**28 November 2023 at 7.00 pm**

**Council Chamber, Argyle Road, Sevenoaks**
**Despatched: 20.11.23**
**This meeting will be livestreamed to YouTube here:**
**https://www.youtube.com/channel/UClT1f_F5OfvTzxjZk6Zqn6g**

# Sevenoaks Joint Transportation Board

**Membership:**
Chairman, District Cllr. Roy; Vice Chairman, County Cllr. Chard

District Council
Cllrs. Baker, Ball, Clayton, Horwood, and Williams

Kent County Council (KCC)
County Cllrs. Brazier, Cole, Gough, McArthur, and Streatfeild

Town/ Parish Council (non-voting) representative from KALC
Cllrs. England, Haslam, and Wightman

## Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

| | | Pages | Contact |
|---|---|---|---|
| | Apologies for Absence | | |
| 1. | **Minutes**<br>To agree the Minutes of the meeting of the Board held on 18 September 20223, as a correct record. | (Pages 1 - 6) | |
| 2. | **Declarations of interest** | | |
| 3. | **Matters Arising/Update (Including Actions from Previous Meetings)** | (Pages 7 - 8) | |
| | Part A - Recommendations for decision by Kent County Council (KCC) | | |
| | Part B - Recommendations for decisions by Sevenoaks District Council | | |
| | Part C - Information reports | | |
| 4. | **Proposed Sevenoaks Townwide 20mph Working Group Update** | (Pages 9 - 18) | KCC Highways and Transportation<br>Tel: 03000 418181 |

| | | | |
|---|---|---|---|
| 5. | **Sevenoaks East/West Walking Wheeling and Cycling Route Update** | (Pages 19 - 30) | KCC Highways and Transportation Tel: 03000 418181 |
| 6. | **Highways Improvement Plan (HIP) Update** | (Pages 31 - 94) | KCC Highways and Transportation Tel: 03000 418181 |
| 7. | **Applications For Disabled Persons (Blue Badge) Parking Bays** | (Pages 95 - 98) | Trevor Kennett Tel: 01732 227407 |
| 8. | **Sevenoaks District Electric Vehicle Charging Infrastructure and Accessible Chargers Update** | (Pages 99 - 104) | Trevor Kennett Tel: 01732 227407 |
| 9. | **Highways Forward Works Programme 2023/24** | (Pages 105 - 120) | KCC Highways and Transportation Tel: 03000 418181 |
| 10. | **Work Plan** | (Pages 121 - 122) | |

EXEMPT INFORMATION

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.

DATES OF FORTHCOMING MEETINGS:

6 March 2024

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk.

# SEVENOAKS JOINT TRANSPORTATION BOARD

Minutes of the meeting held on 18 September 2023 commencing at 7.00 pm

Present: Cllr. Roy (Chairman)

County Cllr. Chard (Vice-Chairman)

District Cllrs.
Baker, Ball, Clayton, Horwood and Williams

County Cllrs.
Brazier, Cole, Gough and Streatfeild

KALC Cllrs.
Haslam and Wightman

Apologies for absence were received from County Cllr. McArthur and KALC representative Cllr. England.

Cllrs. Leaman, Purves and Robinson were also present.

Cllrs. Lindop and Manston were in attendance via a virtual media platform which did not constitute attendance as recognised by the Local Government Act 1972.

11. Minutes

Resolved: That the Minutes of the meeting of the Joint Transportation Board held on 08 June 2023, be approved and signed by the Chairman as a correct record.

*Cllr. Cole requested that his abstention from voting be recorded.

12. Declarations of interest

There were none.

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

There were none.

14. Working Group Update [Active Travel Projects Including Proposed Townwide 20mph Scheme]

The Chairman introduced the report and informed the Board of a typographical error in paragraph 4.2 of the report that should read as, "the Town Council intended to launch the second consultation in October 2023 (and not 2024) via their standing newsletter with guidance from KCC." The report updated the Board on the progress of the Sevenoaks Town 20mph Working Group. At its meeting on 8 June 2023, the Board agreed to set up a working group to develop a consultation plan for the Sevenoaks Local Cycling and Walking Infrastructure Plan (LCWIP) which incorporated the Sevenoaks Town-wide 20mph scheme (Minute 7 – Update on Sevenoaks Town-wide 20mph Proposals). The report detailed the outcome of the first meeting of the group.

The Working Group had agreed that a further Public Consultation would be undertaken, funded by Sevenoaks Town Council (STC), working in Partnership with Kent County Council (KCC) to fully understand the appetite for a proposed 20mph scheme in Sevenoaks Town Centre. KCC would work with STC to draft and agree on the consultation questions and would consult with the Working Group to finalise the questions.

Public Sector Equality Duty
Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the report be noted.

15. Sevenoaks Town East to West Walking, Wheeling and Cycling Route - Consultation Report

Members considered a report that presented the results of the public consultation that took place from 1 June to 14 July 2023 regarding the Sevenoaks Town East to West Walking, Wheeling and Cycling Route. Sevenoaks District Council (SDC) and Kent County Council (KCC) jointly consulted on proposals for a proposed walking, wheeling and cycling route connecting the East and West of Sevenoaks Town. The project had been led by Officers and a Member steering group, which would continue to meet to address concerns arising from the consultation. The results showed a positive response from residents and stakeholders. The Board was asked to recommend to KCC to proceed with the construction of the scheme.

Members expressed support for the scheme and discussed the report focusing on areas of safety concern in the proposals. Some concern was raised over safety on the Amhurst, Riverhead, Parkland path. Officers confirmed that SDC was working with Riverhead Parish Council to mitigate concerns raised in the consultation. In response to further questions, it was confirmed that monitoring cameras along the route would be looking at usage of the route and would not be used for enforcement.

Public Sector Equality Duty
Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to KCC that while working closely with Sevenoaks Town Council and landowners specifically to mitigate concerns and get an agreement on a preferred option at locations at Lakeview Road, Bradbourne Park Road and St James' Road, the scheme proceed to detailed design and construction.

16. Local Cycling and Walking Infrastructure Plans (LCWIPS) Update

The Principal Infrastructure Delivery Officer (SDC) presented the report which updated the Board on the Local Cycling and Walking Infrastructure Plans (LCWIPs) for Sevenoaks and Swanley, supported by the Council's Movement Strategy (2022) and emerging Local Plan (Plan 2040). KCC and SDC had been successful in securing external funding from Active Travel England to progress three schemes: Sevenoaks Town East to West, Sevenoaks to Otford and Sevenoaks to Seal to Otford. The Officer then updated the Board on the expected timetable for the design and delivery of the routes and welcomed any feedback that Members had on the schemes.

Members discussed the update giving consideration to the importance of linking up the schemes.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the report be noted.

17. Off-Street Car Parks Electric Vehicle Charging Points Update

The Head of Direct Services gave a verbal update to the Board on the District's off-street car parks electric vehicle (EV) charging points. He reported that he had been working with the SDC's suppliers to produce site feasibility surveys for EV points at parking locations in the District. He informed Members that the Council was a part of the Connected Kerb project to bring 600 charging points to Kent and Medway.

The Council hoped to install 12 new EV charging points in the coming year located at Blighs and South Park, Sevenoaks, Park Road and Station Road, Swanley and Quebec Avenue, Westerham. The chargers would be 50 kw rapid chargers and the Council was signing agreements and working out installation timescales.

The Committee discussed the update and asked questions of clarification. Connected Kerb were very responsive and had an effective and quick turnaround for installation of EV chargers. Once EV chargers were installed, the Head of Direct Services reported that he was confident repairs would be undertaken swiftly when necessary.

The Committee agreed to request an update from Officers on Electric vehicle charging infrastructure in the District at the next meeting. In response to further

discussion, the Chairman requested that information on the accessibility of chargers for disabled residents be included in the update.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the report be noted.

## 18. Applications For Disabled Persons (Blue Badge) Parking Bays

The Head of Direct Services presented the report which presented applications that had been received for proposed disabled persons (blue badge) parking bays (DPPBs) within the District. Applications had been received for disabled persons (blue badge) parking bays in Brambledown, Hartley, Foxglove Close, Edenbridge, Cherry Avenue and Springfield Avenue, Swanley.

Public Sector Equality Duty
Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

a) the applications received for disabled persons (blue badge) parking bays in Foxglove Close, Edenbridge, Cherry Avenue and Springfield Avenue, Swanley which were declined as they did not meet KCC's assessment criteria and would proceed no further be noted; and

b) the application received for a disabled persons (blue badge) parking bay in Brambledown, Hartley, that satisfied Kent County Council's personal assessment criteria, but was declined because the parking area nearest the applicant's home, in which the disabled persons parking bay would be sited, was not part of the public highway be noted.

## 19. Concrete Road Asset Information

The Pavement Asset Engineering Team Leader (KCC) presented the report that updated the Board on the concrete road asset in Kent and proposed innovation trials. The majority of concrete roads in Kent had been laid in the 1940s and 1950s. Many of the concrete roads were now reaching the end of their design life. There had also been increased traffic loads over recent decades and water ingress. Traditionally, KCC had used micro surface treatment which increased the skid resistance of concrete and improved the aesthetics. Members were informed that the micro

surface treatment was now breaking down and causing degradation of the surface. To combat this, KCC were trailing various options for innovative surface treatments.

The Chairman used her discretion and allowed a member of the public to address the Board.

Members asked questions of clarification. The Pavement Asset Engineering Team Leader (KCC) advised that innovation trials would allow KCC to make the best use of funds and would be more cost-effective than replacing the concrete roads. In response to a query, he encouraged Members to write to the Sevenoaks Highways Manager (KCC) in regards to high–traffic residential routes that had been identified as in need of treatment. KCC was compiling a list of concrete sites based on priority and would manage the roads most in need of treatment first. Officers also confirmed that the designer of the Sevenoaks East/West walking, wheeling and cycling route scheme would be consulted on concrete road surfaces that would be in need of repair to deliver the scheme.

Members discussed the update focusing on the aesthetics and quality of the concrete rehabilitation methods.

Resolved: That the report be noted.

## 20. Volume of Streetworks 2023

Members considered the report that updated the Board on the volume of street works and emergency roadworks in the District. Members were informed that the overall volume of Streetworks Permits had reduced in comparison to the same period the previous year. There had been a shift away from planned activities to immediate emergency and urgent works. This pattern was reflected in a trend experienced across Kent.

Officers explained that teams held regular performance meetings with utility companies and this shift to immediate work was being highlighted. Works promoters were being challenged to recognise this shift in workflow and do all they could to return the highway to use without delay.

Members discussed the report and asked questions of clarification on the disruption that emergency road works had to road users. Members and the public were encouraged to report concerns via KCC's website for road works signs that had been leftover causing disruption. Streetworks Inspectors would be notified and would take action to fine utility companies for the disruption.

Resolved: That the report be noted.

## 21. Highways Forward Works Programme 2022/23 & 2023/24

The Board considered the report which updated Members on the identified schemes approved for construction in 2022/23 and 2023/24 with Officers giving any relevant updates on the schemes listed. Members asked questions of clarification on the approved schemes.

*Action 1: For the Sevenoaks Highways Manager to update Cllr. Streatfeild regarding drainage works at St John's Hill.*

In response to questions on street lights, Members were advised to contact the Sevenoaks Highways Manager (KCC) if there were concerns on broken or faulty street lights to receive an update on each.

*Action 2: For the Sevenoaks Highways Manager (KCC) to respond to Members individually with an update on various broken or faulty street lights.*

Resolved: That the report be noted.

22. Work Plan

Members considered the work plan and discussed a recent KCC Scrutiny Committee report on the future of Joint Transportation Boards in Kent.

*Action 3: For Officers to investigate how the Board could have their views heard on any KCC proposals regarding the future of Joint Transportation Boards in Kent.*

The following additions were made to the work plan:

**28 November 2023**

- Highways Improvement Plan (HIP) Update
- Sevenoaks 20mph Working Group Update
- Sevenoaks East/West Walking Wheeling and Cycling Route Update
- Sevenoaks District Electric Vehicle Charging Infrastructure and Accessible Chargers Update

THE MEETING WAS CONCLUDED AT 8.32 PM

CHAIRMAN

# Actions From The Meeting Held On 18 September 2023

| Action | Meeting date | Description | Last updated on 19/09/23 | Contact Officer |
|---|---|---|---|---|
| Action 1 | 18 September 2023 | For the Sevenoaks Highways Manager to update Cllr. Streatfeild regarding drainage works at St John's Hill. | Email sent to Cllr Streatfeild on 26th September 2023 | KCC – Mike Payton Tel: 03000 418181 |
| Action 2 | 18 September 2023 | For the Sevenoaks Highways Manager (KCC) to respond to Members individually with an update on various broken or faulty street lights. | Streetlighting engineer to respond directly to members by email. 26the September 2023. | KCC – Mike Payton Tel: 03000 418181 |
| Action 3 | 18 September 2023 | For Officers to investigate how the Board could have their views heard on any KCC proposals regarding the future of Joint Transportation Boards in Kent. | This is currently under review by the KCC cabinet member and we understand that a working group will be set up to discuss the way forward. | KCC – Mike Payton Tel: 03000 418181 |

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**To:** Sevenoaks Joint Transportation Board

**By:** KCC Highways and Transportation

**Date:** 28 November 2023

**Subject**: Sevenoaks Town wide 20mph speed limit

**Classification:** Information Only

**Recommendation:** That the report be noted.

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Summary: This report updates Members of the Board on Sevenoaks Townwide 20mph proposals.

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## 1 Introduction

1.1 The JTB recommended that "a new Member Working Group is setup with KCC and SDC Officer support to develop a Consultation Plan for the LCWIP which incorporates the Town 20mph limit." A report on the progress of the Member Working Group was provided to the 18 September 2023 Joint Transportation Board meeting, introduced by The Chairman and informed the Board that the Town Council intended to launch the second consultation in October 2023 via their standing newsletter with guidance from KCC.

## 2 Progress update

2.1 The Working Group, consisting of Sevenoaks Town Council, Sevenoaks District Council and Kent County Council elected representatives and staff was set up to help guide the process. Following the initial Group Meeting, the wording of the consultation and its contents was agreed by the Group.

2.2 Sevenoaks Town Council published the consultation via their Town Crier newsletter (see appendix A) with a start of consultation date of 1 November 2023 running to 14 December 2023.

## 3 Next Steps

3.1 On completion of the consultation, the feedback will be analysed by the JTB Working Group, and a further report brought back to a future Joint Transportation Board for recommendation on how to proceed.

3.2 Should the recommendation be to proceed as advertised or with a reduced extent, the existing Traffic Regulation Order that was consulted on by KCC between 30 September and 10 November 2022 can be completed without the need for the process to start from scratch as long as the final Traffic Order known as a "has made" Traffic Order is advertised by 1 September 2024.

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**Contact and report author:** Jamie Watson – Senior Programme Manager - Active Travel: email: activetravel@kent.gov.uk; Phone: Contact Centre: 03000 41 81 81
APPENDICES

APPENDIX A – Copy of Sevenoaks Town Crier

SEVENOAKS
# Town Crier



Scan me to view on your phone or tablet.

From Sevenoaks Town Council for the community of Sevenoaks. Autumn 2023


This edition of the Town Crier includes a town-wide survey for Sevenoaks community to have their say on the latest proposals for 20mph speed zones to be put in place in Sevenoaks.

We need to hear your thoughts prior to the closing date of:

**14th December 2023.**

## MESSAGE FROM THE MAYOR

Welcome to our special edition of the Town Crier. For several years, there have been discussions on lowering speeds and increasing road safety in our town. Local residents in five different areas of Sevenoaks have campaigned for 20mph limits to improve safety for all.

As a result, KCC led a consultation in 2022 on a 20mph scheme, which has been refined using the feedback. We believe this would give a boost to active travel in Sevenoaks, and can be funded by the Community infrastructure Levy from developers.



**This Town Crier has information about the proposed scheme, and details of how to comment.**

**We look forward to hearing from you.**

Councillor Claire Shea, Mayor of Sevenoaks

## Why are 20mph plans introduced?

[Source: Government Atkins 20mph study]

**TRANSPORT**

- Casualty and injury reduction.
- Reduction of rush hour traffic through residential areas.
- Reduce the negative impact of cars in urban centres

**COMMUNITY**

- Community concerns about speed, safety and the quality of the local environment.
- Demand from local groups and individuals in the community.
- Seen as a low cost initiative, which delivers instant improvements for local residents, schools and commuters.

**HEALTH**

- Encourage active travelling locally (walking and cycling instead of driving)
- Improve public health and wellbeing

## Background to the demand for 20mph in Sevenoaks.

The following five petitions presented to Kent County Council and Sevenoaks District Council over the last six years created the demand for a 20mph provision in Sevenoaks:

- ***To reduce speeds in Seal Hollow Road to create safe access to Knole Park***
- ***For a 20mph zone around Sevenoaks Primary School***
- ***For a 20mph zone around St John's Primary School***
- ***For a wide 20mph zone, to protect the remaining primary and secondary schools in the area bounded by Seal Hollow Road, Sevenoaks High Street, South Park, the railway line and the A25.***
- ***For a 20mph zone to protect families walking from the Greatness and Hillingdon areas to Seal Primary School.***

Two of these have been implemented (for Sevenoaks and St John's Primary Schools) but the remaining schools and the surrounding residential areas remain at 30mph.



Sevenoaks Town Council is of the opinion that the introduction of additional areas of 20mph is essential to our current and future road safety, protection of the environment and the community's well-being. It is also complementary to other proposals, including those for new cycle routes in the future and the Aim M4 in the Sevenoaks Town Neighbourhood Plan which supports additional 20mph in residential areas and around schools.

# Kent County Council 2022 Consultation.

**[Source: Sevenoaks Joint Transportation Board meeting: 13/12/22]**



For the past year, there has been much debate regarding the introduction of additional areas of 20mph in Sevenoaks. This has included a public consultation exercise carried out by Kent County Council which included a one-way scheme around the war memorial (now excluded) and left out some areas that residents wanted to be considered including: most of Kippington, Greatness, Bat & Ball area, Oak Lane and Brittains Lane.

Kent County Council's consultation indicated a majority in favour of a town-wide scheme by those living within it, whereas those surveyed outside the town boundary opposed as a majority.

# Need for further consultation and by whom?

**[Source: Sevenoaks Joint Transportation Board meeting: 18/09/23]**

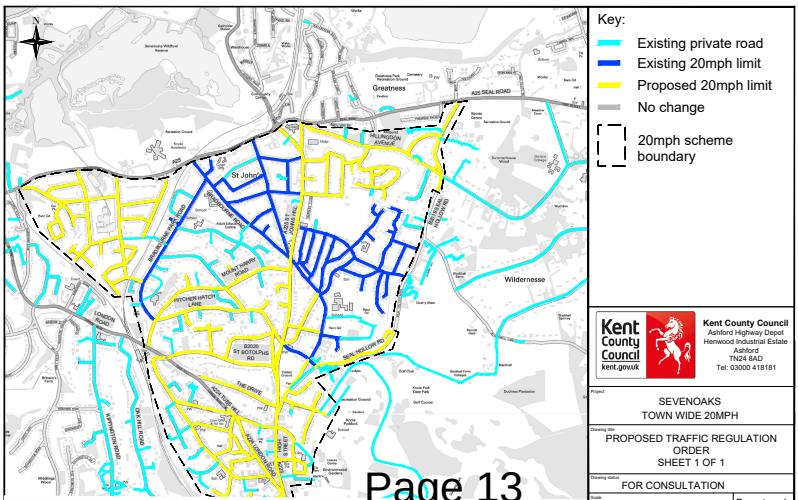
Sevenoaks Joint Transportation Board would like further public consultation before moving forward with the project. Sevenoaks Town Council believes it is best placed to progress this consultation in its local community. If public opinion is in favour of the extension of 20mph, there will be a formal legal process to be followed prior to its implementation.

The Town Council is aware that other local councils in Sevenoaks District have consulted with their local residents directly on local community proposals for 20mph.

# Revised Project Plan.

**[Source: Sevenoaks Joint Transportation Board meeting: 15/03/23]**

Sevenoaks Town Council is consulting on the outlined revised project plan provided by Kent County Council below. It is a **Signage-Only Scheme** which will not include physical traffic calming measures.






*Large copies of the plan are available to view online (via QR code on front page) or in person at the Bat & Ball Centre, Sevenoaks Town Council Offices (Bradbourne Vale Road), and the Library (Buckhurst Lane).*

## Costs relating to 20mph limits in Sevenoaks.

[Source: KCC Vision Zero Document]

The **Signage-Only Scheme** is suitable for the project and is significantly less cost than physical traffic measures.

**At present, the estimate for a Signage-Only Scheme in Sevenoaks is £130,000, with a further £25,000 for the installation of a zebra crossing on Dartford Road. This will be funded by the Community Infrastructure Levy paid for by developers.**

KCC Vision Zero documents states:

*Each death and life changing injury on Kent's Highways is a personal tragedy and that is why we have a target of zero deaths.*

*Serious injuries also have very high social costs. 24-hour home care can cost up to £2,000 per week. Other costs include clearing the scene, emergency services and resulting congestion. The Department for Transport estimates the average value of prevention of each reported casualty, which estimates a value for all human and public costs as follows:*

| | |
|---|---|
| **Fatal:** | £1.9 Million |
| **Serious:** | £220,000 |
| **Slight:** | £17,000 |

*In 2019 Kent's combined prevention value of all collisions was over £263m, including over £70m for fatalities and over £143m for serious injuries.*

Sevenoaks Town Council believes that 20mph limits would be a valuable investment in community safety, as well as encouraging active travel and reducing climate impact.

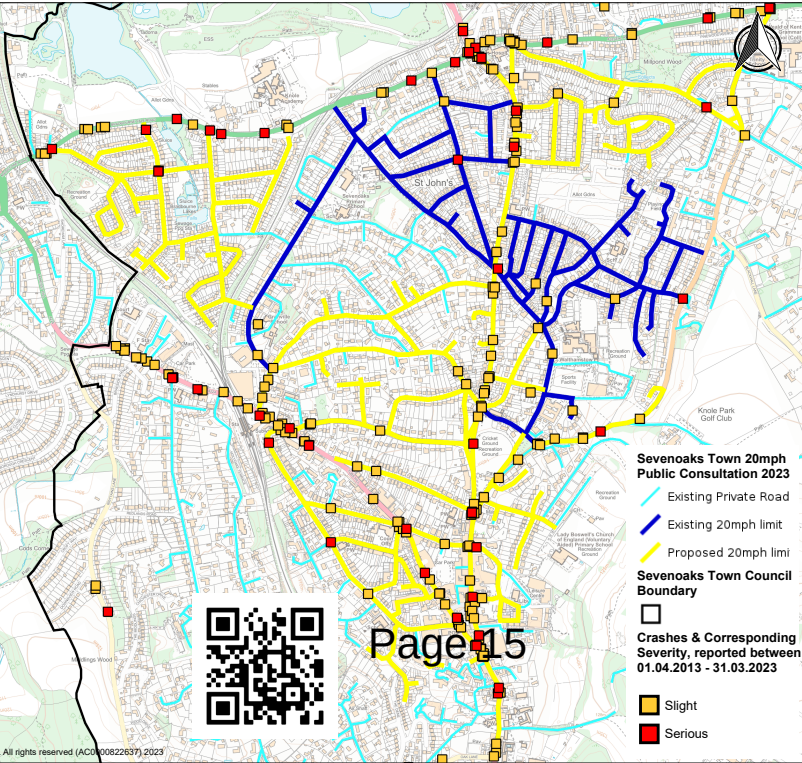

# Collision Statistics

[Source: Kent County Council – Personal Injury Crash Data]

**"A pedestrian is five times more likely to die if hit at 30mph rather than 20mph"**
[Source: KCC Vision Zero document]

**Kent County Council provided the following information for Sevenoaks Town for the years 01/04/2013 – 31/03/2023.** It should be noted that collisions totalled between 2020–2021 were abnormally low nationally due to the COVID pandemic.

| | |
|---|---|
| **COLLISIONS** | 295 |
| **CASUALTIES** | 362 |
| **VEHICLES INVOLVED** | 506 |



## Community Support

[Source: Petition presented to JTB Committee on: 09/06/21]

Community support in favour of the 20 mph proposals was included within the 2021 Petition submitted to the Joint Transportation Board including from the following schools, community groups and organisations:

- St John's C of E Primary School
- Sevenoaks Primary School
- Lady Boswell's C of E Primary School
- St Thomas Catholic Primary School PTA
- The Granville School
- Trinity School Sevenoaks
- Sevenoaks School
- Knole Paddock Residents' Association
- St John's Residents' Association
- Hollybush Residents' Association
- Bradbourne Residents' Association
- Eardley Road Residents' Association
- White Hart Estates Residents' Association
- Busy Bees Nursery
- Sevenoaks Bicycle User Group

# Sevenoaks Town 20mph Public Consultation 2023.

*Please tick **YES** or **NO** to indicate your response:*

| | | YES | NO |
|---|---|---|---|
| 1 | Do you support 20mph limits in residential roads and roads in close proximity to schools? | ☐ | ☐ |
| 2 | Do you support the proposal for a 20mph limit for most of central Sevenoaks including schools? **(See map, page 2)** | ☐ | ☐ |

3 Are there any roads in the proposal you would like to see left out?

*Please indicate :*.....

.....

4 We would like to understand future demand and therefore are asking which additional areas you feel should have 20mph speed limits, this does not form part of the current proposal.

| | | |
|---|---|---|
| CRAMPTONS ROAD | ☐ | ☐ |
| GREATNESS / MILL LANE | ☐ | ☐ |
| LONDON ROAD | ☐ | ☐ |
| SEAL HOLLOW ROAD | ☐ | ☐ |
| BRITTAINS LANE | ☐ | ☐ |
| OAK LANE | ☐ | ☐ |
| TONBRIDGE ROAD (by Sevenoaks School) | ☐ | ☐ |

Are there any roads not named in the list above you would want included in the proposal?

*Please indicate :*.....

.....

*The 20mph limits may be open to extension in the future, bringing opportunity to include additional roads following the consultation*

Responses can be returned via this form to ***Freepost: RTHK-RSKY-SSXS**, **Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks TN13 3QG*** by 14th December 2023 or electronically using the **QR code** below or via our website **www.sevenoakstown.gov.uk**

*Name:.....

Address:.....

.....

*Postcode:.....

Email:.....
*(FOR FUTURE UPDATES)*

Fields marked with (*) must be provided to make the response eligible.

***Anonymous responses will not be considered. Personal details are required purely for identification purposes.***

form.jotform.com/232892510110344

*I am **under** 18 years old* ☐ *I am **over** 18 years old* ☐



*This public consultation runs in compliance with Sevenoaks Town Council's GDPR Privacy Policy: Find out more at: https://www.sevenoakstown.gov.uk/General_Data_Protection_Regulation_GDPR_21380.aspx*

# Functions & Facilities provided by Sevenoaks Town Council



**Precept**

Sevenoaks Town Council's total revenue budget for the 2023/24 financial year is £1,954,749 per annum. The average Band D house would pay £139.17 per annum equating to £2.68 per week.

## OPEN SPACES & LEISURE

- ALLOTMENTS:
  *Bradbourne Vale Road*
  *Quaker's Hall Lane*
- BETHEL ROAD BURIAL GROUND
- BRITTAINS COMMON
- BRITTAINS LANE WOOD
- GREATNESS RECREATION GROUND
- THE GREEN, HILLINGDON RISE
- HANGING BASKETS
- HORSE TROUGHS *(Old Police Station, Rheinbach Gardens, St Botolph's Road)*
- JUDD'S PIECE
- LAND AT:
  *Letterbox Lane*
  *Littlewood*
  *Tonbridge Road*
- MUGA (Multi Use Games Area)
- MIDDLINGS WOOD
- MILLPOND WOOD
- PLANTERS *(The Shambles, Dorset Street, Pembroke Road, London Road, Buckhurst Lane)*
- THE POUND, POUND LANE
- RALEY'S FIELD & KNOLE PADDOCK
- RHEINBACH GARDENS
- SEVENOAKS COMMON
- SPORTS PITCHES
- UPPER HIGH STREET GARDENS
- VINE CRICKET GROUND & PAVILION
- VINE GARDENS
  *Public toilet, telephone kiosk with defibrillator*
- WAR MEMORIAL
- WHITE HART BEECHES
- WOODSIDE ROAD OPEN SPACE

## CAR PARKS

- RALEYS CAR PARK

## PLAY AREAS

- BUCKHURST LANE PLAY AREA
- GREATNESS RECREATION GROUND & PLAYGROUND
- HILLINGDON RISE PLAY AREA
- JULIANS MEADOW & PLAYGROUND
- KIPPINGTON MEADOW
- MOUNT CLOSE OPEN SPACE & PLAYGROUND
- PONTOISE CLOSE OPEN SPACE & PLAYGROUND

## SERVICES

- BAT & BALL CENTRE
  (formerly Sevenoaks Community Centre)
  *Available for hire: meetings, conferences etc.*
- BAT & BALL STATION BUILDING *(including Café and rooms available to hire)*
  batandballstation.com
- BUSINESS HUB
- BUS SHELTERS *(Dartford Road x1, Bradbourne Vale Road x2, London Road x2, Tonbridge Road x1)*
- CAFÉ ON THE VINE cafeonthevine.com
- CONSULTEES (*Planning, Highways, etc.)*
- GRANTS TO LOCAL ORGANISATIONS
- GREATNESS PARK CEMETERY
- HOUSE IN THE BASEMENT (HITB) YOUTH CAFÉ *(available for hire)*
- INFO-PODS & DIGITAL DISPLAY SCREENS
- LITTER BINS AND GRIT BINS
- MARKETS *(Wednesday and Saturday)*
- MASTERPLAN FOR NORTHERN SEVENOAKS
- NEIGHBOURHOOD DEVELOPMENT PLAN
- ORBITAL NO 8 BUS
- PUBLIC CLOCKS *( Jubilee Clock Old Market House and Warren Clock above Brewers)*
- PUBLIC SEATS IN VARIOUS LOCATIONS
- PUBLIC TOILETS (*The Stag, The Vine, Lower St Johns, Greatness Recreation Ground)*
- SEVENOAKS TOWN TEAM
  sevenoakspartnership.org
- STAG COMMUNITY ARTS CENTRE
  *Defibrillator in foyer*
  stagsevenoaks.co.uk
- STREET LIGHTS IN SOME UNADOPTED ROADS
- TOWN COUNCIL OFFICES/CHAMBER
  *Available for hire: meetings, conferences etc.*
- TWINNING WITH PONTOISE AND RHEINBACH
- YOUTH COUNCIL sevenoaksyouthcouncil.com

## COMMUNITY EVENTS

- CHRISTMAS ILLUMINATIONS IN TOWN
- CIVIC FUNCTIONS
- VINE BANDSTAND/FREE SUMMER CONCERTS

## Town Councillors 2023-2027

| NAME | PARTY | NAME | PARTY |
|---|---|---|---|
| EASTERN WARD | | ST JOHNS WARD | |
| Cllr L Ancrum | Liberal Democrat | Cllr S Camp | Liberal Democrat |
| Cllr A S Clayton | Liberal Democrat | Cllr P Dixon | Liberal Democrat |
| Cllr S Layne | Liberal Democrat | Cllr D Skinner OBE | Liberal Democrat |
| KIPPINGTON WARD | | TOWN WARD | |
| Cllr C Daniell | Liberal Democrat | Cllr V Granville | Liberal Democrat |
| Cllr C Gustard | Liberal Democrat | Cllr L Michaelides | Liberal Democrat |
| Cllr N Varley | Liberal Democrat | Cllr G Willis | Liberal Democrat |
| NORTHERN WARD | | WILDERNESSE WARD | |
| Cllr Dr M Canet | Liberal Democrat | Cllr R Wightman | Liberal Democrat |
| Cllr L O'Hara | Liberal Democrat | | |
| Cllr C Shea | Liberal Democrat | | |

To contact a Sevenoaks Town Councillor, please use the following email format: Cllr.surname@sevenoakstown.gov.uk
eg. to contact Councillor Ancrum, the email address would be: Cllr.Ancrum@sevenoakstown.gov.uk



Town Clerk/Chief Executive:
Linda Larter MBE:
townclerk@sevenoakstown.gov.uk

Deputy Town Clerk:
Ann White:
dtc@sevenoakstown.gov.uk

The Town Council or its Committees meet on most Monday evenings at 7pm and members of the public are welcome to attend. For further details of the meetings please contact the Town Council Offices on 01732 459953.
council@sevenoakstown.gov.uk

Sevenoaks Town Council

**To:** Sevenoaks Joint Transportation Board

**By:** KCC Highways and Transportation

**Date:** 28 November 2023

**Subject**: Active Travel update (Sevenoaks Town East/West cycle scheme)

**Classification:** Information Only

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Summary: This report updates Members on Sevenoaks DC/Kent CC's Active Travel Project:

1. Sevenoaks Town East/West cycle, walking & wheeling route improvements

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## 1.0 Active Travel Fund - Background

1.1 Following a successful Tranche 3 bid to Active Travel England, KCC was awarded £1.2m to design and construct the East-West route. The Sevenoaks East-West route provides a new opportunity for residents to move around Sevenoaks using sustainable transport. Further to this, it provides an opportunity to improve and encourage safe cycling in the area. The route links 6 schools in the area and Sevenoaks train station, all of which are key trip generators. The delivery of the route will help to improve local air quality, encourage more cycling journeys and good health of residents. The delivery of the route is an important priority for SDC's ambition and delivery for carbon free travel options and a Net Zero District by 2030. SDC will continue to pursue initiatives which will support our Net Zero ambition, encourage good health and wellbeing and help provide healthy travel choices.

1.2 Members considered a report that presented the results of the public consultation that took place from 1 June to 14 July 2023 regarding the Sevenoaks Town East to West Walking, Wheeling and Cycling Route. Sevenoaks District Council (SDC) and Kent County Council (KCC) jointly consulted on proposals for a proposed walking, wheeling and cycling route connecting the East and West of Sevenoaks Town. The project had been led by Officers and a Member steering group, which would continue to meet to address concerns arising from the consultation. The results showed a positive response from residents and stakeholders. The Board was asked to recommend to KCC to proceed with the construction of the scheme.

1.3 The Board recommended to KCC that while working closely with Sevenoaks Town Council and landowners specifically to mitigate concerns and get an agreement on a preferred option at locations at Lakeview Road, Bradbourne Park Road and St James' Road, the scheme proceed to detailed design and construction.

## 2.0 The Current Position – Tranche 3 East-West route

2.1 KCC and Sevenoaks District Council have been working with various stakeholders to develop the design of the proposed cycle route further. A Steering Group workshop

took place on 9 November 2023 (consisting of Sevenoaks Town Council, Sevenoaks District Council and Kent County Council elected representatives and staff).

2.2 The detailed designs of the route consulted on were discussed further with specific attention to Bradbourne Park Road section as none of the options presented to date were sufficiently majority supported: Option B - preference to retain two-way traffic: slightly more favourable (41%); Option A – one way northbound from junction of Linden Chase (30%) & Option C- none of the above (21%) not as favourable.

2.3 A new alternative route utilising a section of the A25, Oakdene Road and St John's Road was brought to the Group and supported as it addressed the issues raised for the Bradbourne Park Road and St James' Road section of the route. The Group agreed to proceed with investigating further this option and would need to do a targeted consultation should this route prove suitable as this was not part of the original consultation.

2.4 Appendix A shows the alternative route along the A25 between Oakdene Road and St Johns Road.

2.5 Riverhead Parish Council and others raised concerns about the parkland section within Riverhead with main concerns focusing on maintenance, lighting, steepness and width of some sections as well as ecological issues such as the presence of bats. Riverhead Parish Council however are broadly supportive.

2.6 KCC is working with the biodiversity team within KCC to address these issues and also working with the Public Rights of Way team to make sure surface treatments are maintainable long term.

2.7 KCC continues to discuss with landowners elements of the route that are not part of the public highway such as the section under the railway bridge.

**3.0 Next Steps**

3.1 KCC to arrange a meeting with Active Travel England to gain their support for the alternative route option along A25.

3.2 Progress designs along A25 and programme a targeted consultation early next year to inform residents and respondents of the original consultation.

3.3 Work up a programme for delivery of the various phases of the project along with detailed design costs as the project will need to be delivered within the allocated funding of £1.2m.

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**Contact and report author:** Jamie Watson – Senior Programme Manager - Active Travel: email: activetravel@kent.gov.uk; Phone: Contact Centre: 03000 41 81 81

**APPENDICES**

**APPENDIX A**
1. A25 option – Overview
2. A25 option – sheet 1 of 4
3. A25 option – sheet 2 of 4
4. A25 option – sheet 3 of 4
5. A25 option - sheet 4 of 4

EXISTING SITUATION

PROPOSED SITUATION



Kent County Council
Ashford Highway Depot
Henwood Industrial Estate
Ashford TN24 8AD
Tel: 03000 418181

Drawing title: CONSULTATION PLAN

OVERVIEW SHEET 1 OF 2

Key:

Scale: 1:2500 @ A1

Drawing status: FOR COMMENTS

Drawing number: 2122-SE-AC-32-01-OV1

Issue: 0



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EXISTING SITUATION

N

A25 BRADBOURNE VALE ROAD

OAKDENE ROAD

MS

Continued on Sheet 2

PROPOSED SITUATION

A25 BRADBOURNE VALE ROAD

OAKDENE ROAD

MS

3.3m

3.9m

Cyclists rejoin carriageway to Oakdene Road and connect to off-carriageway route at Clockhouse Lane

New 3.0m wide bi-directional cycle track with 1.0m wide physical separation

Continued on Sheet 2



Kent County Council
Ashford Highway Depot
Henwood Industrial Estate
Ashford TN24 8AD
Tel: 03000 418181

Drawing title: CONSULTATION PLAN

OVERVIEW SHEET 1 OF 4

Key:

Scale: 1:2500 @ A1

Drawing status: FOR COMMENTS

Drawing number: 2122-SE-AC-32-01-SK-A25

Rev: 0



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N

Continued on Sheet 1

Continued on Sheet 3

1 to 5 Capital House

100

86

LB

A total of 9 parking spaces impacted by proposals

59

55

53

5

BRADBOURNE ROAD

EXISTING SITUATION

Continued on Sheet 1

Continued on Sheet 3

1 to 5 Capital House

100

86

LB

3.4m

3.5m

3.3m

3.0m

New 3.0m wide bi-directional cycle track with 1.0m wide physical separation (maintain accesses)

59

55

53

5

BRADBOURNE ROAD



PROPOSED SITUATION

Kent County Council
Ashford Highway Depot
Henwood Industrial Estate
Ashford TN24 8AD
Tel: 03000 418181

Drawing title: CONSULTATION PLAN

OVERVIEW SHEET 2 OF 4

Key:

Scale: 1:2500 @ A1

Drawing status: FOR COMMENTS

Drawing number: 2122-SE-AC-32-01-SK-A25

Rev: 0



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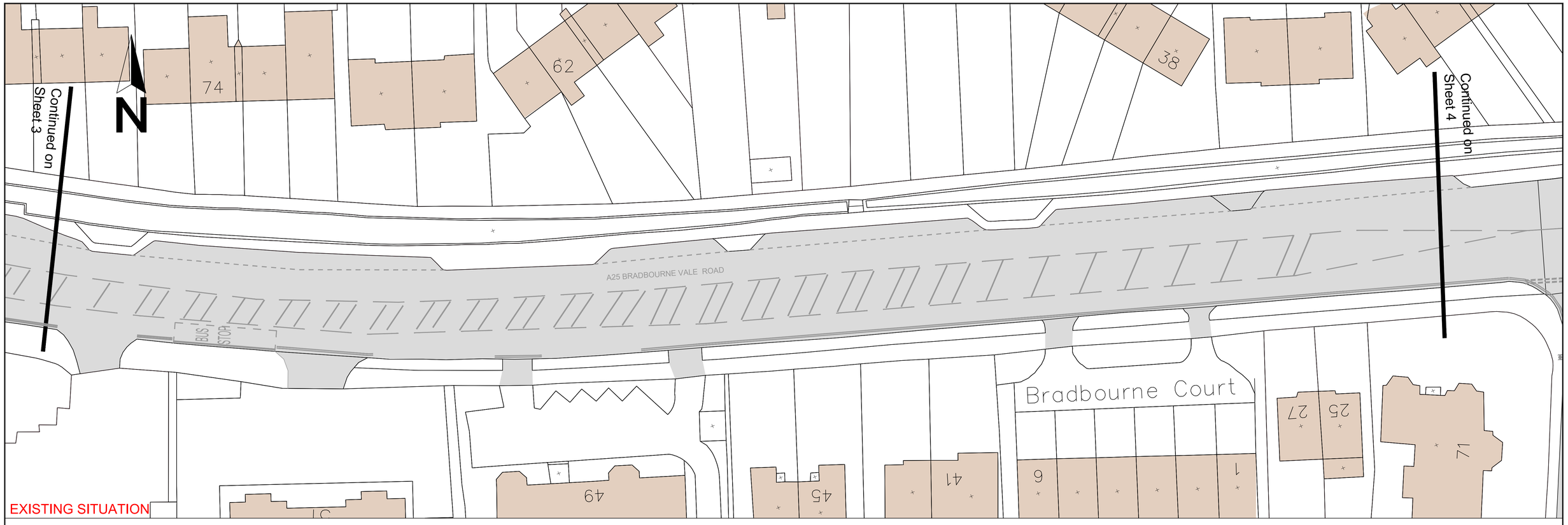
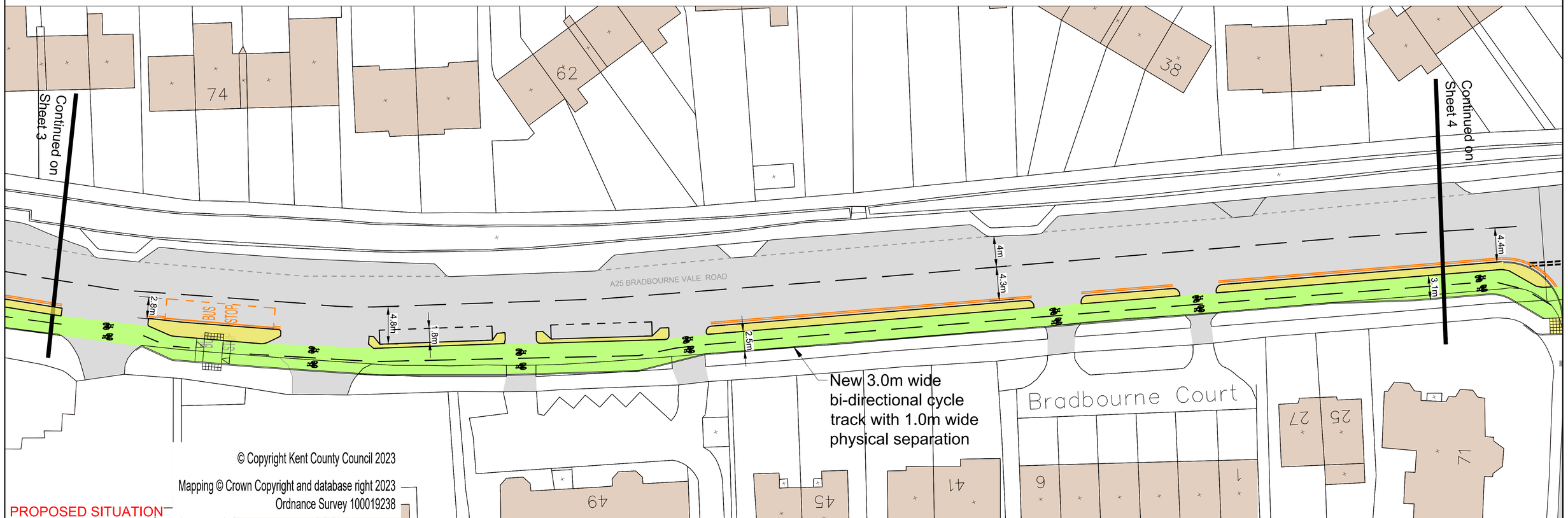
EXISTING SITUATION




PROPOSED SITUATION






Kent County Council
Ashford Highway Depot
Henwood Industrial Estate
Ashford TN24 8AD
Tel: 03000 418181

Drawing title: CONSULTATION PLAN

OVERVIEW SHEET 3 OF 4

Key:

Scale: 1:2500 @ A1

Drawing status: FOR COMMENTS

Drawing number: 2122-SE-AC-32-01-SK-A25

Rev: 0



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EXISTING SITUATION

Continued on Sheet 3

ST JOHNS ROAD

KEEP CLEAR

BUS STOP

TCB

PROPOSED SITUATION

Continued on Sheet 3

4.4m

3.1m

New 3.0m wide bi-directional cycle track with 1.0m wide physical separation



Kent County Council
Ashford Highway Depot
Henwood Industrial Estate
Ashford TN24 8AD
Tel: 03000 418181

Drawing title: CONSULTATION PLAN

OVERVIEW SHEET 4 OF 4

Key:

Scale: 1:2500 @ A1

Drawing status: FOR COMMENTS

Drawing number: 2122-SE-AC-32-01-SK-A25

Rev: 0



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# Sevenoaks JTB (November 2023) – Highway Improvement Plans Briefing Note

Prepared by: Gregory McNicoll
Approved by: Ryan Shiel

## Introduction

The purpose of this briefing note is to provide some clarity surrounding the Highway Improvement Plan (HIP) process following questions being raised by some elected representatives. It is hoped that this document will explain the purpose of the HIP process, and how it can be utilised.

## Recommendation

Members of the Board are asked to note the contents of the report.

## Background

A number of years ago some parish councils raised concerns with Kent County Council (KCC) as they felt rural areas did not have a formal method of requesting changes to the highway network that they believe are important to their communities, and as such were under-represented. There was also a history of advice being given to parishes, with no records of any such advice and with staff changes it was felt communities would benefit from keeping requests and related advice in a single record. Consequently, the Highway Improvement Plan (HIP) was introduced as a way for parish councils to promote, prioritise and seek advice on their priorities, it can also be used by Parishes to decide if they wish to put their own funding to schemes on KCC's roads, with those projects being designed and delivered by KCC officers.

## Purpose of the Highway Improvement Plan

The HIP is a document template that town/parish councils can use to prioritise highway changes they wish to promote and fund from their own budget, and there are occasions where KCC can contribute or help fund smaller schemes. KCC has committed to supporting parish councils in the delivery of their priority schemes, which will be agreed at an annual meeting between the relevant KCC officer and the parish/town council.

The HIP process has been introduced by the Highway Improvements Team within the Transportation Division and is not something that is input into by our Operational Colleagues. Therefore, it is important to note that the HIP should not be used to communicate urgent operational matters, or those which relate to an issue the parish is not looking to address themselves; in these cases, the Parish Portal should continue to be used, whereby KCC will respond as appropriate.

Highway Improvement Plans are not used to log maintenance concerns / requests. Maintenance matters (including potholes, blocked gullies, overgrown vegetation and worn road markings) should be reported using the fault reporting tool or raised with the Highway Manager for the district.

## HIP Review Process

Once a HIP has been submitted to the Highway Improvements Team, a Community Engagement Officer will review all requests and meet with the parish/ town council to discuss the requested changes and gather more information. It is important for the issue being raised to be fully understood, for officers to be able to consider all options. This stage is also used to determine which projects may be feasible and which may not be possible due to cost, physical, legal or technical restrictions. The funding sources for any potential projects are also identified at this stage. The remaining requests are then reviewed in detail by the technical staff within the Highways Improvement Team (we refer to them internally as our HIT Planning and Advice team), who will provide a final proposal to each request, where possible. An alternative solution to what was originally requested may be proposed by officers, if there is a more suitable project/solution available.

Further discussions are then held between the Community Engagement Officers and the parish/ town council over which proposals to implement. Officers will be able to suggest if further assessments or surveys may be required, and outline if there are any items which may need to be progressed via other means such as a larger scale funding bid. There may be a design fee payable by the parish at this stage, which can cover but is not limited to:

- Site visits
- Preparation of designs / plans
- Drawing of sign designs, including a schedule as appropriate
- Stage 1 road safety audit
- Acquisition of plans from all utilities companies to check for any services that may impact the design
- Liaison with other KCC teams who will adopt and maintain new assets

A final design and cost of implementation will then be produced for the parish/ town council, who on agreement will then be invoiced. The order for the agreed project can then be raised with the contractors for implementation, the turnaround time on the orders raised is 90 days. If a Traffic Regulation Order is required for the project (for example a speed limit change or new parking restriction), this will need to be processed before raising an order. TRO's typically take around 3-6 months to progress from the point the public consultation begins.

Delivery of Schemes

Any schemes agreed through the HIP process, in discussion with the Community Engagement Officers, that a parish council wishes to promote and fund will be prioritised and delivered to the same standards, rules and regulations as those funded by KCC directly. This will include for example, but not limited to, only permitting the use of standard palette materials, all appropriate conditions/thresholds being met, and being designed in accordance with Department for Transport (DfT) standards as outlined in documents such as the Traffic Signs Manual (TSM) and Traffic Signs Regulations and General Directions (TSRGD). As the Highway Authority, KCC needs to be content that any changes implemented on the highway, including those funded by external parties (such as parish councils) are safe, appropriate and adhere to best practice.

There will be examples of requests from third parties, including parish councils, where delivery of that scheme would mean KCC officers are unable to fulfil their obligations under Construction, Design and Management (CDM) Regulations 2015 (CDM). In these circumstances it is incumbent upon that officer to advise that the scheme cannot be

delivered, but of course alternative options will always be sought, if possible. There may be times when a request cannot be accommodated but given the Principal Designer (PD) has the required skills and experience to make this decision it would not be acceptable to deliver something that the PD does not believe is appropriate.

Since April this year the Highway Improvements Team have delivered and/or are in the process of delivering 56 schemes in West Kent through the HIP process. This is addition to offering ongoing technical advice, speed limit toolkits, speed surveys and other investigative works.

Annual HIP Review

KCC has been asked why parishes are not able to request a HIP review more frequently than on an annual basis. The reasons for this are due to resourcing the officer time required to administer the HIPs and deliver the schemes when agreed, and secondly to ensure that the Parish Councils and Members have time to clearly agree their current priorities for the year ahead. For example, in Sevenoaks (the district for which this briefing note has been prepared) there are 31 parish/town councils, of which 19 have active HIPs. Following the restructure of the Highway Improvements Team there is now a dedicated group of Community Engagement Officers within KCC whose primary function is to work alongside parish / town councils and County Members but we must stress it is a very small team. Each Community Engagement Officer works with around 40 parishes (across 1 or more districts / boroughs). The Highway Improvements Team is also responsible for delivering a number of functions including:

- Crash data analysis
- Design and delivery of the Crash Remedial Measures programme
- Design and delivery of the Local Transport Plan programme
- Design and delivery of Combined Member Grant schemes
- Responding to all public, County Member, Borough Member and MP enquiries, and complaints, relating to changes to the highway
- Preparation of JTB reports and highway works updates
- Providing technical advice relating to developer planning applications
- Design and delivery of private signing requests (such as tourism signage)
- Ordering of work (including the individual pricing of all schemes)
- All contractor liaison relating to these schemes
- Assisting the KCC Operations Team with sign designs when replacements are needed

To conclude

All parish councils can request a review of their HIP once per year, which will be resourced by the community engagement lead for the area.

Parish councils must use the HIP template (see appendix A) in conjunction with the highway information pack (see appendix B) provided by KCC officers to ensure continuity across the county. The information pack provides detailed guidance as to what is involved with each of the most common highway changes, along with some outline costs and delivery timescales.

We would like to thank all of the parishes and town councils that have already engaged with us on their HIP. The list below shows the current status of active HIP’s in Sevenoaks District, and the date the last HIPs were received by KCC.

Current HIP Status (as at 10/10/23)

| Parish Council | Last HIP Received |
|---|---|
| Swanley TC | 17 October 2022 |
| Fawkham | 20 October 2022 |
| Penshurst | 28 November 2022 |
| Weald | 01 December 2022 |
| Hever | 10 January 2023 |
| Eynsford | 06 February 2023 |
| Seal | 07 February 2023 |
| Edenbridge TC | 15 February 2023 |
| Riverhead | 15 March 2023 |
| Kemsing | 23 March 2023 |
| Chevening | 31 May 2023 |
| West Kingsdown | 20 July 2023 |
| Hartley | 25 July 2023 |
| Badgers Mount | 20 August 2023 |
| Halstead | 20 August 2023 |
| Sevenoaks TC | 30 August 2023 |
| Knockholt | 04 September 2023 |
| Sundridge with Ide | 01 October 2023 |
| Westerham TC | 04 October 2023 |

Appendix 1 – Highway Information Works Pack

A document containing a number of information sheets that have been produced detailing the estimated costs and site requirements of some of the more commonly requested items.

Appendix 2 – Blank HIP Template Sheet

The template provided to all Town/Parish Councils for them to fill out with their highway improvement requests.

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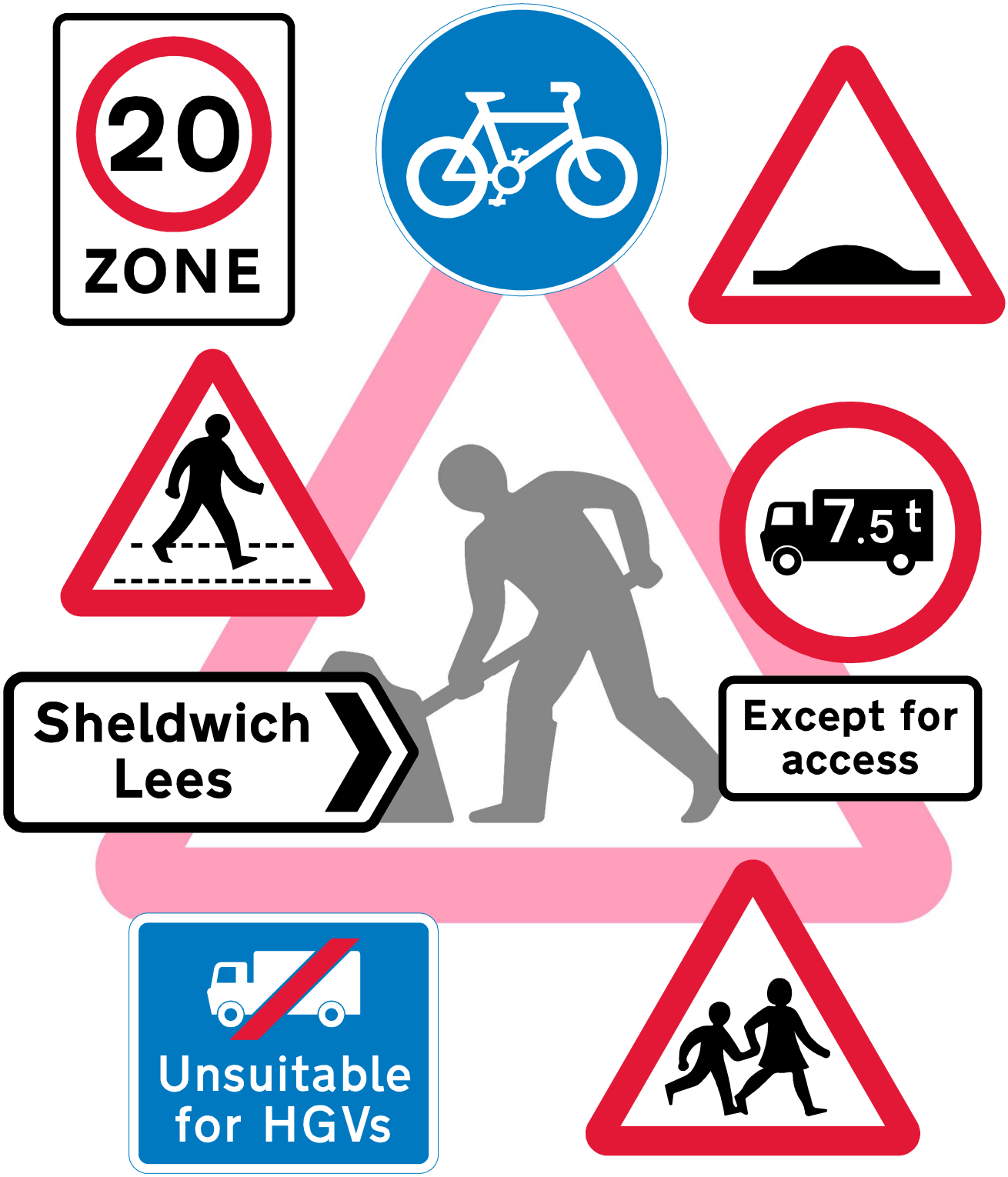
# Highway Improvement Plan
# Information Pack



# Highway Improvement Plan

## A. Introduction

As the Local Highway Authority, KCC wants to help deliver changes which our local communities support, but we cannot do this without Parish/ Town Councils input.

We recommend that Parish/ Town Councils have a Highway Improvement Plan (HIP) as we need you to identify and prioritise what your communities see as the main problems on the highway and work collaboratively with us on developing your Highway Improvement Plan.

Within this booklet there are a number of information sheets that have been produced detailing some of the more commonly requested items. Please use this information pack to make a positive difference to your community.

Prices for the construction costs given are indicative only and are a 'starting from' cost. In most cases there are a range of factors that can increase costs. These figures do not include fees and costs for the design and consultation (TRO) which need to be assessed on a case-by-case basis. KCC staff within the Community Engagement Team can assist with providing advice.

In the first instance, please use the email address below. You will then be contacted by the designated point of contact for your area:

**West Kent** (Maidstone, Tonbridge & Malling, Tunbridge Wells, Sevenoaks, Dartford and Gravesham): west.highwayimprovements@kent.gov.uk

**East Kent** (Swale, Canterbury, Ashford, Thanet, Dover and Folkestone & Hythe): east.highwayimprovements@kent.gov.uk

## B. Notes on Timescales

For all projects delivered by the Road Safety and Active Travel Team, our contractor has up to 3 months to start the work once it has been handed over for delivery. However, there is typically a 3-to-9-month lead-in, depending on the nature of the work, need for a Traffic Regulation Order (TRO), the allocation of resources and procurement of the required materials.

Works involving new electrical connections or utility service diversions may also be delayed if the relevant utility company cannot carry out the work to our timescale.

The Community Engagement Team will keep you updated throughout scheme delivery.

## C. Traffic Regulation Orders

Some requests may require a Traffic Regulation Order (TRO). A TRO is a legal document which is required to manage traffic flow, speed limits and parking restrictions and is necessary to make the restriction enforceable.

A TRO is required for:

- Change of speed limit
- Parking places
- Waiting, loading and unloading bays including school keep clear markings
- Single and double yellow lines
- Prohibition of vehicles
- Vehicle weight and width restrictions
- Bus lanes
- Cycle lanes

All new TROs are advertised and a formal consultation with relevant stakeholders, including the Police, bus companies and emergency services, will be undertaken.

**It should be noted that an application for a TRO may not result in its successful implementation. All TROs are subject to a statutory legal consultation and democratic scrutiny process, and should a significant number of valid objections be received, it may be necessary to abandon the proposals, or debate them at a meeting of the local Joint Transportation Board.**

**Therefore, we would expect that an informal consultation is undertaken by the County Member or Parish/Town Council as a first step to ensure that the proposal has full community support. The results of the consultation must be evidenced. A template is attached under Appendix 1 to assist with the informal consultation process.**

The example in the template is for parking restrictions but should provide ideas for the general layout, regardless of what is being consulted on. It is up to the Parish Council to determine what questions you would like to ask as part of the informal consultation.

Ultimately the aim is to have a good idea at the end of the informal consultation as to whether or not the scheme will be supported at the formal TRO stage. If a large number of objections are received at this stage, we will be able to review the responses to see what, if any, amendments would be needed in order to gain support from the objectors, so asking for the reasons why a resident might object is key.

If we receive six or more objections to a proposal, a report will be written by KCC and presented to the Joint Transportation Board (JTB) to debate and decide whether or not to proceed with the measures proposed. This could delay a project and Orders can take on average between 9 and 12 months to come into force.

The cost for a TRO is **£2850** with an additional **£650** should the decision be referred to the JTB. Please note the fees will increase yearly on 1 April.

# Highway Improvement Plan (HIP) – Guidance Notes

The Highway Improvement Plan (HIP) is a list of potential highway improvements requested by the community and endorsed by the Parish/Town Council or County Member if led in an unparished area.

The HIP is intended to bring together all the requests for NEW highway improvements requested via the community and endorsed by the Parish/Town Council and/or County Member.

A copy of the HIP template should have been provided to you by the Community Engagement Team but if not, please contact east.highwayimprovements@kent.gov.uk or west.highwayimprovements@kent.gov.uk to request a copy.

KCC always recommends that members of the public contact their Parish/Town Council, or County Member to ensure a community voice helps to prioritise their concerns and ideas and this enables us to assist with requests in a more pro-active way.

The Parish/Town Council/County Member then use the HIP to log and prioritise their concerns and ideas within the community and ultimately identify who is to fund the improvements, should there be mutual agreement between KCC and the Parish/Town Council to take forward an idea.

The Community Engagement Team is committed to meet parishes annually as a minimum and discuss their requests and issues raised. It is recommended that your County Member is also invited to the meeting. **The Parish/Town Council need to be clear on what the problem is that they are trying to resolve when meeting the Community Engagement Team and have evidence to support the concerns being raised.**

KCC is unable to guarantee that all requests will be deliverable, but our Community Engagement Team can advise this once we know what the problems are.

The Community Engagement Team can provide initial advice on HIP requests at no cost, but it should be noted that officers time for the design and delivery will be charged as we do need to recover our design fees to fund the additional work and staffing required to provide design and delivery services.

The rates have been compiled based on an estimate of the number of person hours required to compile the appropriate documents and project management associated with designing and highway scheme, they are then banded based on the anticipated construction cost of that project. The current fees are as follows:

| Anticipated Construction Cost | Design Fee |
|---|---|
| <£1,000 | £326 |
| £1,000 - £10,000 | £1,068 |
| £10,000 - £30,000 | £1,980 |

All cost estimates are based on our standard 2023 rates. However, material costs have increased substantially, and each scheme will require a quote from the contractor.

It should be noted that the design costs outlined are very modest, and much cheaper than private highway consultants. We do encourage Parish/ Town Councils to liaise with the Community Engagement Team before engaging a private consultant to carry out any highway designs or investigations. This way we can ensure that the most cost-effective solution is identified, and any suggested changes are acceptable based on KCC's design standards and technical approval process.

In addition to the design fees, any physical changes to the road layout such as traffic calming measures, build outs, zebra crossings etc. will also require a minimum of two Road Safety Audits at a cost of £995 each.

The information on each of the highway improvements detailed in this information pack are to assist the Parish/Town Councils with approximate costs and considerations when requesting any new measures.

Any day-to-day maintenance issues can continue to be logged via the online reporting tool using the link below:

https://www.kent.gov.uk/roads-and-travel/report-a-problem

## Community Engagement

The Parish/Town Council/County Member are the voice for their community. Therefore, prior to completing the HIP, Parish/Town Councils/Members are to prioritise the improvements they would like to see within their parish/ward with feedback from the local community.

## Completion of HIP

Parish/Town Councils complete the HIP, **taking into account information within this information pack**, and submit to the Community Engagement Team
East: East.HighwayImprovements@kent.gov.uk
West: West.HighwayImprovements@kent.gov.uk

## KCC to Review HIP

Upon receipt of your HIP, the Community Engagement (CE) Team will review and arrange a meeting to discuss the requests and problems to ascertain what is feasible to take forward and who is funding. KCC officers will also provide advice, guidance and support with matters arising.
The CE Team will annotate the HIP, in the KCC comments column, following the discussions at the meeting, outlining the actions to be taken.

## Outline Estimates

If a scheme is to be externally funded by a Parish/Town Council or County Member, KCC will provide an outline **estimate** of costs and timescales for the design and delivery of the agreed feasible scheme. If the Parish/Town Council wish to proceed, KCC will issue an invoice for the design fee.
Please note: No designs will be started without payment.
The design fee is non-refundable if the Parish/Town Council or County Member decide not to proceed with the scheme.

## Scheme Delivery

Once the designs and final costs have been agreed and the Parish/Town Council/County Member wish to proceed with a scheme, an invoice for the remaining costs will be issued. Subject to the proposal it may be necessary for a Traffic Regulation Order (TRO) or Road Safety Audit (RSA) which will increase scheme delivery timescales.
Please note: No TRO, RSA or construction work will be ordered until full payment has been received.

## 20mph Zone/Limit 1

20mph speed limits are often used in residential areas where there is generally a high proportion of vulnerable road users and where traffic flows are low.


A 20mph speed limit should be designed to be "self-enforcing" so that the traffic naturally keeps to the speed limit. This can sometimes be achieved without additional measures due to the physical layout of the road, on-street parking etc. otherwise physical traffic calming measures may be needed to go along with the introduction of the change in the speed limit. This can include gateway treatments, speed humps, chicanes, road narrowing, and other measures to both physically and visually reinforce the reduced speed limit.

Where existing measured traffic speeds are above 24mph it may be necessary to install traffic calming features to reduce speeds below 24mph. These might be physical or virtual traffic calming depending on the nature of the road. It is worth noting that while residents may support a 20mph zone in principle they often object to traffic calming measures near their home and design requirements often give little scope to adjust the location.

Signing alone is unlikely to have a significant effect on traffic speeds (typically around a 2mph reduction to the mean speeds is all that is likely) and so KCC will consider requests on a case-by-case basis, with the whole road environment and context being assessed.

### 20mph Limit

20mph limits are signed with terminal signs and at least one repeater sign and do not require traffic calming measures. Average existing speeds need to be 24mph or below. Kent Police are supportive of appropriate 20mph schemes where a high level of compliance is expected.

### 20mph Zone

20mph zones require traffic calming measures (e.g. speed humps or chicanes) or repeater speed limit signing and/or roundel road markings at regular intervals. Zones usually cover a number of roads.

### Site Requirements

- KCC will very rarely be able to install physical traffic calming measures on A or B classified roads due to emergency services as well as high flows of HGV's. This is consistent with other Local Authorities and national guidance.
- Traffic speed surveys will need to be carried out to identify current traffic speeds and to enable the design of possible traffic calming measures depending on

average speeds.

- Physical traffic calming measures must be lit at night and so 20mph zones that require a system of physical traffic calming must be in areas with street lighting.
- No point within a 20mph zone should be more than 50m from a traffic calming feature (this can be a natural feature such as a tight bend, on-street parking or an installed measure).
- The minimum length of a speed limit should generally be not less than 600 metres to avoid too many changes of speed limit along the route.
- An informal consultation will need to be carried out by the scheme promoter prior to the formal Traffic Regulation Order (TRO) being advertised to ensure there is community support for a 20mph limit.
- A Traffic Regulation Order (TRO) for the new speed limit will then need to be advertised and if there are sufficient valid objections, a report to the Joint Transportation Board will be required and the recommendation may be not to allow the new limit to be implemented.
- There needs to be suitable locations to install the speed limit signing on all the entry points into the zone. In more rural locations this may not be possible if highway land is not available.

## Typical Costs

The cost of 20mph zones can vary significantly and will depend on the number of roads affected, the number of entry points into the zone and the type and amount of traffic calming required. Typical starting costs for the installation of a 20mph zone are:

- Traffic Regulation Order from £2850 (required for all 20mph Zones)
- Zone entry treatment (2x pairs of signs on new posts plus carriageway roundel) from £1100 each which will be needed for each entry point into the zone

Please note that the overall cost can increase significantly if any of the following additional costs are incurred:

- The carriageway may need to be resurfaced to provide a sound, even surface for the entry treatment if provided.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- A Public Notice will need to be published if road humps are to be installed.
- Utility services in the verges may need to be relocated in order to install gates or enhanced signing (this can be very expensive, especially if there are fibre optic cables)
- Amendments to the existing TROs (parking etc.) may be needed to accommodate the changes.
- Drainage alterations
- Enhanced construction materials
- Provision or enhancement of street lighting which can be a substantial cost
- Road safety audits giving independent safety advice on proposed changes

## Traffic Calming 2

Traffic calming is used to manage traffic speeds where there is a speeding issue, evidenced by average speeds of more than 10% +2mph above the posted speed limit.

Traffic calming can also have an effect on the volume of traffic as drivers may use alternative routes to avoid calmed streets. There are many different forms of traffic calming which can include gateway treatments, speed humps, chicanes, and road narrowing.

The type of measure which is most appropriate will vary from site to site and careful consideration will be needed to ensure the most appropriate type of calming is used.

It is worth noting that there are unfavourable side effects to most types of calming. Speed humps and cushions for example can cause unwanted vibration and noise for nearby residents. Chicanes and narrowing may result in the loss of on-street parking and can increase noise levels, cause congestion and, in extreme cases, lead to road rage incidents.

Virtual traffic calming measures could be an option if the site requirements do not allow for physical measures.

This could include, but is not limited to, virtual narrowing using hatched edge line markings at 30mph and 40mph sites, or virtual humps at 30mph and 40mph sites throughout the speed limit co-located with speed limit repeater signs as a speed management feature in poorly observed limits.

### Site Requirements

- Physical traffic calming measures are not appropriate on A or B class roads.
- Traffic speed surveys will need to be carried out to identify current traffic speeds and to enable the design of traffic calming measures.
- Most physical traffic calming measures need to be lit at night and so a system of street lighting will need to be present or provided by the scheme.
- The traffic calming features must be provided at regular intervals to properly manage traffic speeds. For large areas, this can become very expensive.
- An informal consultation will need to be carried out with affected residents by the scheme promoter in relation to the traffic calming measures.
- The road surface needs to be in good condition without ruts, crack or potholes. The material needs to be laid in reasonably warm, dry conditions and so will only be laid from mid-spring through to mid-autumn.

## Typical Costs

The cost of traffic calming can vary significantly and will depend on the number of roads affected and the type and amount of traffic calming required. Typical starting costs for the installation of some of the more commonly used traffic calming measures are:

- Traffic Regulation Order from £2,850 (required for a speed limit change or if changes are needed to on-street parking provision for example)
- Blacktop speed hump from approximately £1600 each.
- Pre-cast concrete speed cushions from approximately £9000 per pair.
- Carriageway speed limit roundel £180 per pair.
- Road narrowing from £1700 each.
- Chicane from £3,600 each.
- Road Safety Audit will be required

Please note that the overall cost can increase significantly if any of the following additional costs are incurred:

- The carriageway may need to be resurfaced to provide a sound, even surface.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- A Public Notice will need to be published if road humps are to be installed.
- Utility services may need to be relocated in order to accommodate some types of calming features (this can be very expensive, especially if there are fibre optic cables).
- Amendments to any existing TROs (parking etc) may be needed to accommodate the changes.
- Drainage alterations.
- Enhanced construction materials.
- Provision or enhancement of street lighting.
- A Traffic Regulation Order (TRO) will be needed if the speed limit is to be changed.

## Speed Limit Change 3

In some situations, the existing speed limit may be considered to be inappropriate and there may be a wish to change it. The speed limit on a road should reflect the local environment, nature of the road and its use. The Department for Transport sets out how speed limits should be set and KCC follows this guidance with any new requests: Setting local speed limits - GOV.UK (www.gov.uk).

Speed limits should be evidence-led and self-explaining and seek to reinforce people's assessment of what is a safe speed to travel. They should encourage self-compliance. Speed limits should be seen by drivers as the maximum rather than a target speed.

Speed limits should not be used to warn of single hazards, but relate to the whole road environment, and the average speed should be around the proposed speed limit change to ensure compliance (i.e. no higher than the enforcement speed of 10% plus 2).

A change in the posted speed limit alone will rarely make a significant change to the actual speeds of vehicles being driven along a road. Typically, a reduction of only 2-3mph is achieved through signing alone.

In instances where the majority of drivers are already driving at or below the desired speed limit, especially in a National Speed Limit (NSL), installing new signage could have a negative impact on speeds, as drivers may feel the need to drive at the posted speed limit as a safe target speed to aim for, where before they were driving below this.


A Traffic Regulation Order (TRO) is needed to change a speed limit and if there are significant objections, KCC may decide not to proceed with the change. In particular, Kent Police should not have objections to the speed limit when they are consulted where a high level of compliance is expected.

### Site Requirements

- The proposed speed limit must comply with the Department for Transport's guidance document Circular 01/2013 - Setting Local Speed Limits: Setting local speed limits - GOV.UK (www.gov.uk).
- Traffic speed surveys will be needed to provide evidence of existing speeds for use in the assessment. The number of surveys required will depend on the extent of the speed limit change.
- The minimum length of a speed limit should not be less than 600 metres to avoid too many changes of speed limit along the route.

- There must be a suitable location to install the signs at each end of the limit as well as any repeater signs (i.e. sufficient highway land, good visibility of the signs, clear of obscuring vegetation etc).
- A Traffic Regulation Order (TRO) will need to be advertised. Objections to the proposal may result in KCC deciding not to proceed with the new restriction. Costs up to this point will need to be paid by the applicant.

## Typical Costs

The cost of new speed limits will vary and will depend on the number of entry points into the limit. Typical starting costs for the provision of a new speed limit are:

- Traffic Regulation Order from £2,850 (required for virtually all changes to the speed limit)
- Speed limit entry signing (2x pairs of non-illuminated signs on new posts) from £650 each which will be needed for each entry point into the zone.
- Painted carriageway roundels can be added from £100 each.
- Speed limit repeater signs (not permitted for 30mph limits with street lighting) from £280 each.

Please note that the overall cost can increase significantly if any of the following additional costs are incurred:

- In certain circumstances the signs may need to be lit requiring lighting units and new power supplies.
- Vegetation may need to be cleared to provide sufficient advance visibility of the signs or permission may be required from the landowner if not publicly maintainable land.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Removal and disposal of existing speed limit signs.

## Gateway Treatments 4

In some locations, there is a desire to draw drivers' attention to the fact that they are entering a lower speed limit or a village environment.


A variety of measures can be installed which will increase the prominence of the speed limit change or entry to the village. These can include a speed limit roundel on the carriageway, village nameplates and white 'gates' in the verges.

A mix and match approach can be used to select elements appropriate for the location.

"Dragon's teeth" markings and coloured surfacing are not a prescribed road marking and should not be used except where there is a need to increase conspicuity to address a significant safety issue and more traditional engineering solutions would not be practicable or have proved unsuccessful.

### Site Requirements

- These gateway treatments will need to be installed where there is an existing speed limit change or at a suitable point at the entry to a village. Please note that village gateways should be sited as close as possible to the start of the main centre of a village in order to achieve the maximum effect.
- For the coloured carriageway patch, the road surface needs to be in good condition without ruts, crack or potholes. The material needs to be laid in reasonably warm, dry conditions and so will only be laid from mid-spring through to mid-autumn.
- Village gateways will be white in colour and will require at least 1.5m of clear verge in which to install them as the smallest gate is about 1m wide and they need to be set back at least 0.5m from the edge of the carriageway for clearance.
- Village signs will be provided with a white background, black border and black text. No other colours may be used. A shaped mangle type backing board is not to be used.

### Typical Costs

The starting costs for the gateway element installation are:

- Village nameplate from £400 each including posts although the cost will vary depending on the length of the village name, additional information included and speed of approaching traffic which determines the sign size.
- Speed limit carriageway roundel from £100 each.
- White gates from approximately £1200 each.

Please note that the overall cost can increase significantly if any of the following

additional costs are incurred:

- The carriageway may need to be resurfaced to provide a sound, even surface for the carriageway patch.
- Vegetation may need to be cleared to provide sufficient improved visibility of the gateway.
- Existing speed limit signs may need to be changed or relocated to suit the new layout.
- Utility services in the verges may need to be relocated in order to install gates or enhanced signing (this can be very expensive, especially if there are fibre optic cables).
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- **Future maintenance:** At end of life, funding will need to be found by the scheme promotor to maintain/ replace the gateways as KCC are not in the position to fund this. We would advise that the Parish Council add these assets to their insurance.

## Weight and Width restrictions 5

In some locations, excessive numbers of large vehicles using a road can be very disruptive to local people. Where these large vehicles are using a road as a through route (rather than those going to local farms, businesses etc.) and there is a more appropriate route, a weight limit could be considered.


A traffic survey would usually be needed to assess the extent of the problem and would act as a guide for the best course of action.

Environmental weight limits are usually set at 7.5 tonnes which allows smaller twin axle lorries, horseboxes etc. to use the roads but excludes anything larger.

Please note that for environmental weight limits we will always include an exemption for vehicles gaining access to properties within the restricted area.

Any restriction should be largely self-enforcing, and its reason should be obvious to drivers and not cause them significant inconvenience or cost. Only Kent Police have the power to enforce such restrictions but may not be willing for its officers to spend significant time on this.

Where a weight or width restriction does not meet the criteria, an advisory "unsuitable for HGVs" signage or positive lorry direction signage may be considered more appropriate. Please note that an advisory sign would not be enforceable.

### Site Requirements

- The entry point to the restriction must be sited at a point where oversized vehicles can turn away or advance warning must be provided.
- There must be suitable locations to install the signs on the entry points to the restriction (i.e. sufficient highway land, good visibility of the signs, clear of obscuring vegetation etc).
- A traffic survey will be needed to provide evidence of existing traffic for use in the assessment.
- There must be a suitable alternative route for vehicles to use to avoid the restriction.
- A Traffic Regulation Order (TRO) will need to be advertised. Objections to the proposal may result in KCC deciding not to proceed with the new restriction. Costs up to this point will need to be paid by the applicant.

### Typical Costs

The cost of new width or weight limits will vary and will depend on the number of entry points into the restriction. Typical starting costs for the provision of a new width or weight limit are:

- Traffic Regulation Order from £2,850

- Restriction entry signing (2x pairs of non-illuminated signs on new posts) from £600 each for width restrictions and £800 for weight limits which will be needed for each entry point into the zone.

Please note that the cost can increase significantly if any of the following additional costs are incurred:

- In certain circumstances the signs may need to be lit requiring lighting units and new power supplies.
- Vegetation may need to be cleared to provide sufficient advance visibility of the signs.
- Additional signs will be needed if there are any side roads not included in the TRO.
- Advance warning signs may be required.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

# Zebra Crossing 6

Where pedestrians are having difficulty crossing a road, a new zebra crossing may be a suitable solution to deal with this issue. They consist of dropped kerbs, tactile paving, belisha beacons on posts and sometimes high friction surfacing on the approaches to help vehicles stop quickly.

These are only suitable where the existing speed limit is 30mph and below and pedestrian flows are medium to high throughout the day.

A signal-controlled crossing is usually preferable for high or very high pedestrian flows to reduce delays to traffic by grouping pedestrians and existing speed limit is 40mph and above (see relevant information sheet).

## Site Requirements

- Existing 20/30mph speed limit. The measured 85%ile speed (the speed at, or below 85% of traffic travels) must be below 35mph for a zebra crossing to be safe.
- Street lighting must be in place to illuminate the crossing at night. If missing or insufficient it will need to be provided or upgraded at significant cost.
- Footways on both sides of the road, usually at least 1.8m wide.
- Nearby power supply for the belisha beacons.
- Good visibility for drivers and pedestrians (i.e. not on or near a bend, on a hill or obscured by trees or parked vehicles etc). The minimum distances for visibility of pedestrian crossings for approaching traffic are based on the 85$^{th}$ percentile speed. For example, the recommended stopping sight distance for a road in which 85% of drivers travel at 20mph is 22m and at 30mph is 40m.
- Away from junctions (absolute minimum 5m from side roads and well away from signal junctions) and clear of private driveways.
- Pedestrian and traffic speed surveys will be required to justify the need and to assess the safety and operation of this type of crossing.

## Typical Costs

Initially, a Pedestrian count and traffic speed survey will be required at a cost of approximately £700 for each location.

The cost for a basic zebra crossing then typically starts from about £21,000 but can increase significantly if any of the following additional costs are incurred:

- Resurfacing of the carriageway if the existing is unsuitable.
- Additional street lighting.
- Enhanced belisha beacons.
- Widened or extended footways.
- Pedestrian guardrail.

- Additional electrical costs if there is no nearby suitable supply.
- Kerb build-out to narrow the road at the crossing point.
- Drainage alterations.
- Enhanced construction materials.
- Traffic Regulation Orders (TRO) for changes to the speed limit, waiting restrictions etc.
- Utility alterations/diversions.
- Road safety audits giving independent safety advice on planned changes.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

## Puffin Crossing (pedestrian) 7

Puffin crossings have replaced pelican crossings and are much more responsive to pedestrians' needs. They consist of dropped kerbs, tactile paving for people with vision impairments, traffic signals to control traffic flow and sometimes high friction surfacing on the approaches.

Puffin crossings are used to help pedestrians cross the road where traffic speeds are higher (40mph and above), and a zebra crossing would not be safe.

In addition, they are used at sites with high pedestrian flows to reduce delays to traffic by grouping pedestrians.

### Site Requirements

- Street lighting must be in place to illuminate the crossing at night. If missing or insufficient it will need to be provided or upgraded at significant cost.
- Footways on both sides of the road, usually at least 1.8m wide.
- Nearby power supply for the traffic signals.
- Good visibility for drivers and pedestrians (i.e. not on or near a bend, on a hill or obscured by trees or parked vehicles etc). The minimum distances for visibility of pedestrian crossings for approaching traffic are based on the 85$^{th}$ percentile speed. For example, the recommended stopping sight distance for a road in which 85% of drivers travel at 20mph is 22m, at 30mph is 40m, and at 40mph is 80m.
- Away from junctions (absolute minimum 20m from side roads and well away from signal junctions) and clear of private driveways.
- On dual carriageway roads, the central reservation needs to be wide enough to accommodate a waiting area for pedestrians and effectively two crossings will be provided, one for each carriageway to minimise delays to vehicular traffic.
- A pedestrian count and traffic speed survey will be required to justify the need for the crossing and to assess the safety and operation of this type of crossing.

### Typical Costs

The works cost for a basic puffin crossing typically starts from about £46,000 but can increase significantly if any of the following additional costs are incurred:

- Resurfacing of the carriageway if the existing is unsuitable.
- Additional street lighting.
- Widened or extended footways.
- Pedestrian guardrail.
- Additional electrical costs if there is no nearby suitable supply.
- Kerb build-out to narrow the road at the crossing point.

- Drainage alterations.
- Enhanced construction materials.
- Traffic Regulation Orders (TRO) for changes to the waiting restrictions etc.
- Utility alterations/diversions.
- Vegetation/tree clearance to ensure visibility of the signals.
- Alternative vehicle detection equipment if microwave detectors are not suitable for the site.
- Road safety audits giving independent safety advice on planned changes.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

## Toucan Crossing (pedestrian and cyclist) 8

Toucan crossings are similar to puffin crossings, but they are also designed to be used by cyclists.

They consist of dropped kerbs, tactile paving, traffic signals to control flow and sometimes high friction surfacing on the approaches.

A Toucan crossing is only to be used if there is an existing or planned cycle route on both sides of the road that need to be linked.

### Site Requirements

- Street lighting must be in place to illuminate the crossing at night. If missing or insufficient it will need to be provided or upgraded at significant cost.
- Footways and cycleways on both sides of the road.
- Nearby power supply for the traffic signals.
- Good visibility for drivers and pedestrians (i.e. not on or near a bend, obscured by trees etc.). The minimum distances for visibility of pedestrian crossings for approaching traffic are based on the 85$^{th}$ percentile speed. For example, the recommended stopping sight distance for a road in which 85% of drivers travel at 20mph is 22m, at 30mph is 40m, and at 40mph is 80m.
- Away from junctions (absolute minimum 20m from side roads and well away from signal junctions) and clear of private driveways.
- On dual carriageway roads, the central reservation needs to be wide enough to accommodate a waiting area for pedestrians/cycles and effectively two crossings will be provided, one for each carriageway to minimise delays to vehicular traffic.
- A pedestrian count and traffic speed survey will be required to justify the need for the crossing and to assess the safety and operation of this type of crossing. In addition, a cycle count will be needed unless this is part of a new cycle route.

### Typical Costs

The works cost for a basic toucan crossing typically starts from about £50,000 but can increase significantly if any of the following additional costs are incurred:

- Resurfacing of the carriageway if the existing is unsuitable.
- Additional street lighting.
- Widened or extended footways.
- Pedestrian guardrail.
- Additional electrical costs if there is no nearby suitable supply.
- Kerb build-out to narrow the road at the crossing point.
- Drainage alterations.
- Enhanced construction materials
- Traffic Regulation Orders (TRO) for changes to the speed limit, waiting restrictions etc.

- Utility alterations/diversions.
- Vegetation/tree clearance to ensure visibility of the signals.
- Alternative vehicle detection equipment if microwave detectors are not suitable for the site.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Road safety audits giving independent safety advice on planned changes.

## Pedestrian Refuge Island 9

Where pedestrians are having difficulties crossing the road, an alternative to a formal pedestrian crossing is a refuge island.

This allows pedestrians to cross the road in two halves and is particularly useful on busier roads, where getting a gap in traffic in both directions at the same time is difficult and where a zebra or puffin crossing is not warranted.

### Site Requirements

- There must be sufficient carriageway width within which to construct the island. A minimum of 10m road is needed to avoid the need to widen the road.
- There needs to be sufficient visibility of the crossing and pedestrians for approaching traffic. The minimum distances for visibility of pedestrian crossings for approaching traffic are based on the 85$^{th}$ percentile speed. For example, the recommended stopping sight distance for a road in which 85% of drivers travel at 20mph is 22m, at 30mph is 40m, and at 40mph is 80m.
- The crossing should ideally be sited where it is not hidden in a dip in the road or just over the crest of a hill as drivers will not be able to see it or any pedestrians using it.
- There needs to be a standard footway of 1.2m (minimum) in width on either side of the road for pedestrians to use. If the kerbs are not dropped and tactile paving (to assist blind or partially sighted pedestrians) in place, this will need to be included in the project work.
- The island should be on, or close to the ‘desire line’ for pedestrians wishing to cross the road.
- The island must be sited so that it doesn’t obstruct the turn in and out of junctions or private accesses.

### Typical Costs

The cost for a pedestrian refuge island with new dropped kerbs on either side of the road starts from about £9,000 but can increase significantly if any of the following additional costs are incurred:

- Widening of the carriageway to provide sufficient space to install the island. May be issues if not highway land as private land would need a land transfer and deed of dedication to publicly maintainable highway.
- Drainage provision or alterations.
- Enhanced construction materials.
- Relocation of street furniture (bollards, signs, streetlights etc.).
- Alterations or additions to the street lighting to ensure the crossing and users are visible in the dark.
- On traffic islands and pedestrian refuges, non-illuminated bollards may be used however, should illuminated bollards or a high-level beacon requiring a nearby power supply be more suitable, this would be at additional cost.

- Utility alterations/diversions.
- Alterations to parking restrictions may be required to ensure the crossing point is kept clear.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Road safety audits giving independent safety advice on planned changes.

## New Footway 10

Where pedestrians currently have to walk in the verge or carriageway, there may be a wish to provide a footway for them to use.

Consideration needs to be given to the number of pedestrians walking along a road against the practicalities and cost of providing a footway.

New footways typically consist of a new kerb (if not already present) with a 1.8m wide blacktop pavement behind.

The footway width may be reduced to 1.2m minimum at pinch points if necessary or widened if there is expected to be a high pedestrian flow or other special access requirements. If the verge is particularly wide, it may be preferable to leave a grass strip between the footway and carriageway.

### Site Requirements

- There must be sufficient highway land on which to construct the footway (at least 1.8m wide).
- The land on which the footway is to be constructed should be reasonably level as an embankment or cutting may require retaining structures to be built at additional cost.
- Existing trees that need to be removed must not have a Tree Preservation Order.
- Obstructions such as signs, telegraph poles or lamp columns that need to be relocated must have a suitable location for them to be moved to.
- A new footway would usually connect into the existing network at either end or lead to a particular destination such as shops, a school etc.
- Dropped kerbs with tactile paving will need to be provided as a minimum at all road crossing points.

### Typical Costs

The cost for a basic blacktop footway with kerbing typically starts from about £120 per linear metre based on a length of 100m length of footway.

Please note that this could increase significantly if any of the following additional costs are incurred, or short lengths of footway are required:

- If the verge is not level, a retaining structure may be needed.
- Drainage provision or alterations.
- Enhanced construction materials.
- Relocation of street furniture (bollards, signs, streetlights etc.).
- Additional construction costs at private vehicle accesses.
- Drop kerbs/tactile paving at crossing points.
- Vegetation/tree clearance.
- Utility alterations/diversions.

- Land acquisition costs if insufficient highway land is available. If land is required from private landowners, a Deed of Dedication would be necessary which would add to the cost.
- Accommodation works such as new fences or planting.
- Ecology/environmental surveys and resulting additional works.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Road safety audits giving independent safety advice on planned changes.

## New Warning/Information Sign 11

KCC can look at providing warning signs where there is an identified and evidenced safety issue.

Scheme promoters should consider the potential visual intrusion of any new signage, particularly as many parts of the County fall within the Kent Downs AONB or Conservation Areas.

In addition, too many signs can lead to "sign blindness" where drivers start to ignore signs because there are too many and they lose their impact.

Generally, the number of traffic signs should be kept to a minimum, although this needs to take into consideration legal requirements, the need to address safety issues, and the benefits of providing highway users with appropriate information.

### Site Requirements

- There must be suitable locations to install the signs. There should be sufficient highway land to ensure the edge of the sign face is at least 450mm back from the edge of the carriageway, good visibility of the signs and clear of obscuring vegetation.
- Chevron signs would require more land available due to the size of the sign and this would be dependent on the speed of the road.
- The size and siting of warning signs should comply with Chapter 4 of the Traffic Signs Manual, which also sets out which signs must be mounted alone rather than with other signs.
- The proposed sign must be an authorised highway sign as defined in the Traffic Signs Regulations and General Directions 2016.
- Consideration should be given to minimising sign clutter and the visual intrusion of any new installation.
- Grey backing boards are not usually used unless there is an evidenced need, and yellow backing boards are only used at crash cluster sites.
- SLOW markings can be used next to a warning sign but not generally in isolation.

### Typical Costs

The cost for a basic warning sign and post typically starts from about £260 but can increase significantly if any of the following additional costs are incurred:

- In certain circumstances the signs may need to be lit requiring lighting units and new power supplies.
- Vegetation may need to be cleared to provide sufficient advance visibility of the signs.
- The size of traffic signs depends on the information being displayed and speed of

traffic. As the size increases, so does the cost of the sign and supporting post.

- On roads where traffic speeds are over 40mph, the sign assembly needs to be “passively safe” which means that special deformable posts may be needed to minimise the risk of injury in the event of a vehicle crashing into a sign. These special posts can significantly increase the cost of providing a sign.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

## Kerb Build-out 12

A kerb build-out can be provided for a number of reasons. These include:

- narrowing the road as a traffic calming feature
- to bring a pedestrian crossing point out between parked cars to improve visibility and pedestrian safety
- to bring a bus stop out beyond parked cars, reducing the loss of parking needed to get the bus into the kerb to pick up passengers
- when placed either side of a junction the give way line can be brought forward to improve visibility for emerging vehicles.

### Site Requirements

- The site requirements will vary depending on the type of build-out, size and location, but generally the build-out should be positioned so that it is not a hazard to traffic while still performing the required function. It is important to consider whether the build-out will be a hazard if there are no parked cars present.
- A build-out must not reduce the available carriageway width to an extent that large vehicles permitted to use the road are obstructed. Consideration should be given to large agricultural vehicles, for example, which may need to use roads occasionally in rural areas.
- Buildouts will need to be in areas with street lighting so that they do not become a hazard in the dark.
- Where buildouts are used to pinch the carriageway to a single lane, there must be sufficient forward visibility for drivers to see opposing traffic approaching.

### Typical Costs

The cost for a basic build-out typically starts from about £2,200 but can increase significantly if any of the following additional costs are incurred:

- Advance warning signing or priority signing.
- Buildouts used as a pedestrian crossing point will need a corresponding dropped kerb and tactile paving on the other side of the road.
- Utility services may need to be altered or relocated (this can be very expensive, especially if there are fibre optic cables).
- It may be necessary to remove on-street parking and amendments to the existing Traffic Regulation Orders and associated signing and lining may be needed to accommodate the changes.
- Drainage alterations – these are likely to occur as buildouts tend to trap water that would previously flow in front of the kerbs to the nearest gully.
- Enhanced construction materials.
- Provision or enhancement of street lighting.
- Depending on site conditions, traffic management will need to be considered to

ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

- Road safety audits giving independent safety advice on planned changes.

## Pedestrian Dropped Kerbs 13

Many pedestrians have difficulty crossing streets where there are full height kerbs.

This can include people with mobility issues, particularly those with walkers, wheelchairs or mobility scooters. They can also present issues to able bodied pedestrians notably parents with prams or pushchairs. Providing dropped kerbs will help these pedestrians move around more freely.

Adding tactile paving will also help people with vision impairments to find the crossing points and guide them across the road.

Dropped kerbs an also be installed individually to assist people to gain access to a parking area or similar.

### Site Requirements

- Footways on both sides of the road if the dropped kerb is used for a crossing point.
- Located at a safe point with good visibility for drivers and pedestrians. The minimum distances for visibility of pedestrian crossings for approaching traffic are based on the 85th percentile speed. For example, the recommended stopping sight distance for a road in which 85% of drivers travel at 20mph is 22m, at 30mph is 40m, and at 40mph is 80m.
- On, or close to the ‘desire line’ for pedestrians wishing to cross the road.
- Located where they will not be obstructed by parked vehicles.

### Typical Costs

The works cost for a basic pair of dropped kerbs typically starts from about £1100 but can increase significantly if any of the following additional costs are incurred:

- May be an additional cost to provide tactile paving.
- Additional or extended footway links to connect the crossing point into the nearby footways.
- Drainage alterations (drainage gully gratings in particular can be an issue for wheelchair and buggy wheels etc. and can also trap heels and so should be relocated or the crossing point moved away from them).
- Road marking renewal or alterations.
- Utility alterations/diversions.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

## School Keep Clear Markings 14

Parked vehicles near an entrance to a school can be a hazard for children, obscuring their view of traffic and vice-versa.

A School Keep Clear marking prohibits stopping or parking in the vicinity of the pedestrian entrance(s) to the school to deal with this issue.


They can also help to keep an area clear of parking for a crossing patrol to operate safely.

The marking can also be used for combined vehicle/pedestrian access but would not usually be marked for solely vehicular accesses.

The markings only apply Monday to Friday during term times and can either operate for periods at the start and end of the school day or can be continuous between these two time periods depending on the particular local requirements.

### Site Requirements

- The markings can be provided to protect entrances normally used by pedestrians and can be between 25.56m and 43.56m long in steps of 6m.
- If the school has more than one pedestrian entrance, then multiple markings can be provided but their overuse can reduce their effectiveness if drivers cannot find anywhere else to stop.
- There must be somewhere suitable to site the time plates and posts that accompany the markings.
- Currently, a Traffic Regulation Order (TRO) is required for the marking to be enforceable by the local Parking Attendants. Objections to the proposal may result in KCC deciding not to proceed with the new restriction. Costs up to this point will need to be paid by the applicant.
- An informal consultation will need to be carried out by the scheme promoter prior to the formal Traffic Regulation Order (TRO) being advertised to ensure there is community support.

### Typical Costs

The cost for the Traffic Regulation Order starts from £2,850 and the installation of a basic School Keep Clear and associated signs typically starts from about £800.

Please note that this can increase significantly if any of the following additional costs are incurred:

- Any existing controlled parking bays will need to be removed and the relevant TRO amended to reflect the change.
- Vegetation may need to be cleared to provide sufficient visibility of the signs.
- If more than one marking is required there will be extra costs for the markings and

signs.

- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- If the school changes its access arrangements or operating times, it is expected that they will fund any changes to the TRO and/ or Keep Clear markings and signage.

## Waiting Restrictions 15

In some locations, irresponsible parking can cause a safety hazard or obstruction. Each request for double yellow or single yellow lines is assessed and considered on a case-by-case basis.

It is imperative that the Parish/Town Council or County Member carries out an informal consultation with affected residents to ensure there is community support, as any restriction could cause displacement of vehicles to a more unsuitable location.

Enforcement and ongoing maintenance of restrictions is the responsibility of the District/Borough Council as the local parking authority.

### Site Requirements

- If supplementary signs are required, there must be somewhere suitable to site the time plates and posts that accompany the markings.
- A Traffic Regulation Order (TRO) is required for the marking to be enforceable by the local Parking Attendants. Objections to the proposal may result in KCC deciding not to proceed with the new restriction. Costs up to this point will need to be paid by the applicant.
- An informal consultation will need to be carried out by the scheme promoter prior to the formal Traffic Regulation Order (TRO) being advertised to ensure there is community support.

### Typical Costs

The cost for the Traffic Regulation Order starts from £2,850 and the installation of lines, and associated signs where single lines are installed, typically start from about £800.

Please note that this can increase significantly if any of the following additional costs are incurred:

- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely, including no parking cones. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Amendment to existing road markings.
- Resurfacing of the carriageway if the existing is unsuitable.

## Keep Clear Markings/Yellow Box Markings 16

**Keep Clear Markings:**


White “Keep Clear” markings tend to be over-used and should only be used where traffic waiting at a junction blocks traffic at another junction where waiting times would be unacceptable, or to indicate where a road should be kept clear of waiting or parked vehicles to allow access to side roads. They could be used outside of premises but the above applies and only if the premises is used by the general public.

**Yellow Box Markings:**

Yellow box markings are a strategic tool used to maintain traffic flow. They are mainly used on the principal road network, but may be used on lower classes of road, where traffic blocks a junction, and indicate that a road must be kept clear of waiting or queuing vehicles to allow access to side roads.

In Kent, yellow box markings have historically been overused and are expensive to install and maintain. To maintain the usefulness of yellow box markings the marking will only be considered for installation at specific locations.

### Site Requirements

- A traffic survey should be carried out to determine the extent of the problem.
- A good quality road surface is required before road markings are installed.
- A Traffic Regulation Order (TRO) is not required to install a yellow box marking, although the views of the Police should be sought before installation as marking is subject to the Road Traffic Act.

### Typical Costs

The installation of a ‘Keep Clear’ typically starts from about £150.

Please note that all costs can increase significantly if any of the following additional costs are incurred:

- The carriageway may need to be resurfaced to provide a sound, even surface, if the existing is unsuitable.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

## Bollards 17

Bollards are often requested to prevent vehicles parking on the verge or footway and potentially causing significant damage to highway infrastructure or statutory undertakers services.

Bollards should only be provided where they are needed and where alternative solutions have been considered and rejected. Bollards are frequently damaged, costly to maintain, and add to general street clutter. They can also present a hazard for people with visual impairments and restrict available footway width.

KCC is unable to install any measures to protect private property in the footway or verge. Trying to barrier or deflect vehicles in this way could cause additional safety risks and likely increase the severity of any injuries. Nationally there is a move to make road environments more passively safe by reducing the scale and amount of street furniture alongside the carriageway.

This is not just for the purpose of reducing injury severity of vehicle occupants, but also of other road users. When barriers and bollards are hit or vandalised, they are often left in a dangerous state for example in some cases damaged bollards are left blocking footways forcing pedestrians to walk in the carriageway.

KCC has a policy of not installing physical features to protect private property, and this is partly due to ongoing maintenance considerations, but also due to longer term highway safety as outlined above.

### Site Requirements

- Under current standards, we are unable to install bollards where the minimum footway width following the installation of bollards is not met. Current rules require minimum footway widths of 1.2 metres be maintained where new highway works are taking place.
- Bollards must be set back at least 450mm from the edge of the carriageway.
- We are unable to install bollards on verges which are service strips, housing utility plant and cables.
- Generally, bollards will be wooden or of recycled plastic construction, as these are cost effective and safe. Plastic bollards will be provided in black except where they are required to match existing bollards or street furniture. The use of metal bollards, including traditional cast-iron bollards, is not generally permitted in Kent, as they can result in injury if struck by vehicles.

### Typical Costs

The cost of a standard bollard is approximately £240.

Please note that this can increase significantly if any of the following additional costs are incurred:

- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation

Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

- Depending on the site and what is trying to be achieved, there may be different fixing requirements.

## One Way System 18

A one-way street allows vehicles to move in one direction down the road. 'No-entry' signs are used to prevent vehicles travelling the wrong way along the road, and sometimes road junctions are redesigned to make it difficult to turn against the flow of traffic. For traffic travelling in the correct direction, arrow signs are used to show it is a one-way street.

When considering one-way systems, it helps to fully understand the problem that is trying to be resolved. One-way systems are generally used as a last resort and should be short in length. It is therefore important to first consider whether or not there are any other improvements that could be made which would address the issues being experienced.


One-ways can only be investigated if there is evidence of substantial local support as they can often lead to increased driver speeds, as motorists are aware that they will not meet oncoming vehicles, and can lead to notable diversions.

Consideration also needs to be given to bus routes as any change to one-way could risk losing services which would likely be very unpopular. One-way systems can also have a negative impact on any side roads causing rat running through smaller streets.

### Site Requirements

- Ideally not on a bus route or where the road has a width or weight restriction.
- Is there a suitable, short diversion?
- A traffic survey will be required to show how many vehicles are travelling in each direction along the road(s) in question which will help demonstrate the best likely format/ direction of any new one-way system according to the existing driver behaviours. Where the directional split is 50/50, it may be difficult to determine a workable one-way scheme as rerouting traffic would impact the same/similar number of drivers. Additionally, where traffic count/volume in either direction is very high, rerouting all of the movements in one direction may have an impact on other junctions.
- Highway land should be available to install one-way signs.
- An informal consultation will need to be carried out by the scheme promoter prior to the formal Traffic Regulation Order (TRO) being advertised to ensure there is community support.
- A Traffic Regulation Order (TRO) for the one-way system will need to be advertised and if there are sufficient valid objections, a report to the Joint Transportation Board will be required and the recommendation may be not to implement the one-way system.

### Typical Costs

The cost of one-way system will vary and will depend on the number of signs required. Typical starting costs for the provision of a one-way system are:

- Traffic Regulation Order from £2,850.
- One-way signs (2x pairs of illuminated signs on new posts) from £650 each.

- No entry signs and new posts £650.
- Carriageway markings (arrows or no entry markings) may be required from approximately £30 each.

Please note that this can increase significantly if any of the following additional costs are incurred:

- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Additional electrical costs if there is no nearby suitable supply.

## School Flashing Lights (Wig Wags) 19

Flashing school signs, also known as wig wags, are often used outside schools to emphasise the warning sign. They can also be used in conjunction with a part-time advisory 20mph speed limit near a school.

To retain their impact, wig wags should only be used at high-speed sites, where the 85th percentile (the speed at which 85% of vehicles are being driven at or below) is above 35mph or on a busy road.

Advisory 'School 20' signs should only be used on single carriageway 30mph roads.


### Site Requirements

- A speed survey will be required to determine the average and 85th percentile speeds.
- There would be a need to engage with the nearby school to ensure they are willing to take on responsibility for the programming, operation and maintenance going forward, so they would need to be in full agreement in taking on these responsibilities.
- If new signs are required, suitable highway land must be available to install them.
- A nearby suitable electrical supply, such as a streetlight, would be required.

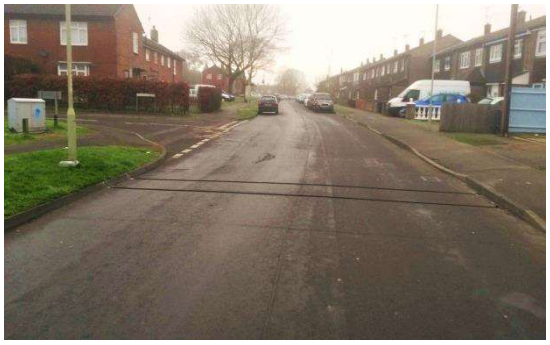
### Typical Costs

Costs for the installation of wig wags start from: £6000.

Please note that this can increase significantly if any of the following additional costs are incurred:

- Additional electrical costs if there is no nearby suitable supply.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- **Future maintenance:** Asset suitability would need to be reviewed once it has reached the end of its serviceable life and there is no guarantee that it would be replaced. If it is to be replaced, a funding source will need to be found by the scheme promoter.

# Traffic and Pedestrian Survey 20



Traffic Surveys are necessary to provide data for designers to use when developing new works on the highway and when considering speed limit changes.

Traffic counts fall into two main categories, automatic or manual. Automatic counts involve equipment placed in or alongside the highway. The most common of these is the ATC tube survey which consists of a pair of tubes laid across the carriageway which are connected to a data logger that allows reports such as traffic volume, speed and vehicle classification to be generated. This type of count would generally be carried over a 7-day period.

Manual counts are carried out by people on the ground (enumerators), by video recording or Automatic Number Plate Recognition (ANPR) cameras and are typically carried out over a 12-hour period from 7am and 7pm. They are used for junction turning counts, origin and destination (OD) surveys, pedestrian and cycle surveys, parking and queue length surveys.

OD Surveys can also be carried out by a roadside survey however this requires the Police to be involved to stop the vehicles.

## Site Requirements

ATC tube surveys ideally need:

- to be situated on straight stretches of road, away from junctions, bends, on street parking or other factors that might affect data collection.
- a secure fixing point at the survey site in order to attach the counter, i.e. a lamp column or signpost is ideal.
- to avoid all school holidays, particularly Summer Holidays, as well as the winter months due to ice/snow on the road and the Christmas period.

- Manual surveys have no particular site requirements other than a suitable location for the enumerators or video equipment to observe from with an unobstructed view.

## Typical Costs

The cost for a single ATC tube survey is around £85 for a week of data collection.
A simple manual count (12 hours) such as a pedestrian count for a new crossing is from £700.

Please note that this can increase if any of the following additional costs are incurred:

- Longer than standard survey durations.
- Surveys on dual carriageways.
- Prices for ATC surveys are for single locations. Additional ATC counts that are carried out at the same time and general area as the first will incur an additional

charge, but this will be less than for the single count.

- Counts on higher speed roads will require additional traffic management which will incur extra costs.
- Manual surveys that are more complex and require additional people or video equipment.

# Vehicle Activated Signs 21


Fixed electronic warning signs are installed at locations throughout the county as a road safety education tool. The most common application is to remind drivers of the prescribed speed limit and activate when the Kent Police enforcement threshold is exceeded.

These signs are non-mandatory and non-statutory; therefore, they cannot be legally enforced and must be supported by other adjacent legal signage. Every location must have either a crash history or speed related problem that has not been addressed by the use of other engineering measures, such as gateways, build outs or white lining improvements. For speed related applications, comprehensive survey data will be required to evidence the issue, as electronic signs are a last resort option. Whilst the signs have a positive impact, the benefits are short-lived and decline over time.

A variety of sizes and prescribed legends can be used, including: 30mph, bend/junction warning, road narrows or school; each with an optional SLOW DOWN message. However, the use of smiley/sad faces or “Thank You” is not permitted within the regulations.

## Installation and maintenance

All VAS requests are managed by the Traffic Operations and Technology Team, who are responsible for the siting, installation, annual inspection and maintenance. All SID apparatus must be procured through this agreed process to ensure the safe delivery of an effective scheme using tested and approved suppliers. Many manufacturers offer similar equipment, but unauthorised installations on (or adjacent to) the highway will be removed.

A considerable number of the existing VAS have exceeded their predicted life of six years and are obsolete. A small stock of components has been salvaged from damaged/faulty signs in order to effect repairs and extend the life of the remaining assets, although this may not be possible. As these are not safety critical devices, a full assessment and speed survey of the ongoing issue will be needed, as a VAS may no longer be the best solution, even in situations where a VAS has been installed previously; SpeedWatch data are ***not*** a comparable substitute.

The signs can be either solar or mains powered, although the preferred option is to use a solar panel which affords more flexibility in locating the sign for remote situations. However, due to adjacent vegetation or structures these are not always viable, and a dedicated mains power supply will be required. All mains powered VAS require a dedicated UKPN connection, feeder pillar and a specific investigation but can significantly affect the cost and timescale.

Proposed sites will be assessed on an individual basis; there are no specific criteria, but each must be within the highway boundary, be supported by mandatory signage, not cause an obstruction nor other safety concerns. This equipment cannot be attached to existing signs or lamp columns and must not distract drivers or obscure hazards. Therefore, not all sites will be suitable for a VAS, although every effort will be made to accommodate the request.

This equipment will ***not*** be installed in 20mph zones as these should be self-enforcing.

Delivery time will be approximately three months from the order being placed and each sign comes with a six-year warranty from the manufacturer.

## Finance

There is no funding available for the routine replacement of faulty signs, as they are not safety critical assets. Elected County Councillors have often used their Member funding allocation to support the installation or replacement of VAS equipment, optionally with a contribution from the Parish Council.

Below are examples of typical VAS used in Kent:

| | |
|---|---|
|  | **Speed repeater sign, 300mm diameter**<br>This option includes:<br>• Site visit, land ownership check and utility surveys<br>• Post installation and labour<br>• Solar/mains powered 30mph roundel<br>• Ongoing maintenance and electrical testing |
| | |
|  | **Speed repeater sign, 450mm + flashers**<br>This option includes:<br>• Site visit, land ownership check and utility surveys Post installation and labour<br>• Solar/mains powered 40mph roundel with flashers<br>• Ongoing maintenance and electrical testing |
| | |
|  | **Speed repeater sign, 450mm + flashers + SLOW DOWN**<br>This option includes:<br>• Site visit, land ownership check and utility surveys<br>• Post installation and labour<br>• Solar/mains powered 30mph roundel with flashers and SLOW DOWN<br>• Ongoing maintenance and electrical testing |
| | |
|  | **Hazard warning sign, 600mm + SLOW DOWN**<br>This option includes:<br>• Site visit, land ownership check and utility surveys<br>• Wide base post installation and labour<br>• Solar powered bend warning triangle with SLOW DOWN<br>• Ongoing maintenance and electrical testing |

**An alternative scheme is available using a portable speed indicator device (SID) which is managed locally by parish volunteers. This gives more flexibility than a VAS, does not require a speed survey and is a community-based asset – a separate leaflet on this is available.**

## Parish Speed Indicator Device Scheme 22

Parish Councils are often concerned with speed related issues in their local area. To assist we have created a scheme using a portable Speed Indicator Device (SID) as an alternative to the fixed electronic sign.

This comprises a single SID unit used in rotation across multiple fixed poles within existing 30mph zones as a driver education tool. It cannot be used for enforcement purposes and not suited to use in 20mph areas due to the sensitivity of the radar unit and reduced effectiveness.

Please be aware this scheme is not affiliated to SpeedWatch, as each have specific requirements and serve different purposes. Active SpeedWatch sites are not necessarily suitable for the SID; each proposed location will be assessed on an individual basis but must be within the highway boundary.

All SID apparatus must be procured through this agreed process to ensure the safe delivery of an effective scheme using tested and approved suppliers. Many manufacturers offer similar equipment, but unauthorised installations on (or adjacent to) the highway will be removed.

### Sign equipment

Each SID is battery powered and can be moved by a single person and supplied with a charger and spare battery to allow it to be swapped when necessary. Delivery time is approximately three months from the order date, which will be after a suitable scheme has been agreed.

Two versions are available (Mini or Advanced), but both have the same size electronic panel to show actual speed. The use of smiley/sad faces or “Thank You” is not permitted within the regulations. For vehicles above 25mph the speed is displayed, which flashes for those above the 30mph limit and then blanks at 40mph to discourage “high scores”. The Advanced sign includes a ‘SLOW DOWN’ legend but is notably heavier. The SID is easily moved between locations with the correct training and requires no tools to be used on site.

Battery life is dependent on traffic volume but estimated at up to four weeks for the Mini SID and one week for the Advanced version. There is no option for a solar powered system as this creates additional risks when moving the sign, and mains power prohibits portability.

The SID can be supplied with data collection to allow downloading to a spreadsheet via Bluetooth. However, these data are indicative and not a substitute for a formal traffic survey.

### Poles and brackets

Proposed sites will be assessed on an individual basis; there are no specific criteria, but each must be within the highway boundary, at least 150m inside 30mph speed limits, not cause an obstruction and away from junctions or bus stops. The SID cannot be attached to existing signs or lamp columns and must not distract drivers or obscure hazards. No locations will be agreed where traffic management is required to access and relocate the SID.

A minimum of three posts are required per SID, with a bracket for each, to a maximum of five sites per sign in order to retain overall effectiveness. For maximum benefit, these locations should be well distributed and not on a single corridor. All agreed locations will require a 4m high post to be installed which will remain empty when not in use.

A local consultation exercise must be undertaken by the Parish Council prior to agreement of the SID to ensure that residents have an opportunity to comment on the proposal. Evidence of this will be required, as any objections will need to be considered and may affect the plans.

## Relocation and site safety

To comply with national regulations, the SID must not remain in one location for more than eight weeks so need regular relocation. Local volunteers will need to be responsible for the regular SID movement between the agreed sites, battery charging and data retrieval.

Training will be given on the SID setup and mounting/removal, but it is a very simple process. The use of hi-visibility vests and PPE by the volunteers is essential during the SID relocation and the Parish Council must carry out a risk assessment for the movement of the signs including parking/access for each location.

A Memorandum of Understanding to define the roles and responsibilities of each party will need to be signed, although the SID will be the property of the Parish Council.

## Maintenance

The sign has a 12-month warranty from the manufacturer who will liaise directly with the parish council on any technical issues. Replacement batteries, new brackets or extra poles are available but must be discussed with the KCC Traffic Operations and Technology Team to ensure compatibility.

It is strongly advised that the SID is covered by Parish Council insurance, as in the event of theft or third-party damage we are unable to provide a replacement.

## Finance

It is not possible to provide a price as each scheme will be based on the specific requirements but will include:

- Site visit, land ownership check and utility surveys
- One SID with optional data collection facility, two batteries and a charger
- Galvanised poles with mounting brackets at each agreed site, including post installation and minor traffic management
- Delivery, handover on site, training and padlocks with keys

**Mini SID**


(recommended)

8kg SID + 4kg battery

**Advanced SID**


12kg SID + 12kg battery

## 20mph Toolkit 23

Parish Councils are often keen to address speed related issues in their local area.

The key to implementing any successful engineering scheme is for it to be delivered in collaboration with education, training, publicity and enforcement for all road users.

This toolkit supports Parish and local Councils with the tools, assets and information needed to conduct successful communication and to encourage compliance of a 20mph scheme once implemented.

The toolkit will be supplied to you initially, although there may be a charge if you require further copies) and consists of:

Advisory Information
Road User Tips for Travelling in 20mph Limits
Social media messages
Digital Adverts
A4 Posters
A1 A-Frame Posters
Car stickers
Bin stickers
Roadside banners
A4 letterhead template
Images

There is more information available on:

20MPH Toolkit - KCC Road Safety (kentroadsafety.info)

## 30mph Toolkit 24

Parish Councils are often keen to address speed related issues in their local area.

The key to compliance to any engineering scheme is that it be underpinned by collaboration with education, training, publicity and enforcement for all road users.

This toolkit supports Parish and local Councils to encourage compliance of 30mph speed limits; it provides the tools, assets and information needed to successfully communicate this message.

The toolkit will be supplied to you initially, although there may be a charge if you require further copies) and consists of:

Advisory Information
Road User Tips for Travelling in 30mph Limits
Social media messages
Digital Adverts
A4 Posters
A2 posters
A1 A-Frame Posters
Car stickers
Bin stickers
Road banners
A4 letterhead template
Images

There is more information available on:

Speed - KCC Road Safety (kentroadsafety.info)

## Quiet Lanes 25

The objectives of Quiet Lanes are to preserve the character of country lanes, to reduce traffic dominance and vehicle speeds, to encourage drivers to look out for and be more mindful of non-motorised road users and, thereby, to encourage more journeys on foot, by bike or by horse.


Occasionally a Parish/Town Council may be considering the introduction of a Quiet Lane with the intention of helping to preserve the character and tranquillity of their rural area and encourage an increase in non-motorised users, whilst maintaining vehicular access.

The idea is to make motorists more aware of non-motorised users and, over time, to reduce the number and speed of motor vehicles by changing attitudes ('hearts and minds') of local residents and other road users) rather than lowering the speed limit or using physical measures for enforcement.

Ideally Quiet Lanes link homes with shops, bus routes, schools, workplaces, village halls, pubs and other local amenities, allowing people to use non-motorised modes of transport in preference to cars for short journeys.

Generally, a Quiet Lane in urban areas will have a speed limit of 20mph and daily traffic flows less than 2,500 traffic flows and in rural areas a speed limit of 40mph and daily traffic flows of less than 1,000. They will have good visibility for all users and include traffic signs and road markings. Drivers of vehicles should be expecting to see walkers, cyclists and horse riders.

A community-based approach to Quiet Lanes is required to develop a consensus and to encourage a change in road user behaviour of local people in a rural context as local buy-in for the idea is essential as is a robust and continued road safety campaign to highlight to all traffic the purpose of the Quiet Lane. Before developing a proposal, a comprehensive public consultation, including at least one local public meeting is required along with publishing the intention in a local newspaper and allowing at least 21 days for formal replies.

However, it is important to bear in mind that Quiet Lanes can be resource intensive to develop and deliver and an ongoing programme of engagement and publicity with local people and interest groups is needed to maintain the benefits in the long term. Any scheme should be seen as a long-term project which needs continued attitude changes brought about by regular road safety messaging and continued local community input.

The cost of implementing Quiet Lanes can also vary depending on the measures required to aid compliance as they can range from just simple entry/exit signs on wooden posts to vertical and horizontal treatments, surface treatments and road markings. Quite often on rural lanes, this can detract from the rural nature of the road and so needs careful and sympathetic designs. The advertising and road safety campaigns can add a significant amount to the costs.

Whilst there are some advantages to the implementation of Quiet Lanes, in practice it has been found that they have little perceived benefit. A report produced by TRL Ltd for the Countryside Agency back in 2003 following the implementation of The Greensand Ridge Quiet Lane scheme, concluded that, whilst there was a small, declared increase in non-motorised use and decrease in motorised use, as well as a declared increase in careful driving, it also found:

- No change in measured traffic on Quiet Lanes, despite large increases on adjacent roads
- No significant change in measured vehicle speeds on Quiet Lanes
- Observed increase in pedestrians but numbers remain low
- Sustained strong support for the scheme but about half say it is not working in practice
- There remain some concerns over safety
- There remain perceived problems with quiet lanes

## Community Speedwatch (CSW) 26


Parish Councils are often keen to address speed related issues in their local area.

Operating at carefully selected sites on roads in 20mph, 30mph and 40mph speed limits, a group typically of three CSW practitioners monitors the speed of passing vehicles using a portable speed indication device.

Details of vehicles travelling at or above nationally-specified thresholds (25+, 35+ and 46+mph) are recorded and reported. The registered keepers of vehicles observed repeatedly or 'high-end' speeding anywhere in Kent in the previous 12 months are then sent advisory letters by Kent Police.

In order to access this scheme, communities will need to identify a number of volunteers to carry out Speedwatch. You will need to gain access to Speedwatch equipment which includes an approved speed measuring device. Speedwatch equipment typically costs in the region of £2,000 however it is common for groups adjacent to other active Speedwatch groups to share equipment, there may be opportunity to borrow equipment also.

KCC may also be able to assist with the funding of this equipment and this should be discussed with the Community Engagement Team.

You need to contact Kent Police to discuss where you would like to operate Speedwatch in your community; they will be able to run through the site risk assessment process and training for operators.

There is more information available on:

www.kent.police.uk/speedwatch

## Lorry Watch 27


The issue of lorries using unsuitable routes is a difficult problem to deal with. On a strategic level the council has adopted a Freight Action Plan that has a specific objective to try and tackle the routing of HGV's. The intention is to encourage the use of strategic roads for the transportation of goods across the county to minimise the impact on communities. However, it must be recognised that the economy needs be supported, which means that local companies will sometimes use smaller roads to continue their businesses.

There is a scheme we can help set up called Lorry Watch. This scheme aims to empower local residents to record the details of HGVs that are inappropriately using a road. This data is passed to the Freight Officer at KCC who liaise with the Police when a restriction has been broken as they alone have enforcement powers. In this instance, there would be no law broken but the benefit of collecting this data would be to build a picture of the numbers of lorries using the road and which companies are using it.

The Freight Team collect the data and provide this to the Police if it is requested. They will attempt to contact the companies that are caught using a restricted road but do not always get a response unfortunately. Where we can, we will discuss with the business and discuss alternative and more appropriate routes.

The Lorry Watch Scheme is run via the parish councils and a MSRA with public liability insurance will be required prior to commencing with the scheme.

Lorry Watch has proven very successful in a number of locations around Kent. We are told that the temporary Lorry Watch signing alone has shown significant decreases in HGV traffic in some areas. Further information can be found at https://www.kent.gov.uk/roads-and-travel/travelling-around-kent/lorries-and-hgv/lorry-watch.

Please contact the Freight Team at freight@kent.gov.uk if you require further information.

## Appendix 1: Informal Consultation Template 28

**Have your say – *Installation of Double Yellow Lines*, **location***

Following concerns raised by residents, *** *Parish/ Town Council* and KCC's Highway Improvements Team have been reviewing on-street parking provision in *** and we have ascertained a number of roads where additional parking restrictions are required to facilitate access and turning.

This is an **informal consultation** to canvas local opinion. If there is no clear consensus, or a strong view that parking restrictions should not be implemented, then these proposals will be abandoned. Either way, the outcome of the informal consultation will be discussed in detail by *** *Parish/ Town Council*.

We are proposing to install double yellow lines on sections of the following roads. Please use in conjunction with the detailed map(s) enclosed:

- 
- 
- 

Please answer the questions below and email your responses to: ** Parish/ Town Council email address* or post them to **Parish/ Town Council postal address.* **The deadline to receive responses is ***.**

1. Do you agree with the proposals to decrease on street parking as shown on the attached plan(s)? Yes/No

1a. If "No" please provide comments.

2. Is there a particular road where you feel that parking should be decreased? Yes/No

2a. If "Yes" please specify which road, and why.

3. Where do you currently live (please provide road name and postcode)?
4. Any other comments?

# Highway Improvements Team working in Partnership with XXXX Parish Council
# Highway Improvement Plan

**Submission Date: XXXX 2022**

**(Please remember that the HIP is for new initiatives/measures/schemes in your community – it is NOT to be used as a maintenance log, as these MUST be logged using the online reporting tool via this link https://www.kent.gov.uk/roads-and-travel/report-a-problem )**

**HIP Front Cover**

| HIP Version | Submitted by (Name) | HIP Date | Record Of Meeting Dates with KCC Virtual or Face to Face | County Member |
|---|---|---|---|---|
| 1 | | | | |
| Please list below the funding opportunities/Sources for HIP initiatives/Measures | | | | I.e., County Member, Parish Precept Donation, LTP |
| Are you an active member of the Speed Watch Scheme? | Yes ☐ No ☐ | Are you an active member of the Lorry Watch Scheme? | | Yes ☐ No ☐ |

| | | | | | |
|---|---|---|---|---|---|
| Name of HIP Representative | | Contact Telephone Number | | Email Address | |
| Name of Clerk | | Contact Telephone Number | | Email Address | |
| Name of Chair | | Contact Telephone Number | | Email Address | |
| KCC Project Manager Team | Community & Engagement Team (WEST) | Contact Telephone Number | 03000 418181 | Email Address | west.highwayimprovements@kent.gov.uk |

- Please note the Priority column MUST be those issues which are regarded as the most important (No 1 being your highest priority, then filtering down) KCC is unable to guarantee that all your requests will be deliverable, but Project Managers can investigate your top 1 or 2 priorities per year.

*Please Note: Highway Improvement Plans will only be accepted if they are in this prescribed template format.* ***PLEASE DO NOT ALTER IN ANY WAY.***
*Whilst this is intended to be a living document for your Parish Council, KCC can only make resources available to review your HIP annually –*
***XXXX's review is on or after XXXX each year.***

# Highway Improvements Team working in Partnership with XXXX Parish Council
# Highway Improvement Plan

## Live Priorities Record

| *Priority* | Location | Problem/Concern | What do you feel are the potential solutions? | KCC Comments (This column is to be completed by Project Manager ONLY) |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

# Highway Improvements Team working in Partnership with XXXX Parish Council
# Highway Improvement Plan

## Historical Priorities Record

| No | Location | Problem/Concern | What do you feel are the potential solutions? | KCC Comments |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

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**APPLICATIONS FOR DISABLED PERSONS (BLUE BADGE) PARKING BAYS**

**Sevenoaks Joint Transportation Board – 28 November 2023**

**Report of:** Deputy Chief Executive and Chief Officer - Finance & Trading

**Status:** For Information

**Key Decision:** No

**Executive Summary:** Report on the latest applications for disabled persons (blue badge) parking bays within the District, which have been assessed in accordance with the assessment criteria set by Kent County Council

**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. Margot McArthur

**Contact Officer(s):** Richard Taylor, Ext. 7412

Trevor Kennett, Ext, 7407

**Recommendation to Sevenoaks Joint Transportation Board:**

That the Board notes that:

(i) the applications received for disabled persons parking bays in Greatness Lane, Sevenoaks, Clarks Lane, Hartley, Dane Road, Otford and St. Peters Row, Fordcombe did not satisfy Kent County Council's assessment criteria, and were declined for the reasons given in this report; and

(ii) Following consultation, the following disabled parking bays will be removed from Alder Way, Swanley and Caxton Close, Hartley, as they are no longer required.

**Reason for recommendation:**

The disabled persons (blue badge) parking bay scheme is aimed at providing better management of the public highway, in line with current legislation and the Highway Code.

**Introduction and Background**

1. Kent County Council (KCC) has the power to provide on-street parking places 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' (blue badge) parking bays (DPPBs) on the public highway 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 DPPB is established close to their home.

4. The District Council administers local requests for DPPBs on behalf of KCC, evaluates them using assessment personal and locational criteria set by KCC, and manages and funds their provision.

5. KCC has produced an application form and guidance notes for requests for DPPBs, which is available for applicants to download from the District Council's website.

6. Since the previous meeting of the Joint Transportation Board, applications were received for DPPBs to be provided in the following locations, and these have been evaluated in accordance with KCC's assessment criteria:

    - Greatness Lane, Sevenoaks – Applicant did not receive the appropriate benefits to meet the criteria.
    - Clarks Lane, Hartley - Applicant did not receive the appropriate benefits to meet the criteria and the carriageway in this particular road did not meet the required 6.3 metres.
    - Dane Road, Otford - Carriageway in this particular road did not meet the required 6.3 metres.
    - St. Peters Row, Fordcombe – Road already at capacity for disabled persons parking bays.

7. For the removal of bays in Alder Way, Swanley and Caxton Close, Hartley in both areas we received written requests to remove as the original applicants no longer resided at the properties and the bays were no longer required. Consultation with undertaken in both cases with properties near the disabled parking bays and no objections were received about removal of the bays.

**Other options Considered and/or rejected**

No other options were considered.

**Key Implications**

Financial

There are no financial implications to this report.

Legal Implications and Risk Assessment Statement

There are no legal implications or risks associated with this report.

Equality Assessment

In the case of applications for DPPBs which satisfy KCC's assessment criteria, the provision of disabled persons parking bays helps meet the requirement in the Equality Act 2010 to provide 'reasonable adjustments' to those who fit the lawful definition of disability.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment

**Background Papers**

The Equality Act 2010
https://www.legislation.gov.uk/ukpga/2010/15/contents
The Traffic Signs Regulations and General Directions 2016
https://www.legislation.gov.uk/uksi/2016/362/contents/made
The Road Traffic Regulation Act 1984, as amended
https://www.legislation.gov.uk/ukpga/1984/27
The Traffic Management Act 2004, as amended
https://www.legislation.gov.uk/ukpga/2004/18
The Highway Code
https://www.gov.uk/browse/driving/highway-code-road-safety

**Adrian Rowbotham**
**Deputy Chief Executive and Chief Officer - Finance & Trading**

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**Update on Electric Vehicle Charging infrastructure in Sevenoaks District**

To: **Sevenoaks Joint Transportation Board – October 2023**

Main Portfolio Area: **Growth, Environment & Transport**

By: **Tim Middleton, Networks Innovations Manager, KCC**
**Trevor Kennett, Head of Direct Services, Sevenoaks District Council**

Classification: **For Information**

Electoral Division: **County Wide**

**Summary:** **This report provides an update on Electric Vehicle (EV) Charging Infrastructure in Sevenoaks including information on accessible chargers for disabled residents.**

## 1. Introduction

1.1. This report gives a broad overview of the EV charging network in Sevenoaks and wider context for Kent. It provides a look at Kent County Council's (KCC) role in ensuring residents and businesses are able to switch to electric vehicles.

1.2. It looks at the current numbers of EV chargers in Sevenoaks and outlines any developments that have occurred since KCC's allocation of local Electric Vehicle Infrastructure (LEVI) funding.

1.3. It gives information about accessible charging

## 2. On-Street Electric Vehicles Charging Infrastructure

2.1. Electric Vehicle (EV) sales are growing in the UK and the demand for charging infrastructure is rising even in light of recent announcements to push back the date from which petrol and diesel vehicles can be sold to 2035. Demand will still be driven by the Government's Zero Emission Vehicle mandate requiring 80% of vehicles sold in 2030 to be EV. This is not traditional refuelling as we know it. The speed, and therefore price, of charging varies from the slowest 3kwh up to a potential 350kwh. This could be the difference between charging in 10 hours or charging in 10 minutes.

2.2. Industry data suggests the vast numbers of EV owners choose to charge at home if they have access to a home charger. It is convenient and provides the lowest cost option. VAT on electricity is paid at 5% at home but 20% on the public network - arguably penalising those who do not have access to off street parking.

2.3. In order to help the transition to electrification, with all the carbon and air quality benefits this would bring, KCC have developed an EV infrastructure programme to install EV charging points across the county.

2.4. In March 2022 the Government Published their Electric Vehicle Infrastructure Strategy and released some Pilot funding to go alongside this.

2.5. The Government has now launched the Local Electric Vehicle Infrastructure (LEVI) Fund for Highway Authorities to apply for in their region. This is primarily focused on providing resident charging to those without off street parking. The funding is to deliver against a Regional EV strategy, in collaboration with District/Borough Authorities.

2.6. KCC's LEVI funding allocation is set at £12,081.000.

2.7. KCC officers are in the process of developing an Outline Business Case setting out the available options. Officers continue to liaise with all District/Borough partners to determine how best to deliver against the targets.

2.8. To provide high level targets for Local Authorities to work towards, the Government have commissioned CENEX to produce the NEVIS tool. It forecasts charger requirements for each Local Authority Area to meet the 2030 decarbonisation goals.

2.9. However, it should be noted that the majority of chargers across the different forecast scenarios are slower (7kw) and this is not aligning with the private sector led investment in this space who are largely delivering ultra rapid charging (100kw-350kw). The forecast data is reviewed regularly and updated against the public EV charge point network in Kent. Officers are in discussion with the LEVI support body to understand if forecast data is likely to change to reflect the recent announcement relaxing the government's 2030 target. It is not anticipated they will change significantly due to the ZEV mandate driving sales of EV's.

| Date | Total Public sockets (all speeds) | Required sockets | % of target |
|---|---|---|---|
| 2022 | 32 | 132 | 24.24% |
| 2023 | 34 | 204 | 16.67% |
| 2024 | | 325 | 0.00% |
| 2025 | | 412 | 0.00% |
| 2026 | | 527 | 0.00% |
| 2027 | | 661 | 0.00% |
| 2028 | | 795 | 0.00% |
| 2029 | | 926 | 0.00% |
| 2030 | | 1048 | 0.00% |

*Figure 1 – Data from July 2023. Taken from the NEVIS tool kit. Shows that by 2030 it is expected Sevenoaks District may need 1,048 chargers to meet forecast demand.*

2.10. In July 2023 the following public chargers were available to use. (DfT Electric Vehicle Device statistics) Source: https://maps.dft.gov.uk/ev-charging-map/index.html

| District | Total public charging devices | Total public **rapid** charging devices | Total public **fast** charging devices | Charging devices per 100,000 population |
|---|---|---|---|---|
| Ashford | 63 | 10 | 53 | 47 |
| Canterbury | 63 | 12 | 51 | 40 |
| Dartford | 86 | 40 | 46 | 73 |
| Dover | 98 | 25 | 73 | 84 |
| F&H | 132 | 24 | 108 | 120 |
| Gravesham | 61 | 6 | 55 | 57 |
| Maidstone | 76 | 32 | 44 | 43 |
| Sevenoaks | 34 | 15 | 19 | 28 |
| Swale | 68 | 18 | 50 | 45 |
| Thanet | 35 | 10 | 25 | 25 |
| T&M | 68 | 17 | 51 | 51 |
| T Wells | 53 | 11 | 42 | 46 |
| Total | 837 | 220 | 617 | |

2.11. It should be noted that simply installing chargers does not necessarily mean they are being well used, maintained or are in strategically important locations and at the “right” speed. All these factors must work together to create a coherent and useful charging network.

2.12. KCC’s EV charge point programme consist of the below projects:

| | |
|---|---|
| The Kent EV Network (Kent 600) | A multi-partner framework is installing 7kw chargers in 150 car park locations around Kent under a concession model. 200 EVCP’s have been installed to date with a further 200 in development. All District/Borough Authority Councils are able to join the framework and to date 6 have either joined or intend to join in the coming weeks. |
| The LEVI Pilot project | Delivering 100-150kw ultra rapid charging across 3 locations to test technologies, provide learning to the Department for Transport (DfT) and create a revenue income to support the wider EV network. |
| The Rapid Taxi charger Project | Installing 28 x 50 kw rapid chargers for the taxi community to encourage a switch to EV across the county. To date 24 EVCP’s have been installed. |
| The Parish charger Network | Set to install up to 100, 7kw EVCP’s in Parish communities across Kent in response to market failure in rural locations in the county. To date 46 EVCP’s have been installed. |
| Ultra Rapid Charging Hubs | A project looking to create ultra rapid EVCP hubs on KCC owned land along the Strategic Road Network including A-roads. In development with internal Governance decisions required. |

2.13. The above projects have focused primarily on off-street charge points, for instance in local authority owned car parks. Following the announcement of KCC's provisional LEVI funding allocation, officers are building a case for the delivery of on-street charge points. This will be subject to internal governance before seeking approval at Member level before a formal decision to apply for the funds is made.

2.14. If KCC proceed with on-street EV charge point delivery, it will not be in isolation, but to complement existing projects. The below prioritisation has been provisionally developed to define network planning and site selection:

| | |
|---|---|
| Priority 1 | Off Street Car Parks |
| Priority 2 | On Street "Standard" 7.7kw chargers |
| Priority 3 | Lamp Column 3-5kw Chargers |
| Priority 4 | Other areas of influence (workplace charging, peer to peer charging, rapid charger hub deployment) |

## 3. Off-street Electric Vehicles Charging Infrastructure

3.1 As part of the Kent 600 framework the District Council is proceeding with Connected Kerb to provide an additional 12 x 50Kw rapid chargers to our off-street car parks at the following locations.

| Off-Street Car Parks |
|---|
| Bligh's car park, Sevenoaks |
| Park Road car park, Swanley |
| Quebec Avenue car park, Westerham |
| South Park car park, Sevenoaks |
| Station Road car park, Swanley |

3.2 The Council have committed to installing electric vehicle charging points in Sevenoaks District Council owned car parks and land. This is included as an action for the Net Zero 2030 work. Currently the Council has installed 18 charging points within Sevenoaks District Council owned car parks. Detailed in the following table.

| Car Park | Location | Capacity | Disabled duel use bays | Single use disabled bays | Other bays | EVCPs |
|---|---|---|---|---|---|---|
| Sevenoaks Town Car Park | Sevenoaks | 449 | 19 | 4 | 0 | 8 |
| Bradbourne Car Park | Sevenoaks | 420 + 20 Premium | 8 | 2 | 0 | 2 |
| Argyle Road Weekend Car park | Sevenoaks | 96 | 0 | 4 | 0 | 4 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Argyle Road front visitor car park | Sevenoaks | 12 | 0 | 3 | 0 | 4 |

3.3 With the new Connected Kerb project, this will make the Council's off-street network, a total of 30 electric vehicle-charging points.

3.4 Measure 15 of the Sevenoaks District Council's Air Quality Action Plan 2022-2027 commits the district council to improving and developing infrastructure for Electrical Vehicles within the district. In September 2022, the District Council commissioned a study into future EV demand within Sevenoaks District. Following a round of competitive procurement, Field Dynamics were appointed.

3.5 Owing to the type of charger that it is proposed to install the scheme outlined in 3.1 & 3.2 (above) will increase modelled coverage of households to approximately 46% (7,581 on-street households covered).

## 4. Accessible Charging Infrastructure

4.1. It is important to consider the needs of those within groups of Protected Characteristics. The design of charging bays, where possible, can be made as accessible and welcoming to all. Particular consideration can be made for those with mobility limitations who may struggle to access charging.

4.2. The British Standards Institute published Pas1899:2022 – Accessible Charging Specification 1 which gives best practice guidance regarding accessible charging. It covers measures such as dropped kerbs for wheelchair users, suitable heights of EVCP units, cable lengths and more.

4.3. Pas1899:2022 is not mandatory but most Charge point operators aim to comply where possible. The specification for the LEVI tender will ensure that the units and general layout designs comply. It may not be possible to adhere to all recommendations in all situations, for example providing dropped kerbs nearby due to existing street furniture, but the LEVI fund could be used to support specific measures over and above those within direct control of the CPO. For example, some funding could be used to install dropped kerbs in areas where blue badge parking bays exist.

## 5. Conclusions

5.1. This report shows that much more work is needed to facilitate the forecast requirements for EV charge point infrastructure in Kent over the coming years and decades. KCC will continue to work with District and Borough authorities to help provide the infrastructure required for residents to make the switch, with a particular focus of those without the facility to charge at home.

## 6. Recommendation(s)

6.1. That the report be noted.



[1] https://www.bsigroup.com/en-GB/standards/pas-1899/

**7. Background Information**

Future demand for EV Infrastructure Survey – Sevenoaks District Council

https://cds.sevenoaks.gov.uk/documents/s54777/09%20-%20EV%20Infrastructure%20Study-%20Report%20SDC%202023%204.pdf?J=4

**To:** Sevenoaks Joint Transportation Board

**By:** KCC Highways and Transportation

**Date:** **28th November 2023**

**Subject**: Highways Forward Works Programme: 2022/23 and 2023/24

**Classification:** Information Only

**Recommendation:** That the report be noted.

---

Summary: This report updates Members on the identified schemes approved for construction

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**1. Introduction**

This report provides an update and summarises schemes that have been programmed for delivery in 2023/24.

In summer 2021 Kent County Council published a Highways Asset Management Plan (HAMP), which included, as Appendix C, a five-year Forward Works Programme for the years 2021/22 to 2025/26. this reflected the need to move away from annual programmes and to consider asset management activity a multi-year one.

The first part of the programme concerned the two years 2021/22 - 2022/23. Around half of the schemes included in that programme have now been delivered, and as a result we have now produced a new programme covering the years 2023/24. As before, most of the sites included in this programme have already been verified by our engineers.

The second part of our programme related to years three to five of our five-year programme (2023/24 - 2025/26). This too is in need of revision to cover the years 2024/25 – 2026/27, and the work required to do this is currently in progress. As before, our new years three to five programme will be largely based on data from our asset management systems, so may be subject to more changes as the schemes are verified.

This programme is subject to regular review and may change for a number of reasons including budget allocation, contract rate changes, inflationary pressures such as material price increases, conflicting works, and to reflect our changing priorities. The programme and extent of individual sites within the programme may also be revised following engineering assessment during the design phase, and additional sites may be added or others advanced if their condition deteriorates rapidly so that we need to react in order to keep the highway in a safe and serviceable condition.

Further information about how we manage our highway infrastructure, including our county-wide five-year forward works programme, may be found on our website:
https://www.kent.gov.uk/about-the-council/strategies-and-policies/transport-and-highways-policies/managing-highway-infrastructure

In addition to planned maintenance of our highway assets, this report includes transportation and safety schemes, developer funded works, Combined Members Grant schemes, and planned maintenance of public rights of way.

**Road, Footway & Cycleway Renewal and Preservation 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**
- **Externally Funded Schemes**

**Developer Funded Works** – see Appendix E

**Bridge Works** – see Appendix F

**Traffic Systems** – see Appendix G

**Combined Members Grant – Member Highway Fund** – see Appendix H

**Conclusion**

1. This report is for Members' information.

**Contact Officers:**

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

| | |
|---|---|
| Richard Emmett | Senior Highway Manager West Kent |
| Mike Payton | Sevenoaks Highway Manager |
| Alan Casson | Strategic Asset Manager |
| Earl Bourner | Drainage Asset Manager |
| Helen Rowe | Structures Asset Manager |
| Sue Kinsella | Street Light Asset Manager |
| Toby Butler | Traffic Operations and Technology Manager |
| Jamie Hare | Development Agreements Manager |
| Nikola Floodgate | Road Safety and Active Travel Group Manager |

**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.**

| **Machine Resurfacing – *Contact Officer Mr Byron Lovell*** | | | |
|---|---|---|---|
| **Road Name** | **Parish** | **Extent of Works** | **Current Status** |
| A225 Otford Road | Sevenoaks | From Bat and Ball to Wickes | Completed |
| Ash Road | Hartley | Quaker Close to Chapel Wood Road | Completed |
| A20 London Road | West Kingsdown | Rushetts Road to Colin Chapman Way | Completed |
| Azalea Drive | Swanley | MilePave Treatment<br>Full Extents | Completed |
| A225 Tonbridge Road | Sevenoaks | Shenden Way to Oak Lane | To be completed between Jan and March 2024 |
| Ide Hill Road | Ide Hill | Scallops to Wheatsheaf Hill | To be completed between Jan and March 2024 |
| B2027 Bough Beech Road | Hever | Four Elms Pub to Clinton Lane | To be completed between Jan and March 2024 |
| **Footway Improvement - *Contact Officer Mr Neil Tree*** | | | |
| **Road Name** | **Parish** | **Extent and Description of Works** | **Current Status** |
| Birchwood Road | Swanley | Footway Reconstruction<br>Sections between London Road and Birchwood Terrace. | Designed and to be programmed. |
| Shoreham Lane | Riverhead | Footway Preservation<br>From the A25 to The Glebe (including section of footway into Church Fields) | Designed and programmed to commence in October 2023 |

| | | | |
|---|---|---|---|
| Pontoise Close | Riverhead | Footway Preservation<br>Entire extents | Completed |
| Hillfield Road | Dunton Green | Footway Preservation<br>Entire extents | Completed |
| Lusted Road | Dunton Green | Footway Preservation<br>From London Road (service road) to the junction with Hillfield Road | Completed |
| Reeves Crescent | Swanley | Footway Preservation<br>Entire extents | Completed |
| Main Road | Swanley | Footway Preservation<br>From approx. No. 57 Main Road to the junction with Highlands Hill | Completed |

| **Surface Preservation - *Contact Officer Mr Jonathan Dean*** | | | |
|---|---|---|---|
| **Road Name** | **Parish** | **Extent And Description of Works** | **Current Status** |
| Wilderness Lane | Chiddingstone | Pig Down Lane To Buckhurst | Completed |
| Toys Hill | Brasted | Puddledock Lane To Idle Hill Road | Completed |
| Croydon Road | Westerham | Farley Lane To Surrey Boundary | Completed |
| Halstead Lane | Knockholt | Rushmore Hill To Property Curry Wood | Completed |
| Hoath Corner To Oakenden Lane | Chiddingstone | Hoath Corner (Truggers Lane) To Oakenden Lane | Completed |
| School Lane | West Kingsdown | St Clare Hill Road To A20 London Road | Completed |
| Otford Lane | Halstead | Knockholt Road To Polhil | Completed |
| East Hill | Horton Kirby And South Darenth | Hortons Road To Rabbits Road | Completed |

| | | | |
|---|---|---|---|
| Star Hill Road | Chevening | Birchwood Lane To Polhill | Completed |
| Fawkham Road | West Kingsdown | Brandshatch Road To 30mph Retrictions Approaching West Kingsdown | Completed |

**Appendix B – Drainage Repairs & Improvements**

| Drainage Repairs & Improvements - *Contact Officer Earl Bourner* | | | |
|---|---|---|---|
| **Road Name** | **Parish / Town** | **Description of Works** | **Current Status** |
| Orpington Bypass Road (Just down from Wheatsheaf Hill roundabout) | Badgers Mount | Footpath works. | No further work currently planned, following cleansing no further reports. Engineer to continue to monitor. |
| Watery Lane (Near Broomsfield Farm) | Seal | Installation of pipework to replace current ditch. | Works Completed 12/05/2023. |
| Penshurst Road, (West Lodge) | Leigh | Drainage improvements to outfall/headwall, additional drainage gullies. | Works Completed 31/05/2023. |
| Magpie Bottom (Outside Eastdown) | Knatts Valley | Drainage pipework repair work. | Works Completed 03/05/2023. |
| High Street (No 57) | Westerham | Drainage pipework repair. | Works Completed 23/04/2023. |
| Swanley | Swanley | Various drainage pipework repair work. | Works Completed 17/04/2023 – 04/05/2023. |
| Penshurst Road (Donkey Field) | Leigh | Drainage pipework repair work. | Works Completed 12/05/2023. |
| Tudor Drive | Otford | Drainage pipework repair work. | Works Completed 23/04/2023. |
| Pilgrims Way West | Otford | Drainage repair work. (Replacement of reduced pipework size) | Works Completed 17/08/2023. |
| Lockskinners | Chiddingstone | (Drainage improvement work) | Works Completed 25/08/2023. |

| | | | |
|---|---|---|---|
| St Johns Hill | Sevenoaks | (Drainage gully repair work) | Works Completed 20/08/2023. |
| Coppings Road | Leigh | (Drainage repair and improvement work) | Works to be completed by 10/10/2023. |
| Lingfield Road | Edenbridge | (Drainage ditching work) | Works Completed 21/08/2023. |
| Holly Bush Lane | Sevenoaks | (Drainage repair and improvement work) | Works Completed 13/09/2023. |
| Mussenden Lane | Horton Kirby | (Drainage improvement work – Kerbing) | Works Completed 04/09/2023. |
| Lime Tree Walk | Sevenoaks | (Drainage repair work) | Works Completed 29/08/2023. |
| Otford Road | Otford | (Drainage cover to be located, lining to be completed. Related to Mcdonalds flooding) | Works Programmed 13/11/2023-18/11/2023. |
| Watery Lane | Seal | (Investigation work) | Works Programmed 23/10/2023-10/11/2023. |
| Old Otford Road | Otford | Drainage improvement (Mcdonalds) | Job Passed to Contractor Awaiting programming. |
| Park Lane | Godden Green | (Concrete kerb spillway improvement – Spinners Wood) | Works Programmed 04/12/2023-08/12/2023. |

**Appendix C – Street Lighting**

As a result of structural testing, the following street lighting assets have been identified for replacement. A status of complete identifies that the column replacement has been carried out. Programme dates are identified for those still requiring replacement.

| **Street Lighting Column Replacement – *Contact Officer Sue Kinsella*** | | | |
|---|---|---|---|
| **Road Name** | **Location** | **Description of Works** | **Status** |
| Ivy Lane | Knockholt | Replacement of 2 Columns | Complete |
| Main Road | Edenbridge | Replacement of 2 Columns | Complete |
| Seal Hollow Road | Sevenoaks | Replacement of 2 Columns | Complete |
| Pontoise Close | Sevenoaks | Replacement of 1 Column | Complete |
| Weald Road | Sevenoaks | Replacement of 2 Columns | Complete |
| The Rise | Sevenoaks | Replacement of 1 Column | Dec 2024 |
| Rowhill Road | Hextable | Replacement of 1 Columns | Dec 2024 |
| Weaver Lane | Sevenoaks | Replacement of 1 Column | Feb 2024 |
| Mill Lane | Sevenoaks | Replacement of 1 Column | Feb 2024 |
| Station Road | Edenbridge | Replacement of 1 Column | Jan 2024 |
| Ash Road | New Ash Green | Replacement of 1 Column | March 2024 |
| London Road | Badgers Mount | Replacement of 2 Columns | March 2024 |
| Alder Way | Swanley | Replacement of 1 Column | Feb 2024 |
| London Road | Farningham | Replacement of 1 Column | March 2024 |
| | | | |
| | | | |

**Appendix D – Transportation and Safety Schemes**

**Casualty Reduction Measures**

The Schemes Planning & Delivery team is implementing schemes within Sevenoaks District, in order to meet Kent County Council's strategic targets (for example, addressing traffic congestion or improving road safety). Casualty reduction measures have been identified to address a known history of personal injury crashes.

The list is up to date as of 04/10/2023, and only includes schemes being progressed in the 23/24 financial year.

| **Local Transport Plan Funded Schemes** | | |
|---|---|---|
| **Road Name** | **Description of Works** | **Current Status / Expected Completion** |
| **Casualty reduction measures (reactive) – Sevenoaks** | | |
| A225 Shoreham Road, Shoreham | Signing scheme to address predominantly single vehicle loss of control incidents | Ordered – Q3 2023 |
| London Road / Birchwood Road, Swanley | Signs and lines | Ordered – Q3 2023 |
| **LTP Schemes -Sevenoaks** | | |
| | | |
| | | |

**Externally Funded Schemes**

The Highway Improvements Team is implementing schemes funded within Sevenoaks District by external corporations whilst still meeting KCC's strategic targets with the road network.

The list is up to date as of 04/10/2023, and only includes schemes being progressed in the 23/24 financial year.

| **Externally Funded Schemes** | | | |
|---|---|---|---|
| **Road Name** | **Description of Works** | **Current Status** | **Expected Completion** |
| Hever Road, West Kingsdown | Change to existing loading and parking bay | Complete | Q2 2023 |

**Appendix E1 – Section 278 Works**

| | Developer Funded Highway Works (Section 278 Works) | | | |
|---|---|---|---|---|
| **File Ref.** | **Road Name** | **Parish** | **Description of Works** | **Current Status** |
| SE003093 | Hartfield Road Claydene Farm Cowden | Edenbridge | New Bellmouth | Technical review |
| SE003060 | 98-116 London Road | Sevenoaks | New Bellmouth and footway works | Maintenance Period |
| SE003069 | Oakley Park, just off Enterprise Way. | Edenbridge | Connect to highway | Tie-in to section 38, Auditing drawings |
| SE003075 | Salters Heath | Sevenoaks | New Bellmouth | Works in Maintenance |
| SE003076 | Harrington Nursery Highlands Hill | Swanley | Bellmouth Widening and footway works | Works stalled on site awaiting their return to finish the works. |
| SE003077 | White Oak Leisure Centre | Swanley | New bell mouth access and minor footway alterations | Works complete. |
| SE003078 | Swanley Garages Kettleworth. | Swanley | Footway works and some small areas of Kerbing. Full extents unclear yet | Works on site |
| SE003079 | Swanley Garages Pear Tree. | Swanley | Footway works and some small areas of Kerbing. Full extents unclear yet | Works on site |
| SE003080 | Swanley Garages Northview. | Swanley | Footway works and some small areas of Kerbing. Full extents unclear yet | Works on site |
| SE003084 | Park Lane Wildernesse House | Sevenoaks | New Bellmouth | Awaiting agreement to be signed. |
| SE003085 | Radnor House School | Sundridge | Bellmouth Widening | Technical Stage |
| SE003086 | Mill Road | Dunton Green | Unknown | Technically approved |

| | | | | |
|---|---|---|---|---|
| SE003088 | Edenbridge Health Centre | Edenbridge | New Bellmouth, street lighting, crossing point and bus stop. | Works on site. |
| SE003089 | Broom Hill London Road Swanley | Swanley | New Bus Lane. | Technically approved. |
| SE003090 | High Street Sevenoaks Near Suffolk Way | Sevenoaks | New Bellmouth and footway work. | Design Stage |
| SE003094 | Park View Close Edenbridge | Edenbridge | Road surfacing and footway works | Design Stage |
| SE003095 | Egerton Avenue | Swanley | New bellmouth and road surfacing | Awaiting start dates. |
| SE003096 | Chevening Estate | Sevenoaks | Bellmouth | Design Stage |
| SE003131 | Mussenden Lane. | Horton Kirby | New Bellmouth | Works completed, in Maintenance. |
| SE003173 | St Johns Way Opening | Edenbridge | New Bellmouth | Technical Audit |
| SE003206 | Corner of Fircroft Way and Station Road | Edenbridge | Footway works and bellmouth | Maintenance Period |
| SE003405 | Millfields Linked to SE003055 | | Japanese Knot weed | Maintenance Period |

**Appendix F – Bridge Works**

| **Bridge Works – *Contact Officer Helen Rowe*** | | | |
|---|---|---|---|
| **Road Name** | **Parish** | **Description of Works** | **Current Status** |
| High Street | Swanley | Swanley footbridge (East and West)<br>The waterproofing work of the footbridge deck is planned for this year. | Planned for Winter 2023 |
| Main Road | Hextable | Reconstruction of collapsed section of retaining wall | Works completed |

**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.

| **Traffic Systems - *Contact Officer: Toby Butler*** | | |
|---|---|---|
| **Location** | **Description of Works** | **Current Status** |
| Suffolk Way near Buckhurst Lane, Sevenoaks (09-0564) | Refurbish existing traffic signal-controlled crossing and convert to near-sided pedestrian facilities | Not yet programmed |

**Appendix H - Combined Members Grant programme update**

**Member Highway Fund programme update for the Sevenoaks District.**

The following schemes are those, which have been approved for funding by both the relevant Member and by Haroona Chughtai, Director of Highways and Transportation. The list only includes schemes, which are

- in design
- at consultation stage
- about to be programmed
- recently completed on site.

The list is up to date as of 04/10/2023, and only includes schemes being progressed in the 23/24 financial year.

The details given below are for highway projects only. This report does not detail

- contributions Members have made to other groups such as parish councils
- highway studies
- traffic/ non-motorised user surveys funded by Members.

More information on the schemes listed below can be found by contacting the Highway Manager for the Sevenoaks District, Mike Payton.

**[ Roger Gough]**

| Details of Scheme | Status | Expected Completion |
|---|---|---|
| Farningham Village 20mph | Design | Q4 2023 |

**[ Roger Gough]**

| Details of Scheme | Status | Expected Completion |
|---|---|---|
| Otford Traffic Calming Phase 2 | Part Complete | Q3 2023 |

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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**Contacts: Richard Emmett / Mike Payton 03000 418181**

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# Sevenoaks District Joint Transportation Board – 28 November 2023 - Work Plan 2023/24 (as of 26/09/23)

**6 March 2024**

Part A – Recommendations for Decision by KCC

Part B – Recommendations for Decision by SDC

Part C – Information Reports

Highways Forward Works Programme 2023/24

**June 2024**

Part A – Recommendations for Decision by KCC

Part B – Recommendations for Decision by SDC

Part C – Information Reports

Highways Forward Works Programme 2024/25

**Autumn 2024**

Part A – Recommendations for Decision by KCC

Part B – Recommendations for Decision by SDC

Part C – Information Reports

Highways Forward Works Programme 2024/25

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