

**SEVENOAKS JOINT TRANSPORTATION BOARD**

**03 September 2015 at 7.00 pm**  
**Conference Room, Argyle Road, Sevenoaks**

**AGENDA**

<b>Membership</b>	
Chairman: Cllr. London	Vice-Chairman: County Councillor Chard
<b><u>District Councillors Members</u></b>	
Cllrs. Barnes, Clack, Edwards-Winsler, Esler, Layland and Williamson	
<b><u>The County Councillors for the 7 County Electoral Divisions representing the Sevenoaks District:</u></b>	
Brazier, Brookbank, Mrs. Crabtree, Gough, Parry and Pearman	
<b><u>The representative from the Kent Association of Local Councils (non voting):</u></b>	
Cllr. Robson (Reserve Cllr Dilley)	

	<b><u>Pages</u></b>	<b><u>Contact</u></b>
<b>Apologies for Absence</b>		
1. <b>Minutes</b> To agree the Minutes of the meeting of the Board held on 11 June 2015, as a correct record	(Pages 1 - 4)	
2. <b>Declarations of interest</b>		
3. <b>Matters Arising/Update (Including Actions from Previous Meetings)</b>	(Pages 5 - 6)	
4. <b>To Receive Any Petitions</b> Presentation of Petition by Hollybush Residents Association: Pedestrian Safety on Seal Hollow Road	(Pages 7 - 12)	
5. <b>Applications for Disabled Persons' Parking Bays</b>	(Pages 13 - 24)	SDC - Jeremy Clark Tel: 01732 227323
6. <b>Proposed Quality Bus Partnership (QBP)</b>	(Pages 25 - 42)	KCC - Shane Hymers Tel: 07974 018076 /Dan Bruce 03000 413549
7. <b>Reconstitution of Sevenoaks Cycling Strategy Working Group</b>	(Pages 43 - 50)	SDC - Charlotte Sinclair Tel:01732 227165

- |     |   |                 |  |
|-----|---|-----------------|--|
| 8.  | <b>Street Lighting LED Project Update Report</b>          | (Pages 51 - 52) | KCC – Robert Clark<br>Tel: 03000 418181                      |
| 9.  | <b>A25 Brasted Footway report</b>                         | (Pages 53 - 54) | KCC – Julain<br>Cook/Steven Noad<br>Tel: 03000 418181        |
| 10. | <b>Sevenoaks Highway Works Programme - September 2015</b> | (Pages 55 - 70) | KCC – Carol<br>Valentine/Julian<br>Cook<br>Tel: 03000 418181 |

### **EXEMPT ITEMS**

**(At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.)**

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

**The Democratic Services Team (01732 227241)**

**SEVENOAKS JOINT TRANSPORTATION BOARD**

Minutes of the meeting held on 11 June 2015 commencing at 7.00 pm

Present: Cllr. Chard (Vice Chairman in the Chair)

Cllrs. Brazier, Crabtree, Parry, Robson, Barnes, Edwards-Winser, Esler, Layland and Brookbank

Apologies for absence were received from Cllrs. Gough, Pearman, Clack, London and Williamson

Cllrs. Fleming and Mrs. Hunter were also present.

County Councillor Chard in the Chair.

Chairman's Announcements

The Chairman welcomed everyone to the first meeting of the Sevenoaks Joint Transportation Board. He expressed his thanks to past Members and welcomed the new Members of the Board. The Chairman welcomed Jeremy Clark the new Parking Engineer.

Change In Agenda Items Order

With the Board's permission it was agreed to bring forward agenda items 7 and 10.

1. Minutes

Resolved: That the minutes of the meeting held on 10 March 2015, be approved and signed by the Chairman as a correct record.

2. Declarations of interest

County Councillor Chard declared that he was a resident of Upper High Street, Sevenoaks.

County Councillor Parry declared that he had been lobbied on Minute 6, Parking Issues in Kippington.

3. Matters Arising/Update (Including Actions from Previous Meetings)

The action was noted.

4. Sevenoaks Youth Council and perception of street lighting in Sevenoaks by young people

Olivia Kings from the Sevenoaks Youth Council presented a report to the Board outlining young people's views on street lighting in the area and their concerns over safety. She

## Agenda Item 1

### Sevenoaks Joint Transportation Board - 11 June 2015

advised that a particular location where they would like street lighting to be put back on was around the Vine in Sevenoaks. A Member also advised that it was being investigated for the street lights in Tonbridge Road, Sevenoaks to be switched back on.

Members discussed the issues raised by Olivia, and if there was evidence of an increase of accidents and crime, turning street lighting back on in an area could be taken further.

Resolved: That KCC Officers discuss with the Cabinet Member for Street light the areas discussed and a report be brought back to a future meeting of the Board.

The Board thanked Olivia Kings and the Youth Council.

#### 5. A225 Upper High Street, Sevenoaks

Councillor Fleming addressed the Board and requested that an audit take place, new signage be put up on the A21 and Morely's roundabout to advise that the road was not suitable for Heavy Good Vehicles (HGVs) and finally inexpensive road lines be considered. A resident and local business owner informed the Board that his shop was Grade 2 listed and had been damaged on five different occasions. The road was too narrow to allow HGVs and cars to pass at the same time and he had witnessed vehicles mounting the pavements. He expressed concerns that in time, this would cause injury to the public.

The KCC Local Member advised the Board that she had met with the KCC Engineer for the area and was investigating a scheme to relieve the problems. The Member advised that she was happy for it to be part funded from her Member's fund. Members discussed the 3 stage approach that had been suggested and road markings should be one of the first options to be explored.

Resolved: That the KCC Local Member and Councillor Fleming discuss with KCC the scheme to be implemented.

#### 6. Parking Issues in Kippington

A Member expressed concern that many people were parking on the pavements in Kippington and this was causing problems for people with pushchairs and wheelchair users. A map and photographs was [tabled](#) which highlighted existing yellow lines and the location of parked vehicles.

The Chairman allowed a resident of Grassy Lane to address the Board who expressed safety concerns as a result of the parking situation and requested yellow lines be extended in the roads. He informed the Board he had met with Sevenoaks District Council Officers to discuss the problem. The Local District Council Member advised that the meeting had been well attended and the parked cars were causing visibility issues and that the yellow lines should be extended.

Members discussed whether having more yellow lines would cause more problems for commuters and increase displacement parking. It was discussed that the area needed to be looked at holistically. Members discussed the way forwards and suggested KCC Officers should come back with a report setting out the options available.

Resolved: That a report setting out the options available for Parking Issues in Grassy Lane and Turners Gardens be brought back to the Board.

7. Progress Report on On Street Parking Restriction Changes - TRO 2013 Amendments 2 & 12 (Various Locations)

The Parking Engineer advised that in regards to Park Place, Bessels Green a meeting would be taking place with the Local Members to discuss and look in more detail at the options put forward. A Member expressed concern that that the yellow lines could cause displacement parking and that the areas needed to be looked at holistically. The Board was advised that once a scheme was drawn up, there would be a consultation.

The Parking Engineer advised that the report detailed progress and the anticipated timescales for implementing the decisions made at the previous meeting for on-street parking restriction changes in TRO 2013 amendments 2 and 12. He advised that some of the traffic orders had been sealed and would be implemented within the next few weeks.

Resolved: That the report be noted.

8. Sevenoaks Birchwood Corner

County Councillor Brookbank referred to the recommendation in the report and believed as the Local Member the proposals put forward were the best way forward.

The Traffic Engineer advised some objections had been received but he had spoken to most of the objectors and explained the proposals and vehicles would not be directed through College Road in Hextable. Members were informed the proposals could be extended into Hextable in the future if it was needed. He advised the proposals were supported by Swanley Town Council and Hextable Parish Council.

A Member expressed concern that there would be no enforcement for the new signage. The Traffic Engineer informed the Board, on some occasions HGVs would need genuine access to the roads but there would be a scheme called Lorry Watch which was similar to the speed watch schemes. He advised that if HGVs did continue to go through then their operators licence could be affected.

Members requested that an update on how the restrictions were working be provided to the Board in 12 months.

Resolved: That

- a) following consideration of the objections, the Order as advertised be endorsed; and
- b) an updated on the restrictions be provided to the Board in 12 months.

9. Sevenoaks Highway Works Programme - June

Members considered a report which gave an update on the highway works scheme that had been identified and programmed for delivery in 2015/2016, and the progress on

## Agenda Item 1

### Sevenoaks Joint Transportation Board - 11 June 2015

them. The KCC District Manager (Sevenoaks) advised that all the Surface Dressing Schemes had been completed and Bower Lane had also been completed.

A Member expressed concern that the roads in Westerham still had a lot of loose grit and stones. The KCC District Manager (Sevenoaks) advised that he had had some contact with residents but if there was still an issue a road sweeper could be sent to remove the loose grit.

*Action1: For KCC District Manager (Sevenoaks) to contact the Local Member for Westerham and Crockham Hill and residents over the loose grit and stones.*

A Member expressed concern that the pale appearance of the road surface on Philstone Lane and how the lines would show up. The KCC District Manager (Sevenoaks) advised that once the surfacing was embedded in, it would have a grey colour again suitable for line painting.

Resolved: That the report be noted.

#### 10. Sevenoaks Traffic Schemes Joint Transportation Board June 2015

Members considered a report which provided an update to Members for the Crash Remedial Schemes Programme for 2015/16.

Resolved: That the report be noted.

THE MEETING WAS CONCLUDED AT 8.50 PM

CHAIRMAN

**ACTIONS FROM THE MEETING HELD ON 11 JUNE 2015 AND UPDATES FROM PREVIOUS MEETINGS**

	<b>Action date</b>	<b>Description</b>	<b>Status and last updated</b>	<b>Contact Officer</b>
1.	09.12.2014	That the Chairman of the Committee write to the Kent County Council Cabinet Member for Environment and Transport, requesting those changes to the street lighting switch off programme. (Minute 20)	Letter sent on 07.01.2015. Acknowledgement received dated 13.01.2015 pending full response.	David Lagzdins Tel: 01732 227350
2.	11.06.2015	For KCC District Manager (Sevenoaks) to contact the Local Member for Westerham and Crockham Hill and residents over the loose grit and stones.	The area was swept and the local Cllr. was contacted and a letter sent to local residents was forwarded.	Julian Cook Tel: 03000 41 81 81
3.	11.06.2015	A report setting out the options available for Parking Issues in Grassy Lane and Turners Gardens, Kippington be brought back to the Board.	Cllr Richard Parry met with Jeremy Clark (SDC) and Steven Noad (KCC) to look at the issues with a view to finding a solution to alleviate the situation.  Proposals include corner protection and a full report will be provided to the next Joint Transportation Board in December 2015 after discussion with the local KCC Member for the division Mrs Margaret Crabtree. (01.07.15)	Steven Noad KCC Traffic Engineer Tel: 03000 41 81 81
4.	11.06.2015	KCC Local Member and Councillor Fleming discuss with KCC Officers the scheme to be implemented.	Proposals relate to minor signing and lining improvements and the Local KCC Member, Mrs Margaret Crabtree has agreed for an outline project for this to be drawn up via the Combined Members Grant. (20.07.15)	Steven Noad KCC Traffic Engineer Tel: 03000 41 81 81

	<b>Action date</b>	<b>Description</b>	<b>Status and last updated</b>	<b>Contact Officer</b>
5.	09.12.2015	That Sevenoaks District Council Officers prepare proposals for consultation for a residents' parking scheme for residents of Park Place, Bessels Green.	<p>A meeting was held with several residents of Park Place, the Chairman of Chevening Parish Council, Howard Dilley and County Councillor Richard Parry at Bessels Green on 28th July 2015, to discuss the parking situation there. The residents explained that on-street parking availability Park Place is reduced as a result of vehicles, including those belonging to coach commuters and visitors to the local public house, being parked for long periods there, meaning that they often have to find a parking space some distance away from their homes. It was noted that most of the properties in Park Place are terraced, and do not have off-street parking available.</p> <p>The residents present were generally supportive of the introduction of a permit (residents') parking scheme, and requested that SDC officers develop a proposal that would improve parking provision for residents of Park Place. It was noted that non-residents vehicles displaced by such a scheme could impact on the unrestricted parking places in other streets nearby, and hence any proposal developed would aim to keep displacement to a minimum. As the matter had already been raised through the Sevenoaks Joint Transportation board and the proposed scheme was endorsed by residents of Park Place, a formal (statutory) consultation would be taking place and responses would be brought back to a future meeting of the Board for consideration.</p>	Jeremy Clark Tel: 01732 227323



**Charlotte Sinclair**

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**From:** Jim.Purves [REDACTED]  
**Sent:** 03 August 2015 10:39  
**To:** Cllr London, James  
**Cc:** KCC - Margaret Crabtree; Democratic Services  
**Subject:** JTB Meeting 3rd September 2015  
**Attachments:** HRA Petition word.docx; WHLetter.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

## **HOLLYBUSH RESIDENTS ASSOCIATION**

3rd August 2015

Dear Cllr London

### **Petition Relating to Pedestrian Safety - Seal Hollow Road – Sevenoaks**

At the AGM of the Hollybush Residents Association our Members expressed concern about the safety of pedestrians crossing into Knole Park at the 'Hole in the Wall' entrance on Seal Hollow Road.

As a result of this a Petition has been organised and approaching 900 people have added their names to express their concern.

The Head of Walthamstow Hall School has also written in support as many of their girls cross there.

Our local Kent County Councilor Margaret Crabtree supports our petition.

I am therefore requesting your permission, as Chairman, to present the petition to the JTB meeting of September 3rd and speak about our concerns and possible ways of addressing them.

Yours sincerely

Jim Purves

Chairman  
Hollybush Residents Association

T: [REDACTED]  
E: [REDACTED]

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Attachments: Copy of blank Petition  
Letter from Walthamstow Hall

## Hollybush Residents Association

We, the undersigned, call upon Kent Highways to take action to improve pedestrian safety by implementing measures to reduce traffic speeds at 'The Hole in the Wall' entrance to Knole Park in Seal Hollow Road, Sevenoaks

NAME	HOUSE NUMBER	POSTCODE	SIGNATURE

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Headmistress: Mrs J Milner, MA (Oxon)

Holly Bush Lane, Sevenoaks, Kent TN13 3UL Tel: 01732 451334 Fax: 01732 740439

Email: [headmistress@walthamstowhall.kent.sch.uk](mailto:headmistress@walthamstowhall.kent.sch.uk)

18 June 2015

Mr Jim Purves  
Chairman  
Hollybush Residents' Association



Dear Mr Purves

I should like to write expressing the School's support for the Hollybush Residents' Association's concerns about pedestrian safety at the Seal Hollow entrance to Knole Park. We share your concerns about the safety at this location given traffic speed and visibility restrictions.

I would like to make Kent County Council particularly aware that students use the 'Hole in the Wall' entrance to access the park for cross-country and regular training and running.

Given this, measures to control traffic speed in the area are urgently needed for the safety of not only adults, but children.

I would be interested to know what Kent County Council would propose to address this issue.

Yours sincerely



Mrs J Milner  
Headmistress

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## APPLICATIONS FOR DISABLED PERSONS' PARKING BAYS

### Sevenoaks Joint Transportation Board – 3 September 2015

**Report of** Chief Officer, Environmental and Operational Services

**Status:** For Decision

**Key Decision:** No

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**Executive Summary:** The consideration of responses, where received, to proposed parking bays for disabled persons' vehicles at locations across the District

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This report supports the Key Aim of

- Caring Communities (by providing parking facilities for disabled people)
- Sustainable Economy (by improving travel arrangements and reducing congestion)

**Portfolio Holder** Cllr. Dickins

**Contact Officer(s)** Jeremy Clark ext. 7323

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### **Recommendation to Sevenoaks Joint Transportation Board:**

That the Board considers the objections received to proposed parking bays for disabled persons' vehicles during the informal consultation with neighbours, and the Officers' comments, agrees with the Officer recommendations set out in Appendix 3 of this report.

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### **Reason for recommendation:**

The recommendation is to approve the latest batch of applications for disabled persons' parking bays which meet the highway authority, Kent County Council's current assessment criteria.

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### **Introduction and Background**

#### **Introduction**

- 1 Kent County Council has the power to provide on-street parking place on roads within its area for which it is the traffic authority for the purpose of relieving or preventing congestion on the public highway.
- 2 This power is frequently exercised to establish disabled persons' parking bays close to the homes of disabled persons who would otherwise have difficulty parking near to their homes.
- 3 An application process exists, through which a person can request that a disabled persons' parking bay is established close to their home.

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- 4 The District Council administers local requests for these parking bays on behalf of the County Council, and manages and funds their provision.
- 5 Kent County Council has produced an application form and guidance notes for requests for parking bays, which is available for applicants to download from the District Council's website.
- 6 The County Council has also produced assessment criteria for the District Council to use when considering applications. Appendix 1 contains an overview of the main personal and locational factors that are currently taken into consideration when assessing applications.
- 7 If the application satisfies the assessment criteria, neighbours who may be affected by the provision of a disabled persons' parking bay are then informally consulted.
- 8 If objections are received at this stage, the proposals will be reported to the Joint Transportation Board, for a decision on whether to overrule or uphold any objections.
- 9 If the objections are upheld, the application will proceed no further.
- 10 If there have been no informal objections or the Board decides to overrule the objections that may have been received, the parking bay can be installed.
- 11 However, historically an interim parking bay is usually introduced in the first instance in residential areas on an "informal" basis, and without a traffic regulation order (TRO). This means that the parking bay can be marked on the road shortly after the application has been approved, but has no legal status and cannot be enforced.
- 12 Once introduced, a disabled persons' parking bay can be used by any vehicle displaying a current disabled persons' blue badge, and is not for the sole use of any person or vehicle.
- 13 Where there is a known pressure on parking, or the parking bay is abused by non-blue badge holders after its introduction, a TRO would be made, thereby making it enforceable.

### **Background**

- 14 The purpose of this report is advise the Sevenoaks Joint Transportation Board on the locations of the latest batch of applications for disabled persons' parking bays received from individuals that have been evaluated in accordance with the highway authority, Kent County Council's assessment criteria.
- 15 Appendix 2 of this report indicates which of these applications for parking bays did not meet KCC's assessment criteria, and which will proceed no further.
- 16 Appendix 3 contains details of the applications for parking bays that have already been the subject of an informal consultation with neighbours, and in some cases, objections were received.



- 17 The applications in Appendix 3 met KCC's assessment criteria, with the exception of one application (Plantation Road, Hextable), which was allowed to proceed to the informal consultation stage in error.
- 18 Summarised details of objections, where received during the informal consultation, together with Officer comments/recommendations are also given in Appendix 3, to assist the Board in deciding whether to overrule or uphold the objections.
- 19 If the objections are upheld, the application will proceed no further.
- 20 In the cases where the objections are overruled, or no objections were received during the informal consultation, an interim disabled persons' parking bay will be introduced, with a view to undertaking the TRO-making procedure later in the year.

### **Options**

The options are to overrule or uphold some or all of the objections received during the informal consultation with neighbours for the latest batch of applications for disabled persons' parking bays detailed in Appendix 3.

### **Key Implications**

#### Financial

The costs incurred in administering local requests for disabled persons' parking bays on behalf of Kent County Council and in managing their provision and ongoing maintenance are met by the District Council from its on-street parking account operated under the Agency Agreement with the County Council.

#### Legal Implications and Risk Assessment Statement

There are no legal implications to installing an interim disabled persons' parking bay on the public highway, but a traffic regulation order (TRO) must be made under the Road Traffic Regulation Act 1984 before it can be enforced.

To do this, a formal (statutory) consultation procedure must be followed in accordance with The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.

Any formal objections received during this statutory consultation will be reported to a future meeting of the Sevenoaks Joint Transportation Board for a decision to be made on whether to make the TRO.

#### Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and

## Agenda Item 5

varies between groups of people, in so far as the provision of parking bays for disabled persons' vehicles helps to improve accessibility for disabled people.

### Safeguarding Children and Vulnerable Adults

The report deals with applications for on-street parking facilities for disabled persons' vehicles, in line with Kent County Council's policy and assessment criteria for disabled persons' parking bays.

#### **Appendices:**

Appendix 1 – For Information – Overview of Kent County Council's assessment criteria for applications for disabled persons' parking bays

Appendix 2 – For Information – Applications for disabled persons' parking bays which did not meet Kent County Council's assessment criteria

Appendix 3 – For Decision - Applications for disabled persons' parking bays that have been the subject of an informal consultation with neighbours, including a summary of objections received, and Officer comments/recommendations

#### **Background Papers:**

The Traffic Signs Regulations and General Directions 2002, as amended.

<http://www.legislation.gov.uk/uksi/2002/3113>

The Highways Act 1980, as amended.

<http://www.legislation.gov.uk/ukpga/1980/66>

The Road Traffic Act 1988, as amended.

<http://www.legislation.gov.uk/ukpga/1988/52>

The Road Traffic Regulation Act 1984, as amended.

<http://www.legislation.gov.uk/ukpga/1984/27>

The Traffic Management Act 2004, as amended.

<http://www.legislation.gov.uk/ukpga/2004/18>

The Highway Code.

<https://www.gov.uk/browse/driving/highway-code>

**Richard Wilson**

**Chief Officer Environmental and Operational Services**

APPENDIX 1 – FOR INFORMATION  
 Overview of Kent County Council’s Assessment Criteria  
 for Applications for Disabled Persons’ Parking Bays

Personal Criteria	Locational Criteria
Current disabled person’s Blue Badge holder	Traffic density
Receipt of higher rate disability living allowance or similar alternative benefit	Carriageway width
Registered keeper of the vehicle	Availability of suitable facilities for off-street parking (e.g. garage, driveway etc.)
Vehicle registered at the same address	Siting of parking place (e.g. presence of junctions, driveways, bends, hills, crossings, traffic islands etc.)
Current insurance certificate	Neighbouring restrictions/parking bays
UK driving licence holder	Parking availability nearby

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APPENDIX 2 – FOR INFORMATION  
 Applications for disabled persons' parking bays which did not meet  
 Kent County Council's assessment criteria

Requested Location for Disabled Persons' Parking Bay	Reason Declined
Farningham	
Eynsford Road, north west side, south west of High Street	KCC's personal assessment criterion relating to receipt of appropriate benefit not met by applicant.
Halstead	
Parkside, west side of Knockholt Road, south of junction	KCC's personal assessment criterion relating to receipt of appropriate benefit not met by applicant.
Hextable	
Fens Way, north side west of Midfield Avenue	KCC's personal assessment criterion relating to receipt of appropriate benefit not met by applicant.
Sevenoaks	
Greatness Lane, east side, south of Queens Drive	KCC's personal assessment criterion relating to receipt of appropriate benefit not met by applicant.
Swanley	
Northview, north side, east of The Spinney	KCC's personal assessment criterion relating to receipt of appropriate benefit not met by applicant.
Westerham	
Oak Road, cul-de-sac end	KCC's location assessment criterion relating to maximum proportion of parking spaces allocated as disabled persons' parking bays exceeded.

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APPENDIX 3 – FOR DECISION

Applications for disabled persons’ parking bays that have been the subject of an informal consultation with neighbours, including a summary of objections received, and Officer comments/recommendations

Location for Proposed Disabled Persons’ Parking Bay	No. of Objections Received	Overview of Objectors Comments	Officers’ Comments	Officers’ Recommendation
Dunton Green				
London Road, south west side, north west of Barretts Road	2	<p>Proposed location of the parking bay is between a bus stop and a zebra crossing.</p> <p>There are no disabled persons on this side of the road.</p> <p>Proposed location of the parking bay is outside a shop and will cause loading difficulties.</p> <p>The shop rarely has disabled customers.</p> <p>Parking bay would be better located outside parade of shops on other side of railway bridge or in sports ground car park.</p> <p>If disabled person was driving the car, which should be parked in the direction of the traffic flow, it would be difficult to get in and out of the car on to a very busy road.</p>	<p>The applicant resides on the north east side of the road, where there are double yellow line restrictions. The proposed location for the bay is in the nearest available parking space to the applicant’s home, which is on the south west side at the end of the zig zag markings of a nearby zebra crossing.</p> <p>The bay is unlikely to create additional operational difficulties to the crossing or the nearby bus stop or loading/unloading difficulties, as parking already takes place in the location.</p> <p>If there is not space available for loading/unloading due to parking on the unrestricted south west side, then delivery vehicles are able to load/unload from the double yellow line restrictions on the north east side.</p> <p>The application is for a bay to be installed on the public highway. The sports centre car park is not part of the public highway.</p> <p>The applicant already parks on the south west side, and will therefore be accustomed to getting in and out of the car on this busy road.</p>	<p>Approve application and install disabled persons’ parking bay. Advise applicant and objectors of Board’s decision.</p>

APPENDIX 3 – FOR DECISION

Applications for disabled persons’ parking bays that have been the subject of an informal consultation with neighbours, including a summary of objections received, and Officer comments/recommendations

Location for Proposed Disabled Persons’ Parking Bay	No. of Objections Received	Overview of Objectors Comments	Officers’ Comments	Officers’ Recommendation
Edenbridge				
Park Avenue, north side, east of Cedar Drive	None		KCC’s personal and location criteria met.	Approve application and install disabled persons’ parking bay. Advise applicant of Board’s decision.

Location for Proposed Disabled Persons’ Parking Bay	No. of Objections Received	Overview of Objectors Comments	Officers’ Comments	Officers’ Recommendation
Halstead				
Station Road, east side, south of Clarks Lane	None		KCC’s personal and location criteria met.	Approve application and install disabled persons’ parking bay. Advise applicant of Board’s decision.



APPENDIX 3 – FOR DECISION

Applications for disabled persons’ parking bays that have been the subject of an informal consultation with neighbours, including a summary of objections received, and Officer comments/recommendations

Location for Proposed Disabled Persons’ Parking Bay	No. of Objections Received	Overview of Objectors Comments	Officers’ Comments	Officers’ Recommendation
Hextable				
Plantation Road, west side, between Top Dartford Road and Lower Road	7	<p>Parking is at a premium in this road. There is always an opportunity to park in immediate vicinity.</p> <p>Applicant has not been observed to experience walking difficulties.</p> <p>The road is narrow and vehicles have to park half on footway.</p> <p>Footway parking already causes difficulties for pedestrians, especially those with pushchairs and wheelchairs. Vehicles parked on the road cause difficulties for emergency services.</p> <p>Applicant was disabled badge holder prior to living in property and would have understood parking difficulties before moving in.</p> <p>Applicant is not a permanent resident of the address.</p> <p>Resident has an oversized, larger than average car.</p> <p>The applicant does not have the need for wheelchair access.</p> <p>Size of parking bay would extend across large part of neighbour’s frontage.</p>	<p>This application was allowed to proceed to the informal consultation stage in error.</p> <p>The applicant meets KCC’s personal assessment criteria, but the application would usually have been refused on following the initial site assessment because the requested location does not meet KCC’s current locational criterion relating to the road width.</p> <p>This criterion requires that the carriageway must be wider than 5.5m. This figure is calculated from the minimum allowable bay width set by national standards of 1.8m added to the minimum lateral clearance requested by the Kent Fire and Rescue Service of 3.7m.</p> <p>The section of Plantation Road concerned is less than 5m wide.</p>	<p>Refuse application on grounds that KCC’s location assessment criteria not met, and advise applicant and objectors of Board’s decision.</p>

APPENDIX 3 – FOR DECISION

Applications for disabled persons' parking bays that have been the subject of an informal consultation with neighbours, including a summary of objections received, and Officer comments/recommendations

Location for Proposed Disabled Persons' Parking Bay	No. of Objections Received	Overview of Objectors Comments	Officers' Comments	Officers' Recommendation
Swanley				
Walnut Way, southern corner of cul-de-sac fronting nos. 62-76	1	The applicant thinks he owns the corner parking space and does not move his vehicle for weeks at a time. The location of the proposed parking bay will not benefit any other resident. The bay should be placed in a more central position to help other elderly residents with their mobility.	The proposed location for the disabled persons' parking bay is in the nearest available parking space to the applicant's home. Provided that the applicant's vehicle has a valid road fund licence, there is nothing to prevent it being parked in this unrestricted parking area. If approved, any vehicle displaying a valid disabled persons' blue badge can park in the parking bay.	Approve application and install disabled persons' parking bay. Advise applicant and objectors of Board's decision.

## PROPOSED QUALITY BUS PARTNERSHIP (QBP) FOR SEVENOAKS

**To:** Sevenoaks Joint Transportation Board – 03/09/2015

**Main Portfolio Area:** Highways and Transportation: Public Transport

**By:** Policy & Strategy Manager

**Classification:** Unrestricted

**Ward :** All in Sevenoaks

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**Summary:** **This report proposes the establishment of a Quality Bus Partnership (QBP) in Sevenoaks and recommends that Officers are asked to pursue discussions with operators and other proposed members of the Partnership.**

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### 1. Introduction

1.1 This report sets out proposals for the establishment of a Quality Bus Partnership (QBP) in Sevenoaks. The agreement, if approved, would be a multi-operator Voluntary Partnership Agreement (VPA) as defined by the Transport Act 2000 and amended by the Local Transport Act 2008.

1.2 This report firstly provides a brief explanation of the legislative background to QBPs and sets the context within which a Sevenoaks QBP could be delivered, with examples of other successful QBPs in Kent. It then outlines the present provision of bus services in Sevenoaks, the bus operators who provide those services, the nature of the commercial and supported bus network, and the possible improvements which a Sevenoaks QBP could deliver.

### 2. Legislative Background to Quality Bus Partnerships and their Operation in Kent

2.1 **The Transport Act 2000** established Voluntary Quality Bus Partnerships, enabling Local Transport Authorities (LTAs) such as KCC to enter into partnership agreements with bus operators and district councils. KCC has been at the forefront of developing QBPs during the last decade, each of which has been tailored to the particular transport needs of the district they serve. A QBP is essentially an agreement between the principal bus operator(s), the LTA and the district or borough Council. Each partnership aims to bring about significant improvements to the quality of bus services, with the aim of increasing the number of passenger journeys and reducing reliance on travel by car.

2.2 This Act established three types of QBP:

- **Voluntary Partnership Agreements** (the KCC model)
  - Local authority and bus operator each agree to make improvements.
  - Can work well where good relationships exist – but relies on mutual cooperation and strong partnership working.
  - no enforcement mechanism.
- **Quality Partnership Schemes** (none in Kent)

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- local authorities provide facilities (eg bus stop clearways, raised boarders); operators wishing to use these must meet the “standard of service” specified.
- enforcement powers for traffic commissioners.
- **Quality Contracts** (none in Kent)
  - the regulated London-style “franchising” model.

2.3 Following the successful delivery of QBPs throughout the country, the **Local Transport Act 2008** strengthened the powers of the 2000 Act. Voluntary QBPs could now include multi-operator agreements, an essential legislative provision for districts such as Sevenoaks with multiple bus operators. LTAs also had greater authority in the delivery of Quality Partnership Schemes (QPSs). For the first time they could determine the frequency, timetable and maximum fares for a bus route, in exchange for a bus operator having rights over, for example, the use of new bus priority infrastructure. LTAs also had the option of entering Quality Contracts (QCs) with a planned bus network similar to the Transport for London (TfL) model.

### 2.4 **Operation of Existing Quality Bus Partnerships in Kent**

KCC has signed eight QBPs with local bus operators and district councils in Kent: Ashford, Canterbury, Dover, Maidstone, Shepway, Swale, Thanet and Tunbridge Wells. In addition, there is a longer term aspiration for the delivery of QBPs in the remaining districts of Dartford, Gravesham and Tonbridge & Malling. The Swale QBP, established in 2012, is the only one of the above to have multi operator involvement owing to the nature of the bus network in the borough. To date all of Kent’s QBPs are Voluntary Partnership Agreements (VPAs).

The intended outcomes which apply to all of Kent’s QBPs can be summarised as follows:

- Improved bus services with newer vehicles, improved reliability and a resulting increase in passenger journey numbers.
- Improved access on to and off of vehicles through raised kerbs, bus stop clearways and hard standing boarding areas.
- Improved waiting environment for passengers with high quality bus stops, accurate information and where possible / appropriate well maintained bus shelters.
- Fewer car journeys, less congestion and reduced emissions where bus euro standards improve.

### 2.5 **How a Quality Bus Partnership Works in Practice**

Each QBP meets every three months, usually at the appropriate district offices. The meeting is chaired by one of the KCC officers responsible for public transport policy, and aims to include the following representatives from each of the partners involved.

- Bus operator(s)
  - Commercial Manager/Director
  - Commercial Officer
  - Operations Manger (for local bus depot)
  
- Kent County Council
  - Public Transport Policy and Strategy Manager

- Public Transport Policy and Strategy Senior Officer
- Public Transport Planner (for supported services)
- Development Planner (for local district)
- District Council
  - Transport Officer/Traffic Engineer
  - Planning Officer

Attendance from at least one County and District Member is also encouraged.

- 2.6 A QBP is not just a talking shop, it is a living Voluntary Partnership Agreement which meets at regular three-monthly intervals, has accurate minutes taken of its proceedings with actions for which QBP members are accountable, and Working Targets & Reports which determine the measures by which the bus services throughout the district should be delivered. Measures include (but are not limited to) % of buses operating on time, % Increase in passenger journey numbers, % scheduled miles operated, the frequency of service between the principal town in a district and other key destinations and the percentage of environmentally friendly vehicles in the local fleet measured by use of the most modern Euro-emission designated engines.
- 2.7 Each partner of a QBP makes a commitment (where funding permits) to deliver the following:
- KCC looks to invest in: raised kerbs (to permit easy access to low-floor buses for wheelchair users, for those whose mobility is impaired, for parents with children in buggies and indeed for all passengers); bus stop clearways to keep stops clear of parked vehicles to enable buses to pull in and out of each stop and to serve it parallel to the kerb; and bus stop poles with flags and timetable cases to provide clear, accurate and easily understood bus route and timetable information at all stops. KCC also looks to make informed comments on planning applications to ensure that bus services are considered appropriately and that Section 106 developer funding is forthcoming where possible which would see improvements to stop infrastructure, service frequency or vehicle quality.
  - The District Council looks to: provide funding for new or replacement bus shelters each year in order to improve waiting facilities so that bus passengers have the best possible travel experience. The district also has responsibility for the enforcement of bus stop clearways which, in accordance with the Department for Transport (DfT) Traffic Regulations of 2003, do not require Traffic Regulation Orders (TROs). The enforcement of unlawful parking on bus stop clearways is paramount in ensuring the ability of buses to have access to and egress from the bus stop. The district also looks to keep other members of the QBP updated on planning developments, ensuring that bus services and infrastructure are appropriately considered.
  - Bus Operators look to meet the working targets set in point 2.8, invest in new or improved vehicles and improve their networks appropriately in line with emerging development or increased passenger demand.

By way of an example, the Maidstone Quality Bus Partnership has contributed to the following successes since its establishment in 2012:

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- A £3.3m investment on 11 new hybrid buses on route 71 serving the A20 & A26 funded from the Green Bus fund, Kent County Council and Arriva.
- 14 new bus shelters.
- £50,000 funding provided through the Quality Bus Partnership to refresh Maidstone's Bus Station.
- Improvement in the quality of bus stop infrastructure and associated branding.
- Helped Maidstone secure trials for new "smart" contact-less payment methods.
- Arriva's bus fleet in Maidstone is now 100% low-floor, wheelchair accessible.
- The introduction of the A20 Statutory Quality Partnership Scheme has introduced legally binding minimum quality standards for bus services and improved stop infrastructure on the corridor.
- Route 101 (Gillingham – Chatham – Maidstone) upgraded to Sapphire standard in July 2014 incorporating Wi-Fi, E-Leather seats and a designated customer service charter. The service has seen a 20% increase in journey numbers since this vehicle upgrade.
- Maidstone Park and Ride Buses refurbished in August / September 2014 to include new liveries, improved seating and free on-board Wi-Fi for passengers.
- A Traffic Regulation Order (TRO) introduced on Chatham Road, Tyland Barn to prevent lorries illegally blocking buses running through the area. This has resulted in a high improvement in bus punctuality.
- An opportunity for Arriva to hear and comment on the Congestion Strategy for the Maidstone area.
- An opportunity for Arriva to learn of progress with respect to the Maidstone Local Plan, related planning developments and the long term transport strategy for the Borough.
- An opportunity for Arriva to engage with the KCC Traffic Manager to discuss congestion issues on Loose Road and how these could be overcome to improve service reliability.
- Developed a forum for discussing route changes, local bus issues, performance and customer comments.

### **3. Current Bus Network in Sevenoaks**

- 3.1 The majority of the bus network in Sevenoaks district is operated commercially, primarily by Arriva and Go-Coach, whom determine their own fares, route network and times of operation. A small portion of the network is supported (as per the Member approved criteria for local bus service support) by Kent County Council (KCC) and is predominantly operated by Arriva, Go-Coach, and Metrobus.
- 3.2 The Sevenoaks bus network consists broadly of the following distinct elements:
- (i) the trunk routes operating east-west from the Westerham area to Sevenoaks and also from the Borough Green area into Sevenoaks.
  - (ii) the trunk routes operating north-south, with services coming into Sevenoaks from Greater London and outlying villages to the north and from Tunbridge Wells, Tonbridge and Edenbridge to the south/southeast.
  - (iii) Sevenoaks local bus services which provide a link to the town centre from areas nearby including Chipstead, Riverhead and Seal.
- 3.3 The current total gross expenditure on supported bus services in the Sevenoaks district is £1,049,470, as of August 2015. In many cases KCC supports particular elements of predominantly commercial services, e.g. early morning / evening journeys.

- 3.4 There is also a Kent Karrier service, funded by KCC, operating in the district. This is a membership based scheme for residents of any age with mobility problems, or for any residents living more than 500 metres from a bus route. It provides pre-bookable journeys to key locations in in Sevenoaks. As of August 2015 the Sevenoaks scheme had 31 members.
- 3.5 There are also several closed door services in operation, providing a service for “entitled” scholars who (at secondary school) live more than three miles from their nearest appropriate school.
- 3.6 KCC offers the Young Persons Travel Pass (YPTP) and 16+ Travel Pass in order to assist parents with the costs involved in transporting their children to and from school.

#### **4. A Quality Bus Partnership for Sevenoaks**

- 4.1 The present bus network in Sevenoaks has been described above. A new Sevenoaks QBP, in the form of a Voluntary Partnership Agreement as enabled by the 2000 and 2008 Acts, would provide the opportunity for the creation of strong partnership working between the local bus operators, Sevenoaks District Council and Kent County Council with the shared objective of building on and enhancing this network. It is proposed that the QBP would be multi-operator in nature with representation from the two predominant commercial operators in the area, Arriva and Go-Coach. Other operators who operate services under support from KCC would be represented by the Public Transport Planner for Sevenoaks.
- 4.2 Whilst each party would be expected to make funding commitments, everyone recognises the budgetary constraints affecting the public and private sectors alike. The Sevenoaks QBP agreement should identify the areas for which each party would be responsible whilst recognising the difficulties of any immediate provision of substantial resources. The model of the existing Kent QBPs will help to achieve this, where the involvement of each party has been measured to reflect each one's particular circumstances.
- 4.3 There are nevertheless some sources of funding available to “kickstart” a Sevenoaks QBP. KCC has budget available for the installation of RTI displays at key bus interchanges such as railway and bus stations. KCC has also already secured funding for 2016-17 as part of the LTP initiative to replace all concrete bus stop poles in the county with modern, safer and more aesthetically pleasing alternatives. A significant number of these are located in the Sevenoaks district. KCC is also exploring the possibility of enhancing the Sevenoaks Kent Karrier scheme with a view to providing a dial-a-ride offer rather than a shopper bus, thereby providing a greater number of journey opportunities for passengers.
- 4.4 Another key development that the Sevenoaks QBP would seek to deliver would be improved bus stop infrastructure with new bus stop poles and flags, new timetable displays and new district council enforced bus stop clearways. Other developer funding opportunities would also be crucial to the continued delivery of such improvements, and the informed presence of the district planning officer and the KCC development planner at each QBP meeting would be an essential requirement to ensure that such funding opportunities were captured.
- 4.5 The proposed QBP would look to improve commuter links to railway stations in the Sevenoaks district and will liaise with the likes of Southeastern and National Rail to implement initiatives such as integrated ticketing as part of this.

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- 4.6 If the formation of a QBP is approved by the JTB then similar agreement would be sought from the relevant portfolio holder at Sevenoaks District Council and with the bus operators who have already indicated their willingness to participate in the QBP. It is envisaged that once the text of the QBP Voluntary Partnership Agreement is agreed, a formal signing ceremony with appropriate media coverage would take place, with the first meeting following soon after. Further meeting dates at three-monthly intervals would then be agreed with all parties to the QBP.

### 5. Financial

- 5.1 Whilst investment is encouraged from all parties into the local bus network as part of the QBP, the partnership is of a voluntary nature so as such there is no statutory obligation on any partner. The QBP will seek to deliver the best possible outcomes for the local bus network within available means.

### 6. Legal

- 6.1 There are no legal obligations on any partners as the QBP is entirely voluntary.

### 7. Recommendations

- 7.1 Members of the Sevenoaks JTB are asked to:
- (i) Recommend that the KCC Cabinet Member for Environment and Transport and the Sevenoaks District Council Portfolio holder for Planning jointly approve the establishment of a Sevenoaks Quality Bus Partnership in the form of a Voluntary Partnership Agreement, as provided in the Transport Act 2000 and the Local Transport Act 2008.
  - (ii) Recommend that Officers are subsequently asked to pursue discussions with operators and other proposed members of the Partnership.
  - (iii) Recommend that the agreement, once approved by all parties, be signed by a representative of each of them as soon as possible with the inaugural meeting of the QBP scheduled soon after.

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# **MAIDSTONE QUALITY BUS PARTNERSHIP AGREEMENT**

**28<sup>th</sup> June 2012**

***A Voluntary Partnership Agreement between Kent  
County Council, Maidstone Borough Council and  
Arriva Southern Counties***

***Continuing the partnership to achieve quality local  
bus services in the Maidstone Borough***

## **1. Statement of Principles**

Kent County Council, Maidstone Borough Council and Arriva Southern Counties share the common objectives of:

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

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

## **MAIDSTONE QUALITY BUS PARTNERSHIP**

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2012

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Bryan Sweetland, Cabinet Member for Environment,  
Highways and Waste, Kent County Council

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Stephen Paine, Cabinet Member for Planning, Transport  
and Development, Maidstone Borough Council

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Kevin Hawkins, Regional Commercial Director, Arriva  
Southern Counties

**Important Note:**

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

Section 46 of and Schedule 2 to the 2008 Act amend the Transport Act 2000 ("the 2000 Act") to introduce new provisions about "voluntary partnership agreements" (VPAs) and other "qualifying agreements". These provisions came into force in England on 9 February 2009.

These amendments to the 2000 Act made by the 2008 Act introduce a statutory definition of a "voluntary partnership agreement" (VPA). A VPA is a particular type of voluntary agreement, and is defined in the 2000 Act as any voluntary agreement under which:

- a local transport authority, or two or more local transport authorities, undertake to provide particular facilities, or to do anything else for the purpose of bringing benefits to persons using local services, within the whole or part of their area, or combined area, and
- one or more operators of local services undertake to provide services of a particular standard.

It is envisaged that most voluntary agreements that are entered into by local transport authorities and operators will fall within the definition of a VPA. It is important to note that an agreement must involve at least one local transport authority in order to satisfy the definition of a VPA.

*(Source: Local Transport Act 2008, Improving local bus services: Guidance on voluntary partnership agreements – Department for Transport, February 2009)*

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

### **2. Framework for Action**

- 2.1 A Quality Bus Partnership for Maidstone was signed between Kent County Council, Maidstone Borough Council and Arriva Southern Counties in 2000. Significant improvements to the local bus network in Maidstone have been achieved through this partnership and it is therefore recognised that committing to a further partnership can contribute to the delivery of an attractive public transport network capable of competing with the private car. It is envisaged that the partnership will entail a joint commitment to invest and to upgrade facilities and operations, together with improved and imaginative marketing, which can contribute to the growth of passenger journeys and increase modal shift from car to bus travel.
- 2.2 The projected business development and housing growth in Maidstone during the next decade will provide opportunities for the provision of high quality public transport services, enhancing the Maidstone Borough and encouraging sustainable transport options whenever possible.
- 2.3 The Maidstone Quality Bus Partnership will build on the long-standing excellent relationship which has existed between the three partners to this protocol during the past decade, which has itself resulted in substantial investment in new vehicles and bus route infrastructure and improvements to frequency.

### **3. Agreements of this Protocol**

The three parties to this protocol agree to:

- 3.1 Work together to implement a substantial improvement to bus operating infrastructure, including stops, shelters, passenger information, accessibility and ticketing.
- 3.2 Work together to increase the proportion of the Maidstone depot bus fleet operated by low-floor, easy-access, environmentally friendly vehicles, to ensure that the aims, measures and targets of the agreement are delivered.
- 3.3 Identify, through market research and similar consultative measures, opportunities for the introduction of new or revised local bus services, which would increase the use of public transport.
- 3.4 Identify, through market research and similar consultative measures, the means to increase the quality and availability of public transport services in the Maidstone Borough.
- 3.5 Co-ordinate the development of the public transport network with land use planning to maximise the opportunities for local bus services, especially in locations where significant housing development is planned as part of the emerging Local Development Framework (LDF) Core Strategy.

- 3.6 Co-ordinate the public transport network with other forms of transport to achieve maximum travel opportunities for the Maidstone Borough, subject to commercial viability, recognising the provision of rail services in the area.
- 3.7 Work together to publicise, improve and enhance the facilities and service offered by the Maidstone Park and Ride.
- 3.8 Include the Maidstone Borough within the emerging Punctuality Improvement Partnership for Kent. This will include utilising the abilities of the Kent Urban Traffic Management Centre to minimise the journey times of buses through the urban areas, and ensuring the inclusion of bus routes in the winter gritting schedule.
- 3.9 Work with Parish Councils within the Borough of Maidstone, and with other representative organisations, to exchange information and assist in the improvement of infrastructure and local transport information.
- 3.10 Develop Real Time Information (RTI) and mobile telephone applications as methods of providing bus timetable information to the public.

#### **4. Maidstone Borough Council and Kent County Council will:**

- 4.1 Continue to plan and introduce, where possible, bus priority and other measures, to improve the timing, punctuality, reliability and route options offered by local bus services.
- 4.2 Support new or improved public transport infrastructure and/or services where appropriate through Section 106 funding from new developments, to provide an accessible local bus service for journeys to and from the nearest town centre, with the intention of integrating such new services within the local bus network.
- 4.3 Seek funding from public and private sector sources for public transport facilities in support of investment and other measures taken by Arriva Southern Counties to improve local bus services.
- 4.4 Secure, implement and maintain suitable attractive and appropriate arrangements for the provision of information and roadside furniture (stops and shelters) to a standard agreed between the partners; Kent County Council to be responsible for damaged bus stop posts and raised boards or hardstanding, and Maidstone Borough Council to be responsible for maintenance of its shelters.
- 4.5 Assist in identifying new market opportunities for local bus services and support new initiatives to encourage greater use of public transport, including Green Travel Plans for employers and education establishments.

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- 4.6 Work together to ensure that the Maidstone Park and Ride is operating efficiently and offering as attractive a service as possible, given budget constraints.
- 4.7 Give advance notice of roadworks affecting bus services and make every reasonable endeavour to safeguard bus access in cases of road closures, diversions and adverse winter weather conditions (Kent County Council).
- 4.8 Provide any other relevant infrastructure to improve bus access to stops (Kent County Council); and provide personnel resources for bus stop clearway site visits and parking enforcement of clearways (Maidstone Borough Council).
- 4.9 Ensure that parking policy reflects the aim of the Councils' transport policy to increase modal shift from car to bus by imposing realistic parking charges in town centres.
- 4.10 The KCC Transport and Safety Policy Team will undertake the responsibility of organising and administering the meetings of the Partnership.

### **5. Arriva Southern Counties will:**

- 5.1 Work and consult with both Maidstone Borough Council and Kent County Council over the design, planning and implementation of a viable and sustainable network of local bus services, establishing appropriate co-ordination with other public transport services.
- 5.2 Work with both Kent County Council and Maidstone Borough Council to contribute to the delivery of Local Transport Plan 3 (LTP3) and Growth without Gridlock and provide input to future transport strategies so that the benefits of improvements introduced through this protocol can be measured in terms of performance indicators.
- 5.3 Introduce, where commercially viable, improved local bus services in response to the introduction of bus priority measures.
- 5.4 Seek to maintain all services in the Maidstone Borough area with minimum lost mileage and to a professional standard. As a minimum standard Arriva Southern Counties will aim to achieve the standards of operation set by the Traffic Commissioner.
- 5.5 Continue to invest, where commercially viable, in new, fully accessible and low emission vehicles, as well as presenting existing vehicles in an attractive manner.
- 5.6 Work with Kent County Council to introduce new ticketing options (including Smartcard products) and consult with Kent County Council and Maidstone Borough Council on any significant proposed fare changes.

- 5.7 Continue to develop higher standards of training and education amongst staff, including an understanding of passenger transport operation and customer care.
- 5.8 Provide adequate management and supervision of services to uphold standards as well as being able to deal with emergencies and other unforeseen circumstances quickly and efficiently.
- 5.9 Be responsible for timetable displays for all Arriva bus services in Maidstone. Kent County Council will be responsible for timetable display cases and bus stop flags and for timetables displays for Kent County Council-tendered services provided by other operators.
- 5.10 When services are disrupted by road works, ensure that the public are adequately informed of alternative arrangements by means of information on stops and buses and via Traveline.

## **6. Headline Aims of the Quality Bus Partnership**

All three parties to the protocol agree to work together to achieve the following Headline Aims of the QBP:

### **(A1) Percentage increase in number of passenger journeys since 2008**

A large increase in the number of passenger journeys across Maidstone since 2008 has been due to a number of factors, principal among them being the introduction of free travel on local bus services for the elderly and disabled in 2008 and the launch of the Kent Freedom Pass in Maidstone in June 2009. The target figures predict a modest growth in passenger journeys on the high baseline in 2008.

*Target is 2% pa increase during the five year partnership*

### **(A2) Increase in passengers expressing overall satisfaction with service provided since 2008**

Bus passenger satisfaction rates would be expected to grow alongside the planned improvements that the QBP would seek to implement during the next three years.

*Target is 2% pa increase during the five year partnership*

### **7. Detailed Targets**

The Headline Aims of the QBP will be tackled by working towards the more detailed targets set out below. All three parties to the protocol agree to work together towards achieving the following targets through the five year partnership:

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

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

*Target is 1% increase in punctuality relative to changes to levels of congestion (punctuality defined by the Traffic Commissioner as not less than 1 minute early and not more than 5 minutes late).*

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

Raised boarders give better access at bus stops, especially for passengers with limited mobility and for parents with children in buggies. The provision of more bus stop clearways is paramount, and these will continue to be introduced at urban bus stops where appropriate as soon as resources permit.

As and when resources permit Kent County Council is committed to providing this high level of bus stop improvement measures on the following Arriva services serving Maidstone:

- (i) Routes 6 and 7 (Maidstone to Tunbridge Wells)
- (ii) Routes 71, 101 and 176
- (iii) Routes 82 and 85

*To complete the bus stop infrastructure improvements on the above routes during the life of the partnership.*

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

The provision of clear and accurate timetable information at the majority of bus stops is an essential part of public transport provision, and the operator invests a considerable amount of time and money in maintaining bus stop timetable displays. Further, Kent County Council has recently commenced a programme to improve the provision of timetables at bus stops across the County. These complimentary ongoing initiatives should enhance the attractiveness of local bus services, and increase patronage.



*Target is a 5% annual increase in the number of bus stops displaying up to date timetable information in Maidstone Borough until 90% has been achieved.*

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

The provision of shelters at all principal pick-up stops is an important facility for encouraging an increase in bus passengers. Combined with the elements of roadside infrastructure described above, a bus shelter provides essential protection from inclement weather, especially for the elderly, for those who are less mobile, and for parents with young children. There is a reasonable level of bus shelter provision in Maidstone Borough at present, and the Borough Council will continue to be responsible for the maintenance of bus shelters.

Maidstone Borough Council will, as resources become available, especially through developer funding from new housing growth areas, increase the provision of bus shelters at the busiest pick-up stops in the Borough.

**(T5) Conversion of local town routes to low-floor easy-access vehicles**

The parties to this agreement aspire to the delivery of low-floor easy-access buses across the Maidstone services which currently have step-floor vehicles, and Kent County Council will facilitate this improvement through various highway works as soon as resources permit.

*Target is for 98% of Arriva bus services (excluding 'School Day Only' services) in Maidstone to be operated by low floor buses by the end of the five year partnership*

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

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

*Target is 100% by 2013, in line with new legislation.*

**(T7) Annual Percentage increase in number of passenger journeys on the Maidstone Park and Ride services.**

Kent County Council, Maidstone Borough Council and Arriva will work together to publicise, improve and enhance the facilities and service offered by the Maidstone Park and Ride.

*Target is a 2% annual increase in passenger journeys over the five year partnership.*

**(T8) Annual Percentage increase in number of passenger journeys on individual routes targeted for investment**

As resources allow, Kent County Council will invest in improved roadside infrastructure as described in Target (T2). This will be accompanied by a marketing campaign to increase awareness of the service, and the increased marketing introduction of new/improved vehicles where resources allow.

Where such improvement projects are implemented, the number of passenger journeys will be monitored for two years after the service 'relaunch'.

*Target is 5% increase in passenger journeys over the first two years following a route improvement.*

**(T9) Increase in passengers expressing satisfaction with service provided on individual routes targeted for investment**

As resources allow, Kent County Council will invest in improved roadside infrastructure as described in Target (T2). This will be accompanied by a marketing campaign to increase awareness of the service, and the increased marketing introduction of new/improved vehicles where resources allow.

Where such improvement projects are implemented, passenger satisfaction will be monitored for two years after the service 'relaunch'.

*Target is 5% increase in passenger journeys over the first two years following a route improvement.*

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

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

- 8.1 Arriva Southern Counties and Kent County Council to ensure that service quality and reliability are maintained.
- 8.2 Kent County Council to ensure that service performance of financially supported services continues to be monitored.
- 8.3 Maidstone Borough Council to negotiate Section 106 developer contributions for public transport infrastructure, information and services.
- 8.4 Kent County Council to carry out an audit of all remaining bus stops as part of the Roadside Infrastructure Unit contract.

- 8.5 Kent County Council and Maidstone Borough Council to ensure that facilities for Arriva buses to serve, and terminate in, Maidstone Town Centre are maintained at all times.
- 8.6 Maidstone Borough Council will ensure that the requirements of public transport are considered in any proposals arising from the development of the Council's Local Development Framework (LDF) Core Strategy
- 8.7 Kent County Council to consider the inclusion of bus services in Maidstone in plans for any future extension of Real Time Information (RTI) in the county.

**9. Conclusions**

- 9.1 This agreement sets out some benchmark aims, measures and targets which form the basis of a new Quality Bus Partnership for Maidstone. Provided there is commitment from all three parties to the agreement, the bus passenger network in the Borough of Maidstone should enjoy significant new initiatives, improvements and investment in the immediate future.
- 9.2 This agreement will also establish the foundations necessary for further bus service improvements envisaged in association with regeneration and new housing growth sites, linking these areas with their nearest town centre and rail station.

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**RECONSTITUTION OF WORKING GROUP**

**Sevenoaks Joint Transportation Board – 3 September 2015**

Report of Chief Officer Legal and Governance

Status: For Decision

Key Decision: No

**Portfolio Holder** Cllr. Piper

**Contact Officer(s)** Charlotte Sinclair Ext.7165

**Recommendation to Sevenoaks Joint Transportation Board:** That the Board consider whether the working group as detailed in the report should continue, and if so, agree membership and confirm terms of reference.

**Reason for recommendation:** It is necessary to review and if necessary reconstitute any working groups each municipal year, especially in light of changed membership.

**Introduction and Background**

- 1 Under the municipal year 2014/15 the Sevenoaks Joint Transportation Board set up a working group to take the Sevenoaks District Cycling Strategy forward again. Members are asked to review the need for the working group and confirm the terms of reference and membership.

**Sevenoaks District Cycling Strategy**

- 2 Following the meetings of the Sevenoaks Joint Transportation Board on 16 September 2014 (Minute 10) and 9 December 2014 (Minute 20) the idea of a working group was revisited. Membership was noted as: a Sevenoaks District Councillor (Cllr. Edwards-Winsler), Kent County Council (KCC) Officers, a Sevenoaks District Council Officer, and a representative from the Sevenoaks Cycling Forum.

At its first meeting on the 13 March 2015 (Appendix A), the group agreed its terms of reference to be to focus on the implementation of improvements across the district and focus on specific routes to meet the objectives of the Strategy in light of reduced funding.

- 3 As yet there have been no further meetings.

**Other Options Considered and / or Rejected**

The Board must consider whether the group should to continue meet. If minded to continue then the membership and terms of reference need to be agreed.

## Agenda Item 7

### **Key Implications**

#### Financial

None directly arising from this report.

#### Legal Implications and Risk Assessment Statement

Working groups are only constituted for a municipal year, and must be reconstituted each new municipal year. Members would only be allowed to claim travel expenses for formally constituted working groups.

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### **Conclusions**

Members are asked to consider whether they wish the working group to continue to meet, and if so, agree the membership and confirm terms of reference.

### **Appendices**

Sevenoaks Cycling Group Minutes – 13 March 2015

### **Background Papers:**

[Sevenoaks Joint Transportation Board Minutes – 16 September 2015](#)

[Sevenoaks Joint Transportation Board Minutes – 9 December 2015](#)

**Christine Nuttall**  
**Chief Officer for Legal and Governance**

# DECISION AND ACTION LOG

**Meeting attendees:** Julian Cook, (KCC), Tay Arnold, (KCC), Adrian Pigott, (KCC), Carol Valentine, (KCC), Lee Burchill, (KCC), John Edwards-Winsor, Reg Oakley, Mark Bradbury, John Morrison, Peter Ashley.

Apologies: Mark Bradbury, (SDC).

**Objective of Meeting:** *Sevenoaks Cycling Working Group*

**Date:** 13th March 2015

AMD		Decision or Action or Message	Who?	When?
M	1	<p><b>Introduction:</b></p> <p>The members of the working group were introduced and it was agreed that additional members will be invited to further meetings as deemed necessary.</p> <p>The Sevenoaks cycling working group agreed that this group needs to focus on the implementation of improvements across the district.</p> <p>It was acknowledged that there have been large reductions in funding and that alternative sources of funding will be required to help implement the strategy, and these include the LGF, CIL, and developer contributions.</p>		
M	2	<p><b>Crash Data:</b></p> <p>LB introduced the crash statistic data for the Sevenoaks area, and explained that updated information will be available in March / April 2015, that will include the 2014 data.</p> <p>LB provided maps indicating those crashes plotted across the district as a whole to enable a visual inspection of the clusters.</p> <p>It was agreed that this data provides useful information and possible funding streams via the LGF funds and CRM, (Casualty Reduction measures); funding streams and that further analysis of the 2014 data could reveal patterns / clusters that could be used to bid for funding.</p>		Agenda Item 7

# DECISION AND ACTION LOG

<b>M</b>	3	<p><b>Sevenoaks Cycle Forum: (SCF)</b></p> <p>JM gave a summary of the work undertaken on the Sevenoaks Cycling Strategy.</p> <p>The members of the working group agreed to use this group to focus on implementation of that strategy.</p> <p>It was agreed that the group should focus on specific routes in order to meet the objectives of the strategy – route by route.</p> <p>It was agreed that the SCF could be used to assist in assessing these routes with the aim of ‘costing out’ specific routes.</p>		Agenda Item 7
<b>M</b>	4	<p><b>Funding streams:</b></p> <p>It is recognised amongst the members of the group that funding to implement elements of the strategy will be limited. Therefore the group will focus their time on 4 possible funding streams:</p> <ul style="list-style-type: none"> <li>- LGF – (5 year funding stream looking into routes in their entirety)</li> <li>- Developer contributions.</li> <li>- Crash Remedial Measures / Safer Routes to School.</li> <li>- CIL (Community Infrastructure Levy)</li> </ul>		
<b>M</b>	5	<p><b>Local Growth Fund update, (LGF):</b></p> <p>TA gave a detailed update on the LGF funding bids – and the feasibility reports which had been undertaken with regards of these studies and the links for safer routes to school.</p> <p>3 feasibility were undertaken across the county of Kent, and 2 of these were undertaken in the Sevenoaks district:</p> <ul style="list-style-type: none"> <li>- The West-East route across northern Sevenoaks (1a-1h in strategy) LGF</li> <li>- Polhill route (CRM) - Different possibilities being looked at through feasibility report including options in future to utilise Old Polhill</li> </ul>		



# DECISION AND ACTION LOG

<b>A</b>		<p>It was agreed that a separate meeting would be used to discuss the details and consultation of these feasibility studies.</p> <p>TA also gave update on travel plans and cycling to school; and this work is to be linked in with SDC regarding the health angle and also with the crash data information, and also school travel plans and possible grants for cycle parking provision.</p>	TA	
<b>M</b>	6	<p><b>Developer update:</b></p> <p>AP gave an update the proposed development at Fort Halstead – AP updated the group on the proposals at this stage and the possible improvements that this development could bring and the possible tie ins with the feasibility study that TA has been working on, including an off road route.</p> <p>Further update to be given at the next meeting.</p> <p>The issue of ensuring any future funding through developments was also discussed with particular focus on ensuring any wording ring fences funds for cycling improvements.</p>		
<b>M</b>  <b>A</b>	7	<p><b>Sevenoaks District Council.</b></p> <ul style="list-style-type: none"> <li>- It was noted that updates were being given on the LGF bid by KCC, and that the group would benefit from knowing if any bids by SDC or funding via the CIL, (Community Infrastructure Levy). SDC to give update at next meeting.</li> <li>- In addition, the working group would like further information regarding possible funding or involvement the working group could have with SDC regarding the health promotion and public health angle, and the possible links with schools.</li> <li>- SDC to provide any update on growth fund application for leisure and fitness improvements.</li> </ul>	MB	Agenda Item 7

# DECISION AND ACTION LOG

<p style="text-align: center;">8</p> <p style="text-align: center;"><b>Bat n Ball junction:</b></p> <p>AP gave an update of the progress of the works at the junction scheduled for the Summer 2015, which included the resurfacing of the junction and some minor amendments to the junction layout.</p> <p><b>A</b> It was agreed by the members of the working group to investigate the possibility of installing Advanced stop lines on the A25 – East West route – ASL’s are already proposed on the North / South route, but only viable of the East / West Route if there is no detrimental impact on capacity at this junction.</p> <p><b>A</b> It was also agreed that the group should resubmit the proposed cycle improvements in Hospital Road back to the Sevenoaks JTB at a later date. This included speaking with the residents of Hospital Road.</p> <p><b>A</b> It was agreed that the SCF would also look at the proposed scheme for Cramptons Road – to identify and possible alterations to the proposals that could be considered by KCC.</p>		<p style="text-align: center;">AP</p> <p style="text-align: center;">SCWG</p> <p style="text-align: center;">SCF</p>	Agenda Item 7
<p style="text-align: center;">9</p> <p style="text-align: center;"><b>Strategy moving forwards:</b></p> <p><b>A</b> - In has been acknowledged that to implement some of the routes it is essential that the working group prioritise selected routes.</p> <p><b>A</b> - Sevenoaks cycle forum to identify 2 routes within the strategy that they feel are key.</p> <p><b>A</b> - KCC will then undertake analysis of cyclists injury related data on these routes</p> <p>- Work to then begin on costing said routes.</p>		<p style="text-align: center;">SCF</p> <p style="text-align: center;">KCC</p>	
<p style="text-align: center;"><b>M</b></p> <p style="text-align: center;">10</p> <p style="text-align: center;"><b>Focus of next meeting:</b></p> <p>It was agreed to focus each meeting on a specific topic, and the topic for the next meeting will re-assessing the Bat n Ball improvements.</p>			

# DECISION AND ACTION LOG

<b>M</b>	11	<p><b>Any Other Business:</b></p> <p>There were discussions and updates regarding adult cycle training provided by KCC</p>		
<b>A</b>		<p>TA provided an update on the 4 proposed Skyrides in the Sevenoaks district this year, and agreed to send the list to the members of the SCF</p> <p>It was noted that Sevenoaks Town Council are currently working on the Neighbourhood Plan and the support that the Town Clerk could give to proposed cycling improvements – Hugh Dalton from STC to be invited to attend a future meeting.</p>	TA	

**Circulation: all the above**

**Date of Next Meeting: Tbc – late May / early June 2015**

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**Street Lighting LED Project Update Report**

To: **ALL**

Main Portfolio Area:

By: **LED Conversion Project Manager – Robert Clark**

Classification: **For Information**

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**Summary:** This report provides an update of the LED conversion project, trial switch off sites review and consultation on street lighting.

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1. The new Street Lighting Terms Services Contract is currently out for tender with submissions due back in September 2015. It is anticipated that this will be awarded so the LED conversion works will commence in early 2016. Full details of the programme will be confirmed shortly after the new contractor has been appointed. The programme will be communicated with all stakeholders detailing which areas will be completed and when these are scheduled.
2. Phase 1 trial switch off sites within the county are currently being reviewed to determine whether these will be permanently removed or switched back on. A report detailing all sites and their recommendation in each district will be reported to the appropriate JTB during November and December 2015. Any site recommendations for permanent removal will be signed off by the Cabinet Member for Environment and Transport.
3. A consultation is scheduled to start from the 7 September 2015 until Sunday 1 November 2015. This will allow Kent residents and stakeholders to have their say on the street lighting policy. It will cover the three options reported at the recent E & T Cabinet:
  - Part night lighting – current level of service
  - All night lighting
  - All night lighting but dimmed when less busy
4. This consultation process will help inform the County Council's decision on the new street lighting policy that will be incorporated during the LED conversion project.
5. An update report will be presented at the next JTB which will provide further detail on the progress of each work stream.

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**Recommendation:** Kent County Council Highways, Transportation & Waste request that the Board note this information report.

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## Agenda Item 8

### **Contact Officers;**

Robert Clark – LED Project Manager  
03000 41 81 81

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**A25 Brasted Village Footway and Village Gateway**

**To: Sevenoaks District Council Joint Transportation Board**

**By: Head of Transportation – Tim Read**

**Classification: For Information**

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**Summary:** This report is provided at the request of the Joint Transportation Board Chairman, Councillor James London.

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1. Brasted Parish Council has requested that a new footway be provided on the southern side of the A25 western end of the village. In addition to this, improvements to the village gateway / entry point that combines with the change in speed limit terminal signs are also requested. It is unclear where the demand for the new footway has come from, or what the probable use may be.
2. The A25 at Brasted forms part of the important east/west route from Wrotham Heath towards Guildford. It takes in several historic villages in Sevenoaks such as Seal, Riverhead, Sundridge, Brasted and Westerham before leaving Kent for Surrey. The road experiences high levels of traffic particularly when there are delays and incidents on the nearby motorway network. The historic surroundings make for a busy and narrow “A” class road with some narrow sections of footway.
3. From a point just after Brasted Surgery the footway narrows significantly near Haynes Cottages. From this point there is no footway, although there is a short length of grass verge outside Hill Tree House, after this there is no footway on this side until Westerham. The north side of the A25 is provided with continuous footway for the majority of its length within Sevenoaks.
4. It is not possible, and there are no viable, affordable solutions to permit the provision of a new footway and the main reasons are listed below:
  - Buildings directly abutting the edge of the highway,
  - Steeply banked verges,
  - Land not under the control of the highway authority,
  - Mature trees and shrubs close to the edge of the highway,
  - Lack of secured funding.

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5. Improvements to the village gateways and speed limit terminal signs could be considered within the narrow confines of the exiting highway if suitable funding can be secured. As the signage currently conforms to Department for Transport standards funding will not be prioritised for this location.

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**Recommendation:** Kent County Council Highways, Transportation & Waste request that the Board note and endorse this information report.

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### **Contact Officers;**

Julian Cook – District Manager for Sevenoaks  
03000 41 81 81

Steven Noad – Traffic Engineer  
03000 41 8 181



**To:** Sevenoaks Joint Transportation Board  
**By:** KCC Highways and Transportation  
**Date:** 3 September 2015  
**Subject:** Highway Works Programme 2015/16  
**Classification:** Information Only

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Summary: This report updates Members on the identified schemes approved for construction in 2015/16

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## 1. Introduction

This report provides an update and summarises schemes that have been programmed for delivery in 2015/16

**Footway and Carriageway Improvement Schemes** – see Appendix A

**Drainage Repairs & Improvements** – see Appendix B

**Street Lighting** – see Appendix C

**Transportation and Safety Schemes** – see Appendix D

- **Casualty Reduction Measures** – see Appendix D1
- **Integrated Transport Schemes** – see Appendix D2
- **Local Growth Fund** – see Appendix D3

**Developer Funded Works** – see Appendix E

**Bridge Works** – see Appendix F

**Traffic Systems** – see Appendix G

**Combined Member Fund** – see Appendix H

## Conclusion

1. This report is for Members information.

## Contact Officers:

The following contact officers can be contacted on **03000 418181**

Carol Valentine	Highway Manager (West)
Julian Cook	Sevenoaks District Manager
Sue Kinsella	Street Lighting Manager
Katie Lewis	Drainage Manager
Alan Casson	Resurfacing Manager
Tony Ambrose	Structures Manager
Toby Butler	Traffic Systems

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### **Appendix A – Footway and Carriageway Improvement Schemes**

The delivery of these schemes is weather dependent; should it prove not possible to carry out these works on the planned dates, new dates will be arranged and the residents will be informed by a letter drop to their homes.

<b>Machine Resurfacing – Contact Officer Mr Byron Lovell</b>			
<b>Road Name</b>	<b>Parish</b>	<b>Extent of Works</b>	<b>Current Status</b>
A225 Eynsford Road	Eynsford/Farningham	From previous surfacing at Mill Lane to Beesfield Lane	Programmed 21 <sup>st</sup> October (3 nights)
A224 Pohill	Dunton Green	Adjacent Subway and adjacent Helipad on Crow Drive	Programmed 18 <sup>th</sup> August (2 nights)
B2211 Sundridge Road	Chevening	South of Turvins Farm and Pond	Programmed 17 <sup>th</sup> August (1 night)
A233 Westerham Hill	Westerham	Outside Westerham Heights Farm	Programmed 14 <sup>th</sup> August (1 night)
<b>Footway Improvement - Contact Officer Mr Neil Tree</b>			
<b>Road Name</b>	<b>Parish</b>	<b>Extent and Description of Works</b>	<b>Current Status</b>
Brattlewood	Sevenoaks	From its junction with Garth Road to its junction with Beechmont Road – completion of postponed replacement of existing asphalt surface and renewal of kerbs where required	Works to be programmed, currently liaising with legal and local resident in regard to allergy issues
Garth Road	Sevenoaks	From its junction with The Rise to its junction with Weald Road - completion of postponed replacement of existing asphalt surface and renewal of kerbs where required	Works to be programmed, currently liaising with legal and local resident in regard to allergy issues
Donnington Road	Dunton Green	Entire Length (replacement of existing asphalt surface and renewal of kerbs where required)	Programmed to commence on 10 <sup>th</sup> August 2015 for 2 weeks

Argyle Road	Sevenoaks	From its junction with London Road to the junction with South Park (Footway protection treatment)	Programmed to commence on 18th August 2015 for 2 days
<b>Surface Treatments – Contact Officer Mrs Wendy Boustead</b>			
<b>Surface Dressing Schemes</b>			
Road Name	Parish	Extent of Works	Current Status
Knatts Valley Road	West Kingsdown	From its junction with Botsom Lane to its junction with Tinker Pot Lane	Completed
St Clere Hill Road	West Kingsdown	Whole length including St Clere Hill	Completed
Hartley Bottom Road	Ash-Cum-Ridley	From its junction with Pease Hill to its junction with Redhill Road	Completed
Valley Road / Fawkham Road	Fawkham/Longfield and New Barn	From its junction with Scudders Hill to its junction with railway bridge	Completed
Church Road	Ash Cum Ridley/Hartley	From its junction with Ash Road to 30mph speed limit plates	Completed
Bullfinch Lane	Riverhead/Chevening	From its junction with London Road to its junction with Chipstead Lane	Completed
Gracious Lane	Sevenoaks/Sevenoaks Weald	From its junction with A225 to its junction with Oak Lane	Completed
Maidstone Road	Seal	From its junction with Watery Lane to the Gateway pad east of Park Lane	Completed
Hosey Common Road	Westerham	End of existing thin surface to its junction with B269 Kent Hatch Road	Completed

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Westerham Road	Westerham	From its junction with Hosey Hill to its junction with Beggars Lane	Completed
Filston Lane	Shoreham	From its junction with Pilgrims Way to its junction with Church Street	Completed
Wested Lane	Crockenhill/Swanley	From its junction with Crockenhill Lane to Railway bridge	Completed
<b>Micro Surfacing Schemes</b>			
<b>Road Name</b>	<b>Parish</b>	<b>Extent of Works</b>	<b>Current Status</b>
Saints Hill	Penshurst	From its junction with Saints Hill to the high friction surfacing at Colliersland bridge	Completed
Powder Mill Lane	Leigh	From its junction with Hildenborough Road to de-restriction/30mph speed limit plates	Completed
High Street	Penshurst/Bidborough	From its junction with Penshurst Place to the village school	Completed
High Street	Leigh	From its junction with Lower Green to its junction with Powder Mill Lane	In progress 7 <sup>th</sup> and 8 <sup>th</sup> August
Tonbridge Road	Chiddingstone	From the High Friction Surfacing at railway bridge double bends to approx 300m east of Bore Place Road	Completed
Hever Lane	Hever/Edenbridge/Cowden	From its junction with B2026 to its junction with Station Road	Completed
Park Lane	Seal	From its junction with Blackhall Lane to its junction with Bitchet Green Road	Programmed for 8 <sup>th</sup> , 9 <sup>th</sup> 10 <sup>th</sup> August
East Hill	South Darent	From its junction with Holmsdale Road to its junction with Rabbits Road	Programmed to start 10 <sup>th</sup> August 2015 for one day

**Appendix B – Drainage**

<b>Drainage Works – Contact Officer Kathryn Lewis</b>			
<b>Road Name</b>	<b>Parish</b>	<b>Description of Works</b>	<b>Current Status</b>
No Drainage works planned over £5000			

**Appendix C – Street Lighting**

<b>Street Lighting Column Replacement – Contact Officer Sue Kinsella</b>			
<b>Road Name</b>	<b>Parish</b>	<b>Description of Works</b>	<b>Status</b>
Manor House Gardens	Edenbridge	Replacement of 7 columns	Works programmed for completion by October 2015
Tonbridge Road	Sevenoaks	Replacement of 1 illuminated sign	Works programmed for completion by October 2015
London Road	Swanley	Replacement of 3 columns	Works programmed for completion by October 2015
Pear Tree Close	Swanley	Replacement of 4 columns	Works programmed for completion by October 2015
Footpath Green Court Lane to Goldsel Road	Crockenhill	Replacement of 3 columns	Works programmed for completion by October 2015
Goldsel Road	Crockenhill	Replacement of 8 columns and 2 illuminated signs	Works programmed for completion by October 2015
Streatfield Road	Edenbridge	Replacement of 3 columns	Works programmed for completion by October 2015
Greenfield	Edenbridge	Replacement of 5 columns	Works programmed for completion by October 2015
Forge Croft (Croft Lane)	Edenbridge	Replacement of 17 columns	Works programmed for November 2015

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Orpington Bypass Road	Shoreham	Replacement of 1 column	Works programmed for November 2015
Kennedy Gardens footpath	Sevenoaks	Replacement of 1 column	Works programmed for November 2015
Claremont Road	Hextable	Replacement of 3 columns	Works programmed for November 2015
London Road	Dunton Green	Replacement of 1 column	Works programmed for November 2015
Selah Drive	Swanley	Replacement of 2 columns	Works programmed for November 2015
Main Road	Hextable	Replacement of 1 column	Works programmed for November 2015
Lower Road	Hextable	Replacement of 1 column	Works programmed for November 2015
Mabel Road	Hextable	Replacement of 1 column	Works programmed for November 2015
Top Dartford Road	Hextable	Replacement of 1 column	Works programmed for November 2015
Hillingdon Avenue	Sevenoaks	Replacement of 1 column	Works programmed for November 2015
Cramptons Road	Sevenoaks	Replacement of 1 column	Works programmed for November 2015
Pontoise Close	Sevenoaks	Replacement of 1 column	Works programmed for November 2015
Alder Way	Swanley	Replacement of 1 column	Works programmed for November 2015
Juniper Walk	Swanley	Replacement of 1 column	Works programmed for November 2015
High Street, Brasted	Brasted	Replacement of 38 ornate lanterns	Works programmed for completion by October 2015

**Appendix D – Transportation and Safety Schemes**

**Appendix D1 - Casualty Reduction Measures**

Identified to address a known history of personal injury crashes

<b>Casualty Reduction Measures – Contact Officer Michael Heath</b>				
<b>Location</b>	<b>Parish</b>	<b>Description of Works</b>	<b>Lead officer</b>	<b>Current Status</b>
A21 Sevenoaks by-Pass / Westerham Road	Chevening	Development of potential Crash Remedial Scheme	Michael Heath	Development of Options Report and survey work
A225 Morley's Roundabout / Riverhill	Sevenoaks Weald	Crash Remedial Measures at Riverhill exit to roundabout, vegetation clearance and warning signage improvements	Michael Heath	Scheme designed
A224 Polhill, including Morants Court and Badgers Mount roundabouts	Chevening, Dunton Green and Shoreham	Route study focusing on cyclist safety	Paul Brand	Feasibility study was commissioned in 2014/15. The County Council is still awaiting results of traffic surveys and the final report, which will inform works. Based on the initial findings, the County Council is beginning detailed design for cycle facilities at Badgers Mount roundabout for construction in 2015/16. Design work for improvements to Morants Court roundabout to be undertaken in 2015/16 for construction in future year

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### **Appendix D2 – Integrated Transport Schemes**

All other LTP funded non-casualty reduction schemes

<b>Integrated Transport Schemes – <i>Contact Officer Steven Noad</i></b>			
<b>Location</b>	<b>Parish/Ward</b>	<b>Description of Works</b>	<b>Current Status</b>
Birchwood Road, Swanley	Swanley White Oak	Realignment of acute bend and footway protection	Concept to outline design
A225 Dartford Road, Sevenoaks	Sevenoaks	Implementation of new pedestrian crossing	Concept to outline design
A224 Orpington by-pass	Badgers Mount	Provision of new traffic refuge	Concept to outline design
A224 Orpington by-pass	Badgers Mount	Provision of new footway between Badgers Rise & Highland Road	Concept to outline design



**Appendix D3 – Local Growth Fund**

**Local Growth Fund programme update for the Sevenoaks District.**

The Department for Transport (DfT) added £100m to the Local Growth Fund (LGF) pot in order to fund Local Sustainable Transport Fund Style schemes. KCC subsequently submitted four Local Sustainable Transport Fund (LSTF) capital bids 1) East Kent – A network for Growth, 2) Kent Thameside – Integrated door-to-door journeys and 3) West Kent – Tackling Congestion. The fourth was for Tonbridge Town Centre Regeneration, which included a highway improvements scheme in the Lower High Street as well as additional LSTF style measures. The objective of all of the capital bids is to boost economic growth by decreasing carbon emissions and reducing congestion.

The Kent Thameside, West Kent and Tonbridge Town Centre Regeneration bids were all successful. The schemes aim to:

- improve access to employment and services
- reduce the need to travel by the private car
- enhance pedestrian, cycle and public transport facilities
- improve sustainable transport connections

The following schemes have been submitted as part of the successful West Kent LSTF this financial year.

Scheme	Status
Swanley Train Station improvements Feasibility and Outline Design– Regeneration and improvement of station forecourt	Currently with consultants carrying out outline design and costing. Southeastern rail progressing scheme
Swanley way finding signs – Installation of way finding signs and monoliths to assist pedestrians and tourists in Swanley	Currently with consultants carrying out outline design and costing. Sevenoaks District Council progressing scheme
Bat and Ball Train Station improvements – new cycle stands and way finding signs	Awaiting detailed costings before proceeding
Eynsford cycle parking – installation of new cycle hoops to cater for requests and demand for cycle parking at the station	Legal agreement being written and reviewed for Southeastern rail to progress the scheme

**Appendix E – Developer Funded Works**

Developer Funded Works (Section 278 Works)				
File Ref.	Road Name	Parish	Description of Works	Current Status
SE 2086	Four Elms Road / Station Road.	Edenbridge	Pedestrian improvement works comprising new footway on Four Elms Road	Inspection due to check remedials complete. First certificate not yet issued

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			including dropped crossing with tactiles either side and other minor alterations. A new zebra crossing on Station road. (the new zebra crossing in Station Road was installed by KCC using S.106 contribution money)	
SE 2083	Crowhurst Lane	West Kingsdown	Provision of traffic calming measures in Crowhurst Lane together with signing and bollards to enable pedestrian access to new development. Also resurfacing to part of Crowhurst Lane in vicinity of new development	Problems with S.38 element of agreement. Waiting for Housing Association to change unbound material on driveways. First certificate not yet issued
SE 2075	Station Road / Rye Lane	Dunton Green	Mini roundabout and relocation of a zebra crossing and various improvements in Station Road and Rye lane	Waiting for Street Lighting remedials to be completed. First certificate issued now in maintenance
SE 003040	London Road and Ruxton Close	Swanley	New bellmouth entrance to rear of development off Ruxton Close and accommodation works including ramped access in grassed verge off London Road	Not yet started under discussion but technical approval given. Likely to start in August 2015
SE 003036	Mill House, Mill Lane, Bat and Ball	Sevenoaks	New Footway and minor improvements to existing road	Not yet started submitted for technical approval
SE 003035	Eglantine Lane	Horton Kirby	New access bellmouth and accommodation works to existing highway	Not yet started submitted for technical approval

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SE 003034	A225 Tonbridge Road	Sevenoaks	New Bellmouth entrance into Sevenoaks School and minor improvements to the footway including tactile paving	First certificate issued now in maintenance
SE 003033	Hildenborough Road	Leigh	Alterations to the highway including resurfacing high friction surface treatment with roundels and signage relating to planning permission for Gibbs Field	First certificate issued now in maintenance
SE 003031	Old Mill Site, High Street	Farningham	New bellmouth entrance and alterations to existing highway including over runnable granite sett area	First certificate issued now in maintenance
SE 003029	Old Ambulance Station, Moor Road	Otford	New Bellmouth and associated footway works	Not yet started technical approval granted
SE 003026	Junction of Powder Mills Lane and Hollow Trees Drive	Leigh	Alterations to bellmouth access to private street leading to new development including footway alterations in Powder Mills Lane	Waiting for remedials to be completed. First certificate not yet issued
SE 003025	M&S Store, London Road and Pembroke Road	Sevenoaks	Various new entrances including vehicle crossings and a new bellmouth together with various Variable Message Signs in town centre locations	Waiting for works in Pembroke Road to be completed. First certificate not yet issued
SE 003024	Shefts Croft, Mill Hill,	Edenbridge	Entrance bellmouth and footway alterations into new private development	Waiting for remedials to be completed. First certificate not yet issued

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SE 003023	Lidl Store, London Road	Sevenoaks	Right-hand turn lane into new Lidl Store. Includes minor alterations to existing kerb lines and creation of new bellmouth together with white lining for RHT	First certificate issued now in maintenance
SE 003020	Old Sevenoaks Police Station, Morewood Close	Sevenoaks	Minor works to existing highway including new bellmouth into private development, footway works and tactile paving at junction with London Road includes secondary means of access for emergency services	Waiting for Remedials to be completed. First certificate not yet issued
SE 003019	Bonney Way	Swanley	New bellmouth entrance and vehicle crossovers to new development including minor improvements to footway and carriageway. Includes re-position of existing street lighting column	Waiting for Remedials to be completed. First certificate not yet issued
TO 003075	Powder Mills Lane and Leigh Road	Leigh	Redevelopment of old Pharmaceutical Works - minor modification to existing carriageway and footway including new bus stop facility in Powder Mills Lane	Not yet started technical approval granted. Pre start meeting with KCC Roadworks required prior to commencement

**Appendix F – Bridge Works**

<b>Bridge Works – Contact Officer Tony Ambrose</b>			
<b>Road Name</b>	<b>Parish</b>	<b>Description of Works</b>	<b>Current Status</b>
No works planned			

**Appendix G – Traffic Systems**

There is a programme of scheduled maintenance to refurbish life expired traffic signal equipment across the county based upon age and fault history. The delivery of these schemes is dependent upon school terms and holiday periods; local residents, businesses and schools will be informed verbally and by a letter drop of the exact dates when known.

<b>Traffic Systems - Contact Officer: Toby Butler</b>		
<b>Location</b>	<b>Description of Works</b>	<b>Current Status</b>
B258 Main Road near College Road	Refurbishment of traffic signal controlled crossing	Start date September 2015

**Appendix H – Combined Member Grant programme**

The following list of schemes includes those which have been approved for funding by both the relevant Member and by Roger Wilkin, Interim Director of Highways and is up to date as of 30<sup>th</sup> July 2015.

The details below are for Highway Schemes **only** and **does not** detail contributions Members have made to other groups such as Parish and District Councils or list traffic speed surveys.

More detail on Combined Member Grant schemes can be accessed by each Member via the online database or by contacting their Combined Member Grant Engineer.

**Roger Gough – Darent Valley**

<b>Scheme</b>	<b>Status</b>
Horton Kirby – Vehicle Activated Sign	Alternative location being investigated
Goldsel Road / Green Court Road – wooden fencing and lining works	Works complete

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Swanley Village Gateways	Works complete
Swanley Village sign – remove for refurbishment	Works complete
Badgers Mount village gateways	Works complete
Horton Kirby – Gifford’s Cottages	Design in progress
Horton Kirby – HGV signing	Design in progress
Crockenhill 20mph zone	Design in progress TRO being progressed
High Street, Eynsford – installation of layby	Scheme withdrawn due to prohibitive costs

### Margaret Crabtree – Sevenoaks Central

Scheme	Status
Bayham Road, Sevenoaks – School Keep Clear markings to the rear of St John’s Primary School	Works complete – small defect awaiting correction
Weald Road – 30mph roundel	Works complete
Solefields Road – adjustment of pedestrian refuge	Scheme pending decision to take forward
Oak Lane, Sevenoaks – signing, lining and possible interactive sign	Trail holes being carried out

### Nick Chard – Sevenoaks East

Scheme	Status
Shoreham Road, Otford – 1. Installation of a vehicle activated sign 2. Additional signing and lining	Works complete
Childsbridge Lane, Seal – New footway	Handed over for delivery
High Street, Otford – Warning signs	Works complete

### David Brazier – Sevenoaks North East

Scheme	Status
Milestone Academy, New Ash Green – Design of alterations to car park arrangements	Works complete

**Clive Pearman – Sevenoaks South**

<b>Scheme</b>	<b>Status</b>
Fordcombe Road, Penshurst – signing and lining	Works complete
Fordcombe Road, Penshurst – further signing and lining works	Works complete
Hildenborough Road, Leigh – signing, lining and interactive sign	Design in progress

**Robert Brookbank – Swanley**

<b>Scheme</b>	<b>Status</b>
St Marys Road, Swanley – 20mph zone	Handed over for delivery
Swanley Lane, Swanley – Dropped kerb	Design in progress

**Richard Parry – Sevenoaks West**

<b>Scheme</b>	<b>Status</b>
Main Road, Crockham Hill – Interactive sign	Works complete
High Street Brasted – Installation of new zebra crossing	Design in progress

**1.1 Legal Implications**

1.1.1 Not applicable.

**1.2 Financial and Value for Money Considerations**

1.2.1 Not applicable.

**1.3 Risk Assessment**

1.3.1 Not applicable.

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