Benefits (if appropriate) and maintenance from their other parent/guardian.
- Any Court Order(s) under the Children Act (1989) in respect of parental responsibility, contact or residency; supporting evidence from Social Services in respect of fostering, guardianship, or adoption placements.
- Whether the children currently reside with someone else for all or part of each week.

Regardless of the amount of time that your children actually spend with you, if we decide that their main home is not with you, they will not be included in your application; and they will not be considered when assessing overcrowding.

Identity documents

Proof of Identity must be provided **for every person** on the application form.

These must be original copies and acceptable documents include:

- Passport
- Driving licence (full or provisional)
- Birth certificate (full)
- Citizens card
- or any other paperwork listed as acceptable in the government's guide for right to rent checks.

10. Pointing and evidence requirements

Once the completed application and supporting information has been received, the application is assessed and reviewed for pointing. The 'pointing' is used to identify which applicants are considered the 'most in need', and points will only be awarded where there is clear, undeniable proof - no opinions or assumptions will be made. Checks will be made to verify the integrity of evidence provided.

To ensure consistency, pointing is completed by one team member and is verified by a second team member.

The 6 areas that are considered for pointing, and the evidence requirements for each are:

Points Rating Criteria	Points available for award	Evidence requirements
Existing accommodation (points can only be scored once)		
Homelessness	30	Section 189b Notice, Section 193 or Section 195 Notice from Housing Authority.
No fixed address/sofa surfing.	20	Contact details for homeowner/main tenant.
Unauthorised encampment roadside or development without running water and/or toilet facilities.	20	Contact details of landowner or Local Authority. Issued Section 77 or Section 78 Notice.
Living on an overcrowded pitch/house.	10	Evidence of number of bedrooms (rental agreement for trailer) and details provided on application form.
Living on an unauthorised private site, or on unauthorised encampment or development with facilities.	10	Contact details of landowner or Local Authority. Legal notices to move.
Current accommodation not culturally suitable.	5	Last 5 years address history, provide further information about past residences.
Living in temporary accommodation and cannot stay long term.	5	Contact details of landowner or Local Authority. Legal notices to move.
Given notice to quit through no fault of their own.	25	Original legal notice.
Applicant at risk of eviction (through no fault of their own).	25	Original legal notice.
Welfare considerations (points can only be scored once)		
Applicant fears for their personal safety. At risk of, or escaping violence, intimidation, harassment (through no fault of their own).	25	Crime reference number, letters/proof of harassment, intimidation.
Applicant is required to support or care for a relative locally (within 3 miles).	25	Proof of carers benefit or caring needs/personal details of care by awarding letter from DWP showing award and rate.
Family considerations (points awarded per person)		
Pregnancy.	15	Completed MATB1 form (both sides).
Relatives aged over 60 years or those who are not intending to	15	Benefits letters, proof of relation, formal assessment of needs.

live with you that need daily support or care.		
Children under 12 months.	10	Birth certificates.
Children 1 to 18 years with disabilities/ongoing limiting medical conditions.	5	Birth certificates and formal diagnosis (hospital).
Education arrangements (points awarded per child in full time education)		
Children 5 to 11 years.	10	Letter from school showing child's name and date or confirmation on taken onto school roll.
Children 12 to 18 years.	10	Letter from school showing child's name and date or confirmation on taken onto school roll.
Children that have a Formal Special Educational Needs (SEN) Diagnosis or Education, Health and Care Plan (EHCP).	25	Original diagnosis report and/or Education Health Care Plan (EHCP).
Medical conditions		
Severe - applicant has life limiting illness, which means they cannot complete basic welfare or daily tasks, which makes their current accommodation unsuitable. Applicant has a carer or care plan in place. Change of accommodation will improve or make more manageable.	100	Evidence of medical condition (NHS letter, not GP). Proof of benefit payments. NHS Care Plan documentation. List of current medication in date. Proof of impact of current living conditions.
Substantial - applicant has or is likely to have significant health problems, which makes their current accommodation unsuitable or is worsened by their current living conditions. Has, or is likely to frequently have an inability to carry out personal care or domestic routines now and in future. May need assistance with daily tasks more often than not.	75	
Moderate - applicant has an inability to carry out the majority of personal care or domestic routines, most of the time, which is worsened or made harder to manage due to their current living arrangements. May need assistance with drive themselves, go	50	

shopping and wash themselves on a regularly basis (on occasions).		
Minor - applicant has recognised medical condition but it (with or without medication) does not limit their daily activities or personal welfare on a daily basis regularly (ability to drive themselves, go shopping and wash themselves), and which is impacted by their current living conditions.	30	
Minor - applicant has recognised medical condition but it (with or without medication) does not limit their daily activities or personal welfare on a daily basis regularly, which is not, or will not be impacted by change in living arrangements.	0	
Time on waiting list		
Additional 1 point for every complete year on the waiting list.	1	As per KCC's waiting list, where application is pointed and valid.

11. References and verification checks

As part of the application process, KCC's GRT Resident Service will carry out comprehensive checks to verify the information provided by applicants and **anyone** (adult or child(ren)) intending to live on site. These checks may include, but are not limited to:

- References from previous landlords, local authorities, or housing associations.
- Credit checks and checks with other local authorities to confirm any arrears and affordability of pitch rent.
- Checks with KCC's internal intelligence and Trading Standards databases.
- Verification with the Department of Work and Pensions and others for benefit payments.
- Confirmation with schools and medical professionals regarding education and health needs.
- Police checks (local and national), including the use of police warning markers, safeguarding alerts, and intelligence flags. Police intelligence and warning markers may be used to identify risks or concerns relating to anti-social behaviour, criminal activity, or safeguarding issues. The Council will consider police intelligence and warning markers as part of its assessment of suitability for a pitch or site.
- Checks with national police systems for criminal records or ongoing investigations.

All checks will be carried out in accordance with the Data Protection Act 2018, and any information obtained will be treated confidentially and there will be appropriate procedural safeguards to maintain confidence.

Where these checks identify any behaviour or activity that contradicts the information you have provided us with on your application form, or which means that you are no longer eligible for a pitch on a KCC site, you will be informed. Where false or misleading information has been provided, it will be considered in accordance with the Fraud Act 2006.

Additionally, you may be removed from the waiting list at any time, if we receive information after your application has gone live, from any of these partners about any issues.

Debtors

Where applicants have previously owed money to KCC and the account has not been settled in full, they will not be considered for a pitch, unless there is a housing need that outweighs the debt.

12. Addition to the waiting list

Once all ID checks, references and verification checks have been completed, and no issues identified, you will be added to the waiting list. At this time, you will be notified of this in writing, by email or text message.

13. Updating the application form

If at any time during the application process, there are any changes to your circumstances or the information provided on the application form, you must tell KCC as soon as possible and your application will be reviewed considering these changes.

14. When a pitch becomes available for allocation

When a pitch becomes available on a site, all applicants on the waiting list will be contacted by phone or email, and asked to confirm whether they still wish to be considered for a pitch and to verify that the information on their application form is up to date. If there are any changes to their circumstances, applicants should provide supporting evidence and the scores awarded will be reviewed. Where relevant, such changes may affect factors such as school placement, medical conditions, or criminal investigations.

15. Visit to site/pitch

The highest scoring applicant will be invited to meet with the team on site to view the available pitch. During this visit, the terms of the Pitch Licence Agreement will be explained, and there will be discussions regarding any direct rent payments.

16. Decision not to offer pitch

Decisions to allocate a plot will be made based on all the available information, and not in isolation. At all times, KCC reserves the right not to allocate to a vacant pitch on a site, regardless of allocation of points, if in the opinion of the council it is in the best interest of the site and its management. You will be informed of this decision.

17. Offer of pitch

The offer of a pitch will be made verbally and confirmed in writing, and the successful applicant will be asked to accept or refuse the pitch within 3 days of being offered. If no response is received within this time, the pitch will be offered to the next highest scoring applicant.

If a pitch offer is accepted, a meeting will be arranged at a KCC office. During this meeting, KCC's GRT Resident Service will explain the responsibilities of both parties under the Pitch Licence Agreement and answer any questions the successful applicant may have.

At the meeting, 2 copies of the pitch licence agreement will be signed - 1 retained by KCC and 1 given to the applicant. Arrangements will also be made for payment of the deposit and for moving onto the site. Where appropriate, forms for setting up direct rent payments will be completed at this time.

If the offer of the pitch is refused, the pitch will be offered to the next highest scoring or appropriate applicant. The applicant refusing the pitch will advise whether they want to be considered for other pitches or if they are withdrawing their application, and records will be updated accordingly.

18. Pitch Licence Agreement

The Pitch Licence Agreement is regulated by the Mobile Homes Act 1983, and it sets out the rules governing good conduct of sites, the payments that must be made and advises of breaches and how these will be handled. It also provides the permission for residents, trailers or mobile homes, other buildings, and animals allowed on pitches. The Pitch Licence Agreement must be signed and agreed before moving on to the pitch.

In accordance with the Mobile Homes Act 1983, a written statement of the terms applicable to the Pitch Licence Agreement will also be supplied at least 28 days before the agreement is entered into, unless the successful applicant agrees in writing to a shorter period.

Once a Pitch Licence Agreement is in place, any breaches to it will result in appropriate action being taken against the licence holder. Breaches can include non-payment of rent or utilities, criminal activity and anti-social behaviour.

19. Deposit

The council will seek a deposit at the commencement of the licence. The licence holder will be required to pay two weeks rent in advance of occupation of the pitch. This must be paid within two weeks of accepting the pitch and access to the pitch will not be given until these monies have been paid. If this is not paid in this time, the pitch offer will be withdrawn, and the pitch will be offered to the next suitable applicant (repeating previous steps as necessary).

20. Moving on to site

On the date that is agreed for moving on to site, the new licence holder will be met on site by a member of KCC's GRT Resident Service within 24 hours of this date to handover any keys and complete the pitch inventory. The resident will be issued with a Residents' Handbook providing key information about their pitch and the site.

21. Communication

KCC aims to provide regular updates throughout the allocation process where contact details are provided, and where a postal or email address is provided, written updates may be provided.

As part of the Pitch Licence Agreement, residents are required to update the council with all relevant changes in circumstances, including but not limited to new residents, children turning eighteen, new children and criminal records.

22. Re-siting mobile home

KCC may ask a pitch licence holder on a KCC owned site to re-site their mobile home on another pitch forming part of the same site or on a pitch on another KCC owned site in accordance with Chapter 4 of Schedule 1 to the Mobile Homes Act 1983, or the parties may mutually agree to a move to another pitch on the same site or another KCC site.

This does not count as an allocation for the purpose of this Policy.

23. Statutory succession

In certain circumstances, there may be a statutory right of succession to a pitch agreement under Section 3 of the Mobile Homes Act 1983.

This does not count as an allocation for the purpose of this Policy.

24. Appeals and complaints

You have the right to request a review of a decision about your application and your inclusion on the waiting list.

To do this, you must contact us within 21 calendar days of receiving the decision from us and clearly state why you believe our decision was incorrect. You can ask someone else to assist you with this. If you have problems requesting a review in writing, we can accept your request verbally.

We may ask you to provide more information and/or attend an interview. We will explain the outcome of the review, and the grounds for the conclusion to you in writing within 8 weeks of your request. If we need further time to complete the review, we will let you know why and how much longer we will need.

The review will look at your case based on this Pitch Allocation Policy, any legal requirements, and all relevant information. This includes information you have provided and any changes since the original decision was made, for example paying off arrears or setting up a repayment plan, or where someone responsible for anti-

social behaviour has left your household. We will not consider a further review of the decision unless there is a material change in your circumstances.

Any complaints can be handled using [KCC's formal complaints procedure](#)⁴ or by contacting the GRT Resident Service.

⁴ www.kent.gov.uk/about-the-council/complaints-and-compliments

Application Form

This application form must be completed for all new applicants and existing licensees wishing to apply for a pitch. All applications made on the council's form will be considered.

An officer from KCC's GRT Resident Service can help applicants complete the form if required, at monthly in-person sessions held in Maidstone. To make an appointment to attend a session, please contact the GRT Resident Service on [03000 42 15 67](tel:03000421567).

If you require this form in an alternative format or language, please email alternativeformats@kent.gov.uk or call 03000 42 15 53 (text relay service number 18001 03000 42 15 53). This number goes to an answering machine, which is monitored during office hours.

The council will provide free of charge advice and information about the right to make an application.

Alternatively, help or support with applying for a pitch, can be requested from:

- Friends, Families and Travellers provide a national helpline on [01273 23 47 77](tel:01273234777), which provides support with applying for a pitch, or
- your local Citizens Advice Bureau on [0800 144 8848](tel:08001448848).

Care should be taken when filling out this application form, and all information provided must be true and correct. Where false or misleading information is provided at any time during the allocation process, the application will be refused or stopped and may be subject to criminal investigation for offences under the Fraud Act 2006.

Completed application forms must be submitted to the GRT Resident Service, either online, by email to gypsy.traveller@kent.gov.uk or by post to:

Kent County Council
GRT Resident Service
Sessions House
County Hall
Maidstone
Kent ME14 1XQ

It is your (the applicants) responsibility to ensure you keep KCC updated of any changes in your contact details or any changes in circumstances (including but not limited to children, education arrangements, medical conditions, criminal convictions).

Consents

Please read each statement in full, and check the box to confirm acceptance:

The information I will give about myself, and my family members is true to the best of my knowledge. I understand that any false or misleading information I give may lead to prosecution for a criminal offence, my application will be deleted, and I may be evicted from the pitch I have been allocated.

KCC's GRT Residents Service complies with the Data Protection Act 2018. I have read and understood the [privacy notice](#)¹ which explains how me, and my family members personal information is held and processed.

I can confirm that all my family members know their personal details have been included in my application and they all understand how their information will be held and processed by KCC's GRT Residents Service.

I give permission for KCC's GRT Residents Service to carry out verification checks on all information I have provided in the application, and to complete appropriate background checks on myself and all members of my family who will be residing with me. I understand that KCC's GRT Residents Service will treat the information received in this process about myself and my family members in confidence.

I understand that I am responsible for telling KCC's GRT Residents Service about any changes to me and my family members personal circumstances throughout the application process and whilst on the waiting list.

Signed:

Name:

Date:

¹ www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notice/environment-planning-and-enforcement/gypsy-roma-traveller-resident-service-privacy-notice

1. About You

Surname of Applicant (including any other names by which known)			
First Names of Applicant (including any other names by which known)			
Date of Birth			
National Insurance Number			
Contact Phone Number			
Contact Email Address			
Name of Person Completing This Form (if different from main applicant)			
Do you have the right to remain in the UK?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Marital Status	<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> Divorced <input type="checkbox"/> Other
Name of Partner		Date of Birth of Partner	
National Insurance Number of Partner			
Will your partner be living with you on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

To which ethnic group do you belong?	
Gypsy/Roma	
Traveller of Irish Heritage	
Scottish Traveller	
Other (please specify)	

Current Address		
How long at this address	Years	Months
What kind of accommodation is your current address? E.g. mobile home, house, homeless		
Please provide contact details of land owner/ landlord		
Please detail why you are looking to move from your current location?		

Please provide your last 5 year address history:

If you have been travelling in the last 5 years (for more than 50% of the time), please provide a summary of your travelling patterns:

2. Current Accommodation Arrangements

Are there problems with your existing accommodation:

- Currently homeless
- No fixed address/sofa surfing
- Unauthorised site or development without running water and/or useable toilets and washing facilities
- Living on an overcrowded pitch/house
- Temporary accommodation – cannot stay long term
- Not culturally suitable
- I am being evicted through no fault of my own
- I have been given notice to quit through no fault of my own
- I am being evicted for my behaviour (misuse/breach of agreement/misconduct)
- It is not safe for me/my family to remain because I am at risk of violence, intimidation, harassment through no fault of my own
- I am escaping violence, intimidation, harassment through no fault of my own
- I am required to support or care for a relative who does not live at my current location
- My current accommodation is affecting my health
- I cannot afford to continue living in my current accommodation

3. Your Application for a Pitch

Which site(s) are you applying for: (please tick next to each site)	
Aylesham Caravan Site, Snowdon, Dover	
Barnfield Caravan Park, Ash, Sevenoaks	
Coldharbour Caravan Site, London Road, Aylesford	
Greenbridge Caravan Site, Canterbury	
Polhill Caravan Site, Sevenoaks	
Three Lakes Caravan Park, Sittingbourne	
Windmill Caravan Park, West Malling	
Any/all of the sites above	

4. Local Connections

Do you have close family living in Kent? (grandparents, parents, children, or siblings)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide their details below and how long they have lived in Kent for:		
Do you have any connections to the site(s) you are applying for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details below:		

Do you, or any person listed above, own any other property, land, mobile/static home in the UK or abroad?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

5. Who Will Be Living With You?

Please list all people who will be living with you on the site	
Person 1 Full Name	
Person 1 Date of Birth	
Person 1 Relationship to you	
Person 2 Full Name	
Person 2 Date of Birth	
Person 2 Relationship to you	
Person 3 Full Name	
Person 3 Date of Birth	
Person 3 Relationship to you	
Person 4 Full Name	
Person 4 Date of Birth	
Person 4 Relationship to you	
Person 5 Full Name	
Person 5 Date of Birth	
Person 5 Relationship to you	

If your application is successful, and you are offered a pitch, only the names of the people you have listed here will be permitted to live with you.

Are you, or any person listed above, pregnant? (scores points)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a carer for any person listed above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is any person listed above a carer for you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

Do you, or any person listed above, have medical conditions falling into any of the categories below? (Evidence must be provided)		
A. I / they have a life limiting illness, which means that I cannot complete basic welfare/daily tasks. I have a carer / care plan in place.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. I / they have significant health problems. I have or am likely to frequently have an inability to carry out personal care or domestic routines now and in future, even with medication.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C. I / they have an inability to carry out the majority of personal care/domestic routines, most of the time. I may need help from family on occasion.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
D. I / they have a recognised medical condition that may/may not be treated with medication, which does not limit my daily activities or personal welfare on a daily basis.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide further detail on the conditions above. Include how your / their current living arrangements impact your / their condition, and how moving to a site will improve it.		

Please provide details for any of the people listed above who are in school? Evidence must be provided	
Child 1 - Name	
School Name and Address	
Is this a special education school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Child 2 - Name	
School Name and Address	

Is this a special education school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Child 3 - Name	
School Name and Address	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a special education school?	
Child 4 - Name	
School Name and Address	
Is this a special education school?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you, or any person listed above, have a social worker assigned to you by a Local Authority? Evidence must be provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

6. Financial Arrangements

Are you, or any person listed above, employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		
Are you, or any person listed above, self-employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		
Do you have a bank account?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any other sources of income? i.e. rental income, pension etc	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How will you be paying for your pitch rent?		
<input type="checkbox"/> Universal Credit <input type="checkbox"/> Housing benefit <input type="checkbox"/> Rent (income from employment) <input type="checkbox"/> Rent (other income) – Please specify source of income:		

Please list all state benefits and other income which you or any person listed above receive per week:	
Employment support/job seekers allowance	£
Universal credit	£
Wages from paid employment	£
Working Families Tax Credit	£
Disability Living Allowance	£
PIP	£
Child Benefit	£
Child Tax Credit	£
Maintenance from spouse	£
Pension credit	£
State pension	£
Other – please detail	£

	£
--	---

7. Declarations

Have you, or any person listed above, ever been a resident previously on any site owned/managed by KCC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you, or any person listed above, ever had an application for accommodation refused?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you, or any person listed above, been convicted (fine imposed or custodial sentence) of a violent offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you, or any person listed above, been convicted of or arrested for, a drug related offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you, or any person listed above, have any current criminal investigations or actions pending?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'Yes' to any of the above, please provide detail below:		
Have you, or any person listed above, been issue with a breach notice or notice to quit by a Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you, or any person listed above, in debt with housing related costs to a Council or supplier?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you, or any person listed above, been convicted of or been subject to an injunction for threatening behaviour?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered 'Yes' to any of the above, please provide detail below:

--

Please provide below any details of welfare issues that the KCC GRT Residents Service should take into account when considering your application. For example, any support with reading and writing, completing form, applying for benefits etc.

--

Please provide below any further information which you feel should be known in support of your application.

--

Supporting Information

In order to ensure the fair and consistent application of the Pitch Allocation Policy, you must provide documents to verify your identity, your current circumstances and the information you have provided in the application form.

Evidence of a local connection

You must provide:

- A complete 5-year address history, including the full address, date moved in and moved out. This is required for both the applicant, joint applicant (if applicable) and any other adult within the household.
- The full name, address, and relationship to the applicant and/or joint applicant of all immediate family members (parent/brother/sister/child over the age of 18) who live in Kent, and have done so verifiably for the past 5 years.
- Armed Forces discharge papers.
- Evidence of any 'special reason' where local connection is not applicable.

Proof of address

- Every person listed on the application who is over the age of 18 (or 16 if they are no longer in education) must provide a utility bill, phone bill or GP registration card etc. Documents such as bank and Universal Credit statements cannot be used as proof of address, as it is possible to log in and amend the address online at any time.

Proof of identity

For every person listed on the application, provide:

- Current full or provisional UK driving licence (this should contain their current address, as it's a legal requirement to have your driving licence registered at your place of residence. However, there may be occasions that this is not up to date, e.g. when an individual is staying between friends and family); or
- Current UK or foreign passport or for EEA nationals, a national identity card; or
- Birth certificate (for children this should be the full copy that names the parent/s); or
- Current Armed Force's identity card.

Proof of eligibility (if applicable)

For anyone subject to immigration control (unless they are in an exempt group) or are not habitually resident in Great Britain, Ireland, the Isle of Man, or the Channel Islands,

or because of their right of residence under European Union Law, the following must be provided:

EU or EEA nationals only

- A residence permit, registration certificate or other documentation issued by the Home Office indicating a permanent right of residence in the UK.
- All documents from the Home Office confirming Settled Status or Pre-Settled Status if this has been granted, including the share code to access the applicant's status online.
- A passport or national identity card showing that the applicant is a national of the European Economic Area or Switzerland.

Other persons from abroad

- Biometric immigration document or share code issued by the UK Border Agency to the holder that indicates the person named is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.

Immigration Status Documentation

- An immigration status document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, or no restriction on claiming benefits.
- Certificate of naturalisation or registration as a British Citizen.
- A passport or other travel document stamped or containing a visa to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right to live in the United Kingdom, or has no time limit on their stay in the United Kingdom or restrictions on claiming benefits.
- Any letter or certificate indicating a time limited right of entry.
- Referral letter from NASS for former asylum seekers.

Proof of pregnancy (If applicable)

- Both sides of the MAT B1 certificate. This can be obtained from the midwife once the household member reaches 20 weeks of pregnancy.

Proof of income

Where applicable, every person listed on the application who is over the age of 18 (or 16 if they are no longer in education), must provide:

- Full copies of all benefit entitlement/award letters, such as Employment Support Allowance, Income Support, Disability Living Allowance, Personal Independent

Payment, Carers Allowance etc. We require all pages of each letter for assessment.

- 2 full copies of the applicants most recent Universal Credit statements, this must include the full payment breakdown.
- Payslips covering the last 2 months or 8 weeks (depending on how the household member is paid).
- Proof of any private pensions.
- If self-employed, audited accounts, HMRC notification and/or most recent tax return.

Proof of Child Benefit

- This must show who the child benefit is being paid to, their address and the names and dates of birth of the children they receive it for.

Bank statements and proof of savings

For every person listed on the application, you must provide two full months of up-to-date statements for every account held by each household member listed on the application who is over the age of 18 (or 16 if they are no longer in education).

This includes accounts in other people's names such as children's accounts held by their parents. These must be dated within the last three months, and this includes all bank accounts ranging from everyday transactional accounts through to all savings accounts, for example; savings accounts held by you in your children's names, ISA's, Everyday Saver accounts and 'Pots' and any other savings accounts the applicant may hold as well as building society accounts, post office accounts, online accounts, PayPal accounts, and investments.

Screenshots are not accepted. Only a full statement showing the actual transaction lists, with a page that identifies the account holder and the account number will be accepted. If multiple accounts are held, we will require consecutive months for each account, to ensure that all transactions between accounts can be verified.

Notice to leave (if applicable)

- If the applicant is renting a property, this may be a Form 6, Possession Order or warrant of eviction.
- If the applicant is living with family and friends, this would be a letter from the owner explaining the situation and why the applicant is being asked to leave. This must contain the owners name, full address, signature, and a contact number/email address.

- If the applicant is a homeowner, they must provide mortgage repossession paperwork.
- If the applicant is currently living on an unauthorised encampment, the section 78 Notice must be provided.

Homeowners (If applicable)

If an applicant has previously or currently owns/part owns a property in the UK or abroad, proof of ownership is required. This could be a mortgage statement or land registry confirming ownership of the accommodation.

Supporting evidence (if applicable)

Applicants are also required to provide additional supporting information from relevant professionals or organisations to demonstrate their housing need and the circumstances that they would like the council to consider.

- If an applicant suffers from a medical condition and/or mental health issue. This would be a letter from the NHS medical professional that confirms their diagnosed conditions, and how these are being treated. The letter must detail their current accommodation is affecting these conditions.
- If they have a physical disability, which is being affected by their current accommodation, we require a Housing Needs Assessment (HNA), carried out by an Occupational Therapist.
- If the applicant feels they are at risk at their current address due to violence/threats of violence, we will require any crime reference numbers they may have and/or supporting information from any organisations they may be working with.

Verification and Fraud Prevention Policy Statement

All supporting information submitted will undergo comprehensive review, and verification checks will be conducted where deemed necessary. Any documentation identified as false, fraudulent, or intentionally misleading will result in the immediate rejection of the application and will be reported to the appropriate authorities in accordance with legal and regulatory requirements.

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Gypsy and Traveller Site Pitch Allocations Policy



Consultation period: 4 February to 30 March 2026

kent.gov.uk/pitchallocationpolicy



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1. Executive summary

From 4 February to 30 March 2026, Kent County Council (KCC) ran a public consultation, seeking views on its draft Pitch Allocation Policy.

During the consultation period the consultation webpage was visited 1,301 times by 1,249 visitors. The consultation received 11 responses.

Key findings:

- The majority of respondents feel the draft Policy clearer and more structured, with many agreeing it is understandable and the process for apply for a pitch is clearer.
- Some consultees welcome recognition of GRT culture, but warn that heavier alignment with “bricks and mortar” models and documentary requirements may not reflect lived realities or may create barriers.
- Consultees question whether fairness and transparency will be achieved *in practice* without clearer safeguards, consistency mechanisms, and transparency of scoring / decision review.

In response to the consultation feedback, consideration will be given to targeted refinements to the draft Policy and supporting documents. These include:

- Clarifying how evidence and verification checks will be applied in a fair and proportionate way.
- Adding voting authority certificates to the list of approved ID.
- Ensuring the government’s planning policy definition of Gypsy and Traveller is reflected throughout the Policy.
- Strengthening explanations around the points system and waiting list transparency.
- Ensuring the application process is accessible in practice as well as on paper.

These actions will help ensure the Policy is robust, legally sound, and delivers a fair and transparent process for applicants and wider stakeholders.

This report, along with the final Pitch Allocation Policy, supporting documents, and Equality Impact Assessment are expected to be presented to Members at the Growth, Economic Development and Communities Cabinet Committee on 5 May 2026. The Cabinet Member for Community and Regulatory Services will take the final decision on whether to approve the new Policy.

Once approved, the final Pitch Allocation Policy will be published on KCC’s website.



2. Introduction

This document provides a summary of the feedback received to Kent County Council's (KCC) public consultation on a new draft Gypsy and Traveller Pitch Allocation Policy.

The Policy sets out how we allocate pitches when they become available and how we decide who is most in need. It is essential to the good management of KCC's sites and helps make sure they provide a safe environment for Gypsy, Roma and Traveller (GRT) communities. The current version of the Policy was last updated in 2023.

The main changes being proposed are:

- Updates to make the Policy clearer and more like the 'bricks and mortar' housing allocation policies operated by District and Borough Councils in Kent.
- How we handle applications, what documents applicants must provide, and how they are placed on the waiting list.
- Updated application form which asks the right questions to support the revised Policy.

More information on the proposed changes, along with the draft Policy and application form can be found on the consultation webpage: <https://letstalk.kent.gov.uk/grt-pitch-allocation-policy>.

This Policy only impacts on future people applying to live on KCC owned sites. The changes being proposed would not impact current site residents unless they are looking to transfer between our sites or they are a young person who currently lives on one of our sites with a parent(s) or guardian and wishes to apply for their own pitch when they reach 18 years old.

KCC owns and manages seven sites designated for GRT accommodation. These sites provide 128 pitches of varying size. We are responsible for the allocation of these pitches, which are high in demand. Council owned GRT pitches are for Gypsies and Travellers who cannot meet their accommodation need via private provision.

KCC does not have a statutory responsibility to provide accommodation for GRT communities. This responsibility lies with District and Borough Councils as the Housing Authority.

The proposals in this consultation relate only to the seven GRT sites operated directly by KCC. They do not apply to the eight sites run by the District and Borough Councils in Kent.



3. Consultation process

The consultation was hosted on Let's Talk Kent, KCC's engagement website: <https://letstalk.kent.gov.uk/grt-pitch-allocation-policy>. Feedback was captured via an online questionnaire. A Word version of the questionnaire was provided on the webpage for people who didn't want to complete the online version. Feedback could also be provided in-person, by telephone, email or letter.

All consultation material included details of how people could contact KCC to ask a question, request hard copies or alternative format.

Four in-person drop-in events were held during the consultation period at libraries close to KCC GRT sites. These events provided the opportunity for people to speak to a member of the GRT Resident Service team, ask any questions and provide their feedback.

The consultation document explained the reasons for the proposed changes and included a table summarising them by section. It also contained the full draft Policy, application form and the current Policy. The webpage also featured two videos outlining the consultation process and key proposals.

A consultation stage Equality Impact Assessment (EqIA) was carried out to assess the potential impact the new Policy could have on the protected characteristics. The EqIA was available as one of the consultation documents and the questionnaire invited consultees to comment on the assessment that had been carried out. The responses to this question can be found in section 7 of this report.

To raise awareness of the consultation and encourage participation, the following activities were undertaken:

- Paper copies of the consultation material, including the questionnaire delivered to all KCC site residents.
- E-mails and texts sent to KCC site residents requesting information electronically with a reminder two weeks before the consultation closed.
- Applicants on the current waiting list contacted to arrange for a paper copy of the consultation document to be delivered (advised all material available online as well) with a reminder two weeks before the consultation closed.
- Site Managers identified potential site residents with older children (as future applicants) and made them aware of the consultation.
- Emails sent to stakeholder organisations and partners to make them aware of the consultation and asking them to promote through their networks.
- Media release: <https://news.kent.gov.uk/articles/consultation-opens-on-kccs-gypsy-and-traveller-sites-pitches-policy2>



- Poster's displayed in Kent libraries and Gateways.
- Copy of poster sent to Kent Citizens Advice Bureaus (CAB).
- Organic social media from KCC's corporate Facebook, X and Nextdoor channels.
- Promoted to Kent Town and Parish Councils through the Kent Association of Local Councils (KALC).
- Briefing email to all KCC Members with GRT sites in their constituencies.
- Link to consultation webpage from service pages on Kent.gov.

A summary of interaction with the consultation website and documents can be found below:

- 1,301 visits to the consultation webpage by 1,249 visitors.
- 95 downloads of the consultation document.
- 20 views of the video introducing the consultation and 26 views of the video explaining the proposals.
- 14 downloads of the Word version of the consultation questionnaire.
- 12 downloads of the consultation stage Equality Impact Assessment.

Organic posts via KCC's corporate channels had a reach of 101,526 on Facebook and there were 68,410 impressions on X and Nextdoor. Reach refers to the number of people who saw a post at least once and impressions are the number of times the post is displayed on someone's screen. (Not all social media platforms report the same statistics).




Figure 1. Examples of social media posts

Kent County Council's post


Kent County Council
4 February · 🌐

🔔 Today we have launched a consultation on our Pitch Allocation Policy for KCC owned Gypsy and Traveller sites. Changes are being proposed to help make sure pitches are allocated in a fair, transparent and consistent way. More information on the proposals and how to take part can be found on our website. We have also arranged drop-in events where you can speak to a member of the team, ask a question and tell us your views.

👉 Visit our website www.kent.gov.uk/pitchallocationpolicy for dates and times.



**Pitch Allocation Policy for KCC-owned
Gypsy and Traveller sites**
Public consultation running until 30 March
Have your say!
www.kent.gov.uk/pitchallocationpolicy



**Drop-in
event**

**KCC's Pitch Allocation Policy for Gypsy
and Traveller sites**
Public consultation

Join us at the Canterbury Library in the Beaney on
Tuesday 17 March from 10am to 12pm.
www.kent.gov.uk/pitchallocationpolicy



Kent County Council · Let's talk Kent C&E · 16 Mar

Join us at our final drop-in event on Tuesday 17 March from 10am to 12pm at Canterbury Library in the Beaney. The team will be there to answer your questions and listen to your views on the proposed changes to how pitches are allocated on KCC-owned Gypsy and Traveller sites.

📄 Find out more on our website
www.kent.gov.uk/pitchallocationpolicy.

Posted to **Subscribers of Kent County Council** in 12 areas

👍 Like 💬 Comment ➦ Share

Be the first to react

No comments



Gypsy and Traveller Site Pitch Allocation Policy

Consultation Report



Kent County Council @Kent_cc · Mar 30

🔔 Last chance to tell us your views! We are updating our Pitch Allocation Policy for Gypsy and Traveller sites. Changes are being proposed to make sure pitches are allocated in a fair, transparent and consistent way. Visit kent.gov.uk/pitchallocationpolicy to find out more.



Pitch Allocation Policy for KCC-owned Gypsy and Traveller sites
Public consultation running until 30 March
Have your say!
www.kent.gov.uk/pitchallocationpolicy



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Figure 2: Consultation poster

Pitch Allocations Policy for Gypsy and Traveller sites
Public Consultation



Have your say!

We are updating our policy for how pitches are allocated on KCC owned Gypsy and Traveller sites. Changes are being proposed to make sure pitches are allocated in a fair, transparent and consistent way.

We want to hear your views on the draft policy. Visit www.kent.gov.uk/pitchallocationpolicy to find out more and complete the questionnaire.

We are also hosting four public drop-in events:

Date	Timings	Location
Saturday 14 February	10am to 12pm	Kent History and Library Centre (James Whatman Way, Maidstone ME14 1LQ)
Thursday 26 February	10am to 12pm	Sevenoaks Library (Buckhurst Lane, Sevenoaks TN13 1LQ)
Friday 6 March	3pm to 5pm	Dover Library (Dover Discovery Centre, Market Square, Dover CT16 1PH)
Tuesday 17 March	12pm to 2pm	Canterbury Library in the Beane (The Beane House of Art & Knowledge, 18 High Street, Canterbury CT1 2RA)

If you can't make the events and have a question, need a paper copy of the consultation material or an alternative format, please email gypsy.traveller@kent.gov.uk or call 03000 42 15 67 (Monday to Friday, 9am to 5pm)

Consultation closes 30 March 2026
www.kent.gov.uk/pitchallocationpolicy





Points to note

- Consultees were given the choice of which questions they wanted to answer / provide comments on. The number of consultees providing an answer for each question is provided throughout this report.
- Due to the small number of responses, consultees answers to the postcode and equality monitoring (demographic) questions have not been included in this report.
- Participation was self-selecting and this needs to be considered when interpreting responses.
- As the response is weighted towards non-site residents, feedback related to direct user experience of the Policy should not be assumed to reflect the views of site residents as a whole.

4. Who responded to the consultation?

There were 11 responses to the consultation in total. Nine questionnaire responses (online), one open response provided by a site resident at one of the consultation events and one emailed organisation response from Friends, Families and Travellers. The open and emailed responses have been analysed alongside the open ended feedback received within the consultation questionnaire.

The first question asked consultees to select from a list the option that best described how they were responding to the consultation.

Are you responding ...? (Base: 9)	Number of responses
As a member of the public not living on a Gypsy and Traveller site	6
As a resident of a Kent County Council (KCC) owned Gypsy and Traveller site	1
As a Gypsy or Traveller living on a private site or in bricks and mortar	1
Something else (Parish Councillor, local resident and past business owner)	1



Consultation awareness

The most common means of finding out about the consultation was an email from KCC (4), followed by social media (3) and from the GRT Resident Service (2).

How did you find out about this consultation? (Base 9)	Number of responses
An email from Kent County Council (KCC)	4
Social media (e.g. Facebook, X, Nextdoor)	3
From the GRT Resident Service team	2
From my Parish / Town / Borough / District Council	1
Kent.gov.uk website	1

Please note, this question allowed consultees to select more than one response option, so the total number of responses exceeds the number of consultee.

5. Feedback on the proposal

Ease of understanding of the proposed Policy

Seven consultees agreed that the new draft of the Pitch Allocation Policy is easy to understand, and two said it is 'partly' easy to understand.

Consultees were asked if they had any suggestions on how to make the Policy easier to understand. Two consultee provided comments, which are presented below in their own words:

“The current content is straightforward.”

“Overall, I welcome the intention to make the Pitch Allocation Policy clearer, more transparent, and more aligned with wider housing allocation frameworks. The emphasis on evidence-based decision-making and prioritising those most in need is positive in principle.

However, I have concerns about how this Policy operates in the wider real-world context, particularly in relation to unauthorised development and planning enforcement.

The document states that the aim is to ensure fairness and consistency, yet in practice there is a perception that unauthorised developments are not addressed in a timely or effective manner. Delays in enforcement can result in developments becoming established before meaningful action is taken.



This risks undermining confidence in the system and creates a sense that those who follow the correct application processes may be disadvantaged compared to those who do not.

While I appreciate that this Policy relates specifically to allocation rather than enforcement, the two are closely linked. If access to authorised pitches is limited, complex, or slow, it may unintentionally contribute to unauthorised development. Conversely, where enforcement is not timely or consistent, it risks weakening the overall effectiveness of allocation policies.

I would therefore encourage Kent County Council to:

- Consider how this Policy aligns with planning enforcement across Kent
- Ensure there are clear and accessible pathways into authorised sites to reduce pressure towards unauthorised development
- Strengthen coordination between allocation processes and enforcement teams
- Provide greater transparency around how fairness is maintained between applicants who follow due process and those who do not

I also note the increased emphasis on evidence and verification. While this may improve robustness, it is important that the requirements remain proportionate and accessible, particularly for applicants who may face barriers in providing documentation”

Consideration of GRT community and its culture

Seven consultees agreed that the draft Policy adequately considers the GRT community and its culture, and two partially agreed.

Consultees were asked if they had any suggestions on how we can make sure the Policy adequately considers the GRT community and its culture. Two consultees provided an answer to this question. Their responses are presented below in their own words:

“The community by its culture and heritage is mobile and therefore having permanent rights to a place should be the exception rather than the rule. It makes sense if there are school age children but the place should be linked to attendance at school. If permanent places are taken then one might argue that they are no longer of the GRT community.”

“The draft Policy recognises Gypsy, Roma and Traveller (GRT) communities and their cultural identity, which is important and welcome. In particular, the acknowledgement of diversity within GRT communities and the inclusion of



culturally relevant considerations such as family structures and lifestyle is positive.

However, I am not fully convinced that the Policy consistently reflects the practical realities of GRT culture in its operation.

The increased emphasis on documentation, verification, and alignment with “bricks and mortar” housing policies may not always be appropriate for GRT communities, whose way of life can differ significantly from settled housing models. There is a risk that a more rigid, administrative approach could unintentionally create barriers for some applicants, particularly those with more traditional or mobile lifestyles.

At the same time, it is important that cultural considerations are balanced with fairness, transparency, and consistency in how the Policy is applied. The system must ensure that all applicants are treated equitably and that the process does not inadvertently create advantages or disadvantages based on how individuals engage with it.

To strengthen the Policy, I would suggest:

- Ensuring that evidence and documentation requirements remain proportionate and flexible where appropriate
- Providing clear guidance and support for applicants who may struggle to meet administrative requirements
- Continuing to recognise the importance of extended family, community ties, and cultural living arrangements
- Ensuring that cultural considerations are applied consistently alongside clear expectations around conduct and compliance

Overall, while the Policy makes positive steps in recognising GRT communities, further thought may be needed to ensure that its practical application genuinely reflects cultural realities without compromising fairness and consistency.”

Aims of the Policy

Six consultees agreed that the draft Policy meets the aims set out in it. While three partly agreed.

Consultees were asked if they had any comments or suggestions on the aims. Three provided an answer. Their responses are presented below in their own words:

“Put the rent up, or charge more to gain the money spent on making the pitches.”



“There are insufficient checks to say that the pitches are fairly allocated and the process appears very lax.

Places should only be allocated to resident UK citizens with all others not entitled to a permanent place. Ideally they should hold a UK passport. They can remain mobile.

A legal declaration should be required, enforceable in law, declaring that the applicant, nor any of their family, owns no other property in the UK, the Republic of Ireland or other country. Further, a supplementary declaration that they have no other rented accommodation either, to include social housing elsewhere.”

“The draft Policy sets out clear and appropriate aims, and in principle these are positive. The focus on making best use of limited pitches, allocating based on need, and ensuring transparency are all important objectives. However, I am not fully convinced that the Policy, as drafted, will consistently achieve these aims in practice.”

Exclusions for applying for a pitch

Seven consultees agreed with the exclusions for applying for a pitch set out in the draft Policy and two partly agreed.

Consultees were asked if they had any comments or suggestions on the exclusions for applying for a pitch. Three consultees answered this question, and one provided feedback via email. Their responses are presented below in their own words:

“Put the rent or cost up further.”

“Whilst the checks from the current list are good and aimed at protecting KCC and its staff, these are insufficient currently to weed out bad actors misusing the system. Alongside criminality checks in the UK the applicant should be required to authorise checks with both the Garda in Ireland and Interpol.

The current checks should be expanded to include the following:

- Their National Insurance number
- A check with Irish authorities as to any social housing or benefits being received
- The previously mentioned check that they do not own or lease any other property or their family in or outside the UK
- A declaration of any benefits being received in the UK
- A commitment that any children under 18 will attend school or pitch may be terminated



- Whilst it is good KCC will check for any debt to the County Council this should be extended to include debt to any public body or fines outstanding.
- No recent county court judgements against them, say 5 years
- Antisocial behaviour exclusion should be extended to 10 years
- No participation in illegal/unauthorised encampments on public or private land in last 5 years across the UK
- No involvement at all in illegal sports such as Hare coursing.
- No weapons to be held unless legally certified. “

“I agree that there should be appropriate exclusions in place to ensure that Gypsy and Traveller sites remain safe, well-managed, and sustainable communities. It is reasonable that serious anti-social behaviour, criminal activity, or breaches of previous agreements are taken into account when assessing applications.

However, I have concerns about the proposed extension to exclude applicants who are subject to a current or “live” police investigation.

An investigation does not in itself establish guilt, and there is a risk that this approach could lead to decisions being made on the basis of unproven allegations. This may not be proportionate or fair, part”

“1. Unacceptable Behaviour (P. 15) – to be made clear to KCC, the Police and to applicants that they only need to disclose unspent convictions, not previous, spent convictions. Do KCC also do the same police checks on anyone else applying for bricks and mortar social housing?

<https://unlock.org.uk/casestudy/case-study-challenging-misleading-question-council-housing-reference/>

1.a Unauthorised Encampment clause– *“Setting up an unauthorised encampment on KCC land (including highways) within the last 3 years and behaving anti-socially whilst doing so or forcing the council to incur legal cost.”* Do they mean anyone who has been on a UE regardless of whether there was alleged anti-social behaviour? If so, why are they excluding people from applying for a pitch because they have been forced to set up a UE due to lack of council provision?

2. Other Considerations (P. 15) promoting a balanced community on site with regard to religious practices, kinship, lifestyle and existing groups on the site. KCC has a duty under the Equality Act 2010 to foster good relations between communities.

2.b In general social housing, are people vetted on their suitability for moving into a home and do existing residents have any say in who their neighbours



are? How is this applied practically? For example, referring to mixing of ethnic and cultural groups and would not consider it suitable for someone from the Irish Traveller community to move onto a site that is predominantly Roman Gypsy or other identified 'GRT' group?

2.c KCC refer to the planning policy definition of Gypsy or Traveller -

Therefore are New Travellers able to apply on equal grounds for a pitch on any of KCC's sites, as they fit the definition given by government?"

Waiting list

Consultees were asked if they had any comments or suggestions on the waiting list. Two consultees answered this question. Their responses are presented below in their own words:

"Special needs should be excluded from the points list for two reasons. First as you could argue that these sites are inappropriate for such children. Second because it creates a game to jump up the list by fabricating the special needs which has become an epidemic and a huge burden on the public. Last, all people that will live on the pitch should be listed and validated by verifiable evidence. No other people can reside on the pitch for more than 3 days. If more days are needed then KCC permission must be sought."

"The proposed waiting list process is clearer and more structured than the current approach, which is positive. A points-based system and defined process for validating applications should help improve consistency and transparency in principle. However, I have some concerns about how this will operate in practice.

Firstly, placing full responsibility on applicants to keep their contact details up to date may disadvantage some individuals, particularly those with more transient living arrangements or limited access to stable communication methods. There is a risk that applicants with genuine need could miss opportunities simply due to missed contact, rather than lack of eligibility.

Secondly, while allocating pitches based on the highest number of points provides a clear framework, there should be greater transparency around how points are applied, reviewed, and, where necessary, challenged. Applicants should be able to clearly understand their position on the waiting list and how decisions are made.

I would also suggest that consideration is given to:

- Providing periodic reminders or check-ins with applicants to confirm their details remain current



- Allowing more than one attempt or method of contact before removing or bypassing an applicant
- Offering clear feedback to applicants on their points score and any changes over time
- Ensuring there is a straightforward and accessible process to challenge or review decisions

Finally, it is important that the waiting list system operates in a way that is perceived as fair. If applicants are required to follow a structured and potentially lengthy process to access authorised pitches, it is essential that this is supported by consistent and effective wider processes, so that those engaging properly with the system are not disadvantaged.

Overall, the approach is a positive step towards greater clarity, but safeguards and flexibility will be important to ensure it works fairly in practice.”

Clarity of the pitch allocation process

Eight consultees agreed that the draft Policy makes the process for pitch allocation clear and one partly agreed.

Consultees were asked if they had any suggestions on how we can make the applications process clearer or if they would like to provide comments on the application process. Two consultees provided an answer to this question, and one provided a response by email. Their responses are provided below in their own words:

“Include the previous comments so that applicants will know what to expect.”

“The draft Policy does make the application process clearer than before, and the step-by-step explanation is helpful. The introduction of support, such as the monthly drop-in session, is also a positive addition.

However, while the process is clear on paper, there are some practical considerations that may affect how accessible it is in reality.

For example, the reliance on a monthly drop-in session in Maidstone may not be convenient or accessible for all applicants across Kent. Travel, cost, and personal circumstances may limit the ability of some individuals to attend in person. It may be beneficial to consider additional locations or alternative forms of support.

In addition, the level of detail and documentation required throughout the application process may be challenging for some applicants, particularly those with lower literacy levels or more complex living arrangements. While support is mentioned, it will be important to ensure that this is readily available, well-publicised, and responsive to individual needs.



To strengthen this section, I would suggest:

- Expanding access to in-person support beyond a single location
- Offering more flexible support options, such as outreach or additional remote assistance
- Ensuring clear, simple guidance is provided alongside the application process
- Monitoring whether applicants are able to successfully complete the process without undue difficulty

Overall, the process is clearly set out, but its effectiveness will depend on how accessible and supportive it is in practice.”

“**3. Proof of Identification (P.18)** – many people from Gypsy and Traveller communities may not have any of the ID listed in the document. KCC should include the [Voting Authority Certificate](#) on the list of approved ID.”

Pointing and evidence requirements

Consultees were asked for any comments or suggestions on the pointing and evidence requirements. Four consultees provided feedback, two via the questionnaire, one via the in-person event and one by email.

Feedback from the in-person event indicated that the consultee did not agree with the points system, as it does not consider the family ‘links of existing residents. They said that where residents are related, they would prefer pitches to be allocated to other family members rather than to people who are not known to them.

Responses to the questionnaire and by email are presented below in consultees’ own words:

Only genuine GRT community members should be pointed.

Unauthorised/illegal encampments should not be rewarded because they have no ablution facilities or because they are private. Both categories should actually reduce the pointing score to discourage them. (Matched to this policy should be a more robust planning enforcement action plan with the number of illegal GRT development sites growing across the south east)

Fears for personal safety should be excluded as it creates another game to make false allegations to jump the queue.

Education arrangements should only count on pointing where attendance record is good.

Children with disabilities should be excluded from pointing unless it is a physical disability to avoid further queue jumping.”



“The introduction of a structured points-based system is a positive step and should help ensure that pitches are allocated based on need in a more transparent and consistent way. However, I have concerns about the level and rigidity of the evidence requirements across several of the criteria.

While it is important that decisions are evidence-based, the requirement for “clear, undeniable proof” in all cases may be too restrictive in practice. Some applicants may have genuine and significant housing needs but may struggle to provide formal documentation, particularly in areas such as:

- Existing accommodation – for example, those living on informal or unauthorised sites may not be able to provide formal contact details or documentation
- Welfare considerations – individuals experiencing intimidation or harassment may not always have formal records or crime reference numbers
- Medical conditions – requiring NHS letters (rather than allowing GP or other professional input) may create delays and additional barriers
- Financial and identity documentation – the breadth of documents required may be difficult for some applicants to provide, particularly those with less stable circumstances

There is a risk that the system could favour applicants who are better able to navigate administrative processes, rather than those with the greatest need.

In addition, I note that no points are awarded for local connection under the new system. While I understand the intention to prioritise need, this may have implications for community cohesion and local ties, and it would be helpful to understand how this balance will be managed.

I would suggest the following improvements:

- Allowing a degree of flexibility in evidence requirements where appropriate, including accepting a wider range of supporting information
- Providing clear guidance on what alternative evidence may be acceptable where formal documentation is not available
- Ensuring that professional judgement can be applied alongside documentary evidence in certain cases
- Reviewing whether some criteria may unintentionally disadvantage particular applicants

Finally, it is important that the system is not only fair in design but also perceived as fair in practice. If the process for accessing authorised pitches is highly structured and evidence-heavy, it should operate alongside consistent wider processes to ensure that those engaging properly with the system are not disadvantaged.



Overall, while the framework is logical and structured, greater flexibility and proportionality in evidence requirements would help ensure it operates fairly in real-world circumstances.”

“4. Points Rating (P. 19) – “Unauthorised encampment roadside or development without running water and/or toilet facilities. 20 Contact details of landowner or Local Authority. Issued Section 77 or Section 78 Notice.”

Should this also include [Section 55 of the CPR](#) too?

4.a. Points Rating relating to children – Do the points refer to each individual child and is there a cap on how many children are allowed to be catered for on a pitch? Also, there should be a section relating to home educated children, not just those who attend school.

4.b. Time on waiting list – Does the waiting list continue into the new policy once the consultation is over the new document accepted, or will the waiting list start from scratch?”

References and verification checks

Five consultees provided feedback on the proposed references and verification checks, three via the questionnaire and one by email. Their responses are presented below in their own words:

“Take 3 different types of ID. If no ID, no pitch.”

“Verification to include previous history of payment of Council tax”

“Alongside criminality checks in the UK the applicant should be required to authorise checks with both the Garda in Ireland and Interpol.

The current checks should be expanded to include the following:

- Their National Insurance number
- A check with Irish authorities as to any social housing or benefits being received
- The previously mentioned check that they do not own or lease any other property or their family in or outside the UK
- A declaration of any benefits being received in the UK
- A commitment that any children under 18 will attend school or pitch may be terminated
- Whilst it is good KCC will check for any debt to the County Council this should be extended to include debt to any public body or fines outstanding.
- No recent county court judgements against them, say 5 years
- Antisocial behaviour exclusion should be extended to 10 years



- No participation in illegal/unauthorised encampments on public or private land in last 5 years across the UK
- No involvement at all in illegal sports such as Hare coursing.
- No weapons to be held unless legally certified.”

“The inclusion of references and verification checks is understandable and important to ensure that applications are assessed accurately and that sites remain safe and well-managed.

However, I have some concerns about the scope and proportionality of the checks proposed, particularly in relation to how certain types of information may be used in decision-making.

In particular:

- Police checks and intelligence – The use of police intelligence, warning markers, and ongoing investigations raises concerns about fairness and proportionality. Such information may not always be substantiated or lead to formal action yet could significantly influence an application outcome. It would be important to ensure that decisions are not made solely on unverified or low-level intelligence and that clear thresholds are in place for how this information is used.
- Broad data sharing and verification – The range of checks across multiple agencies (including financial, medical, and internal intelligence systems) is extensive. While verification is important, this level of scrutiny may feel intrusive and could deter some applicants from engaging with the process. Clear communication about how data is used, stored, and assessed will be essential.
- Risk of inconsistency – Where multiple sources of information are considered, there is a risk of inconsistent interpretation unless clear guidance and safeguards are in place. Applicants should have confidence that similar circumstances will be treated in the same way.
- Opportunity to respond – It is important that applicants are given a fair opportunity to respond to any adverse information identified through these checks before a final decision is made.

To strengthen this section, I would suggest:

- Clear guidance on how police intelligence and non-conviction information will be weighted and applied
- Ensuring that decisions are based on verified and relevant evidence, with appropriate safeguards in place
- Providing transparency to applicants about what checks are carried out and how this may affect their application



- Ensuring a clear and accessible right to challenge or appeal decisions arising from these checks

Overall, while verification processes are necessary, they should be applied in a proportionate, transparent, and consistent manner to ensure fairness and maintain confidence in the system.”

“5. References and Verification Checks (P. 22) – Credit checks with KCC intelligence. What does this mean? What are KCC checking?”

5.a Trading Standards databases – Why are KCC checking these? How is this relevant and would they check other people applying for general social housing?

5.c Confirmation with schools – Should also include deregistered children so EMTAS or Traveller Education need to be included.

5.d Police checks – What is a warning marker? Or intelligence flags? Is this something also carried out with other social housing applicants? What is the legality of a warning marker and keeping that information on a database and if it should be shared outside of the police force?”

Additional changes and anything else about the draft Policy

Consultees were asked if they have any comments on the rest of the changes being proposed or if there was anything else they would like to tell us about the draft Policy. Four consultees provided an answer to this question and one provided feedback via email. Their responses are provided below in their own words:

“Just recoup more money by putting the price up. If any taxpayer’s money is spent, it should be recouped.”

“Crucial to have proof of identity checks”

“No appeals should be allowed.

The Equality Act reference should be removed as this policy in itself is discriminatory for the benefit of one community.

A commitment that any children under 18 will attend school or pitch may be terminated

Whilst it is good KCC will check for any debt to the County Council this should be extended to include debt to any public body or fines outstanding.

No recent county court judgements against them, say 5 years

Antisocial behaviour exclusion should be extended to 10 years

No participation in illegal/unauthorised encampments on public or private land in last 5 years across the UK



No involvement at all in illegal sports such as Hare coursing.

No weapons to be held unless legally certified.”

“Overall, the draft Policy represents a clear effort to introduce greater structure, consistency, and transparency into the allocation of pitches, which is welcome.

However, I would like to raise the following comments on specific proposals and the overall approach:

- Alignment with housing allocation schemes – While aligning with District and Borough Council housing policies may improve consistency, it is important to recognise that Gypsy and Traveller accommodation needs and cultural circumstances can differ significantly from “bricks and mortar” housing. Care should be taken to ensure that this alignment does not reduce necessary flexibility.
- Debtors – The approach to applicants with outstanding debts appears more balanced than previously, particularly where housing need may outweigh the debt. However, it would be helpful to clarify how this balance will be assessed in practice to ensure consistency and fairness.
- Removal of interviews – Removing the interview stage may streamline the process, but it also removes an opportunity for applicants to explain their circumstances in more detail. This could be particularly important where documentation is limited or where individual situations are complex. Consideration could be given to retaining some form of discretionary engagement where needed.
- Visit to site/pitch (top scorer only) – While efficient, limiting visits to only the top-scoring applicant may reduce transparency and flexibility. There may be benefit in allowing a small number of top applicants to view the pitch to ensure the best overall match and avoid delays if an offer is declined.
- Appeals and complaints – The inclusion of more detail is positive. It will be important that this process is accessible, clearly explained, and genuinely independent to maintain confidence in decision-making.

More broadly, I would emphasise that the success of this Policy will depend not only on its design, but on how it operates in practice.

In particular, there is a need to ensure that:

- The system is perceived as fair and consistent by all communities
- Those who follow the correct processes are not disadvantaged
- Allocation processes are considered alongside wider planning and enforcement activity



If authorised pitch allocation is highly structured and evidence-driven, but wider enforcement of unauthorised development is not timely or consistent, this risks undermining confidence in the overall system.

In summary, the Policy is a positive step towards greater clarity and structure, but careful attention is needed to ensure that it remains flexible, proportionate, and fair in practice, and that it operates effectively within the wider context in which it sits.”

“**6. Decision not to offer** (P. 23) – How is this decided if not based on the points rating? Who decides the criteria and under what evidence?”

6. Application form

Three consultees provided feedback on the proposed application form (two via the questionnaire and one by email). Their responses are presented below in their own words:

“It looks OK but needs the suggested amendments so that the applicant knows what is expected.”

“The revised application form appears more comprehensive and better aligned with the draft Policy, and it is helpful that additional guidance is provided through the Supporting Information document. The inclusion of questions relating to health, caring responsibilities, and living arrangements should assist in building a clearer picture of applicants’ needs.

However, there are some concerns regarding the level of detail and volume of information required.

The application form, together with the supporting evidence requirements, is extensive and may be challenging for some applicants to complete fully and accurately. This is particularly relevant for individuals who may have lower literacy levels, limited access to documentation, or more complex or informal living arrangements. There is a risk that the process could become overly administrative and act as a barrier to those most in need.

In particular:

- The requirement for detailed financial, identity, and household information may be difficult for some applicants to provide in full
- Questions relating to health and medical conditions rely heavily on formal evidence, which may not always be readily accessible
- The breadth of supporting documentation required may feel disproportionate in some cases



While the Supporting Information document is a positive addition, it will be important to ensure that:

- Guidance is clear, simple, and easy to follow
- Support is readily available for those who need help completing the form
- A degree of flexibility is applied where applicants cannot provide all documentation immediately

Overall, the application form is thorough and structured, but consideration should be given to ensuring it remains accessible and proportionate, so that it does not unintentionally exclude applicants who may have genuine housing need but face practical barriers in completing the process.”

“7. Draft Application Form (P. 30) – Heritage groupings – What do KCC mean by ‘other’ groups? Why are non-ethnic groups not included here when the planning policy states the definition of who is deemed to be Gypsy or Traveller? This needs to be altered to include non-ethnic groups.

8. Children’s Details – Should include a section for elected home educated children too.

9. Appendix 3 Draft Supporting Information - Local Connection – What counts as a local connection for people who are from a travelling community? Who may not be able to prove this due to lack of provision, living just over the county border etc? In previous generations the family may have all been local and be buried in Kent graveyards, but current generations not been able to find a place to live in the county.

9.a. Proof of address – Why is this being asked of travelling communities? How is this relevant? People may not be able to provide a proof of address but should not be discriminated against this due to lack of provision from local authority.”

7. Feedback on the equality analysis

To help make sure we are following the Equality Act 2010, we carried out an Equality Impact Assessment (EqIA) on the draft Policy. This looked at how the proposed changes in the Policy might affect people with protected characteristics, such as age, disability, gender identify/transgender, pregnancy and maternity, marriage and civil partnerships, race, religion or belief, sex and sexual orientation. We also consider the impact on people with caring responsibilities. The EqIA was available on the consultation webpage or on request.

Consultees were asked to provide their views on the equality analysis, including suggestions for anything else that should be considered relating to equality and



diversity. The two responses received can be found below in the consultee's own words:

“Only that this is not equality as no other community gets such assistance. This is for cultural reasons and 'due preference' but it is not equality of treatment. Further, it is an odd conflict of providing fixed locations for a culture and heritage of mobility. In simple terms, when is a traveller not a traveller and that is when they cease to be nomadic.”

“The Equality Impact Assessment is a positive and important part of the process, and it is good to see consideration given to protected characteristics under the Equality Act 2010.

However, there may be a risk of indirect impacts arising from how the Policy operates in practice. In particular, the level of documentation, verification, and administrative requirements may be more challenging for some groups, including those with disabilities, lower literacy levels, or more complex living arrangements.

While support is referenced, it will be important to ensure this is accessible and sufficient in practice. There should also be consideration of whether the system may unintentionally favour those who are better able to navigate it, rather than those with the greatest need.

I would suggest ongoing monitoring of how different groups are able to access and progress through the system, and a degree of flexibility where appropriate to ensure fair outcomes.

Overall, the EqIA is a positive step, but further consideration of practical impacts would strengthen it.”



8. GRT Resident Service response to the consultation

The table below sets out KCC’s response to key themes and comments raised in consultation.

Comment / question raised	KCC response
Concerns were raised about applicants’ ability to provide documentation.	The Policy will be updated to clearly allow flexibility where standard evidence cannot be provided. KCC is committed to making this Policy as inclusive as possible, and alternative evidence may be accepted based on individual circumstances, as long as it provides the same level of proof.
Consultees question whether fairness and transparency will be achieved <i>in practice</i> without clearer safeguards, consistency mechanisms, and transparency of scoring / decision review, and also whether professional judgement can be applied alongside documentary evidence in certain cases.	We will continue with the strengthened verification arrangements, alongside enhanced procedural safeguards - including transparent and consistent guidance, and the right to respond - to maintain confidence in decision-making (see section 10 of the Policy). Once approved and implemented, the Policy will be underpinned by comprehensive training and the designation of a dedicated officer within the team to ensure consistent application of the Policy and related decisions.
It was asked if KCC carries out the same police checks on people applying for bricks and mortar social housing.	KCC does not provide bricks and mortar housing. This requirement is set out in the current/existing Pitch Allocation Policy and there are no proposal to change it.
Suggestions that the criteria should be reviewed and considered whether some criteria may unintentionally disadvantage particular applicants.	The criteria set out in the Policy are a strengthened version of those used in the previous policy and are broadly aligned with criteria commonly applied within housing. The criteria have not previously been subject to challenge. Further review will take place once the new Policy has been implemented and sufficient evidence is available, either as part of continuous



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Comment / question raised	KCC response
	improvement activity or in response to complaints and feedback received from applicants.
One consultee asked if anyone who has been on a unauthorised encampment regardless of whether there was alleged anti-social behaviour will be excluded from applying for a pitch.	No, the clause specifies anyone who sets up an unauthorised encampment and who behaved anti-socially whilst doing so or forced the council to incur legal cost will be excluded from applying for a pitch.
Concern about excluding applicants based on being under investigation or use of intelligence / markers that may not equate to proven wrongdoing.	The Policy has been updated to make clear that decisions will be based on the full range of available information, not just one individual piece of evidence (section 16 of the Policy).
Consultees suggested that there should be greater transparency around how points are applied, reviewed, and, where necessary, challenged, and that applicants should be able to clearly understand their position on the waiting list and how decisions are made.	<p>Where applicants request it, KCC will provide confirmation of their awarded points. If the applicant is able to provide adequate proof that supports the award of more points than this will be considered.</p> <p>Reasonable attempts to contact applicants will be made before any decision to remove them from the waiting list.</p> <p>The Policy does include an Appeals and Complaints section – section 24.</p>
Consultee suggested monitoring by KCC to determine whether applicants are able to successfully complete the process without undue difficulty.	As part of the GRT Resident Service's ongoing commitment to improvement, any feedback suggesting that the application process is difficult will be considered and reviewed to identify opportunities for further improvement.
Suggestions that the Policy could be strengthened by expanding access to in-person support beyond a single location, and also that the new process may become overly administrative and act as a barrier.	Due to limited resources, the GRT Resident Service is unable to offer more than one face-to-face support session. Telephone support and signposting to other services remain available to help applicants with their application. This support is provided to balance accessibility with the administrative



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Comment / question raised	KCC response
	processes required to ensure fair and consistent plot allocation.
No points are awarded for local connection in new Policy / points system.	These points have been removed as the information required is difficult to evidence and verify in a consistent and proportionate way.
Consultee provided feedback on reference and verification checks, along with suggestions for expanded checks.	While the Policy names certain partner organisations, it makes clear that any checks undertaken will be necessary and proportionate, and may vary depending on the information provided by the applicant. This means that additional or alternative checks may be carried out where the information supplied warrants it, provided this is justified, proportionate, and lawful under UK GDPR data-sharing /protection requirements.
Feedback provided about how debt and housing need will be balanced.	This will be determined on a case by case basis depending on each individual circumstance.
Feedback highlights the removal of the 'interview' and the risk that it removes the opportunity for an applicant to explain their circumstances in more detail.	Engagement with applicants will always be discretionary and the GRT Resident Service publishes contact details for applicants to contact us where they wish to.
It was asked whether people are vetted for suitability before moving into social housing, whether existing residents have any say in who their neighbours are, and how is this applied in practice.	The reference to promoting a “balanced community” is not intended to endorse segregation or the exclusion of applicants based on ethnicity, religion, cultural identity, or family background. Rather, it reflects a practical site management consideration, similar to those applied across wider social housing, where landlords take into account safeguarding, welfare needs, household composition, and the sustainability of communities — while



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Comment / question raised	KCC response
	<p>remaining fully compliant with equality legislation.</p> <p>It would therefore not be appropriate to determine that an applicant should or should not be offered a pitch solely because:</p> <ul style="list-style-type: none"> • A site is predominantly occupied by one GRT group, or • Existing residents express a preference for neighbours from a particular background. <p>However, KCC may consider individual, evidence-based site management or welfare factors where relevant, for example:</p> <ul style="list-style-type: none"> • Specific safeguarding risks • Serious, evidenced disputes that cannot be mitigated through proportionate management action • The needs of vulnerable households or children. <p>Any such considerations must be:</p> <ul style="list-style-type: none"> • Based on objective evidence, not assumptions or generalisations • Proportionate and necessary • Considered on a case by case basis • Clearly documented and capable of being explained to the applicant.
<p>A question was raised about whether new Travellers can apply on equal grounds for a pitch on any of KCC's sites, where they meet the government's planning policy definition.</p>	<p>Yes, new Travellers are able to apply for a pitch on equal grounds.</p>



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Comment / question raised	KCC response
A suggestion was made that KCC should include the Voting Authority Certificate on the list of approved ID.	This has been added to the list of approved IC in the Supporting Information document.
It was asked whether ' <i>Unauthorised encampment roadside or development without running water and/or toilet facilities. 20 Contact details of landowner or Local Authority. Issued Section 77 or Section 78 Notice.</i> ' in the Points Rating section should also be include Section 55 of the CPR.	This has been added to the new Policy.
In the 'Points Rating relating to children' section, a consultee asked if the points refer to each individual child and if there is a cap on how many children are allowed to be catered for on a pitch. They also asked if there should be a section relating to home educated children, not just those who attend school.	Points are awarded for each child in full time education with no cap on the number of children. Points are only awarded for children who attend school, as this can be reliably evidenced.
A consultee asked whether the waiting list will carry over if the new policy is approved, or whether it will start from scratch.	The current waiting list will continue.
One consultee queried what 'credit checks with KCC intelligence' means in the 'References and Verification Checks' section of the Policy and asked what KCC would be checking.	The Policy does not refer to 'credit checks with KCC intelligence'. Relevant checks are carried out using KCC's intelligence databases, which hold details of criminal enforcement actions taken by local authorities under the legislation they are responsible for.
It was asked why KCC are checking Trading Standards databases and if they make the same checks for people applying for general social housing.	Trading Standards can enforce some criminal legislation that is not always recorded be the police. We therefore check Trading Standards information to verify details provided in the application. KCC does not provide general social housing, so we cannot confirm what checks are carried out for those applications.



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Comment / question raised	KCC response
<p>One consultee suggested that ‘confirmation with schools’ should also include deregistered children so EMTAS or Traveller Education is included.</p>	<p>Points are only awarded for children who attend school, as this can be reliably evidenced.</p>
<p>With regards to police checks, one consultee asked for confirmation on what a warning marker or intelligence flag is and if this is something also carried out with other social housing applicants. They also queried the legality of a warning marker and keeping that information on a database and whether it should be shared outside of the police force.</p>	<p>Warning markers or intelligence flags are gathered from previous experiences with an applicant. These may need to be considered for the health and safety of KCC staff. In the public sector these can be shared if there are previous incidents / instances that could identify a health and safety risk. All personal data is processed in accordance with Data Protection Act. This is detailed in the GRT Resident Service privacy notice.</p> <p>KCC does not provide general social housing, so we cannot confirm what checks are carried out for those applications.</p>
<p>One consultee asked how a decision not to offer a pitch is decided if not based on the points rating who decides the criteria, and under what evidence.</p>	<p>The points system is the main way that applications are prioritised, but it is not the only factor considered. In some limited circumstances, KCC may decide not to offer a vacant pitch even where an applicant has a high points score. Decisions are made by looking at all the available information together, rather than relying on points alone. This may include factors relating to:</p> <ul style="list-style-type: none"> • Site safety and management • Safeguarding or welfare concerns • The needs of vulnerable residents (including children) • Serious and evidenced issues that could not be managed through normal site support or mediation. <p>These decisions are not routine and are only made where it is believed to be necessary and proportionate to do so. The decision is</p>



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Comment / question raised	KCC response
	<p>made by senior officers within the GRT Resident Service, and where appropriate, advice may also be taken from other relevant professionals (for example, safeguarding or legal teams).</p> <p>Any decision not to offer a pitch will be based on clear, relevant evidence; considered on a case-by-case basis, and will be recorded and be capable of being explained.</p>
<p>One consultee asked what KCC means by 'other' groups under heritage groupings in the draft Application Form and why non-ethnic groups are not included here when the planning policy states the definition of who is deemed to be Gypsy or Traveller. They suggested that this be altered to include non-ethnic groups.</p>	<p>When the policy refers to "other" groups, this was meant to reflect identities beyond the more commonly referenced ethnic groups, but we recognise that this wording is unclear and could cause confusion.</p> <p>We also acknowledge the feedback that non-ethnic Gypsies and Travellers must be explicitly included. Planning policy defines Gypsies and Travellers based on way of life and travel patterns, not solely on ethnic background, and the Pitch Allocation Policy must be consistent with that definition. The final Policy will be amended to reflect this.</p>
<p>It was suggested that in the Application Form 'Children's Details' should include a section for elected home educated children too.</p>	<p>Points are only awarded for children who attend school, as this can be reliably evidenced.</p>
<p>One consultee asked, in relation to the draft Supporting Information under 'Local Connection' how a local connection would be defined for people from a travelling community. They noted that some individuals may be unable to provide evidence due to a lack of provision, living just over the county border etc. The consultee gave the example of families with longstanding historic connections to Kent,</p>	<p>It can be very hard for applicants to provide proof / evidence of a longstanding historic connection, but where this proof is provided KCC will consider it alongside the other information provided in the application.</p>



Comment / question raised	KCC response
such as previous generations living locally and being buried in Kent cemeteries, but where current generations have been unable to secure accommodation within the county.	
It was queried why proof of address is this being requested from travelling communities, as some people may not be able to provide it. The consultee said applicants should not be discriminated because of this, particularly where a lack of local authority provision makes it difficult to evidence an address.	For a number of reasons, not all Gypsies and Travellers travel so this will be applied flexibly to take into account, where standard evidence cannot be provided. KCC is committed to making this Policy as inclusive as possible, and alternative evidence may be accepted based on individual circumstances, as long as it provides the same level of proof.

9. Next steps

All of the responses to this consultation have been considered by KCC and used to help finalise the Pitch Allocation Policy and supporting documents.

This report, the updated post-consultation EqIA and final Policy documents are expected to be presented to the Growth, Environment and Transport Cabinet Committee on 5 May 2026 before a decision is taken by the Cabinet Member for Community and Regulatory Services.

The consultation report and details of the decision will be published on the consultation webpage. The report can be made available in paper copy or alternative formats on request.



10. Appendix 1. Word version of questionnaire

Pitch Allocation Policy Questionnaire

We are proposing changes to our policy for how pitches are allocated on Kent County Council (KCC) owned and managed Gypsy and Traveller sites.

The Pitch Allocation Policy sets out how we allocate pitches when they become available and how we decide who is most in need. It is essential to the good management of our sites and helps make sure they provide a safe environment for Gypsy and Traveller communities.

This Policy only impacts future people applying to live on KCC owned sites. The changes being proposed would not impact current site residents unless they are applying to transfer between KCC sites or are a young person who currently lives on one of our sites with a parent(s) or guardian and wishes to apply for their own plot when they reach 18 years old.

These proposals relate only to the seven gypsy and traveller sites operated directly by KCC. They do not apply to the six sites run by the District and Borough Councils in Kent.

The main changes being proposed are:

- Updates to make the Policy clearer and more like the 'bricks and mortar' housing allocation policies operated by District and Borough Councils in Kent.
- How we handle applications, what documents applicants must provide, and how they are placed on the waiting list.
- Updated application form which asks the right questions to support the revised Policy.

More information on the changes being proposed is available in the Consultation Document. We have also made two videos explaining the consultation process and proposals, which are available, alongside all of the consultation material.

We recommend that you read the Consultation Document before completing this questionnaire. All of the consultation material is available from our website www.kent.gov.uk/pitchallocationpolicy or in paper copy on request.

If you have any questions, need any help to take part or require paper copies, please email gypsy.traveller@kent.gov.uk or call 03000 421 567 (Monday to Friday, 9am to 5pm).



Have your say

We want to hear your views on the proposed changes to our Pitch Allocation Policy and have provided this questionnaire for you to give your feedback. The questionnaire is split into five sections:

Section 1 – About you	Page 3
Section 2 – Your feedback on our draft Policy	Page 6
Section 3 – Application form	Page 15
Section 4 – Equality analysis	Page 16
Section 5 – Equality monitoring	Page 17

You can answer all or as many of the questions as you like. If you would rather not provide feedback on a section or question, just move on to the next one.

Please do not include any personal information that could identify you or anyone else in any of your answers.

This questionnaire can be completed online at www.kent.gov.uk/pitchallocationpolicy.

If you can't take part online, please fill in this paper form and return by:

- Email : gypsy.traveller@kent.gov.uk
- Post: GRT Resident Service, Kent County Council, County Hall, Maidstone, Kent ME14 1XQ
- To a member of the GRT Resident Service team (if you are currently a KCC site resident).

Please ensure your response reaches us by midnight on Monday 30 March 2026.

Privacy: Kent County Council (KCC) collects and processes personal information in order to provide a range of public services. KCC respects the privacy of individuals and endeavours to ensure personal information is collected fairly, lawfully, and in compliance with the United Kingdom General Data Protection Regulation and Data Protection Act 2018. Read the full Privacy Policy at the end of this document.

Alternative formats: If you require any of the consultation material in an alternative format or language, please email: alternativeformats@kent.gov.uk or call: 03000 42 15 53 (text relay service number: 18001 03000 42 15 53). This number goes to an answering machine, which is monitored during office hours.



Section 1 – About you

Q1. How are you taking part in this consultation?

Please select the option from the list below that most closely represents how you will be responding to this consultation. Please select **one** option.

<input type="checkbox"/>	As a resident of a Kent County Council (KCC) owned Gypsy and Traveller site
<input type="checkbox"/>	On behalf of a friend or family member living on a KCC owned Gypsy and Traveller site - please answer all the questions using their details and not your own
<input type="checkbox"/>	As a resident on another council owned site in Kent (not KCC)
<input type="checkbox"/>	As a Gypsy or Traveller living on a private site or in bricks and mortar
<input type="checkbox"/>	As a member of the public not living on a Gypsy and Traveller site
<input type="checkbox"/>	As a representative of a local community group or residents' association
<input type="checkbox"/>	On behalf of a Parish / Town / Borough / District Council in an official capacity
<input type="checkbox"/>	As a Parish / Town / Borough / District / County Councillor
<input type="checkbox"/>	On behalf of a charity, voluntary or community sector organisation (VCS)
<input type="checkbox"/>	Something else, please tell us:

Q1a. If you are responding on behalf of an organisation, please tell us the name of your organisation. Please write in below.



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Q1b. If you are responding as a resident or on behalf of a resident of a KCC owned site, please tell us which site you/they live on:

<input type="checkbox"/>	Aylesham Caravan Park
<input type="checkbox"/>	Barnfield Park
<input type="checkbox"/>	Coldharbour Caravan Site
<input type="checkbox"/>	Greenbridge Park
<input type="checkbox"/>	Polhill Caravan Site
<input type="checkbox"/>	Three Lakes Park
<input type="checkbox"/>	Windmill Lane Caravan Park

Q1c. If you are responding as a resident on a District or Borough Council owned site in Kent (not KCC), please tell us which site you live on:

Q2. Please tell us the first five characters of your postcode:

Please do not reveal your whole postcode. If you are responding on behalf of a friend or relative, provide their postcode. If you are responding on behalf of an organisation, use your organisation's postcode. We use this to help us to analyse our data. It will not be used to identify who you are.



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Q3. How did you find out about this consultation? Please select **all** that apply.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | An email from Kent County Council (KCC) |
| <input type="checkbox"/> | Direct mail to my home |
| <input type="checkbox"/> | From a friend or relative |
| <input type="checkbox"/> | From a GRT Resident Service team |
| <input type="checkbox"/> | From my Parish / Town / Borough / District Council |
| <input type="checkbox"/> | Kent.gov.uk website |
| <input type="checkbox"/> | Newspaper |
| <input type="checkbox"/> | Poster |
| <input type="checkbox"/> | Social media (e.g. Facebook, X, Nextdoor) |
| <input type="checkbox"/> | Something else, please tell us: |



Section 2 – Your feedback on our draft Policy

You can read the new proposed draft of the Pitch Allocation Policy in Appendix 1 of the Consultation Document.

Q4. Is the new draft of the Pitch Allocation Policy easy to understand?

Please select **one** option.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	Partly
<input type="checkbox"/>	No
<input type="checkbox"/>	I don't know

Q4a. If you have any suggestions on how we can make the Policy easier to understand, please tell us in the box below. If your suggestion relates to a specific section/page, please provide details in your answer.



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Q5. Does the draft Policy adequately consider the Gypsy, Roma and Traveller (GRT) community and its culture? Please select one option.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Yes

Partly

No

I don't know

Q5a. If you have any suggestions on how we can make sure the Policy adequately considers the GRT community and its culture, please tell us in the box below. If your suggestion relates to a specific section/page, please provide details in your answer.



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Aims of the Policy

The draft Policy sets out the following aims:

- Make best use of permanent pitches.
- Ensure fair and transparent allocation based on priority need.
- Provide pitches for eligible Gypsies and Travellers.
- Recognise the diversity within GRT communities.

Q6. Does the draft Policy meet these aims? Please select **one** option.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	Partly
<input type="checkbox"/>	No
<input type="checkbox"/>	I don't know

Q6a. If you have any comments or suggestions on the aims, please tell us in the box below. If your comment relates to a specific aim, please make it clear in your answer.



Key changes and sections

We are now going to ask you some questions about the key proposals and sections in the draft Policy. From page 4 of the Consultation Document there is a table which provides a summary the proposed changes.

There will be an opportunity later to provide feedback on any of the other proposed changes and to tell us anything else you would like to about the draft Policy.

Exclusions for applying for a pitch

The exclusions for who cannot apply for a pitch are set out in the draft Policy from page 14 of the Consultation Document. In the current Policy under 'Unacceptable behaviour' anyone with a conviction for a violent or other serious offences, and/or weapons cannot apply for a pitch. In the new Policy this is extended to include anyone with a current or live police investigation as well. This means that if an applicant is being investigated by the police they will not have their application considered at this time.

Q7. Do you agree with the exclusions for applying for a pitch set out in the draft Policy? Please select **one** option.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	Partly
<input type="checkbox"/>	No
<input type="checkbox"/>	I don't know

Q7a. If you have any comments or suggestions on the exclusions for applying for a pitch, please tell us in the box below. If your comment relates to a specific exclusion, please make that clear in your answer.



Waiting list

The draft Policy (from page 16 of the Consultation Document) explains how the waiting list will now work. Application forms would be accepted at any time, and once received, reviews, due diligence checks and pointing would take place. Following this, if the application is accepted, it would be added to the waiting list. Once on the waiting list, when a pitch becomes available, all of the applicants on the waiting list would be contacted to confirm their details and interest. The applicant with the highest number of points, would be offered the pitch.

It will be the responsibility of the person applying for a pitch to make sure that they keep their contact details up to date. This is so we can contact them when a pitch becomes available.

Q8. If you have any comments or suggestions on the waiting list, please tell us in the box below.



Application process

This section of the Policy (pages 16 to 18 in the Consultation Document) explains the process for applying for a pitch in more detail. It also introduces a monthly 'drop-in session' in Maidstone, providing assistance with completing an application.

Q9. Does the draft Policy make the process for pitch applications clear? Please select **one** option.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	Partly
<input type="checkbox"/>	No
<input type="checkbox"/>	I don't know

Q9a. If you have any suggestions on how we can make the applications process clearer or would like to provide comments on the application process, please tell us in the box below. If your suggestion relates to a specific section/page, please provide details in your answer.



Pointing and evidence requirements

Once completed applications and supporting information have been received, they will be assessed and reviewed for pointing. Pointing is used to identify which applicants are considered the most in need. The draft Policy sets out the six areas that are considered for pointing, and the evidence requirements for each. They can be found from page 18 to 21 of the Consultation Document.

Q10. If you have any comments or suggestions on the pointing and evidence requirements, please tell us in the box below. If your comment relates to a specific criteria, please make that clear in your answer.

References and verification checks

This section of the draft Policy explains the references and verification checks that will be completed on each application for anyone living on the pitch over the age of 18. This can be found from page 22 of the Consultation Document.

Q11. If you have any comments or suggestions on the references and verification checks, please tell us in the box below. If your comment relates to a specific check, reference or verification, please make that clear in your answer.



Feedback on other changes or anything else you would like to tell us

The new draft Policy also proposes to make the following changes:

- Legislative framework - new sentence added to state that the policy is closely aligned with District and Borough Council housing allocation schemes.
- Equality and diversity – amended to explain our commitment to the Equality Act 2010 in simpler and clearer terms.
- Debtors – applicants won't be considered for a pitch if they previously owed money to KCC and the debt remains unpaid, unless their housing need outweighs the debt.
- Interview – removes the need for the applicants with the highest scores to meet with KCC's GRT Resident Service in-person to discuss their application in more detail.
- Addition to the waiting list – new section clarifying when an application is added to the waiting list.
- When a pitch becomes available for allocation – new section explaining the new process for allocating a pitch.
- Visit to site/pitch – only the top scorer is invited to visit the pitch.
- Appeals and complaints – amended to include more detail.
- Appendix 1 points allocation system - replaced in the new Policy by the 'Points Rating Criteria' table in section 10. 'Pointing and evidence requirements.'

A table summarising the changes is available from page 4 of the Consultation Document.



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Q12. Do you have any comments on the rest of the changes being proposed or is there anything else you would like to tell us about the draft Pitch Allocation Policy for KCC owned sites? If your comment relates to a specific change/proposal, please make that clear in your answer. Please do not include any personal information that could identify you or anyone else in your answer.



Section 3 – Application form

You can find the new draft application form in Appendix 2 of the Consultation Document. The form collects all the details needed to manage pitch allocations in line with the new draft Policy. To make sure we get the right information from applicants, we have reviewed the response options in section 2 'Current Accommodation Arrangements' ('Are there problems with your existing accommodation?') and now ask:

- for extra information about family members who would also be living on the pitch about health or medical issues affecting current or future living arrangements
- if the applicant is a Carer.

To make things easier, there is now a Supporting Information document to help applicants to complete the application form. You can see a draft of this in Appendix 3 of the Consultation Document.

Q13. Please use the box below to provide any feedback on the proposed application form. Please do not include any personal information that could identify you or anyone else in your answer.



Section 4 – Equality analysis

To help make sure we are meeting our responsibilities under the Equality Act 2010 we have prepared an Equality Impact Assessment (EqIA) for the proposed draft Policy.

An EqIA is a tool to assess the impact any proposals would have on the protected characteristics: age, disability, gender identity/re-assignment, pregnancy and maternity, marriage and civil partnerships, race, religion or belief, sex and sexual orientation. We also include carer's responsibilities. The EqIA is available online at www.kent.gov.uk/pitchallocationpolicy or on request.

Q14. We welcome your views on our equality analysis and if you think there is anything we should consider relating to equality and diversity, please add any comments below.

Please do not include any personal information that could identify you or anyone else in your answer.



Section 5 – Equality monitoring

We are asking these optional questions to help us meet our obligations under the Public Sector Equality Duty. This information really helps us to understand how people with different protected characteristics could be affected by our proposals. **If you would rather not answer any of these questions, you don't have to.**

It is not necessary to answer these questions if you are responding on behalf of an organisation.

If you are responding **on behalf of someone else**, please answer using their details.

Q15. Which of these age groups applies to you? Please select one option.

<input type="checkbox"/>	Under 16	<input type="checkbox"/>	16-25	<input type="checkbox"/>	26-35	<input type="checkbox"/>	36-45	<input type="checkbox"/>	46-55
<input type="checkbox"/>	56-65	<input type="checkbox"/>	66-75	<input type="checkbox"/>	76-85	<input type="checkbox"/>	86+ over	<input type="checkbox"/>	I prefer not to say

Q16. What is your ethnic group? Please select one option.

White

<input type="checkbox"/>	English, Scottish, Welsh, Northern Irish or British
<input type="checkbox"/>	Irish
<input type="checkbox"/>	Gypsy or Irish Traveller
<input type="checkbox"/>	Roma
<input type="checkbox"/>	Any other White background, please tell us:

Please see over the page for more ethnic groups.



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Mixed or Multiple

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed or Multiple background, please tell us:

Asian or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian or Asian British background, please tell us:

Black, Black British, Caribbean or African

Caribbean

African background, write in below

Any other Black, Black British, or Caribbean background, please write in below:

Another ethnic group

Arab

Roma

Any other ethnic group, please tell us:



Q17. Do you have a disability, health condition, physical or mental impairment that has a substantial and long-term negative effect on your ability to do normal daily activities? Please select **one** option.

- Yes
- No
- I prefer not to say

Q17a. If you answered 'Yes' to Q17, please tell us if any of the following disabilities or health conditions apply to you.

You may have more than one, so please select **all** that apply. If none of these applies to you, please select 'A different disability or health condition' and give brief details.

- Physical
- Sensory (hearing, sight or both)
- Longstanding illness or health condition, such as cancer, HIV/AIDS, heart disease, diabetes or epilepsy
- Mental health condition
- Learning disability
- Neurodivergent, such as ADHD, autism, dyslexia and dyspraxia
- I prefer not to say
- A different disability or health condition

If you have selected 'A different disability or health condition', please tell us:



Gypsy and Traveller Site Pitch Allocation Policy

Consultation Report



A Carer is someone who gives unpaid care or help to anyone because they have a long-term physical or mental health condition or illness, or problem related to old age. Both children and adults can be Carers.

Q18. Are you a Carer? Please select **one** option.

- Yes
- No
- I prefer not to say

Q19. What is your religion or belief? Please select **one** option.

- No religion or belief
- Atheist
- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- A different religion or belief, please tell us:
- I prefer not to say



Gypsy and Traveller Site Pitch Allocation Policy

Consultation Report



Q20. What is your sex? A question about gender identity will follow. Please select **one** option.

- Female
- Male
- I prefer not to say

Q21. Is the gender you identify with the same as your sex registered at birth?
Please select **one** option.

- Yes
- No, please tell us your gender identity:
- I prefer not to say

Q22. Which of the following best describes your sexual orientation? Please select **one** option.

- Heterosexual/Straight
- Gay or Lesbian
- Bisexual
- I prefer to define my own sexuality, please tell us:
- I prefer not to say

Thank you for taking the time to complete this questionnaire. Your feedback is important to us. All feedback received will be reviewed and considered in the development of our proposals.

We will report back on the feedback we receive, but details of individual responses will remain anonymous, and we will keep your personal details confidential.

Closing date for responses: 30 March 2026.

EQIA Submission – version 2

Section A

EQIA Title

GRT Resident Service Pitch Allocations Policy

Responsible Officer

Natalie Liddiard - GT GC

Approved by (Note: approval of this EqIA must be Applicable within the EqIA App)

Tom Marchant - GT GC

Type of Activity

Service Change

No

Service Redesign

No

Project/Programme

No

Commissioning/Procurement

No

Strategy/Policy

Strategy/Policy

Details of other Service Activity

No

Accountability and Responsibility

Directorate

Growth Environment and Transport

Responsible Service

GRT Residents Service, Growth & Communities

Responsible Head of Service

Tom Marchant - GT GC

Responsible Director

Stephanie Holt-Castle - GT GC

Aims and Objectives

The current version of the Policy was last updated in 2023 and can be found on our website: www.kent.gov.uk/leisure-and-community/gypsies-and-travellers/find-a-gypsy-and-traveller-site/pitch-allocation-policy. The Policy applies to all new people wanting to apply for a pitch on one of KCC's sites and also to existing residents wishing to transfer between sites. We are updating the Policy to make sure that pitches are allocated in a fair way and that KCC's policy is more aligned/similar to housing allocation policies within the District and Borough Councils in Kent. To do this, we are proposing strengthening the evidence requirements to support an application, and to revise the process to make it simpler.

Aims of the policy

- Make best use of permanent pitches.
- Ensure fair and transparent allocation based on priority need.
- Provide pitches for eligible Gypsies and Travellers.
- Recognise the diversity within GRT communities.

Summary of equality impact

Screening of the project has not highlighted any significant direct negative impact on any of the protected groups. However, some specific areas for consideration have been highlighted and due consideration has been taken for these as part of the formal consultation process.

Adverse Equality Impact Rating: Low

Section B – Evidence
Do you have data related to the protected groups of the people impacted by this activity?
Yes
It is possible to get the data in a timely and cost effective way?
Yes
Is there national evidence/data that you can use?
Yes
Have you consulted with stakeholders?
Yes
Who have you involved, consulted and engaged with?
To help shape the new policy, we have: <ul style="list-style-type: none"> • listened to feedback from frontline staff who have experience of using the 2023 policy and process • reviewed complaints and appeals from applicants about the policy and how it works • looked at how other councils allocate housing, so our policy is more in line their policies for bricks and mortar housing • watched how Tonbridge and Malling Borough Council's Housing team works, to learn from their process. <p>The formal consultation sought views of a number of stakeholders, including:</p> <ul style="list-style-type: none"> Applicants on the existing waiting list Existing site residents with adult children (as future applicants) Existing site residents GRT Residents from the settled community who live near sites Potential site residents / future applicants who wish to live in Kent / onsite KCC Elected Members KCC services – Intel, Internal Audit, Counter Fraud GTS in other local authority outside of Kent – accessed via NAGTO Kent Housing Group – Housing Options Group Kent District and Borough Council Housing Teams Friends, Families and Travellers Equality & Human Rights Commission
Has there been a previous Equality Analysis (EQIA) in the last 3 years?
Yes
Do you have evidence that can help you understand the potential impact of your activity?
Yes
Section C – Impact
Who may be impacted by the activity?
Service Users/clients Service users/clients
Staff Staff/Volunteers
Residents/Communities/Citizens No
Are there any positive impacts for all or any of the protected groups as a result of the activity that you are doing?
Yes
Details of Positive Impacts
Positive Impact for age: The new policy has been designed to be accessible and inclusive for applicants of all ages. More detail and clarity on the process is being provided. Monthly 'drop-in session' will be introduced to provide assistance with completing the application form, as well as continuing with telephone support for applicants.

Positive impact for disability: The new policy has been designed to be accessible and inclusive for applicants with disabilities. More detail and clarity on the process is being provided. Monthly 'drop-in session' will be introduced to provide assistance with completing the application form, as well as continuing with telephone support for applicants.

Positive impact for race: the sites owned by KCC, managed by the GRT Resident Service, are provided and managed specifically for those from within these communities. In addition, the proposed application process provides monthly 'surgeries' to provide assistance with completing the forms, as well as continuing with telephone support for applicants.

Positive impacts for Carer's Responsibilities: the application form incorporates this role and scoring reflects the severity of the need.

Negative impacts and Mitigating Actions

19. Negative Impacts and Mitigating actions for Age

Are there negative impacts for age?

No. Note: If Question 19a is "No", Questions 19b,c,d will state "Not Applicable" when submission goes for approval

Details of negative impacts for Age

Not Applicable

Mitigating Actions for Age

Not Applicable

Responsible Officer for Mitigating Actions – Age

Not Applicable

20. Negative impacts and Mitigating actions for Disability

Are there negative impacts for Disability?

Yes

Details of Negative Impacts for Disability

Some applicants may require support to complete the application process depending on their individual needs.

Mitigating actions for Disability

Assistance in completing an application form is available through the KCC GRT Resident Service, and disability is specifically considered in the points allocation criteria. To make sure applicants can access support if they need it, contact details for the team will be published on all application documentation.

Responsible Officer for Disability

Natalie Liddiard

21. Negative Impacts and Mitigating actions for Sex

Are there negative impacts for Sex

No. Note: If Question 21a is "No", Questions 21b,c,d will state "Not Applicable" when submission goes for approval

Details of negative impacts for Sex

Not Applicable

Mitigating actions for Sex

Not Applicable

Responsible Officer for Sex

Not Applicable

22. Negative Impacts and Mitigating actions for Gender identity/transgender

Are there negative impacts for Gender identity/transgender

No. Note: If Question 22a is "No", Questions 22b,c,d will state "Not Applicable" when submission goes for approval

Negative impacts for Gender identity/transgender

Not Applicable

Mitigating actions for Gender identity/transgender
Not Applicable
Responsible Officer for mitigating actions for Gender identity/transgender
Not Applicable
23. Negative impacts and Mitigating actions for Race
Are there negative impacts for Race
Yes - Add details of the negative impacts and mitigations.
Negative impacts for Race
The Department for Education, the House of Commons Library, the Office for National Statistics, academic research, and systematic health reviews support that Gypsy, Roma, and Traveller communities in England have persistently lower literacy than other groups. These disparities are linked to high absenteeism, school exclusions, cultural misalignment with curricula, and structural disadvantages within both educational and healthcare systems. This may mean that some applicants are unable to understand the new policy or complete the application process/form due to lower literacy levels.
Mitigating actions for Race
The application process has been designed to be as accessible as possible. This includes the option to complete the application form online or in hard copy, and also the offer of assistance from the KCC GRT Resident Service in completing the form. This offer is available to anyone applying for a pitch and not just existing KCC residents.
Responsible Officer for mitigating actions for Race
Natalie Liddiard
24. Negative impacts and Mitigating actions for Religion and belief
Are there negative impacts for Religion and belief
No. Note: If Question 24a is "No", Questions 24b,c,d will state "Not Applicable" when submission goes for approval
Negative impacts for Religion and belief
Not Applicable
Mitigating actions for Religion and belief
Not Applicable
Responsible Officer for mitigating actions for Religion and Belief
Not Applicable
25. Negative impacts and Mitigating actions for Sexual Orientation
Are there negative impacts for Sexual Orientation
No. Note: If Question 25a is "No", Questions 25b,c,d will state "Not Applicable" when submission goes for approval
Negative impacts for Sexual Orientation
Not Applicable
Mitigating actions for Sexual Orientation
Not Applicable
Responsible Officer for mitigating actions for Sexual Orientation
Not Applicable
26. Negative impacts and Mitigating actions for Pregnancy and Maternity
Are there negative impacts for Pregnancy and Maternity
No. Note: If Question 26a is "No", Questions 26b,c,d will state "Not Applicable" when submission goes for approval
Negative impacts for Pregnancy and Maternity
Not Applicable
Mitigating actions for Pregnancy and Maternity
Not Applicable
Responsible Officer for mitigating actions for Pregnancy and Maternity

Not Applicable
27. Negative impacts and Mitigating actions for Marriage and Civil Partnerships
Are there negative impacts for Marriage and Civil Partnerships
No. Note: If Question 27a is "No", Questions 27b,c,d will state "Not Applicable" when submission goes for approval
Negative impacts for Marriage and Civil Partnerships
Not Applicable
Mitigating actions for Marriage and Civil Partnerships
Not Applicable
Responsible Officer for Marriage and Civil Partnerships
Not Applicable
28. Negative impacts and Mitigating actions for Carer's responsibilities
Are there negative impacts for Carer's responsibilities
No. Note: If Question 28a is "No", Questions 28b,c,d will state "Not Applicable" when submission goes for approval
Negative impacts for Carer's responsibilities
Not Applicable
Mitigating actions for Carer's responsibilities
Not Applicable
Responsible Officer for Carer's responsibilities
Not Applicable

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Growth, Environment and Transport Cabinet Committee – Proposed Draft Agenda and Work Programme (Updated April 2026)

Item	Cabinet Committee to receive item
Final Draft Budget	Annual (Jan & Nov)
Corporate Risk Register-Strategic	Annual (March)
Winter Service Policy	Annual (May and Sept 2026)
Environment Agency - Presentation	Bi-Annual (July and Nov 2026)
Southern Water - Presentation	Bi-Annual (Nov and July)
Climate Adaptation Plan	Annual (TBC 2 nd Quarter 2026)
Kent and Medway Business Fund Monitoring	Bi-annual Reporting (TBC 1 st Quarter 2027)

- NB: Provisional Placements Prior to Agenda Setting RT= Report/Briefing/Paper (Non-Regular Occurring) KD=Key Decision

Work Programme	At each meeting
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7th July 2026 (Agenda is Subject to Change Provisional Position Only)	
Item	Additional Comments
<i>Introduction/verbal announcement</i>	<i>At each meeting</i>
<i>Apologies and Substitutes</i>	<i>At each meeting</i>
<i>Declarations of Interest</i>	<i>At each meeting</i>
<i>Minutes of the meeting held xxx</i>	<i>At each meeting</i>
<i>Verbal Updates</i>	<i>At each meeting</i>
<i>Performance Dashboard</i>	<i>At each meeting</i>
RT-Southern Water: Progression Update 6 monthly	<i>Initial July Confirmed</i>
RT-Grow in Kent Update	<i>July 2026</i>
RT-Lower Thames Crossing – First Brief (Roads)	<i>July 2026</i>
RT-Kent & Medway Spatial Development Strategy	<i>July 2026</i>
RT-Mineral Sites Plan and Local Development Scheme	<i>TBC</i>
KD-Street Lighting Term Services Contract Extension	<i>TBC</i>
KD- Current IAA Payments to Districts and Continuous Recycling	<i>July 2026</i>

Improvements	
Work Programme	<i>At each meeting</i>

September 2026 (Agenda is Subject to Change Provisional Position Only)	
Item	Additional Comments
<i>Introduction/verbal announcement</i>	<i>At each meeting</i>
<i>Apologies and Substitutes</i>	<i>At each meeting</i>
<i>Declarations of Interest</i>	<i>At each meeting</i>
<i>Minutes of the meeting held xxx</i>	<i>At each meeting</i>
<i>Verbal Updates</i>	<i>At each meeting</i>
<i>Performance Dashboard</i>	<i>At each meeting</i>
RT-Environment Plan Update	<i>September /Merge</i>
RT-Adaption Update	<i>September/Merge</i>
RT-Lower Thames Crossing – Second Brief (Skills)	<i>September</i>
KD-Adoption of K&M Local Growth Plan	<i>September</i>
KD-Charging for Non-Statutory SUDS for Minor Applications	<i>TBC/September</i>
Work Programme	<i>At each meeting</i>

Future Options (Provisional Position Only Dates are Subject to Change)	
Item	Additional Comments
RT-Lower Thames Crossing – Third Brief (Environment)	<i>November</i>
RT-Consolidated Grant (inc BSIP and Active Travel)	<i>TBC</i>
RT- Plan Sea Update (Pre-Consultation)	<i>TBC</i>
RT-25 Year Water Resourcing Plan	<i>TBC</i>
RT-Environment Agency	<i>TBC</i>
KD-Regional Energy Strategic Plan	<i>TBC</i>
KD-Future of Hardslot	<i>TBC</i>
KD-HAMP (Highway Asset Management Plan)	<i>Summer/ Autumn 2026</i>

KD-Southern Water Joint working	TBC
KD-LGR-Approach to County Wide Services	Summer/Autumn 2026
KD-Otterpool Garden Town	Summer/Autumn 2026

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