

**ENVIRONMENT & TRANSPORT CABINET COMMITTEE**

**Thursday, 19th September, 2024**

**10.00 am**

**Council Chamber**







## AGENDA

### ENVIRONMENT & TRANSPORT CABINET COMMITTEE

Thursday, 19 September 2024 at 10.00 am  
Council Chamber, Sessions House, County Hall,  
Maidstone.

Ask for: **Emily Kennedy**  
Telephone: **03000 419625**

#### Membership

|                           |   |
|---------------------------|---|
| Conservative:             | Mr S Holden (Chairman), Mr N J Collor (Vice-Chairman),<br>Mr T Bond, Mr C Broadley, Mr T Cannon, Mr D Crow-Brown,<br>Mr M Dendor, Mr A R Hills, Mr H Rayner, Mr D Robey and<br>Mr A Sandhu, MBE |
| Labour:                   | Ms M Dawkins and Mr B H Lewis   |
| Liberal Democrat:         | Mr I S Chittenden   |
| Green and<br>Independent: | Mr M Baldock and Mr M Hood  |

#### **UNRESTRICTED ITEMS**

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

- 1 Introduction/Webcast announcement
- 2 Apologies and Substitutes  
To receive apologies for absence and notification of any substitutes present
- 3 Declarations of Interest
- 4 Minutes of the meeting held on 9 July 2024 (Pages 1 - 10)
- 5 Cabinet Members and Corporate Director's Verbal Updates
- 6 Directorate Dashboard (Pages 11 - 22)
- 7 24/00086 - Highways Term Maintenance Contract 2026 Award (Pages 23 - 44)
- 8 Kent Cycling and Walking Infrastructure Plan (Pages 45 - 58)
- 9 Winter Service Policy (Pages 59 - 82)
- 10 Road Closures Update (Pages 83 - 94)

11 Work Programme (Pages 95 - 96)

**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  
General Counsel  
03000 416814

**Wednesday, 11 September 2024**

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## KENT COUNTY COUNCIL

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### ENVIRONMENT & TRANSPORT CABINET COMMITTEE

MINUTES of a meeting of the Environment & Transport Cabinet Committee held in the Council Chamber, Sessions House, County Hall, Maidstone on Tuesday, 9 July 2024.

PRESENT: Mr S Holden (Chairman), Mr N J Collor (Vice-Chairman), Mr T Bond, Mr T Cannon, Mr I S Chittenden, Mr D Crow-Brown, Ms M Dawkins, Mr M Dendor, Mr M A J Hood, Mr B H Lewis, Mr H Rayner, Mr D Robey and Mr A Sandhu, MBE

ALSO PRESENT: Mr N Baker and Mr R Thomas

### UNRESTRICTED ITEMS

#### **1. Apologies and Substitutes**

*(Item 2)*

Mr Hills was in present virtually and Mr Baldock joined the meeting virtually at 12:30pm.

There were no apologies for absence.

#### **2. Declarations of Interest**

*(Item 3)*

There were no declarations of interest.

#### **3. Minutes of the meeting held on 21 May 2024**

*(Item 4)*

RESOLVED that the minutes of the meeting held 21 May 2024 were a correct record and that a paper copy be signed by the Chair.

#### **4. Southern Water presentation**

*(Item 13)*

Angus Cramp and John Mealey from Southern Water presented to the committee (presentation attached).

#### **5. Directorate Dashboard**

*(Item 5)*

*Matt Wagner, Interim Chief Analyst was in attendance for this item*

1) Mr Wagner introduced the report and said that it was the first dashboard for 2024/25. There were 17 key performance indicators (KPIs); 12 were rated green, 5 were rated amber and none were rated red.

*EW1 : Percentage of statutory planning consultee responses submitted within 21 days* had wrongly been marked as rated green in the summary on page 3 of Appendix 1. It was correctly marked as rated amber in the detailed section on page 8.

2) RESOLVED to note the Performance Dashboard.

## **6. Verbal Updates from Cabinet Members and Corporate Director** (Item 6)

1) Mr Thomas announced that the build of the Sevenoaks Dunbrick Waste Transfer Station was nearing completion and was to become operational by mid-September. The build commenced in July 2023 and the development was secured through a new leasing arrangement, which would enable sustainable waste disposal operations. With enhanced capacity that was fit for purpose, whilst accommodating government's future legislative changes, it was designed to enable the recycling of more waste streams collected at the kerbside by Sevenoaks District Council and to ensure the statutory requirement of both disposal and collection authorities was met. The facility was to be officially opened by the KCC Chairman in early September.

KCC continued to expand its reuse activities at the Household Waste Recycling Centres (HWRCs), collecting items in reuse containers at 8 of the HWRCs. In 2023, KCC diverted more than 156 tonnes to reuse. Working in partnership with Adult Social Care, the NHS and NRS Healthcare KCC had been trialling collecting care equipment such as walking sticks and frames at 4 of the HWRCs, last year recycling and reusing over 1,000 items. This was to be expanded to a further 2 HWRCs shortly. Finally, FCC had sent initial engagement packs out to find a charity partner to run KCC's first ever reuse shop at the Allington HWRC.

As part of World Environment Day on 5 June, the Resource Management and Circular Economy Team undertook a volunteering day at the Church Marshes closed landfill site and Milton Creek Country Park next door.

The team were keen to support KCC's environmental aims and carried out a litter pick and reed planting on site, as well as a guided nature walk led by one of the team to inform about the local biodiversity initiatives that had been undertaken.

The team had a duty to manage the closed site, and reed planting was part of a wastewater treatment system that helps protect and enhance the environment of the area. On the guided walk, the team could see the importance of pollinators as highlighted in our Plan Bee and left the day considering where wildflowers could be encouraged to grow on other areas of KCC's estate.

Simon Springate, joined KCC at the beginning of July as the new Plan Bee Officer. The post was still seconded from the Bumblebee Conservation Trust, but had been made full time.

The Plan Tree Team capped off a fantastic season by planting another 40 rare, heritage variety, fruit trees from the highly esteemed National Fruit Collection (Grow at Brogdale) in schools and community orchards. The Team was also revisiting a sample of planting sites from the last three years of the Local Authority Treescape Fund to assess survival rates and increased biodiversity at the sites.

The decline of mature elm trees had also led to a decline in the White-letter Hairstreak butterfly. The Plan Tree Team would be joining forces with butterfly conservationists to record both the numbers of elms and butterflies across Kent. Mr Thomas invited Members to help with collecting photographs and locations in their areas.

The Kent Downs National Landscape Team was thrilled to announce the launch of a new project to map the heritage ponds of the Kent Downs area funded through the Department for Environment, Food & Rural Affairs (DEFRA)'s Farming in Protected Landscapes programme and The National Lottery Heritage Fund.

Nationally, around 75% of ponds had disappeared in the last 100 years. By mapping these heritage ponds, the project aims to reveal long-forgotten sites that are essential for wildlife. The team was inviting all those fascinated by local stories and old maps to become a Heritage Ponds Volunteer and dive deep into the murky waters of the past. No experience was necessary, as training would be provided.

2) Mr Baker extended his congratulations to Helen Rowe who was KCC's Structures and Tunnels Asset Manager. Ms Rowe had been included in the Women's Engineering Society's Top 50 Women in Engineering (WE50) list of winners for 2024.

The yearly award took place every International Women in Engineering Day on 23 June and celebrated women who were trailblazers in the world of engineering.

The Pot Hole Blitz 2024 project (worth £8.6 million) was in its third month and was progressing well. As of 21 June 2024;

- The total meterage of patching delivered is 138,557.61, and
- Total potholes filled was 4110
- 77% of the works had now been raised and passed to the local contractors
- 62% of the works had been completed on the network
- Works were to continue into mid-October

KCC was also delivering a £40 million road surfacing programme this year to resurface our roads and footways. By the end of June, our teams have delivered around £15.5 million of road surfacing works covering around 350,000 square metres of Kent's roads, and also delivering £1.5m of footway surfacing programme improving around 42,000 square metres of Kent's pavements.

There was no confirmed date for the implementation of the Entry Exit System (EES). KCC were working towards 6 October as a probable date. As a partner was the Kent & Medway Resilience Forum (KMRF) KCC continued to prepare for implementation date, revising Business Continuity Plans to take account of the expected impacts on Kent, however, a 'Reasonable Worst Case Scenario' was awaited to enable targeted planning.

Eurotunnel were continuing to develop the terminal at Cheriton with kiosks for UK nationals to register before heading to Europe. The Port Of Dover was developing an area with kiosks to process coaches, and the buffer zone prior to French customs to enable registration for car users, however, they did not have space for kiosks and hand held devices would be used by officers to register car occupants.

Using Bus Service Improvement Plan (BSIP) funding, KCC were to deliver three major bus priority schemes at Rennie Drive in Dartford, Pencester Road in Dover and a wider scheme of initiatives supporting the Stagecoach Thanet Loop service. All three schemes had been approved and were to be delivered on the ground by the end of 2024/25.

Following the update report to the County Council in May, the new Local Transport Plan 5 was to go out to public consultation later in July. Ahead of the public consultation, there was an all-Member briefing on the draft plan on Friday, 12 July at 10am on TEAMS. Members were encouraged to attend.

Once it was launched, the consultation was to last for 12 weeks, and public exhibition events were scheduled in each district in addition to the online materials that would be available. This would give the public the opportunity to learn about our transport priorities, ask questions and respond with their views. Responses would be analysed, and a post-consultation revised Local Transport Plan was to be put to the County Council for adoption by the end of the year.

3) Mr Jones said from 11 July, Operation Brock was to be implemented to mitigate increased traffic pressures at Eurotunnel and the Port of Dover.



Officers were keenly aware of the disruptive impact traffic congestion had on the residents of Dover and Folkestone and on 8 July, in Mr Jones' capacity as the Strategic Lead for the Kent & Medway Resilience Forum, he sent a letter to all KCC Members and residents in Dover and Folkestone & Hythe providing assurances about the measures KCC had at their disposal to manage traffic disruption, if needed. The letter also sought to reassure local people that emergency services had plans in place to get to anyone that needs them, however bad the traffic might be.

There were also details in the letter about the new permit system introduced at the front of Operation Brock, which aimed at preventing freight drivers from dodging the queues in the contraflow as they went through Kent to cross the channel. Non-compliance was found to be a huge contributing factor in the disruption over the May bank holiday weekend. It was hoped that the new permit system would reduce the need for sudden closures of the Dover-bound A20 Roundhill Tunnel at Folkestone and help to keep local roads flowing more freely in busy periods.

In early June, an inspection at Chestfield Tunnel revealed that 10 jet fans in the tunnel had failed. The fans were essential for clearing smoke and ensuring safe evacuation and emergency access. On 11 June, engineers worked for 22 hours to repair and replace fans in the London-bound bore to enable it to open within two days rather than the anticipated five days. The coast-bound bore remained closed whilst a ventilation engineering specialist was sourced to redesign the fan system and procure replacements.

A decision on the Lower Thames Crossing application was due by 20 June. However, due to the general election, the decision had been postponed until 4 October. It remained to be seen if there would be any further consultations before the (new) Secretary of State takes their decision. There would then be a 6-week period when people could challenge the decision in the High Court through a Judicial Review. If the Lower Thames Crossing was granted consent, construction would be able to start in 2026 and the scheme be open for traffic in 2032.

The Examination of the Development Consent Order (DCO) application by Gatwick Airport for routine use of its standby northern runway had been ongoing since February and was due to conclude by the end of August. Kent County Council was opposed to the expansion of Gatwick as set out in policy on Gatwick Airport which had been in place for nearly 10 years following its adoption by the Cabinet back in December 2014. This opposition was based on the noise impacts in west Kent being made worse by an increase in flights that will be brought about by Gatwick becoming a dual runway airport. Currently, the northern runway was only used for emergencies or when the main runway is closed for maintenance.

On Friday, 28 June we had a Big GET Together, at Manor Park Country Park, West Malling where 60 staff from all areas of GET worked with our park rangers on clearing spear thistles from an area of grassland. The thistles were an invasive species that dominated the area so removing them supported biodiversity by allowing wildflowers & invertebrates to thrive. In 2 hours, officers cleared approximately 400 square metres (equivalent to around 1.5 tennis courts).

Explore Kent had a new Junior Cycling Challenge to encourage families

to cycle in the summer holidays. Young explorers could take part in the Explore Kent Junior Cycling Challenge and earn a reward for their cycling adventures. They could mark their achievement with the free Junior Cycling Challenge certificates.

Congratulations were given to Helen Rowe, Structures and Tunnels Asset Manager and Fiona Paine, Structures Programme Manager (Development) for their recent success in the Women's Engineering Society's Top 50 Women in Engineering (WE50) list of winners

**7. 24/00067 - Kent County Council Adoption of the 4th Revision of the High Weald Area of Outstanding Natural Beauty Management Plan 2024- 2029**  
*(Item 7)*

*Helen Shulver, Head of Environment and Matthew Smyth, Director for Environment and Circular Economy were in attendance for this item*

1) Mr Thomas introduced the report.

2) Ms Shulver outlined the report.

3) Further to Members' comments, it was noted that:

- There were concerns about the decline in biodiversity, pollution and housing developments on the High Weald.

4) RESOLVED to endorse the recommendation as outlined in the report.

**8. Annual Update on the Energy and Low Emissions Strategy**  
*(Item 8)*

*Helen Shulver, Head of Environment and Matthew Smyth, Director for Environment and Circular Economy were in attendance for this item*

1) Mr Thomas introduced the report.

2) Further to Members' questions, it was noted that:

- LoCASE funding had ceased, and work was being undertaken to identify funding opportunities to support low carbon projects for businesses and a green finance strategy was being explored.
- KCC were awaiting information about how county councils were to assist the government to meet legally binding commitments relating to the Net Zero. KCC also awaited information about the new government's approach to nuclear energy and how this would affect Dungeness as a site for new nuclear energy.

3) RESOLVED to endorse the recommendation as outlined in the report.

**9. 24/00064 - Contract extension for the receipt and processing of organic waste in south west Kent (including Maidstone green waste) - (GW/2004/01)**  
*(Item 9)*

- 1) Mr Thomas introduced the report.
- 2) RESOLVED to endorse the recommendations.

**10. 24/00066 - Local Flood Risk Management Strategy**  
*(Item 10)*

*Max Tant, Flood and Water Manager and Matthew Smyth, Director for Environment and Circular Economy were in attendance for this item*

- 1) Mr Thomas introduced the report.
- 2) Further to questions from Members, it was noted that:
  - Concerns were raised about a lack of joint approach with other agencies and related plans. Some Members felt there was an opportunity for the strategy to have a broader scope.

- 2) RESOLVED to endorse the recommendations as outlined in the report.

**11. 24/00065 - Mixed Dry Recycling Contract**  
*(Item 11)*

*Matthew Smyth, Director for Environment and Circular Economy was in attendance for this item*

- 1) Mr Thomas introduced the report.
- 2) Further to questions from Members, it was noted that:
  - In the longer term, other options could be explored if circumstances changed but it was considered that the contract was the most advantageous way for the waste to be processed.
  - It was requested that the contract be discussed at the end of the 2 year period to see how well it has worked.

- 3) RESOLVED to endorse the recommendations as outlined in the report.

**12. 24/00068 - KCC Heritage Conservation Strategy Revision - Change to Windmills Policy**  
*(Item 12)*

*Lis Dyson, Heritage Conservation Manager and, Matthew Smyth, Director for Environment and Circular Economy were in attendance for this item*

- 1) Mr Thomas introduced the report.
- 2) Mr Lewis proposed a motion and Mr Hood seconded:

*i) That it be noted that the consultation undertaken shows 87% of 2,330 responses opposed the proposal to find alternative arrangements for the ownership and/or financial responsibility for KCC owned windmills.*

*ii) The committee strongly recommend the continuation of KCC's successful custodianship as the best way of securing their future;*

*And;*

*iii) that the strategy remains unchanged and the proposal for divestment of the assets is dropped.*

3) Following debate, the motion was put to the vote and was declared LOST.

4) It was then proposed by Mr Rayner and seconded by Mr Dendor that the committee endorse the recommendation as outlined in the report. Members requested a recorded vote and the voting was as follows:

For (8)

Mr Harry Rayner  
Mr Crow Brown  
Mr Dendor  
Mr Robey  
Mr Sandhu  
Mr Bond  
Mr Collor  
Mr Hills

Against (6)

Mr Baldock  
Mr Chittenden  
Ms Dawkins  
Mr Holden  
Mr Hood  
Mr Lewis

Abstain (0)

5) The motion was declared CARRIED.

### **13. Work Programme** *(Item 14)*

RESOLVED to note the work programme.



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From: Neil Baker, Cabinet Member for Highways and Transportation  
 Rob Thomas, Cabinet Member for Environment  
 Simon Jones, Corporate Director for Growth, Environment and Transport

To: Environment & Transport Cabinet Committee – 19 September 2024

Subject: Performance Dashboard

Classification: Unrestricted

**Summary:**

The Environment and Transport Cabinet Committee Performance Dashboard shows performance against targets set for Key Performance Indicators (KPIs). This is the second dashboard for 2024/25 and includes data up to June 2024.

Eleven of the seventeen KPIs achieved target for latest performance and are RAG rated Green (1 fewer than the last report). Five KPIs are below target but did achieve the floor standard and are RAG rated Amber (the same as the last report). One KPI is below floor standard for latest performance (there were none in the last report).

**Recommendation(s):**

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

**1. Introduction**

1.1. Part of the role of Cabinet Committees is to review the performance of the functions of the Council that fall within the remit of the Committee. To support this role, Performance Dashboards are regularly reported to each Cabinet Committee throughout the year, and this is the second report for the 2024/25 financial year.

**2. Performance Dashboard**

2.1. The Dashboard provides a progress report on performance against target for the Key Performance Indicators (KPIs) for 2024/25. The current Environment and Transport Cabinet Committee Performance Dashboard is attached as Appendix 1.

2.2. The current Dashboard provides results up to the end of June 2024.

2.3. KPIs are presented with RAG (Red/Amber/Green) ratings to show progress against targets. Details of how the ratings are generated are outlined in the Guidance Notes, included with the Dashboard in Appendix 1.

- 2.4. Six of the eight KPIs in Highways & Transportation achieved target for latest month performance and are RAG rated Green. One KPI is below target but above floor standard and is RAG rated Amber, this is Percentage of concessionary bus pass applications completed online. The one KPI RAG rated Red is Member enquiries completed within 20 working days.
- 2.5. Five of the nine indicators for Environment and Circular Economy were above target and are RAG rated Green. The other four KPIs are all RAG rated Amber; three relate to municipal and HWRC waste recycled and composted, and the other is Percentage of statutory planning consultee responses submitted within 21 days.

### **3. Recommendation(s):**

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

### **4. Contact details**

Report Author: Matthew Wagner  
Chief Analyst  
Chief Executive's Department  
03000 416559  
[Matthew.Wagner@kent.gov.uk](mailto:Matthew.Wagner@kent.gov.uk)

Relevant Director: Simon Jones  
Corporate Director, Growth, Environment and Transport  
03000 411683  
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# **Environment and Transport Performance Dashboard**

## **Financial Year 2024/25**

### **Results up to June 2024**

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Produced by Kent Analytics



## Guidance Notes

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

### RAG RATINGS

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

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

### Activity Indicators

Activity Indicators representing demand levels are also included in the report. They are not given a RAG rating. Instead, they are tracked within an expected range represented by Upper and Lower Expectations. The Alert provided for Activity Indicators is whether they are within their expected range or not. Results can either be within their expected range (**Yes**), or **Above** or **Below** their expected range.

## Key Performance Indicators Summary

| Highways & Transportation  | Monthly RAG | YTD RAG |
|--|-------------|---------|
| HT01 : Reported potholes repaired in 28 calendar days (routine works not programmed) | GREEN       | GREEN   |
| HT02 : Faults reported by the public completed in 28 calendar days                   | GREEN       | AMBER   |
| HT08 : Emergency incidents attended to within 2 hours                                | GREEN       | AMBER   |
| HT12 : Streetlights, illuminated signs and bollards repaired in 28 calendar days     | GREEN       | GREEN   |
| HT14 : Member enquiries completed within 20 working days                             | RED         | AMBER   |
| DT01 : Percentage of public enquiries for Highways Maintenance completed online      | GREEN       | GREEN   |
| DT03 : Percentage of concessionary bus pass applications completed online            | AMBER       | GREEN   |
| DT04 : Percentage of speed awareness courses booking completed online                | GREEN       | GREEN   |

| Environment & Circular Economy  | RAG   |
|---|-------|
| WM01 : Municipal waste recycled and composted   | AMBER |
| WM02 : Municipal waste converted to energy  | GREEN |
| WM01 + WM02 : Municipal waste diverted from landfill                                      | GREEN |
| WM03 : Waste recycled and composted at HWRCs  | AMBER |
| WM04 : Percentage of HWRC waste recycled and wood converted to energy at biomass facility | AMBER |
| WM08 : Overall score for mystery shopper assessment of HWRCs                              | GREEN |
| WM10 : Customer satisfaction with HWRCs   | GREEN |
| EW2 : Greenhouse Gas emissions from KCC estate (excluding schools)                        | GREEN |
| EW1 : Percentage of statutory planning consultee responses submitted within 21 days       | AMBER |

| Division                  | Corporate Director | Cabinet Member |
|---------------------------|--------------------|----------------|
| Highways & Transportation | Simon Jones        | Neil Baker     |

### Key Performance Indicators

| Ref  | Indicator description   | Mar-24 | Apr-24 | May-24 | Jun-24 | Month RAG | Year to Date | YTD RAG | Target | Floor | Prev. Yr |
|------|---|--------|--------|--------|--------|-----------|--------------|---------|--------|-------|----------|
| HT01 | Reported potholes repaired in 28 calendar days                            | 95%    | 94%    | 94%    | 97%    | GREEN     | 95%          | GREEN   | 90%    | 80%   | 89%      |
| HT02 | Faults reported by the public completed in 28 calendar days               | 89%    | 90%    | 88%    | 90%    | GREEN     | 89%          | AMBER   | 90%    | 80%   | 86%      |
| HT08 | Emergency incidents attended to within 2 hours                            | 97%    | 96%    | 99%    | 99%    | GREEN     | 97%          | AMBER   | 98%    | 95%   | 94%      |
| HT12 | Streetlights, illuminated signs and bollards repaired in 28 calendar days | 92%    | 96%    | 92%    | 96%    | GREEN     | 95%          | GREEN   | 90%    | 80%   | 94%      |
| HT14 | Member enquiries completed within 20 working days*                        | 73%    | 80%    | 79%    | 68%    | RED       | 77%          | AMBER   | 85%    | 75%   | 61%      |
| DT01 | Percentage of public enquiries for Highways Maintenance completed online  | 77%    | 73%    | 70%    | 67%    | GREEN     | 69%          | GREEN   | 60%    | 55%   | 69%      |
| DT03 | Percentage of concessionary bus pass applications completed online        | 78%    | 78%    | 77%    | 72%    | AMBER     | 77%          | GREEN   | 75%    | 65%   | 77%      |
| DT04 | Percentage of speed awareness courses bookings completed online           | 93%    | 92%    | 92%    | 90%    | GREEN     | 90%          | GREEN   | 85%    | 75%   | 89%      |

\* This area of work is under a centralised team within the Deputy Chief Executive's Department who work closely with the Highways & Transportation Division. It covers all enquiries from MPs, Councillors and other elected officials as well as enquiries from members of the public directed to Cabinet Members or members of senior management. Enquiries generally relate to constituency matters, such as requests for information or feedback on works taking place in an area. We also receive many requests for changes to speed limits and road layouts.

HT02 – The Year-to-Date performance missed target by one percentage point. Work in progress is still high despite reducing since March. Our Highways teams and front-line staff continue to work at high capacity to drive improvements in performance.

HT08 – The Year-to-date performance for this KPI also missed target by one percentage point. The two most recent months saw improved performance, indicating that the introduction of dedicated crews at each depot and continued monitoring through the Contract Board is improving response times.

HT14 – With a significant number of enquiries come from MPs, performance in June was affected by the pre-general election period (purdah) when it is not possible to correspond with MPs on enquiries they had raised regarding constituency matters. Where it was appropriate and constituent contact details were available, responses were sent directly to them instead.

DT03 - The change in trend for June is due to more customers choosing to apply for elderly or disabled bus passes by post.

## Activity Indicators

| Ref   | Indicator description   | Feb-24 | Mar-24 | Apr-24 | May-24 | Jun-24       | Year to Date  | In expected range? | <u>Expected Range</u><br>Upper   Lower |        |
|-------|---|--------|--------|--------|--------|--------------|---------------|--------------------|--|--------|
| HT01b | Potholes due to be repaired (arising from routine faults reported)  | 2,791  | 2,773  | 3,327  | 2,870  | 1,659        | <b>7,856</b>  | <b>Above</b>       | 4,450                                  | 3,150  |
| HT02b | Routine faults reported by the public due for completion            | 8,312  | 8,969  | 8,868  | 6,249  | 5,011        | <b>20,128</b> | <b>Above</b>       | 14,400                                 | 11,100 |
| HT06  | Number of new enquiries requiring further action (total new faults) | 10,404 | 11,775 | 8,247  | 7,403  | 7,279        | <b>22,929</b> | Yes                | 24,200                                 | 20,200 |
| HT07  | Work in Progress (active enquiries/jobs) - end of month snapshot    | 10,027 | 12,432 | 11,621 | 10,875 | <b>9,976</b> | N/a           | <b>Above</b>       | 7,100                                  | 5,800  |
| HT08b | Emergency incidents attended  | 310    | 327    | 241    | 204    | 141          | <b>586</b>    | <b>Above</b>       | 580                                    | 420    |
| HT13  | Streetwork permits issued   | 12,423 | 12,693 | 13,022 | 12,755 | 11,724       | <b>37,501</b> | Yes                | 42,100                                 | 34,500 |

HT01b & HT02b – We continued to see above expected demand in these areas mainly due to unseasonable weather events. In April Kent saw 185% of its average rainfall, May also experienced above average rainfall until June brought in cooler weather with less rainfall.

HT07 – Work in progress continued to be above the expected range mainly due to ongoing work following unsettled weather.

HT08b – Wetter weather continued to contribute to incidents, with the number of incidents slightly higher than the expected range.

|   |                           |                       |
|---|---------------------------|-----------------------|
| <b>Division</b>                           | <b>Corporate Director</b> | <b>Cabinet Member</b> |
| <b>Environment &amp; Circular Economy</b> | <b>Simon Jones</b>        | <b>Rob Thomas</b>     |

**Key Performance Indicators - Rolling 12 months except WM08 (Quarterly) and WM10 (Half-yearly)**

| Ref   | Indicator description   | Jun-23 | Sep-23    | Dec-23 | Mar-24    | Jun-24       | RAG   | Target | Floor |
|-------|---|--------|-----------|--------|-----------|--------------|-------|--------|-------|
| WM01  | Municipal waste* recycled and composted   | 42%    | 42%       | 42%    | 43%       | <b>42%</b>   | AMBER | 50%    | 42%   |
| WM02  | Municipal waste* converted to energy  | 58%    | 57%       | 58%    | 57%       | <b>57%</b>   | GREEN | 49%    | 44%   |
| 01+02 | Municipal waste diverted from landfill  | 99.9%  | 99.9%     | 99.9%  | 99.9%     | <b>99.4%</b> | GREEN | 99%    | 95%   |
| WM03  | Waste recycled and composted at Household Waste Recycling Centres (HWRCs)               | 43%    | 45%       | 45%    | 46%       | <b>48%</b>   | AMBER | 50%    | 42%   |
| WM04  | Percentage HWRC waste recycled/composted & wood converted to energy at biomass facility | 65%    | 66%       | 65%    | 65%       | <b>65%</b>   | AMBER | 70%    | 65%   |
| WM08  | Overall score for mystery shopper assessment of Household Waste Recycling Centres       | 96%    | 97%       | 98%    | 98%       | <b>98%</b>   | GREEN | 97%    | 90%   |
| WM10  | Customer satisfaction with HWRCs  | 96%    | No Survey | 96%    | No survey | <b>96%</b>   | GREEN | 95%    | 90%   |

\* Municipal waste is collected by Districts, and by KCC via HWRCs.

WM01 – This KPI is steady at around 42%. The 50% target for this KPI is within the Kent Joint Municipal Waste Strategy agreed by the Kent Resource Partnership. The requirements of simpler recycling come into place in March 2026 and it is anticipated that recycling rates will gradually increase as all Waste Collection Authorities must comply.

WM03 & WM04 – HWRC recycling rates have been improving as volumes brought in continue to increase. This includes an increase in inert recyclable materials (e.g. hardcore / DIY waste), now that charges to bring this material have been dropped.

|   |                           |                       |
|---|---------------------------|-----------------------|
| <b>Division</b>                           | <b>Corporate Director</b> | <b>Cabinet Member</b> |
| <b>Environment &amp; Circular Economy</b> | <b>Simon Jones</b>        | <b>Rob Thomas</b>     |

**Activity Indicators** (Rolling 12 months)

| Ref   | Indicator description  | Jun-23  | Sep-23  | Dec-23  | Mar-24  | Jun-24         | In expected range? | Expected Range<br>Upper   Lower |         |
|-------|--|---------|---------|---------|---------|----------------|--------------------|---------------------------------|---------|
| WM05  | Waste tonnage collected by District Councils                         | 559,513 | 559,908 | 558,504 | 558,620 | <b>555,553</b> | Yes                | 570,000                         | 550,000 |
| WM06  | Waste tonnage collected at HWRCs                                     | 96,768  | 100,407 | 101,581 | 104,489 | <b>107,243</b> | Yes                | 110,000                         | 90,000  |
| 05+06 | Total waste tonnage collected  | 656,281 | 660,315 | 660,085 | 663,109 | <b>662,796</b> | Yes                | 680,000                         | 640,000 |
| WM07  | Waste tonnage converted to energy at Allington Waste to Energy Plant | 323,801 | 324,700 | 325,518 | 327,259 | <b>327,698</b> | Yes                | 340,000                         | 320,000 |
| WM09  | Wood Tonnage converted to energy at Biomass Facility                 | 21,458  | 20,787  | 20,784  | 19,360  | <b>18,781</b>  | <b>Below</b>       | 25,000                          | 21,000  |

WM09 – This is below expectations due to some wood now being recycled and not converted to energy.



| Division                       | Corporate Director | Cabinet Member |
|--------------------------------|--------------------|----------------|
| Environment & Circular Economy | Simon Jones        | Rob Thomas     |

**Key Performance Indicator** (rolling 12-month total, reported one Quarter in arrears)

| Ref | Indicator description  | Dec-22 | Mar-23 | Jun-23 | Sep-23 | Dec-23 | Mar-24 | RAG   | Target | Floor  |
|-----|--|--------|--------|--------|--------|--------|--------|-------|--------|--------|
| EW2 | Greenhouse Gas emissions from KCC estate (excluding schools) in tonnes | 14,726 | 13,550 | 12,637 | 11,773 | 11,477 | 11,251 | GREEN | 11,907 | 13,100 |

EW2 – The greenhouse gas emission target for Quarter 4, 2023/24 has been met with a total of 11,251 tonnes of greenhouse gas emissions compared with the target of 11,907. Energy consumption has reduced significantly from our KCC estate and traded services in the last two quarters. Electricity generated by KCC's Bowerhouse II, and Kings Hill solar farms are having a very positive impact on offsetting KCC's emissions and overall emissions currently remain ahead of the target. Solar PV generation for 2023/24 is approximately twice the emissions offset when compared to 2022/23. KCC and our traded companies still need to continue to progress the reduction of estate and vehicle emissions to ensure we remain on track to meet our Net Zero 2030 target.

**Key Performance Indicators** (monthly)

| Ref | Indicator description   | Feb-24 | Mar-24 | Apr-24 | May-24 | Jun-24 | YTD 24/25 | YTD RAG | Target | Floor |
|-----|---|--------|--------|--------|--------|--------|-----------|---------|--------|-------|
| EW1 | Percentage of statutory planning consultee responses submitted within 21 days | 92%    | 94%    | 84%    | 87%    | 92%    | 88%       | AMBER   | 90%    | 80%   |

EW1 – Performance has improved since two support workers started in mid-April and a further full-time employee started in June, with performance expected to continue to improve as the year progresses.

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From: Neil Baker, Cabinet Member – Highways and Transport  
 Simon Jones, Corporate Director – Growth Environment and Transport

To: Environment and Transport Cabinet Committee – 19<sup>th</sup> September 2024

Subject: **Highways Term Maintenance Contract 2026 Award**

Decision No:

Classification: Unrestricted

**Past Pathway of report:** None

**Future Pathway of Paper:** For Cabinet Member decision

**Electoral Division:** All

**Summary:** Kent County Council (KCC) as upper tier Authority is the Highway Authority for highways maintainable at public expense and has such duty to maintain highways county wide in accordance with S.41 of the Highways Act 1980.

Many of these services are currently delivered through the Highways Term Maintenance Contract (HTMC) with Amey Highways Ltd being the provider. This contract was originally awarded in 2011 to Enterprise AOL who were acquired by Amey and the contract has not been commercially re-tendered since.

The current contract with Amey Highways Limited expires on 30 April 2026 and a new contract will need to be commercially tendered and awarded in order for KCC to deliver highways maintenance services and meet its statutory obligations as Highway Authority.

This report provides the Environment and Transport Cabinet Committee with a summary of the work undertaken to date to commission the new Highways Term Maintenance Contract (HTMC) and a timeline of the next steps as we move towards a new contract.

**Recommendations:**

The Cabinet Committee is asked to consider and endorse or make recommendations to the Cabinet Member for Highways and Transport on the proposed decision to:

- (i) APPROVE the procurement and contract award of a zero value Highways Term Maintenance Contract.
- (ii) DELEGATE authority to the Corporate Director of Growth Environment & Transport, to take relevant actions to facilitate the required procurement activity;

(iii) DELEGATE authority to the Corporate Director of Growth Environment & Transport in consultation with the Cabinet Member for Highways and Transport, to take relevant actions, including but not limited to, awarding, finalising the terms of and entering into the relevant contracts or other legal agreements, as necessary, to implement the decision; and

(iv) DELEGATE authority to the Corporate Director of Growth Environment and Transport, in consultation with the Cabinet Member for Highways and Transport, to award extensions of the contract in accordance with the relevant clauses within the contract as shown at appendix A.

## 1. Introduction

- 1.1 Kent County Council (KCC) is the statutory Authority responsible for the delivery of highway services for the residents of Kent (excluding Medway). The Highway Term Maintenance Contract (HTMC) is delivered by Amey Highways Limited, and the contract is managed by Highways and Transportation (H&T) as client.
- 1.2 Under Section 41 of the Highways Act 1980 the council has the legal duty to maintain its highways and all highway assets (e.g. bridges, tunnels, drainage etc). This duty includes responsibility for maintaining, managing and where necessary improving sections of the network and to keep the highways safe for the travelling public. These contractor services need to be commissioned externally to ensure the Council meets its statutory obligations and that service continuity is maintained.
- 1.3 In 2011 following a procurement process a contract was awarded to Enterprise AOL Ltd and this was for the highways maintenance element only. A separate contract was procured for design and consultancy works with Amey being the sole provider. During 2013 Amey plc acquired Enterprise AOL hence they became our service provider through this acquisition process. This contract with Amey has been extended on a number of times over the period for various reasons including Brexit, the effects of Covid, the war in Ukraine and the ensuing market volatility with regard to price increases and availability of resources.
- 1.4 The market remained unsettled for a period and to ensure that we obtained a best value tender and sufficient time to effectively commission a new contract a short term contract was awarded to Amey Highways via the existing Highways Civils Framework. This contract commenced on 1<sup>st</sup> September 2023 and will end on 30<sup>th</sup> April 2026.
- 1.5 This current HTMC contract with Amey Highways cannot be extended any further. New contractual arrangements must be in place from 1st November 2025 to allow time for implementation and mobilisation and to ensure service continuity from the 1st May 2026. Failure to commission services beyond this date will put KCC at risk in failing to deliver its statutory obligations to maintain the Highway, as the Highway Authority.

## 2. Background

- 2.1 There are around 5,400 miles of local roads in Kent (616 miles of A roads, 279 of B roads, 1172 of C roads and 3378 of unclassified roads), making it one of the largest and most heavily trafficked local authority networks in the country. It includes a high-speed road network of around 119 miles which has a bespoke annual maintenance programme.
- 2.2 Our local highway network is the most valuable asset we own in Kent, with a replacement value of around £24 billion. Our road assets make up around £10.2 billion of that and play a vital part in delivering council objectives set out in Framing Kent's Future by enabling safe and reliable journeys around and through the county.
- 2.3 Within Highways & Transportation there are a number of contracts commissioned to the external market. While a number of the contracts are asset specific (e.g. streetlighting, traffic signals, road asset renewal etc.) the Highways Term Maintenance Contract (HTMC) delivers in the main for the H&T maintenance services but also offers the availability of services across wider GET and KCC teams such as flood risk management and KCC infrastructure teams for construction, maintenance and engineering works.
- 2.4 The core services to meet our statutory obligations provided by this contract include
- Winter Service Provision – i.e. gritting/salting of the road network during freezing conditions including ploughing during snow events.
  - Drainage Maintenance and Capital Projects – i.e. cyclical highway drainage cleansing, emergency response during storm events and capital drainage repair schemes.
  - Structures – i.e. bridge repairs and maintenance, tunnels maintenance and management and construction of new structures. Barrier repairs, maintenance and replacement.
  - Highway patching and small- to medium-scale road asset renewal works – i.e. pothole repairs and larger surface defect repairs of the highway.
  - Pavement asset preservation services – i.e. carriageway and footway life extension treatments such as surface dressing.
  - Emergency Response – i.e. respond to emergencies across the network due to weather, emergency services support, vehicle collisions and structural asset failure both in hours and out of hours, 24/7/365.
  - Highway Improvement Scheme Delivery – i.e. construction of schemes for crash remedial measures, engineering and traffic schemes and S.106 agreements work.
- 2.5 On 21 August 2023 the Cabinet Member for Highways and Transport took a decision (23/0058 refers) to:
- Award a new contract to Amey Highways for 32 months.

- Delegate to the Corporate Director of Growth, Environment and Transport in consultation with the Cabinet Member for Highways and Transport to take relevant actions including but not limited to entering into contracts and other legal agreements, as necessary to implement the decision.
- Agree to the proposed procurement timeline for the replacement contract.

2.6 The report to this committee on 11<sup>th</sup> January 2024 explained the position with the HTMC and went on to identify a number of lessons learnt that were ratified at that committee and are as follows:

Members Highlighted:

- The need for active participation in the commissioning process to ensure wider consideration (residents, businesses, locations) were considered during the process.
- The need for opportunity to explore and shape how the service could be delivered in the future.
- The duration and performance framework expected for a contract of this type. When would contract reviews be undertaken and the type and scale of operational contract measures and performance indicators. How can residents be better served and informed.
- Opportunities to consider the various contracting arrangements and the scale of work that could be undertaken under the contract. There was a real desire to explore and understand the various delivery models. How to better incentivise operational services.
- Confirmation that this contract would be recommissioned and not extended again.
- The timeline for the commissioning process, the regularity of Member sessions/workshops and whether a dedicated member group should be set up. Alternatively, whether this could be routinely achieved within Cabinet Committee.

The service promised to return in this (January 24) Cabinet Committee with further information.

2.7 In order to address the lessons learnt and to move the commissioning programme forwards a number of actions have taken place since January 2024 and progressed in accordance with the commissioning timeline.

2.8 A Project Team has been established with senior managers from within H&T to manage and co-ordinate the necessary project actions to progress the commissioning plan.

2.9 Dedicated resource from the corporate Commercial and Procurement team has been provided and works in a fully integrated way with the H&T project team.

2.10 The appointment of expert consultants through the H&T Professional Services Framework with regard to project management, business planning and cost analysis (QS) have been put in place to support the project teams and progress

the commission within the tight timescale.

2.11 A Programme Board has been established to oversee the project as whole ensuring that the commission moves forward with the key elements for a successful delivery and meeting all necessary governance processes. Members of the Board include colleagues from within KCC in relation to Audit (including risk), Finance, Legal and Procurement. The Board is chaired by the Director of Highways and Transportation.

2.12 To specifically address the lessons learnt a number of Member Engagement sessions have taken place to discuss the relevant topics. These sessions were held on the following dates.

- 22 February 2024 – with an agenda that covered project update, project aims, current contractual arrangements, the project team, progress to date, timeline for the commissioning process and key risks. Members feedback.
- 26 April 2024 – with an agenda that covered project update including market engagement sessions, operational performance review and new measures presentation, social value, members feedback.
- 9 May 2024 – session with the Leader of the Council, Deputy Leader, Deputy Cabinet Member for Finance and Cabinet Member for Highways and Transport.
- In addition to specific meetings regular updates on progress have been provided to members in the newsletter of the Cabinet Member for Highways and Transport that precedes ETCC.

2.13 With regard to the specific lesson learnt item “*Confirmation that this contract would be recommissioned and not extended again*” - the recommendations of this report will formally address this item to ensure the commencement of the procurement with the external market providers by 4<sup>th</sup> October 2024. Also, that the required delegations are in place to award the contract to the successful bidder at the appropriate time.

2.14 As further progress is made with regard to the Full Business Case another round of member engagement sessions will be arranged over the coming months. It is also the intention to bring an update report to this committee in the near future following consultation with the Cabinet Member.

### **3. Programme Timeline and Next Steps**

3.1 The commissioning programme is currently on track to meet programme requirements. The timeline diagram below identifies the key activities of the programme that have taken place and those that will commence in due course. A more detailed plan on a page of activities can be found at appendix 1.



- 3.2 The formal procurement of the contract will comply with the requirements of Public Contract Regulations 2015. The Supplier Questionnaires (SQ) will be published to the market by no later than 4<sup>th</sup> October 2024 in line with the programme timeline.
- 3.3 The estimated contract cost for the contract is above Public Contract Regulations 2015 (PCR15) threshold for Services (£214,904, inclusive of VAT) and Works (£5,372,609 inclusive of VAT). The proposed route to market will be using a Competitive Procedure with Negotiation (CPN). The negotiation stage available within a CPN is considered critically important to help deliver value for money, and an effective schedule of rates; so, whilst optional, it is anticipated that this stage will be utilised
- 3.4 The Full Business Case first draft will be finalised by early October for further discussion before final sign off and prior to the invitation to submit initial tender.
- 3.5 Further Member Engagement and update sessions will be arranged in discussion with the Cabinet Member for Highways and Transport.

#### 4. Financial Implications

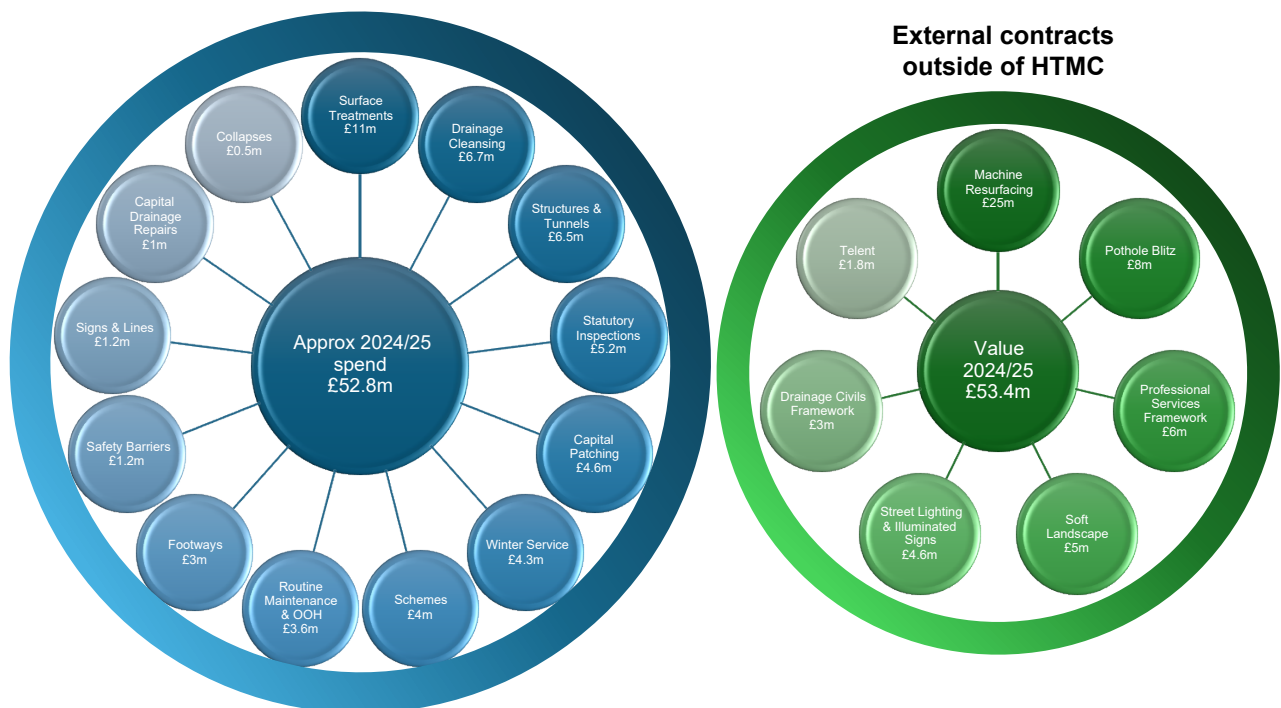
- 4.1 This paper is seeking to update committee members on our intended approach to commissioning the next Highways Term Maintenance Contract and is not seeking to make any specific policy decision. It therefore does not have direct financial implications.
- 4.2 We spend between £50m and £60m per annum through the HTMC dependent on revenue and capital base budget allocations. There can also be spend dependent on any government or other grant funding received in year that may not be known at base budget setting. Whilst there is uncertainty around future government capital grants for maintenance, we would expect a similar level of annual spend going



forward. As the contract will be a zero-value contract any changes to KCC base budgets or grant funding will impact financial throughput to revised budget levels.

4.3 Additionally base budgets do not take account of attending to weather events such as flooding, high winds (fallen trees), prolonged snow and ice conditions above budgeted levels. These will be met from reserves and/or met from underspends elsewhere in the directorate/across the Council, and will be above base budget spend levels thus increasing overall spend through the contract.

4.4 The diagram below identifies the current spend through each of the highways maintenance activities that make up this contract. Also, for information the other H&T contracts that are in place delivered outside of the HTMC.



## 5. Legal and procurement

5.1 As Highway Authority, Kent County Council is responsible for highways maintainable at public expense and has such duty to maintain highways county wide in accordance with S.41 of the Highways Act 1980.

5.2 The delivery of highway maintenance works is a vital part of our carefully considered approach to highway maintenance, as set out in KCC's Highways Asset Management Plan for 2021/22-2025/26, ([Asset Management in Highways \(kent.gov.uk\)](https://www.kent.gov.uk/asset-management-in-highways)) which helps us to demonstrate that we are a competent highway authority and are fulfilling our duty under the Highways Act 1980 to maintain a safe network.

5.3 The procurement of the contract will comply with the requirements of Public Contract Regulations 2015. The Commercial and Procurement Division are fully

engaged in all related matters.

## **6. Equalities and Data protection implications**

6.1 An Equalities Impact Assessment has been undertaken. There are no equalities implications.

6.2 There are no data protection implications as there is no processing of personal data,

## **7. Governance**

7.1 Delegated authority is to be given to the Corporate Director of Growth, environment and Transport Infrastructure, in consultation with the Cabinet Member for Highways and Transport to take relevant actions to facilitate the required procurement activity and to take relevant actions, including but not limited to, awarding, finalising the terms of and entering into the relevant contracts or other legal agreements, including contract extensions as necessary, to implement the decision

## **8. Conclusions**

8.1 The current HTMC contract will end as of 30<sup>th</sup> April 2026. A new contract is required to be in place as of 1<sup>st</sup> November 2025 to allow for implementation and mobilisation for commencement of delivery as of 1<sup>st</sup> May 2026. This contract enables KCC to undertake highway maintenance works to meet our statutory obligations contained within the Highway Act 1980 and fulfil our duty as Highway Authority.

## **9. Recommendations**

9.1 The Cabinet Committee is asked to consider and endorse or make recommendations to the Cabinet Member for Highways and Transport on the proposed decision to:

(i) APPROVE the procurement and contract award of a zero value Highways Term Maintenance Contract.

(ii) DELEGATE authority to the Corporate Director of Growth Environment & Transport, to take relevant actions to facilitate the required procurement activity;

(iii) DELEGATE authority to the Corporate Director of Growth Environment & Transport in consultation with the Cabinet Member for Highways and Transport, to take relevant actions, including but not limited to, awarding, finalising the terms of and entering into the relevant contracts or other legal agreements, as necessary, to implement the decision; and

(iv) DELEGATE authority to the Corporate Director of Growth Environment and Transport, in consultation with the Cabinet Member for Highways and Transport, to award extensions of the contract in accordance with the relevant clauses within the contract as shown at appendix A.

## **10. Appendices and Background Documents**

- Appendix A – Proposed Record of Decision
- Appendix B – Equality Impact Assessment
- Appendix C – KCC Plan on a page (POAP)

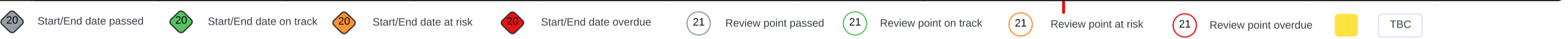
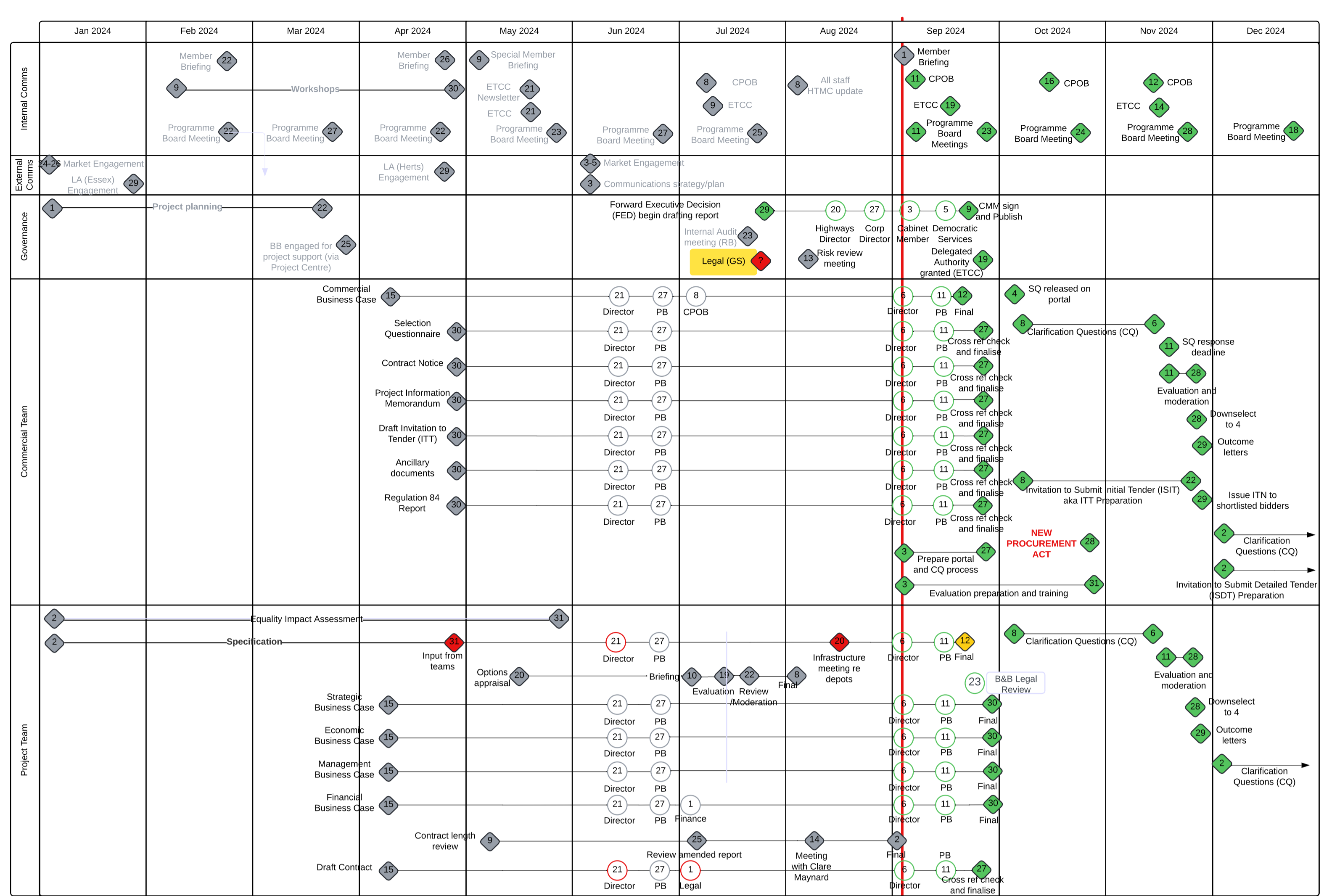
## 11. Contact Details

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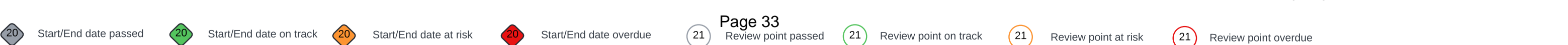
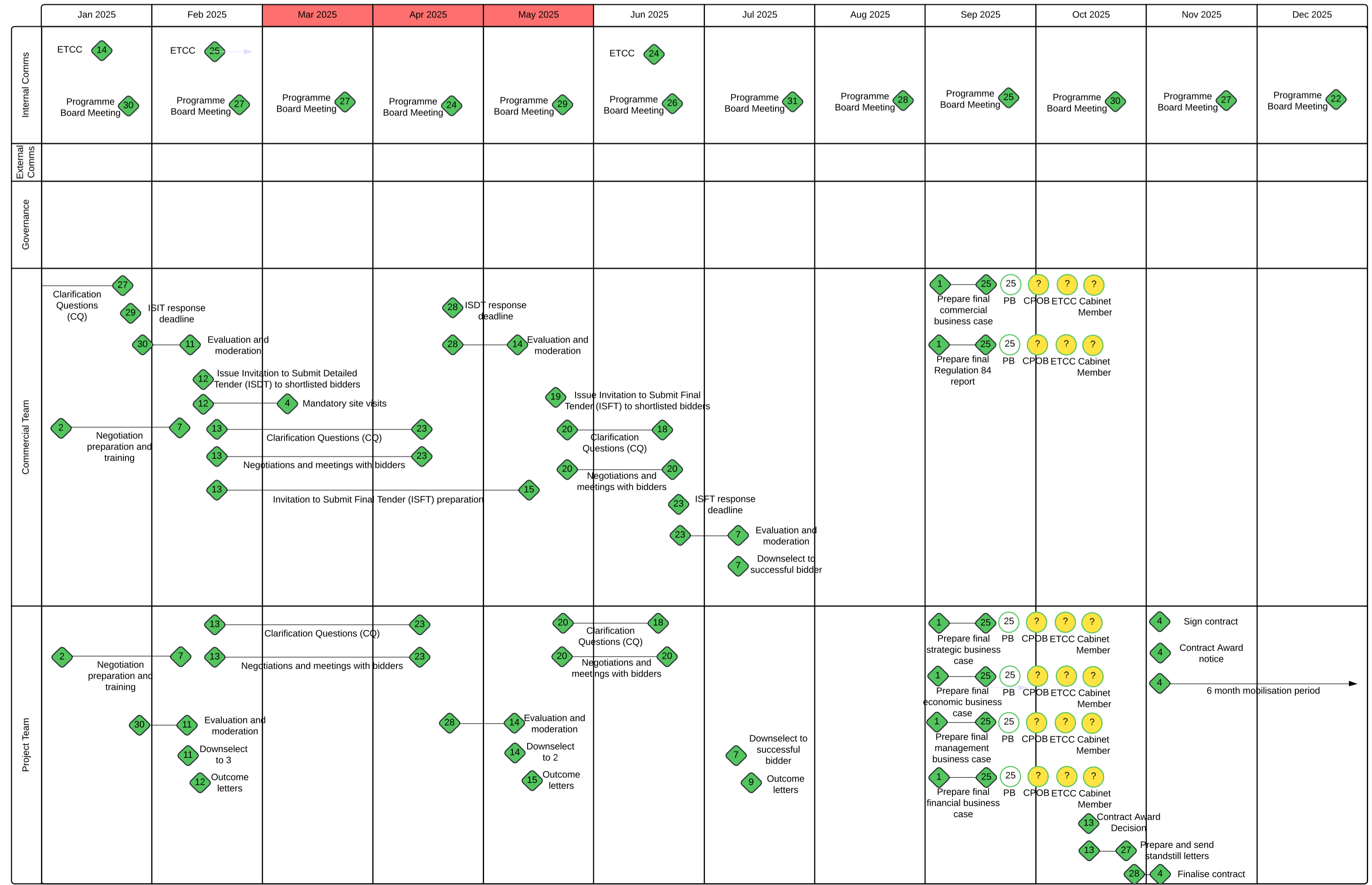
Relevant Director:  
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**PRE-ELECTION PERIOD**



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# KENT COUNTY COUNCIL –PROPOSED RECORD OF DECISION

**DECISION TO BE TAKEN BY:**

Neil Baker, Cabinet Member for Highways and Transport

**DECISION NO:**

For publication

Key decision: YES / NO

**Subject Matter /** Highways Term Maintenance Contract (HTMC) 2026

**Decision:**

As Cabinet Member for Highways and Transport, I agree to:

- (i) APPROVE the procurement and contract award of a zero value Highway Term Maintenance Contract;
- (ii) DELEGATE authority to the Corporate Director of Growth Environment & Transport, to take relevant actions to facilitate the required procurement activity;
- (iii) DELEGATE authority to the Corporate Director of Growth Environment & Transport , in consultation with the Cabinet Member for Highways and Transport, to take relevant actions, including but not limited to, awarding, finalising the terms of and entering into the relevant contracts or other legal agreements, as necessary, to implement the decision; and
- (iv) DELEGATE authority to the Corporate Director of Growth Environment & Transport in consultation with the Cabinet Member for Highways and Transport, to award any extensions of the contract in accordance with the extension clauses within the contract, part of which includes undertaking market testing to ensure any extension(s) continue to provide best value to the authority.

**Reason(s) for decision:**

Contract award of a zero value Highway Term Maintenance Contract; Under Section 41 of the Highways Act 1980 the council has the legal duty to maintain its highways and all highway assets (e.g. bridges, tunnels, drainage etc). This duty includes responsibility for maintaining, managing and where necessary improving sections of the network and to keep the highways safe for the travelling public. These contractor services need to be commissioned externally to ensure the Council meets its statutory obligations and that service continuity is maintained.

**Cabinet Committee recommendations and other consultation:**

Members of the Environment and Transport Cabinet Committee will considered the proposal at their meeting on 19 September.

**Any alternatives considered and rejected:**

**Deliver in-house:** There is no internal resource to deliver a contract of this size and complexity.

**Do nothing.** The current HTMC contract cannot be extended any further. New contractual arrangements must be in place from 1st November 2025 to allow time for implementation and mobilisation and to ensure service continuity from the 1st May 2026. Failure to commission services beyond this date will put KCC at risk in failing to deliver its statutory obligations to maintain the Highway, as the Highway Authority.

**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**

**TEMPLATE FOR ENTRY TO FORWARD PLAN OF KEY DECISIONS**

**Responsible Officer**

**Beverley Durling - GT EW**

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

**Andrew Loosemore - GT TRA**

### Type of Activity

**Service Change**

**No**

**Service Redesign**

**No**

**Project/Programme**

**No**

**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**

**Andrew Loosemore - GT TRA**

**Responsible Director**

**Haroona Chughtai - GT TRA**

### Aims and Objectives

Highways & Transportation (H&T) are re-evaluating the current delivery model of the Highway Term Maintenance Contract (HTMC), prior to a decision being made on the options available for a new contract to be re-procured and delivered in an alternative way beyond the current contract expiry date of 30th April 2026. Some of the services covered within the current contract include:

- Improving the highway network
- Gritting our roads in winter
- Filling in pot holes
- Responding to emergencies.

- Grass cutting
- Drainage
- Footways/Cycleways
- Gully emptying
- Patching
- Signs & Lines
- Safety Defects

**This EqlA aims to demonstrate that KCC has complied with The Public Sector Equality Duty (PSED). It focuses on customer considerations and relates to the 'policy review' of the HMCCP, where options are being explored. The EqlA will be reviewed / updated as we progress through the HMCCP.**

**The HMCCP is centred on the implementation of a contract delivery model that enables the service areas within H&T to deliver the business' objectives, which are to provide the people living, working, and travelling through Kent with the best possible transport network. Any decisions on what services are commissioned, the spend levels and what type of works are completed through a financial year, will not be included within this HMCCP. Additionally, any impact on the customer through policy changes and works affecting localised areas will be evaluated separately to this HMCCP and is the responsibility of the individual asset manager/head of service.**

**There is not intended to be a change in policy or public facing services, and the specifications of the contract are very similar to the existing contract. The responsibility for policy and direction of services remains with the Council. The contractor will deliver works in accordance with the Dignity at Work Code of Practice.**

#### **State rating & reasons**

**Our findings are that there are no Protected Characteristics that will be impacted upon either positively or negatively during the 'Policy Review' of the HMCCP.**

**There is not intended to be a change in policy or public facing services, and the specifications of the contract are very similar to the existing contract that is being delivered to the public, and therefore no interaction is needed at this stage.**

**If services within the contract change their policy or if projects directly affect Kent residents, such as the removal of a zebra crossing, the implementation of a traffic-calming scheme including road humps and narrowing or a reduction in the number of salt bins, individual associated EqlAs will be carried out by the responsible manager.**

#### **Potential Impact**

**We recognise that some options listed under the 'Aims and Objectives' section could result**

in a reduction in service provision due to price increases. This has been picked up in the HMCCP risk register and will be revisited in later in the HMCCP.

Budget reductions have also been added to the risk register; however a reduction in budgets will be a risk, regardless of the decided delivery model, due to reduced funding to local government.

We also recognise that some options would result in KCC having more control, for example we would decide which contractors are used. This could potentially be a positive impact for local businesses by bringing more work back into Kent, subject to the regulated public procurement regime. This would also be a positive impact for our customers as they would be communicating directly with KCC staff, rather than a prime contractor (such as the current HTMC delivery model).

## Data

Mosaic reports (to assist KCC to understand our customers and target audiences) are carried out on a six-monthly basis for H&T and show a customer breakdown based on all enquiries that have been logged on our works asset management system (used for works ordering and customer enquiries). The system collates customers' home postcodes.

The mosaic reports will be useful for determining the method in which we communicate with members of the public if needed, this will depend on the delivery model outcome.

Other data available includes monthly customer feedback regarding satisfaction with the service, historically gathered via a 100 day call back, whereupon a sample of customers (who had raised an enquiry or fault with H&T and had this closed down and completed) were telephoned by our contact centre. This has recently moved from a telephone conversation to an online feedback form, which customers receive a link to once they receive an enquiry closed notification. Options are still available for customers to give their satisfaction feedback over the phone via our contact centre.

## 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?

Yes

Who have you involved, consulted and engaged with?

There is not intended to be a change in policy or public facing services, and the specifications of the contract are very similar to the existing contract that is being delivered to the public, and therefore no consultation is needed at this stage. Members of the public have access to our Highways asset management policy on our [kent.gov.uk](http://kent.gov.uk) website.

Who have we involved and engaged with.

- Workshops have taken place with H&T staff who utilise the current HMTC. This enabled the HMCCP team to draw on the wealth of knowledge within the service, the information gathered will assist the Project Board to understand their experience of the HMTC, in turn enabling us to capture thoughts with regards to a delivery model going forward.

- The HMCCP team have met with other local authorities. This will assist the Project Board with regards to understanding the rationale behind those local authorities' contract arrangements, and whether they could potentially work for KCC.

**Consultation going forwards**

- Once a decision has been reached on the preferred options, and if there is a need, the HMCCP team will consider communication with members of the public. The mosaic reports will be useful for determining the method in which we communicate with members of the public.

- Customer engagement for Parish Councils and County Council Members will take place through the Kent Association of Local Councils (KALC).

- Contractors/suppliers – data will be required when recommendation options are laid out going forward. Market Engagement to test potential options has taken place since January 2024 and is ongoing.

**Consultation going forwards**

- Once a decision has been reached on the preferred options, and if there is a need, the HMCCP team will consider communication with members of the public. The mosaic reports will be useful for determining the method in which we communicate with members of the public.

- Customer engagement for Parish Councils and County Council Members will take place through the Kent Association of Local Councils (KALC).

- Contractors/suppliers – data will be required when recommendation options are laid out going forward. Market Engagement to test potential options has taken place since January 2024 and is ongoing.

**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

|  |
|--|
| <b>Are there any positive impacts for all or any of the protected groups as a result of the activity that you are doing?</b> |
| <b>No. Note: If Question 17 is "No", Question 18 should state "none identified" when submission goes for approval</b>        |
| <b>Details of Positive Impacts</b>   |
| None identified  |
| <b>Negative impacts and Mitigating Actions</b>   |
| <b>19. Negative Impacts and Mitigating actions for Age</b>   |
| <b>Are there negative impacts for age?</b>   |
| <b>No. Note: If Question 19a is "No", Questions 19b,c,d will state "Not Applicable" when submission goes for approval</b>    |
| <b>Details of negative impacts for Age</b>   |
| Not Completed  |
| <b>Mitigating Actions for Age</b>  |
| Not Completed  |
| <b>Responsible Officer for Mitigating Actions – Age</b>  |
| Not Completed  |
| <b>20. Negative impacts and Mitigating actions for Disability</b>  |
| <b>Are there negative impacts for Disability?</b>  |
| <b>No. Note: If Question 20a is "No", Questions 20b,c,d will state "Not Applicable" when submission goes for approval</b>    |
| <b>Details of Negative Impacts for Disability</b>  |
| Not Completed  |
| <b>Mitigating actions for Disability</b>   |
| Not Completed  |
| <b>Responsible Officer for Disability</b>  |
| Not Completed  |
| <b>21. Negative Impacts and Mitigating actions for Sex</b>   |
| <b>Are there negative impacts for Sex</b>  |
| <b>No. Note: If Question 21a is "No", Questions 21b,c,d will state "Not Applicable" when submission goes for approval</b>    |
| <b>Details of negative impacts for Sex</b>   |
| Not Completed  |
| <b>Mitigating actions for Sex</b>  |
| Not Completed  |
| <b>Responsible Officer for Sex</b>   |
| Not Completed  |
| <b>22. Negative Impacts and Mitigating actions for Gender identity/transgender</b>   |
| <b>Are there negative impacts for Gender identity/transgender</b>  |
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| <b>Negative impacts for Gender identity/transgender</b>  |
| Not Completed  |
| <b>Mitigating actions for Gender identity/transgender</b>  |
| Not Completed  |
| <b>Responsible Officer for mitigating actions for Gender identity/transgender</b>  |
| Not Completed  |
| <b>23. Negative impacts and Mitigating actions for Race</b>  |

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| <b>Are there negative impacts for Race</b>   |
| No. Note: If Question 23a is "No", Questions 23b,c,d will state "Not Applicable" when submission goes for approval |
| <b>Negative impacts for Race</b>   |
| Not Completed  |
| <b>Mitigating actions for Race</b>   |
| Not Completed  |
| <b>Responsible Officer for mitigating actions for Race</b>   |
| Not Completed  |
| <b>24. Negative impacts and Mitigating actions for Religion and belief</b>   |
| <b>Are there negative impacts for Religion and belief</b>  |
| No. Note: If Question 24a is "No", Questions 24b,c,d will state "Not Applicable" when submission goes for approval |
| <b>Negative impacts for Religion and belief</b>  |
| Not Completed  |
| <b>Mitigating actions for Religion and belief</b>  |
| Not Completed  |
| <b>Responsible Officer for mitigating actions for Religion and Belief</b>  |
| Not Completed  |
| <b>25. Negative impacts and Mitigating actions for Sexual Orientation</b>  |
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| <b>Mitigating actions for Sexual Orientation</b>   |
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| Not Completed  |
| <b>26. Negative impacts and Mitigating actions for Pregnancy and Maternity</b>                                     |
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| Not Completed  |
| <b>Responsible Officer for mitigating actions for Pregnancy and Maternity</b>                                      |
| Not Completed  |
| <b>27. Negative impacts and Mitigating actions for Marriage and Civil Partnerships</b>                             |
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| <b>28. Negative impacts and Mitigating actions for Carer's responsibilities</b>                                    |
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| Not Completed  |
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| Not Completed  |

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**From:** Neil Baker – Cabinet Member for Highways & Transport  
Simon Jones – Corporate Director of Growth, Environment & Transport

**To:** Environment & Transport Cabinet Committee – 19 September 2024

**Subject:** Kent Walking and Cycling Infrastructure Plan - Update

**Key decision:** No

**Classification:** Unrestricted

**Past Pathway of report:** None

**Future Pathway of report:** None

**Electoral Division:** All wards

**Summary:** This paper provides an update on the development of the Kent Cycling and Walking Infrastructure Plan and identifies the next steps for the project.

**Recommendation(s):**

The Cabinet Committee is asked to note the contents of the report and make any comments.

## 1. Introduction

- 1.1 KCC developed and then consulted until January 2024 on a Kent Cycling and Walking Infrastructure Plan (KCWIP). Since the close of the consultation KCC has been reviewing the feedback to finalise the Plan. The KCWIP forms an important part of KCC's portfolio for improving journeys for pedestrians and cyclists over time. The KCWIP has been developed so as not to pre-determine designs and solutions, but instead to identify opportunities and deficits.
- 1.2 The KCWIP is also compliant with the priorities in Securing Kent's Future. The KCWIP work is externally grant funded with its aim to prioritise and develop fit for purpose walking, wheeling, and cycling routes around the county to encourage active travel which in turn promotes public health. The team secured AECOM as lead consultants by using the Highways Professional Services Framework ensuring best value was obtained.
- 1.3 The KCWIP is also a step on the way to fulfilling the commitment in Framing Kent's Future, the Council strategy, which states "we will incentivise people to choose alternative travel options to the car by prioritising the maintenance and creation of safe and accessible walking routes and cycle lanes...." The KCWIP establishes the focus for where in Kent we aim to make progress through working with local communities on delivering this commitment, subject to funding we can secure for design development and construction.

- 1.4 These include the strong positive impact walking, wheeling, and cycling can have on public health given *Framing Kent's Future* commitment to improve the health of Kent's population and narrow health inequalities. The KCWIP supports delivery of Infrastructure for communities by providing a long-term plan for walking, wheeling, and cycling infrastructure that developers can understand and contribute to delivery of. The plan also helps KCC support rural communities by looking at improvements to inter-urban routes and connecting rural areas to local amenities. Lastly, as zero emission forms of travel, the KCWIP will help deliver the Environmental Step Change the council strategy aspires to.
- 1.5 The KCWIP forms an important plank of our draft new statutory Local Transport Plan, helping us to strike a balance across the transport mix in addressing the challenges in Kent and fulfilling the wider commitments that the Council has established in *Securing Kent's Future and Framing Kent's Future*.
- 1.6 This paper summarises the results from the consultation, and how KCC will use the KCWIP to prioritise and inform future efforts it undertakes to invest in the transport network. It should be noted that the final KCWIP will be presented to this committee in November for consideration in advance of the Cabinet Member taking a decision to formally adopt the plan. Additionally, individual projects will continue to be taken through the formal governance process. The portfolio or previous decisions are appended to this report for information.
- 1.7 Walking, wheeling, and cycling makes up part of an integrated transport package of measures and Local Transport Plan 5 will be our statutory approved approach.

## **2. Purpose of the KCWIP**

1.8 The KCWIP was developed with the aim to deliver the following outcomes:

- A network plan for walking and cycling, which identifies preferred routes and core walking and wheeling zones.
- A plan for integrating the KCWIP into active travel planning policies, strategies, and delivery plans.
- A prioritised programme of infrastructure improvements for future investment.
- A robust, evidence-based document which sets out the underlying analysis conducted and provides a narrative which supports the identified improvements and network.

1.9 The KCWIP was developed in line with government published guidance. The status of Infrastructure Plans as an important mechanism for demonstrating ambition and commitment to improving walking and cycling has been recognised with Active Travel England having upgraded KCC's rating to 2 which is defined as having Strong local leadership, with clear plans that form the basis of an emerging network with a few elements already in place.

1.10 The content of the KCWIP has been built into the long-term capital plan that the new draft Local Transport Plan is establishing. This will help ensure we can aim

to secure sustained funding for walking and cycling improvements alongside those other network investments the Local Transport Plan proposes.

- 1.11 KCC always approaches its capital plans with flexibility, and therefore whilst the KCWIP provides well-reasoned focuses for locations to invest in improved walking and cycling infrastructure, if new opportunities arise KCC will take these into consideration and pursue their delivery where desired.
- 1.12 It is important to note that whilst the focus can often be on cycling, the KCWIP has a balanced set of proposals across walking and cycling. There are 15 walking zones identified where the pedestrian environment could be improved to help make journeys on foot or wheelchair easier, along with 15 cycling corridors. Investment in improving the pedestrian environment can be transformational for creating safer, more comfortable, attractive, and enjoyable places to travel through or spend time in – and form an important feature of supporting Kent’s town centre and visitor economies. Walking is also a form of transport that can be achieved more by those with some mobility issues when cycling is not an option.
- 1.13 The KCWIP is only one part of a programme of Active Travel interventions, infrastructure and training, and the wider programme’s details are in Appendix A to this paper including previous briefing papers submitted to ETCC on Active Travel Infrastructure and the Active Travel Team Business Plan.
- 1.14 The KCWIP also has links to and consulted with other teams throughout KCC including Major Projects, Highway Improvements, Public Health prevention agenda and Public Rights of Way.

### **3. The interface with District Local Cycling and Walking Infrastructure Plans**

- 1.15 The district developed Local Cycling and Walking Infrastructure Plans were considered as part of the KCWIP as it was developed and the walking zones and cycling corridors that will provide a focus for KCC’s future work can help to deliver LCWIP priorities. In this way, both local short distance trips within town centres and their connections to their suburbs can be improved along with ensuring that better connections exist between towns and to access destinations along the way including visitor attractions, schools, and other services.
- 1.16 LCWIPs remain in development for some Districts and will remain an important part of the framework for informing KCC’s future pipeline of works. LCWIPs still in development include Edenbridge, Rural Folkestone and Hythe, Dover, Ashford refresh, Thanet, Swale, Gravesham rural. They can provide a forensic assessment of local journeys in part of Kent that provides intelligence to KCC about the needs and opportunities for how infrastructure could be improved. This is informative to the future development and design of proposals which KCC can undertake, subject to funding, as it seeks to deliver improvements in the areas covered by the KCWIP.
- 1.17 It should be noted that the prioritised network presented in the KCWIP reflects scope constraints and strategic priorities. It is essential not to consider these routes and zones in isolation, as only a dense and coherent network will

maximise the benefits and facilitate significant mode shift towards sustainable travel. Future LCWIPs across Kent should refer to the identified desire lines and further develop them into routes. This approach will contribute to building a comprehensive active travel network that enhances accessibility, safety, and convenience for all residents and commuters. Regular updates and coordination between LCWIPs and the KCWIP will be crucial to achieving this long-term vision of sustainable transport infrastructure. Part of our next steps will be identifying how we do this.

## **2. Summary of consultation results**

### **2.1 Engagement Stages:**

- **Stage One:** Key stakeholders participated in online workshops to provide feedback on proposed walking zones and cycling routes.
- **Stage Two:** A public consultation took place between November 1, 2023, and January 10, 2024, to gather feedback on walking zones, cycling routes, and active travel improvements.

### **2.2 Consultation Methods:**

- Interactive maps on the consultation webpage allowed comments on specific cycling routes and walking zones.
- A detailed consultation questionnaire was used to understand views on proposed cycle routes and walking zones.
- A Q&A tool and contact with the KCC Active Travel team were available for inquiries.
- In-person drop-in events occurred at specified locations and dates.
- Schools near the routes and zones were directly contacted to encourage community participation.

### **2.3 Promotion Efforts:**

- KCC promoted the consultation extensively on social media and websites.
- Relevant stakeholders received emails encouraging promotion.
- A media release was issued at the consultation launch.
- Local District Councils and Parish/Town Councils participated in dissemination.
- Posters and postcards were displayed in libraries and gateways.
- Emails were sent to registered users and schools.
- Articles were published in KCC's communication channels.

2.4 For more details, please refer to the consultation report in the Appendix, or review the consultation information at [www.kent.gov.uk/kcwip](http://www.kent.gov.uk/kcwip).

## **3. Financial Implications**

3.1 Active Travel England (ATE) require all Local Authorities to agree a self-assessment rating with them, which affects how capital and revenue funding is awarded. KCC recently had their rating moved up from Level 1 to Level 2 on "capability and ambition", and to date we have secured a total of £14 million

funding from ATE. This investment funds infrastructure, facilities, promotion, and education.

- 3.2 The total revenue spend on the development of the KCWIP (Kent Cycling and Walking Infrastructure Plan) currently stands at £149k. This has been funded from both the Department for Transport grant for Local Transport Plan (LTP) development and Active Travel England grant for Capability building. The development of the KCWIP is a discretionary spend, but as outlined further on, will assist with future grant funding bids.
- 3.3 Of the £149k spent to date, AECOM consultancy fees account for £145707 with the remainder spent internally on creation of consultation documents, videos and paid social media to promote the consultation.
- 3.4 Going forward, additional funding to design and develop schemes will be sought through channels such as Active Travel England and developer contribution agreements. To maximise impact, the budget will prioritise routes and zones with an evidence base and initial community/local officer support. In addition, it will be important to develop a spatial/visual map of existing and proposed routes, their ownership and who has the maintenance responsibilities. This will aid our development planners in sharing intel and routes with developers to build into planning requirements.
- 3.5 The KCWIP's development is crucial for future KCC bids to secure not only active travel and highway improvement funding but also additional funding opportunities for funding through business/growth/tourism/public health/ social prescribing for example. In not doing this we would be at a disadvantage when applying for future funding. Revenue and capital expenditure for schemes identified in the KCWIP will be assessed on a case-by-case basis and will consider feasibility, design, build and longer-term maintenance implications for each scheme through consultation with appropriate KCC colleagues.
- 3.6 Importantly, there are no revenue budget implications, and staffing needs will be met using existing resources and additional secured funding.
- 3.7 The KCWIP is an integral part of our Integrated Transport Plan and future scheme development and major project/development sites which feature in the overall spatial planning.

#### **4. Legal implications**

- 4.1 The KCWIP forms an important part of our draft new statutory Local Transport Plan, helping us to strike a balance across the transport mix in addressing the challenges in Kent and fulfilling the wider commitments that the Council has established in *Framing Kent's Future*.

#### **5. Equalities implications**

- 5.1 Promoting walking, wheeling, and cycling is likely to improve access and health for all groups.

- 5.2 In general, all protected characteristics are expected to experience positive impact from walking, wheeling, and cycling proposals identified in the KCWIP. This is because one of the core objectives of the KCWIP is to propose attractive, comfortable, direct, coherent, and accessible interventions, which will benefit all. The proposals will be Local Transport Note 1/20 compliant where possible. There may be groups impacted by certain designs such as a shared footway, however this is an accepted design within LTN1/20, and mitigation measures will be further investigated as part of detailed design and consultation for each specific route or zone.
- 5.3 The KCWIP Draft EqIA is included as Appendix B to this report and will be updated in light of the consultation feedback.

## **6. Governance**

- 6.1 The Active Travel Team will follow the appropriate processes when progressing schemes from feasibility to design to build in line with ETCC Key Decisions and funding agreements.
- 6.2 Whilst not a formal governance group, the cross-party Members Walking and Cycling Group provide guidance to officers in the decision-making process.

## **7. Conclusions and next steps**

- 7.1 The KCWIP analysed the current active travel conditions across Kent and developed a cycling and walking network along with interventions to encourage a modal shift towards sustainable modes, thereby supporting healthier and more sustainable lifestyles. The prioritisation of the KCWIP network resulted in 15 cycling routes, 15 walking zones, 343 cycling interventions, and 215 walking interventions shortlisted to be implemented over the next ten years, making walking, and cycling more attractive options for everyday leisure and commuting trips.
- 7.2 Active Travel England are looking for Highway Authorities to have comprehensive plans in place with strong local leadership<sup>1</sup>. The KCWIP shows Kents ambition in moving towards having a significant walking, wheeling, and cycling network and therefore showing we have long term plans for a coherent, walking, wheeling, and cycling network which has been prioritised and consulted on and will help support KCC in applications for further funding.

### **7.3 Next Steps**

- To formally adopt the KCWIP.
- Decide how we review and update the KCWIP, how often and how this will be funded. To date most grant funding for active travel schemes has been via the Active Travel Fund bid through Active Travel England.

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<sup>1</sup> Active Travel England Summary guidance on local authority active travel capability ratings [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1141355/local-authority-active-travel-capability-ratings.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1141355/local-authority-active-travel-capability-ratings.pdf)

- Continue to work with districts and boroughs on their priorities alongside the work of the KCWIP. We need to review how we ensure fairness across schemes, and this may mean that we develop prioritisation processes which consider KCWIP/LCWIP schemes and any new schemes which are put forward.
- Explore opportunities for districts and boroughs to rationalise and prioritise key routes or schemes. This could take place via existing committees.
- We recognise that projects must undergo detailed and rigorous community engagement at all stages of their design and development and we need to pilot and develop a process for this. The use of focus groups and community engagement should shape the look and feel of new active travel projects to uncover what each aspect will look like for day-to-day users. Setting up local workshops with representatives from the local community should be a key part of project development and engagement. It is important that these focus groups include voices from a range of backgrounds, including those who represent disabled groups, business representatives and families.
- Develop a spatial masterplan on a mapping system to include all walking, wheeling, and cycling known infrastructure (existing and proposed/planned) and officer training.

## 9. Recommendation (s)

The Cabinet Committee is asked to note the contents of the report and make any comments.

## Appendices

- App A - Active Travel Team Portfolio of work: Key Decisions:
  - [Decision - 23/00099 - Active Travel Capital Funding Grant update \(Tranches 2, 3 and 4\) \(kent.gov.uk\)](#)
  - [Decision - 22/00022 - Active Travel Capital Funding Grant Tranche 2 \(kent.gov.uk\)](#)
  - [Decision - 21/00118 - Canterbury: Littlebourne to City Centre Active Travel Project \(kent.gov.uk\)](#)
  - [Decision - 21/00066 - Kent Active Travel scheme - Cinque Ports Phase 5 - A259 Palmarsh to Dymchurch Redoubt forming part of the proposed Cinque Ports cycle path between Folkestone and Lydd](#)
  - [Decision - 21/00002 Active Travel Tranche 2 Funding \(kent.gov.uk\)](#)
- App B - KCWIP Equality Impact Assessment

## 10. Contact details.

Report Author:  
Katie Ireland

Relevant Director:  
Haroon Chughtai,

Safer Active Journeys Team Leader  
03000 411627  
Katie.Ireland@kent.gov.uk

Director of Highways and Transportation  
03000 412479  
haroona.chughtai@kent.gov.uk



## EQIA Submission – ID Number

### Section A

**EQIA Title**

Kent Cycling and Walking Infrastructure Plan

**Responsible Officer**

Katie Ireland - 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**

No

**Commissioning/Procurement**

No

**Strategy/Policy**

Strategy/Policy

**Details of other Service Activity**

No

### Accountability and Responsibility

**Directorate**

Growth Environment and Transport

**Responsible Service**

Transportation/Road Safety and Active Travel Group

**Responsible Head of Service**

Tim Read - GT TRA

**Responsible Director**

Simon Jones - GT CDO

### Aims and Objectives

This EqIA concerns the development of a Kent Cycling and Walking Infrastructure Plan (KCWIP). The planned outcomes of the KCWIP are;

- A network plan for walking, wheeling and cycling routes
- A plan for integrating the Local Cycling and Walking Infrastructure Plans (LCWIP) into active travel planning policies, strategies, and delivery plans
- A prioritised programme of infrastructure improvements for future investment
- A robust, evidence-based report which sets out the underlying analysis for the LCWIP and provides a narrative which supports identified improvements.

The objectives of the KCWIP are

- streamlining existing and new knowledge into one document to build a complete picture of the walking and cycling infrastructure, identifying active travel network gaps and propose interventions to fill these gaps
- Improve urban and inter-urban strategic connections across Kent
- Developing cycling routes which support current demand and encourage future growth for predominantly commuting, but also non-commuting trips
- Improve walking accessibility within urban centres

- Propose long and short term high-level interventions to meet current walking and cycling demand and serve future demand. These improvements will be: attractive, comfortable, direct, coherent and accessible
- Align walking and cycling interventions with local, regional and national policies.

Our assessment concludes that the outcomes of the KCWIP are expected to have a positive impact as the proposals promote access by all users and abilities. The KCWIP proposes high level intervention ideas for routes and zones which will then be progressed individually. Each scheme will have it's own specific EIA which will look at the specific plans for that area and assess any postivie/negative impacts.

## 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?**

KCC Members  
 District Officers  
 KCC Officers in other teams  
 Walking and Cycling Groups and Charities

A 10 week public consultation has been completed from November 2023 to January 2024. A mix of engagement and communications activities was used to help make the consultation accessible. Direct contact was made with additional organisations/groups who work with or represent specific protected characteristic groups.

KCC asked whether respondents had any comment to make on their equality analysis and if there is anything else they should consider relating to equality and diversity. A total of 52 respondents provided feedback to this question. When developing individual schmes from the KCWIP these comments will be included and addressed where reasonably practical.

**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 general all protected characteristics are expected to experience positive impact from walking, wheeling and cycling proposals identified in the KCWIP. The Page 54

propose attractive, comfortable, direct, coherent and accessible interventions, which will benefit all. The proposals will be Local Transport Note 1/20 compliant. There may be groups impacted by certain designs such as a shared footway, however this is an accepted design within LTN1/20 and mitigation measures will be further investigated as part of detailed design and consultation for each specific route or zone.

### **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 Completed

##### **Mitigating Actions for Age**

Not Completed

##### **Responsible Officer for Mitigating Actions – Age**

Not Completed

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Not Completed

##### **Responsible Officer for Sex**

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##### **Mitigating actions for Gender identity/transgender**

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##### **Responsible Officer for mitigating actions for Gender identity/transgender**

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| <b>28. Negative impacts and Mitigating actions for Carer's responsibilities</b>                                    |
| <b>Are there negative impacts for Carer's responsibilities</b>   |
| No. Note: If Question 28a is "No", Questions 28b,c,d will state "Not Applicable" when submission goes for approval |
| <b>Negative impacts for Carer's responsibilities</b>   |

|   |
|---|
| Not Completed   |
| <b>Mitigating actions for Carer's responsibilities</b>  |
| Not Completed   |
| <b>Responsible Officer for Carer's responsibilities</b> |
| Not Completed   |

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**From:** Neil Baker, Cabinet Member Highways and Transport  
Simon Jones, Corporate Director, Growth, Environment and Transport.

**To:** Environment and Transport Cabinet Committee – 19 September 2024

**Subject:** Winter Service Policy for 2024/25

**Classification:** Unrestricted

**Summary:** Each year officers review the Council's Winter Service Policy and the operational plan that supports it considering changes in national guidance and lessons learnt from the previous winter. Due to the work undertaken previously, there are no key revisions to this year's policy. This report sets out an overview of this year's policy.

**Recommendation:** The Cabinet Committee is asked to note and make comments to the Cabinet Member for Highways and Transport on the proposed Winter Service Policy for 2024/25.

## 1. Introduction

- 1.1 The 2023/24 winter season was mild when compared to previous years. The weather through the season was a mixture between prolonged periods of persistent rainfall and isolated cold periods where we had to undertake preventative salting of the network.
- 1.2 The overall winter season was below average for the number of salting runs undertaken when compared against previous years. We undertook a total of 40 primary salting shouts, compared with the budgeted 66 runs and used 6,694 tonnes of salt.
- 1.3 Operation Performance Measure 17 (OPM17) across the season for Salting Runs completed within the specified timeframe was 99.2%.

## 2. Financial implications

- 2.1 The allocated budget for winter service for 2024/25 is £4,324,100. The budget is broken down as follows:

|                                |                   |
|--------------------------------|-------------------|
| Pre-salting gritting operation | 1,661,500         |
| Plant & equipment              | 2,457,700         |
| Maintenance of farmers ploughs | 50,000            |
| Weather forecasting            | 20,700            |
| Ice prediction                 | 36,300            |
| Supply & maintain salt bins    | 82,700            |
| Supply of salt to districts    | 10,200            |
| Publicity campaign             | 5,000             |
| <b>TOTAL</b>                   | <b>£4,324,100</b> |

### **3. Winter planning**

3.1 Over the 2024 summer period work has been undertaken to further refine and improve the winter service; this focused on:

- Reviewing winter service provision ready for the new HTMC
- Review of snow routes
- Salt bin replacement and filling, along with analysing usage.
- Salt storage at depots – Swanley salt barn completed and operational.
- Review of our district plans and existing routes
- Review of local farmers snow plough agreements

### **3.2 Winter route optimisation**

3.2.1 Our gritting routes are organised within specific climate areas making our gritting decisions more effective. We now only treat roads that need it, based on their climate area. Before, routes would cross different climate areas, leading us to grit roads that did not need it because we could not separate the routes at the boundaries.

### **4.0 Salt bins**

4.1 There are over 3,000 salt bins in the county and this stock is considered sufficient to meet the needs of local communities. Like previous years, no new salt bins will be placed this winter. County Members can however use their Combined Member Grant to purchase salt bins, subject to meeting our salt bin assessment criteria.

4.2 Once again, following on from last season, all reports received regarding empty and damaged salt bins were actioned. For this coming winter season, we will continue using individual reports from the highways team and customer enquiries, to ensure salt bins are full prior to the start of the core winter period. In addition, we will be producing an article for Kent Association of Local Councils (KALC) newsletter to ask Parishes to report empty salt bins in their local area, via our online fault reporting tool.

4.3 Salt bins will be filled once during the season, however in the event of snowfall they may be refilled, subject to available resources. We will continue to monitor salt bin usage over the coming winter season, to ensure bins are appropriately located on the network.

### **5. Snow routes**

5.1 The winter service is focused on keeping open the network of primary routes comprising 1,597 miles, (2,571 km) which are the main A and B roads and locally important roads in the county. During snowfall these remain the focus of our activity. However, it is recognised that other parts of the highway in the county are adversely affected by snow, and this can have a detrimental impact on communities relying on these roads to get to the main roads. Whilst policy, service levels and resources enable us to meet our statutory duty we



are mindful that other parts of the road network do experience difficulties. These include hilly areas, exposed roads subject to drifting and other factors. These have been designated snow routes and will be treated, as resources allow, when there is snowfall. These routes have been digitised and loaded into the in-cab Navtrak system. Additionally, we will continue to have the support of our contracted farmers who clear snow from pre-approved areas of the rural network.

## **6. Winter resilience**

6.1 We have identified an Operational Winter Period which is October to April and a Core Winter Period which is December to February and the stocks of salt needed during those periods to effectively treat the network in line with recommended resilience levels. The minimum levels of salt needed to maintain the resilient network (as defined in the Quarmby review 2012) is 16,800 tonnes. We maintain a salt stock of 23,000 tonnes (including 2,000 tonnes of a salt/grit mix which is held in a strategic stockpile at Faversham Highway depot) ensuring the recommended minimum levels are achieved. Arrangements are in place for salt deliveries during the winter to ensure we have the recommended resilience stock levels.

6.1.1 In addition, KCC continues to hold 5,000t of salt, as an operational contingency, in the event of an emergency being declared or if supplies nationally become frustrated.

## **7. Collaboration with neighbouring authorities**

7.1 Mutual aid arrangements are in place with national highway Area 4 and Medway Council. The annual winter meeting with all southeast highway authorities to finalise arrangements is scheduled for late September 2024.

## **8. Media and communication**

8.1 As in previous years a media campaign will be used during the winter season. A series of infographics have been prepared which gives information about the winter service in an engaging manner. These will feature in a range of media, including social media.

8.2 The campaign will increase awareness of the service and encourage everyone to be prepared and undertake self-help when possible. This year radio, television and press will be provided with media briefs in advance of the winter season detailing the essentials of the winter service.

8.3 Key staff in Highways are working with the press office to prepare statements and press releases for rapid issue at the onset of winter conditions. These will be pre-approved for use during periods of severe conditions when the winter service delivery team will be busy.

## **9. Winter Service Policy and Plan 2024/25**

- 9.1 The Winter Service Policy is presented at Appendix A. Please note, no additions or amendments have been made to the policy for this coming winter season.
- 9.2 The Winter Service Policy is supported by an Operational Plan which has been updated in line with the Policy and discussions have taken place with our Highway Maintenance Service Provider to ensure that our plans are aligned.
- 9.3 The Plan is available for Members to view on request. In addition, district plans have been developed in conjunction with district and borough councils across the county and these will be used together with the Policy to deliver the winter service.

## **10. Strategic Statement**

- 10.1 Winter service is essential to “Framing Kent’s Future - Infrastructure for Communities - Priority 2”. To ensure residents have access to viable and attractive travel options that allow them to make safe, efficient, and more sustainable journeys throughout Kent. It also contributes towards Kent residents having a good quality of life in all weathers, through local district winter plans, the provision of salt bins and the communication strategy that complements the winter service policy.

## **11. Equality Impact Assessment**

- 11.1 An equality impact assessment (EQIA) has been carried out on the Policy.

## **12. Conclusion**

- 12.1 The Winter Service Policy sets out the Council’s arrangements to deliver a winter service across Kent. There are limited revisions that have been made to this year’s policy, due to the excellent progress made over the last few years, to ensure our winter service policy is robust and deliverable.

## **13. Recommendations**

|   |
|---|
| 13.1 The Cabinet Committee is asked to note and make comments to the Cabinet Member for Highways and Transport on the proposed Winter Service Policy for 2024/25. |
|---|

## **14. Appendices and Background documents**

- 14.1 Appendix A – Winter Service Policy
- 14.2 Well Managed Highways 2016; NWSRG Best Practice Guidance - Planning Section

## 15. Contact details

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Kent County Council

# Winter Service Policy

Highway Operations Policy for 2024/25 Winter  
Service Period

H&T RE  
V1.0 August 2024 - R. Emmett



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## **1. INTRODUCTION**

### **1.1 Winter Service - Statutory Duty**

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

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

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

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

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

### **1.2 Winter Service Standards**

1.2.1. To respond as quickly and efficiently as possible to its responsibilities, Highway Operations has adopted policies and standards for each of the winter service activities and these are detailed within this document. The operational details for the winter service activities in Kent are detailed in the Winter Service Plan 2024/25 that complements this Policy Document.

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

- Minimise accidents and injury to highway users, including pedestrians, and preventing damage to vehicles and other property
- Keep the highway free from obstruction and thereby avoiding unnecessary hindrance to passage

### 1.3 **County Council Maintained Highways**

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

1.3.2 Medway Council treats designated roads totalling 37.17km of the Kent network on behalf of Kent County Council. These roads are adjacent to and adjoining the Medway network on the north Kent borders. In return KCC provides Medway Council with the road weather forecast, access to our road weather station network and annual winter decision making training. A contract is in place detailing the arrangement.

### 1.4 **Motorways and Trunk Roads**

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

## 2. **WINTER SERVICE OBJECTIVES**

### 2.1 **Salting**

- 2.1.1
- To prevent the formation of ice on carriageways (precautionary salting)
  - To facilitate the removal of ice and snow from carriageways and footways (post salting).

### 2.1.2 **Roads to be Included within Primary Precautionary Salting Routes**

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

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

- Other roads identified by Senior Highway Managers (based on local knowledge and experience and input from relevant local stakeholders including district and parish councils), that are particularly hazardous in frosty/icy conditions.

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

## **2.2 Minimum Winter Network**

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

## **2.3 Snow clearance**

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

- 2.3.1
- To prevent injury or damage caused by snow
  - To remove obstructions caused by the accumulation of snow (section 150 of the Highways Act 1980)
  - To reduce delays and inconvenience caused by snow
- 2.3.2 Snow clearance on carriageways will be carried out on a priority basis as detailed in paragraph 6.2.
- 2.3.3 Snow clearance on certain minor route carriageways will be carried out by local farmers and plant operators, who are under agreement to the County Council, using agricultural snow ploughs and snow throwers/blowers. Snow clearance on other minor route carriageways will be carried out as resources permit. Some minor routes and cul-de-sacs will inevitably have to be left to thaw naturally.

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

## **2.4 Roadside Salt Bins**

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

## **3. WINTER SERVICE GENERAL**

### **3.1 Winter Service Contracts**

- 3.1.1 Winter service in Kent is included within the Term Maintenance Contract awarded to Amey plc. This contract was awarded in 2011 and is currently in place until end of April 2026. A new term maintenance contract will be in place from 1<sup>st</sup> May 2026.

### **3.2 Winter Service Season**

- 3.2.1 In Kent the weather can be unpredictable, and the occurrence and severity of winter conditions varies considerably through the season, and from year to year. To take account of all possible winter weather the County Council's Operational Winter Service Period runs from mid-October to mid-April. This year the season runs from the 18th October 2024 to the 18th April 2025. The core winter service operates between December and February and increased salting runs are planned for this period.

### **3.3 Salt usage and alternatives to Salt**

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

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

- 3.3.1 A number of alternative materials to salt are now available which can be used for the precautionary and post treatment of ice and snow. The cost of these is extremely high and there are also environmental disadvantages associated with most of them. However,

developments are being made in this area, with some authorities in the UK now using liquid and brine treatments. Liquid treatments will be used on a few bridge decks in the county. Salt will for the time being, remain in use throughout Kent for the precautionary and post treatment of snow and ice.

### 3.4 **Winter resilience standard**

At the start of the winter service season H&T will have 23,000 tonnes of salt in stock in depots around the county. National guidance to local authorities suggests a resilience benchmark of 12 days/48 runs i.e. the authority would be able to continuously salt its 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.

- 3.4.1 In addition, KCC also hold 5000 tonnes of rock salt as an operational contingency, in the event of an emergency being declared or if supplies nationally become frustrated.

## 4. **WEATHER INFORMATION**

### 4.1 **Weather Information Systems**

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

### 4.2 **Weather Reports**

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

### 4.3 **Winter Duty Officers**

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

- Receiving forecast information from the forecasting agency

- Monitoring current weather conditions
  - Issuing countywide salting instructions for primary and secondary routes
  - Issuing the Kent Road Weather Forecast (see para. 4.3.2)
  - Recording all actions taken
- 4.3.2 The Kent Road Weather Forecast containing information about expected weather conditions together with any salting instructions will be issued daily via the weather forecast provider DTN Meteogroup. The Winter Duty Officer will be responsible for issuing forecast updates and any revised salting instructions when necessary. The Kent Road Weather Forecast will be sent to KCC Highway Operations, contractors, neighbouring highway authorities, and other relevant agencies.

## **5. SALTING**

### **5.1 Planning of Precautionary Salting Routes**

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

### **5.2 Innovation**

5.2.1 Over the past few years automated in cab technology has been installed in the gritting fleet. This winter season, all gritter lorries will continue to be monitored by the Navtrak units that have been fitted, to ensure route compliance and salt spreading.

5.2.2 Highway Operations have redefined the winter domains and these new domains will be utilised for the current winter season. Further vehicular optimisation was conducted during 2023/24 and the resulting optimised routes will be operational for 2024/25.

### 5.3 **Precautionary Salting**

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

### 5.4 **Post Salting**

5.4.1 Post salting will normally take place on scheduled precautionary salting routes to treat frost, ice and snow that has already formed on carriageway or footway surfaces.

### 5.5 **Spot Salting**

5.5.1 Spot salting will normally take place on parts or sections of scheduled precautionary salting routes either to help prevent formation of ice, frost and/or the accumulation of snow or as treatment to ice, frost and the accumulation of snow that has already formed on carriageway or footway surfaces. Spot salting may also be carried out on roads and footways, or sections thereof, beyond the scheduled precautionary salting routes.

### 5.6 **Instructions for Salting of Primary Routes**

5.6.1 Instructions for precautionary salting of primary routes will be issued if road surface temperatures are expected to fall below freezing and in line with the KCC winter treatment instruction matrix detailed in the KCC Winter Service Plan 2024/25.

5.6.2 Instructions for precautionary salting of primary routes will also be issued if snowfall is expected.

5.6.3 The Winter Duty Officer will issue routine instructions for precautionary salting of primary routes, for the whole of Kent, by means of the Kent Road Weather Forecast via DTN Meteogroup web-based system.

5.6.4 Observational data produced by road sensors will be used to validate pre-salting decisions.

5.6.5 The Winter Duty Officer or Senior Highway Manager may issue instructions for post salting and spot salting.

5.6.6 When the winter duty officer is making a routine decision for precautionary salting, consideration should be given to both evening and morning salting runs, to reduce the number of vehicle



movements; by considering combining these to one salting run, with a higher spread rate.

5.6.7 It will only be possible to consider combining evening and morning salting runs up to 10g /run, giving a total of 20g.

5.6.8 Consideration will also be given to local weather conditions and possible water runoff, from wet spots that may prohibit combining the evening / morning salting run.

## **6. SNOW CLEARANCE**

### **6.1 Instructions for Snow Clearance**

6.1.1 The Winter Duty Officer and/or the Senior Highway Manager nominated representatives are responsible for issuing snow clearance instructions. Snow clearance will initially take place on scheduled primary precautionary salting routes, based on the priorities given in para. 6.2.1. In 2023/24, a new set of snow routes for each district was developed. These will be treated before or after snowfall as required and when resources are available.

6.1.2 Snow ploughing shall not take place on carriageways where there are physical restrictions due to traffic calming measures unless it has been deemed safe to do so following a formal risk assessment and a safe method of operation documented.

6.1.3 Where hard packed snow and ice have formed and cannot be removed by ploughing, a salt/sand mixture or other appropriate grit material will be used in successive treatments. This aids vehicular traction and acts to break up the snow and ice.

### **6.2 Snow Clearance Priorities on Carriageways**

6.2.1 Snow clearance on carriageways should be based on the priorities given below:

- A229 between M20 and M2, A249 between M20 and M2, A299, A260 (Whitehorse Hill & Spitfire Way) and the B2011 (Dover Hill), A252 Charing Hill, A251 Faversham Road, A252 Canterbury Road to the A251 junction/roundabout at The Halfway House at Challock, (NB: continuous treatment & clearance will be carried out in the event of a snow emergency)
- Other “A” class roads;
- All other roads included within primary precautionary salting routes;

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

### 6.3 **Snow Clearance Priorities on Footways**

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

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

### 6.4 **Agricultural Snowploughs for Snow Clearance**

6.4.1 Agreements are in place whereby snowploughs are provided and maintained by Highway Operations and assigned to 114 local farmers and plant operators for snow clearance operations, generally on the more rural parts of the highway.

6.4.2 For 2024/25 we will continue the trial in Maidstone involving some farmers treating parts of the network identified by the local district manager in addition to their pre-arranged routes utilising ploughs and towable spreaders spreading salt provided by KCC.

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

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

## 7. **SEVERE WEATHER CONDITIONS**

### 7.1 **Persistent Ice on Minor Roads**

- 7.1.1 During longer periods of cold weather Senior Highway Managers may instruct salting action to deal with persistent ice on minor roads which are not included within the precautionary salting routes and invoke arrangements with district and parish councils to take action in their local area. Such instruction will only be issued when all primary routes are clear and if resources permit.

### 7.2 **Ice and Snow Emergencies**

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

## 8. **ROADSIDE SALTBINS**

### 8.1 **Provision of Roadside Salt Bins**

- 8.1.1 Roadside salt bins are sited at potentially hazardous locations for use by the public, to treat ice and snow on small areas of the carriageway or footway.
- 8.1.2 Salt bins will be filled using a mixture of sharp sand or other grit material. For this winter, salt bins will be filled once throughout the winter season utilising individual reports from the highways team and customer enquiries. This will ensure that resources are efficiently deployed to the bins that need to be filled. In the event of severe weather further refills will be carried out as time and resources permit.
- 8.1.3 In recent years assessment criteria has been in place which has been used to determine where to safely install salt bins in the county. This system has been successful and there are now over 3000 salt bins located in key areas across the county. Maintenance of all bins is carried out each winter season to keep the stock in good order and fit for purpose and where needed bins are repaired or replaced.

- 8.1.4 To enable good record keeping over the last few years we have given all our salt bins unique references. This should help both our residents in reporting issues and for us to respond / monitoring usage of individual assets.
- 8.1.5 The existing salt bin stock is sufficient to meet the needs of local communities and no further salt bins will be placed. County Members can use their Combined Member Fund to purchase salt bins (see para. 8.3).
- 8.1.6 A sum of money will be allocated from Highway Operations to replace damaged salt bins. All KCC salt bins are labelled and have a unique number that will be utilised by the contractor for filling and will assist members of the public to accurately report empty bins.

## **8.2 Salt bags**

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

## **8.3 Combined Member Grant**

Members can purchase salt bins using their Combined Member Grant in line with the usual application process and salt bin assessment criteria (Appendix A).

## **8.4 Parish councils**

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

## **9. BUDGETS**

### **9.1 Winter Service Budget**

- 9.1.1 The budget for the annual operational winter service period is based on salting the primary precautionary salting routes on 66 occasions. The main budget is managed by the Head of Highways as a countywide budget.
- 9.1.2 Any future winter service budget underspend will be treated as a committed roll forward, so that additional funding is available in the

following financial year for the pressures a mild winter places on highway soft landscaping maintenance.

## **9.2 Ice and Snow Emergencies**

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

## **10. PUBLIC AND MEDIA COMMUNICATIONS**

### **10.1 Neighbouring Authorities and other Agencies**

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

### **10.2 The Media**

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

### **10.3 Pre-Season Publicity**

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

### **10.4 Publicity during Ice or Snow Emergencies**

- 10.4.1 Liaison with the news media, particularly local radio stations, is of the utmost importance and links will be established and maintained particularly during ice or snow emergencies. Social media will also be used to provide information to news agencies and the public.

**Appendix A - SALT BIN ASSESSMENT FORM**

|                      |                 |             |
|----------------------|-----------------|-------------|
| Location of Salt Bin | Assessment Date | Assessed by |
|----------------------|-----------------|-------------|

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

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

**From:** Neil Baker Cabinet Member for Highways and Transport  
 Simon Jones, Corporate Director, Growth, Environment and Transport  
 Haroona Chughtai Director of Highways and Transportation

**To:** Environment & Transport Cabinet Committee Meeting – 19 September 2024

**Subject:** Road Closures– 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 the recruitment of the Streetworks Road Closure Inspectors and the current performance / actions to date.

**Recommendation:**

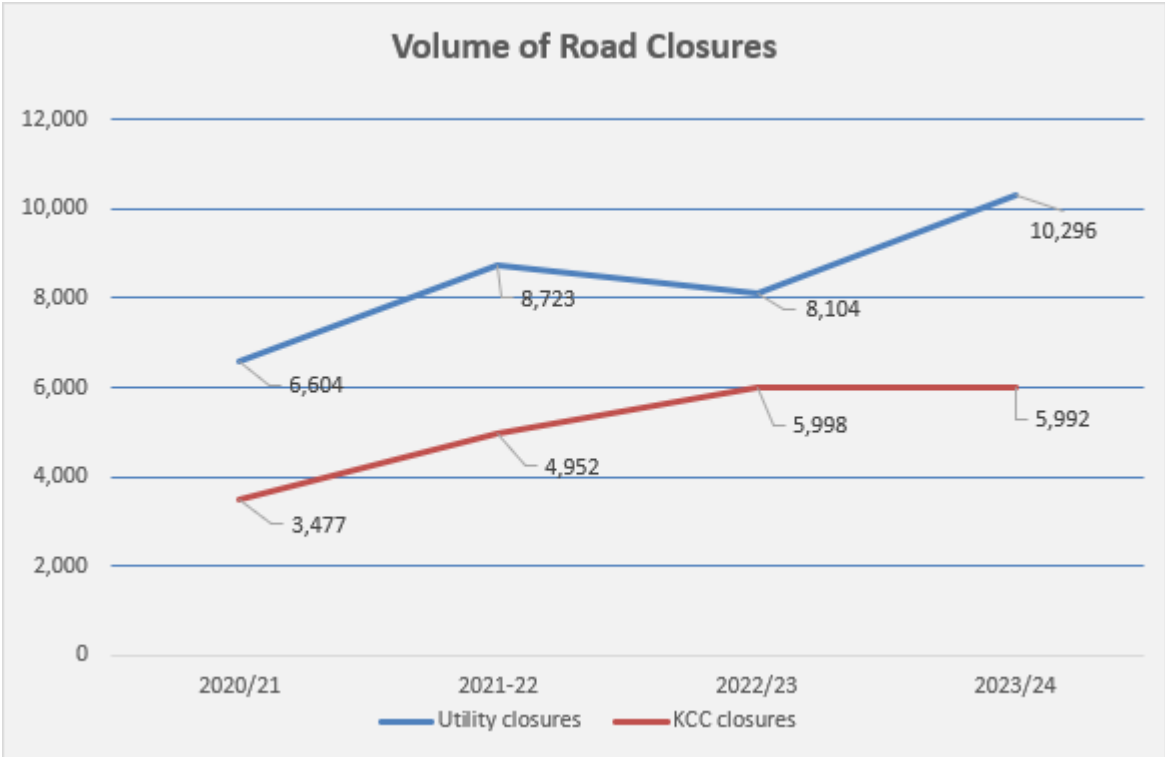
The Cabinet Committee is asked to note the details of this report and actions being taken regarding Temporary Road Closures across the County.

**1. Introduction**

- 1.1 An update report detailing the Temporary Road Closure Application process and the statutory and associated regulatory process was presented to ETCC on 5<sup>th</sup> July 2023.
- 1.2 An urgent review was carried out by the Streetworks team in the Maidstone District of emergency road closures that were being undertaken at that time. The data was scrutinised to ensure compliance to both the need for the closure plus Health and Safety, along with duration and potential impact to the local community. The outcome of the review resulted in a business case being completed for the recruitment of four specific Streetworks Road Closure Inspectors and endorsed by this committee, to focus on emergency road closure compliance. The business case was submitted and approved and recruitment commenced during the Winter/Spring of 2023/24.
- 1.3 Four Road Closure Inspectors are now in post, three of which have been fully trained and operational.
- 1.4 Due to recruitment issues, the fourth inspector is currently undergoing training and is due to be fully operational by Autumn 2024.

**2. Background**

2.1 Temporary road closures continue to increase. This reflects the ever increasing number of organisations now seeking to access the highway to undertake critical work (e.g. utility companies, telecommunications, and developers – all with increasing numbers of sub-contractors of differing capability and experience of highway working). The data below demonstrates this; road closures have increased year on year. We are also aware that the project BDUK will bring a significant increase in rural closures (Project Gigabit is the government’s £5 billion programme to enable hard to reach communities to access lightning-fast gigabit-capable broadband) –



2.2 Statutory undertakers have certain legal rights and obligations when carrying out particular development and infrastructure work. Typically, they are utilities and telecoms companies: those who deal with water, gas, electricity, etc. However, there are also organisations that deal with other aspects of infrastructure such as roads, waterways, rail or airports that all have statutory powers.

Statutory undertakers have a particular role in their designated industry. They have a statutory right, for example, to undertake works on public highways under ss.48–106 of the New Roads and Street Works Act 1991(NRSWA) , and they may not have to apply for planning permission for small works as a result of the General Permitted Development Order 2015.

An authority’s duties and powers must be balanced against the statutory obligations of the promoter and must adhere to duties under sections 59 and 60 of NRSWA for authorities to co-ordinate works and for promoters to co-operate.



KCC's key aim is to coordinate the works to reduce disruption, we are not able to stop the works from taking place.

- 2.3 The permit process is bound by legislation and regulatory procedure. This protects both the works promoter and the highway authority but does place obligations and conditions on both parties.
- 2.4 As the Highways Authority, KCC, through its Streetworks Team, administers the process (for a fee) whilst also seeking to mitigate the impact of the proposed works and coordinate it with other prevailing/competing works.
- 2.5 It is important to note that when a works promoter meets the conditions of the permit, *KCC has no ability to refuse or reject the application and as such the opportunity to reduce permits remains very limited especially during programmes of significant infrastructure modernisation which are stipulated by national regulators, such as broadband roll out.*
- 2.6 Procedurally, when a road closure application is received the Streetworks team will assess the application taking into consideration amongst some others. For immediate/urgent applications we have very little time to do that as the works have already started, however we can impose conditions on the permit. For planned closures we have one month to process the permit and that gives us the time to look at the list below -
- Nature and method of the works required.
  - Conflict with any other works
  - Section of road affected.
  - Diversion route – is it suitable of an equal road quality and classification?
  - Check the Traffic Management plan and request amendments if not suitable.
  - Review duration of closure and whether this is reasonable (compared with other similar or equivalent activity). Where it is not it will be challenged, and this also applies to emergency works.
  - Timings and extent of the closure. Seek extended/reduced working hours prevent impact on School buses and the like.
- 2.7 Any number of conditions can be applied to a permit regarding the timing and working practices related to the closure. Below are examples of sample permit conditions that have been applied previously.
1. *NCT02b: Activities to take place 1900 - 0500*  
*NCT05a: Works restricted to area agreed in KCC TM Plan*  
*NCT06a: Traffic to follow KCC Diversion route*  
*NCT11b: Advance signs to be erected 4 weeks prior displaying permit numbers also letter drops to effected properties, KCC will consult with stakeholders, emergency services, residents, and bus companies. Environmental have been informed.*
  2. *NCT01a: Mandatory*  
*NCT02a: 09.30-15.30, highway to be clear at all other times*  
*NCT07a: ROAD CLOSURE AS PER ATTACHED PLAN*  
*NCT08b: MANNED AT ALL TIMES*

*NCT09c: Removal within 1 hour of works completion*

*NCT11b: Advance warning boards to go out 14 days in advance of road closure start date. Letter drop to residents & businesses in local area to be done 14 days in advance of road closure start date.*

- 2.8 Where planned closures are to be implemented as part of the permit application, advanced warning signs will be requested, as will formal and continued consultation and community engagement and this will include public meetings (on larger schemes) and letter drops to affected residents and businesses. Liaison with bus operators and other transport providers is required and any impact to local schools and businesses will also need notification and engagement. In some instances, we will request that additional signage is made up advising that "Business is Open as usual". All this is to be undertaken by the works promoter.
- 2.9 Whilst KCC has no control on whether a road needs to be closed, utility companies are bound by the Safety Code when deciding to close a road.
- 2.10 KCC will be notified of an emergency road closure within two hours of the works having begun. If starting after 4.30pm we will be notified within two hours of the start of the next day (by 10.00am). Kent has no control over these emergency works and quite often Members and/or the Public will be aware of works before the Street Work teams. For emergency closures s14(2) of the Road Traffic Regulation Act 1984 s14 requires the restrictions/prohibitions come into force without delay. When using this power it is not possible to give advance notice to anyone.
- 2.11 Data is produced monthly highlighting the volume of closures and the action taken by the Inspectors. Since the Road Closure Inspectors have been in post we have carried out 506 inspections. July 2024 performance data is attached as annex 1.
- 2.12 Any site identified with a defect issued against it is sent either a two hour (High Risk) or four hour (low risk) inspection via Street Manager, and the contractor is obliged to attend site within the specified times to resolve the issues highlighted.
- 2.13 The issues raised have been presented to work promoters and parent utility companies and form part of formal improvement plans. These are being monitored and measured during routine performance meetings and will form part of any future enforcement/penalty charge conversation in the future.
- 2.14 From April 2023, a new, performance-based inspections regime commenced which further assesses, monitors and, where necessary, improve a work promoters' performance and reduce levels of non-compliance. It is hoped that this will *improve the experience for Kent residents and businesses*. Clear signage, quickly deployed and removed with simple and easily followed diversion routes.
- 2.15 Performance-based inspections mean that poor performers are inspected more often than those who have high levels of compliance with the safety code and the Specification for Reinstatement.

- 2.16 Road Closure Inspectors will carry out inspections on as many emergency closures as possible; the aim is to minimise disruption to the travelling public and to ensure other Traffic Management options are considered before a closure is requested. They will also focus on emergency closures that occur within an existing diversion to ensure works are being carried out timely and effectively to reduce the impact on traffic.  
The data collected will provide assurance to Members that action is being taken and utilities/Kent are challenged appropriately.
- 2.17 KCC would like to see a reduction in full road closures but in reality this is not going to happen. The teams continue to challenge this form of Traffic Management but the reason for closures is for the safety of the workforce and that of the public, and a road is only closed because we are unable to maintain the required safety widths.
- 2.18 One.network is a key tool which allows the Public to set up alerts for any works that may impact their daily routes they take. Training can be provided for Members by our Street Work data team.
- 2.19 A meeting took place on 4<sup>th</sup> June for the Cabinet Member and Deputy Cabinet Member to meet the Road Closure Inspectors, Senior Inspectors and Street Work Managers and the issues faced daily were discussed. A further meeting was held on 13<sup>th</sup> September when Seán Holden attended to meet the same personnel for a similar discussion.

### **3. Financial Implications**

- 3.1 The charge for processing a Temporary Traffic Regulation Order (TTRO) to external organisations has been increased from £710 to £910 for 2024/25 and this includes all legal administrative and advertising costs.

### **4. Legal implications**

- 4.1 Temporary road closures require a legal notice to be published and this is done in accordance with the Road Traffic Regulation Act 1984 and The Road Traffic (Temporary Restrictions) Procedure Regulations 1992.
- 4.2 Statutory guidance on safety is published in the Safety at Street Works and Road Works Code of practice.

### **5. Equalities implications**

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

### **6. Background Documents**

- 6.1 Link to KCC web site for a Road Closure Application [Apply to close a road - Kent County Council](#)

**7. Recommendation:**

The Cabinet Committee is asked to note the details of this report and actions being taken regarding Temporary Road Closures across the County.

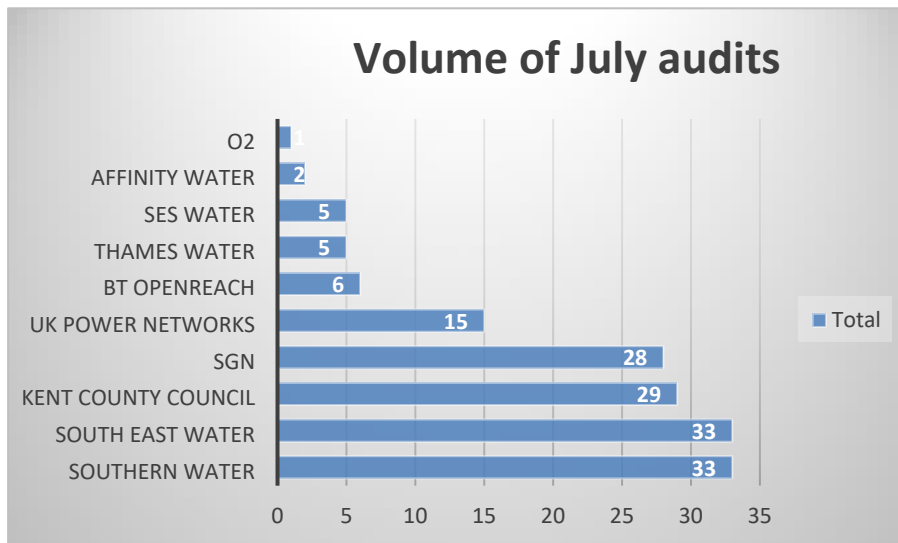
**8. Contact details**

|  |  |
|--|--|
| <p>Report Authors:<br/>Andrew Loosemore<br/>Head of Highways<br/>03000 411652<br/><a href="mailto:andrew.loosemore@kent.gov.uk">andrew.loosemore@kent.gov.uk</a></p> <p>Pauline Harmer<br/>Senior Highway Manager<br/><a href="mailto:pauline.harmer@kent.gov.uk">pauline.harmer@kent.gov.uk</a></p> <p>Alison Hews<br/>Compliance &amp; Performance Manager (Street Works)<br/><a href="mailto:Alison.hews@kent.gov.uk">Alison.hews@kent.gov.uk</a></p> | <p>Relevant Director:<br/>Haroon Chughtai<br/>Director Highways and Transportation<br/>03000 412479<br/><a href="mailto:Haroon.chughtai@kent.gov.uk">Haroon.chughtai@kent.gov.uk</a></p> |
|--|--|

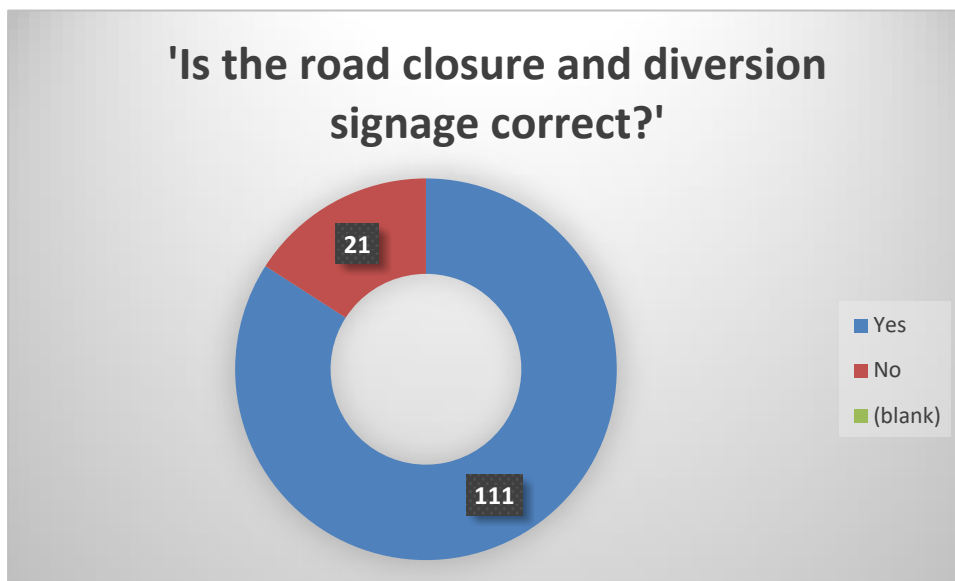
**Annex 1 – July data**

July Road Closure Audits

158 Audits carried out in July of which only 132 had an active closure in place at time of assessment



Of all the sites visited where the road closure was in place 84% were found to be compliant. The majority of issues were related to missing or damaged signage.



#### Inspector comments made on the sites inspected

Called through to utility requesting a 4Hr response ( low risk) . Missing signage on Jw Crown Lane and The Street. Diversion is incorrect - Uses Woodlands Lane as opposed to Tanyard Hill and The Ridgeway.

Fort Road is a one way road, due to works it has been made into 2-way using correct signage. However, no entry signs need to be bagged off or sprayed out to allow legal entry for residents and emergency services access.

No road closed ahead signage. Missing diversion signage on route and not accompanied by cones as required. No information board displayed

Diversion signage propped down and diverting traffic in incorrect directions

TM gang advised to conduct full drive of diversion route, missing signage.

More cones required at hard closure point (2 min at each end). No road ahead closed signage

X1 Road Closed sign missing at point of hard closure

Raised 4 hour response. Signage missing from the diversion route.

Diversion signage directing traffic incorrect way. X1 diversion sign faulty, arrow is made with duct tape. Not to be used, replacement required.

X1 Road Closed sign missing at point of hard closure

Incorrect Diversion - Using the A2 instead of The Ridgeway, Peartree Lane & A226 Gravesend Road.

Incorrect Diversion using Jellicoe Avenue & Kitchener Road

No information board displayed as required by Red Book

One way signs to be bagged off / sprayed out or turned around at school exit / entrance. This is to prevent drivers being confused and causing a collision as road is now 2-way

Missing advance warning signage on Chipstead Lane & Witches Lane on the approach to Bullfinch Lane

No diversion route present.

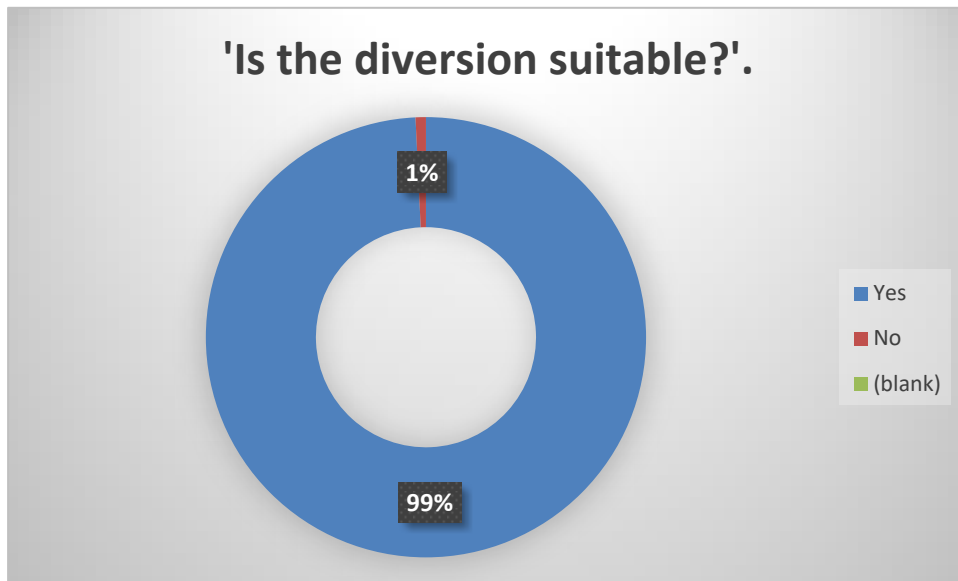
Signs not set out as per the TM plan. Signs have also been placed on the incorrect side of the road in places.

Diversion signage defect

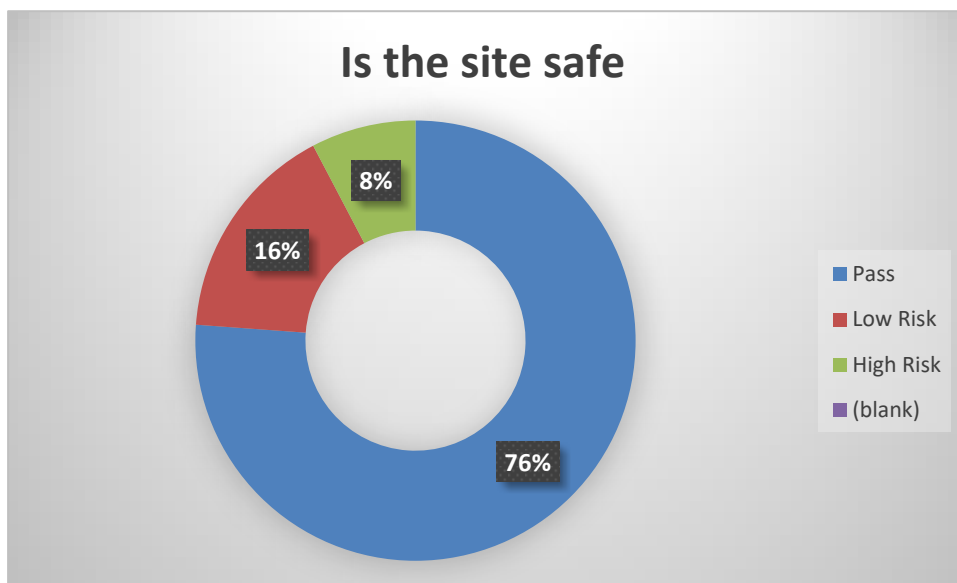
Signage knocked over and A frames damaged, which will require replacing. Diversion signage is pointing in incorrect direction, rectified by Inspector on arrival

X1 diversion from route has been propped down, resulting in incomplete diversion route. Sign erected by Inspector on arrival

**The diversion route being used was found to be suitable on 99% of the audits carried out**



**Of the 132 sites audited there was only a 76% pass rate for safety of the sites**



**High risk failures as follows:**

- No reflective barrier around excavation
- High Risk - Fort Road is a one way road, due to works it has been made into 2-way using correct signage. However, no entry signs need to be bagged off or sprayed out to allow legal entry for residents and emergency services access.
- Harris fencing and barrier had been thrown into hedges cones driven over leaving open excavation and spoil unguarded and dangerous.
- High Risk - Excavations open and unprotected in carriageway, pedestrians can walk through site. Barriers / tape required as physical barrier to protect pedestrians. Marshalls on site

**Of the 132 Sites audited 130 did require a closure to carry out the works - 98% compliance**

| <b>Could the works safely be carried out under other traffic management methods?</b> |            |
|--|------------|
| Road closure required  | <b>131</b> |
| Give & Take  | <b>1</b>   |
| <b>Grand Total</b>   | <b>132</b> |

**Of the 132 sites audited only 1 site was found to be closed when the works had not started – this site was a KCC site where Road was closed but the Gang expected on site shortly. 99% compliance**

| <b>Is the road closed but works have not yet started?</b> |            |
|---|------------|
| No  | <b>131</b> |
| Yes   | <b>1</b>   |
| <b>Grand Total</b>  | <b>132</b> |

**Of the 132 sites audited 27 were found to have the repair works completed at time of inspection and were awaiting backfill**

| <b>Are the works complete and awaiting reinstatement?</b> |            |
|---|------------|
| No  | <b>105</b> |
| Yes   | <b>27</b>  |
| <b>Grand Total</b>  | <b>132</b> |

**12 sites were found to have works completed but road was still closed - 90% compliance**

| <b>Are the works fully complete but the road is still closed?</b> |            |
|---|------------|
| No  | <b>120</b> |
| Yes   | <b>12</b>  |
| <b>Grand Total</b>  | <b>132</b> |

**Below is a list of actions taken by the inspectors on site to rectify any issues**

|  |
|--|
| Actions taken - Non-compliant site   |
| 4hr low risk defect raised with promoter   |
| 4hr defect raised with promoter  |
| 4hr called through for signs not set out as per the TM plan. Signs have also been placed on the incorrect side of the road in places.        |
| X1 diversion from route has been propped down, resulting in incomplete diversion route. Sign erected by Inspector on arrival. Follow up pass |
| Spoke to operatives on site who will get changes implemented   |



|  |
|--|
| 2hr high risk defect raised via KCC procedure  |
| FPN for wrong permit number displayed.   |
| 2hr high risk defect raised with promoter  |
| Signage rectified by Inspector, no further action required. Site follow up pass  |
| 4hr low risk defect raised with promoter, spoke to operatives on site who will arrange the missing signage to be replaced  |
| Two hour response and waited on site until it was corrected.   |
| Attended site and driven what should be the diversion route. Signage is missing. Diversion in place does not match one network and is different to the TTRO too. Current symbol triangle diversion diverts traffic towards Duke of York roundabout into NH diversion |
| I've spoken to Trident TM who have advised that they have experienced a high volume of theft on this site. I have been informed that they will get a TM gang out asap to rectify.  |
| 2hr defect raised with promoter. Rectified after speaking to supervisor and TM crew on site  |
| 2hr high risk defect raised with promoter to deploy TM gang so that one way signs on road to be bagged off / sprayed out or turned around at school exit / entrance. This is to prevent drivers being confused and causing a collision as road is now 2-way          |
| Incorrect Diversion - Using the A2 instead of The Ridgeway, Peartree Lane & A226 Gravesend Road. Called through to UKPN on a for a 4hr response.   |
| Reported 2 x additional signs needed and 1 x Diversion route sign to be relocated.   |
| Called through a 4HR.  |
| No permit board on display, fpn done   |
| Called through on a 4hr  |
| Signage knocked over and A frames damaged, which will require replacing. Diversion signage is pointing in incorrect direction, signage and diversion rectified by Inspector on arrival. Follow up pass   |
| Called through on a 4hr.   |
| Site has passed I have asked for some information boards to be put up stating north lane is closed follow diversion in place.  |
| Called through on a 4Hr. Missing signage on Jw Crown Lane and The Street. Diversion is incorrect - Uses Woodlands Lane as opposed to Tanyard Hill and The Ridgeway.  |
| Spoken to the crew on site to make them aware this is a high risk site which I am leaving in their control and no more works can be carried out until more barrier is on site.   |
| Called through to SGN for a 4hr response.  |
| Two hour response issued as spoil and excavation are unguarded.  |
| Called through to SGN on a 4HR.  |
| Called through to South East Water to put out additional signage.  |
| Called through to UKPN   |

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**Environment and Transport Cabinet Committee – Draft Agenda and Work Programme (Updated 4 September 2024)**

| <b>Item</b>  | <b>Cabinet Committee to receive item</b> |
|--|--|
| Verbal Updates by Cabinet Members and Corporate Director | At each meeting                          |
| Performance Dashboard                                    | At each meeting                          |
| Work Programme   | At each meeting                          |
| Draft Budget   | Annual                                   |
| <b>Biosecurity and Tree Health Report</b>                | <b>Annual (January)</b>                  |
| Corporate Risk Register                                  | Annual (March)                           |
| Winter Service Policy                                    | Annual (September)                       |
| Environment Agency - Presentation                        | Bi-Annual                                |
| Southern Water - Presentation                            | Bi-Annual                                |

| <b>14 November 2024</b> |  |  |
|-------------------------|--|--|
| <b>No.</b>              | <b>Item</b>  | <b>Additional Comments</b>             |
| Page 95                 | Verbal Updates by Cabinet Members and Corporate Director             | At each meeting                        |
|                         | Performance Dashboard  | At each meeting                        |
|                         | Work Programme   | At each meeting                        |
|                         | Water Management Plan  |  |
|                         | Draft Budget   |  |
|                         | Update on A229 Bluebell Improvement Scheme                           |  |
|                         | Countryside Management Partnerships SLA Renewal                      |  |
|                         | On-street pavement parking (arrangements with district and boroughs) | added at agenda setting 7 August       |
|                         | Environment Agency presentation regarding river pollution            | TBC – added at agenda setting 7 August |
|                         | Highways Term Maintenance Contract (HTMC) 2026                       |  |

| <b>14 January 2025</b> |  |                            |
|------------------------|--|----------------------------|
| <b>No.</b>             | <b>Item</b>  | <b>Additional Comments</b> |
|                        | Verbal Updates by Cabinet Members and Corporate Director | At each meeting            |
|                        | Performance Dashboard                                    | At each meeting            |
|                        | Work Programme   | At each meeting            |

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

| 25 February 2025 |  |                             |
|------------------|--|-----------------------------|
| No.              | Item   | Additional Comments         |
|                  | Verbal Updates by Cabinet Members and Corporate Director | At each meeting             |
|                  | Performance Dashboard                                    | At each meeting             |
|                  | Work Programme   | At each meeting             |
|                  | Corporate Risk Register                                  | Presented by Mark Scrivener |
|                  |  |                             |

| 24 June 2025 |  |                     |
|--------------|--|---------------------|
| No.          | Item   | Additional Comments |
|              | Verbal Updates by Cabinet Members and Corporate Director | At each meeting     |
| Page 96      | Performance Dashboard                                    | At each meeting     |
|              | Work Programme   | At each meeting     |
|              |  |                     |

| Items for Consideration that have not yet been allocated to a meeting |  |
|---|--|
| Highways and Transportation fault reporting and enquiry form - Update | Requested at ETCC on 19 January 2023                 |
| A review of highway aspects of planning applications - Report         | Requested at ETCC on 7 March 2023<br>For information |
| Climate Change Adaptation Plan  |  |
| Annual Report on water supply   |  |
| Met Office update on projections for climate change                   | Requested at agenda setting meeting on 7 August 2024 |