

# Public Document Pack

## DOVER JOINT TRANSPORTATION BOARD

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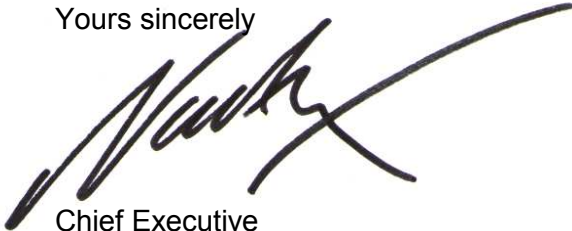
1 September 2014

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **DOVER JOINT TRANSPORTATION BOARD** will be held in the Council Chamber at these Offices on Thursday 11 September 2014 at 6.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Kate Batty-Smith on (01304) 872303 or by e-mail at [kate.batty-smith@dover.gov.uk](mailto:kate.batty-smith@dover.gov.uk).

Yours sincerely



Chief Executive

### Dover Joint Transportation Board Membership:

#### Dover District Council Members

Councillor N J Collor (Chairman)  
Councillor T A Bond  
Councillor B W Bano  
Councillor J A Cronk  
Councillor F J W Scales  
Councillor R S Walkden  
Councillor P Walker

#### Kent County Council Members

Councillor S C Manion (Vice-Chairman)  
Councillor P M Brivio  
Councillor G Cowan  
Councillor M R Eddy  
Councillor G Lymer  
Councillor L B Ridings  
Councillor E D Rowbotham

#### Town Councils and Kent Association of Local Councils (non-voting)

Mrs M Burnham, Deal Town Council  
Mr J M Smith, Dover Town Council  
Mr B Scott, Sandwich Town Council  
Mr K Gowland, Kent Association of Local Councils (KALC)  
Mrs S Hooper, Kent Association of Local Councils (KALC)

### AGENDA



1        **APOLOGIES**

To receive any apologies for absence.

2        **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointments of Substitute Members.

3        **DECLARATIONS OF INTEREST** (Page 5)

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

4        **MINUTES** (Pages 6 - 12)

To confirm the attached Minutes of the meeting of the Committee held on 10 July 2014.

5        **HGV PARKING AT COOTING ROAD, AYLESHAM**

To receive a verbal report on overnight lorry parking at Cooting Road, Aylesham.

6        **DOVER QUALITY BUS PARTNERSHIP**

(a) The Board is requested to re-nominate a representative to attend quarterly Dover Quality Bus Partnership co-ordination meetings. Since the Board's nomination of Councillors Lymer and Rowbotham at its last meeting, Councillor Lymer has advised that he is unable to undertake this role due to other commitments.

(b) Mr David Joyner, KCC's Transport and Safety Policy Manager, will be attending the meeting to update the Board and answer questions about the Dover Quality Bus Partnership.

7        **DRAINAGE UPDATE**

To receive an update on drainage matters from Mr Steve Rivers on behalf of Katie Lewis, KCC's Drainage Manager.

8        **RAMSGATE ROAD, SANDWICH** (Pages 13 - 24)

To consider the attached report of the Director of Highways and Transportation, Kent County Council.

9        **CHRISTMAS AND NEW YEAR STORMS AND FLOODS** (Pages 25 - 50)

To consider the attached report of the Director of Highways and Transportation, Kent County Council.

10       **PROPOSED RESIDENTS' PARKING SCHEME - ATHOL TERRACE, DOVER**  
(Pages 51 - 66)

To consider the attached report of the Director of Environment and Corporate Assets.

- 11 **PROPOSED MOTOR CARAVAN PROHIBITION - DOVER AND WALMER** (Pages 67 - 69)

To consider the attached report of the Director of Environment and Corporate Assets.

- 12 **HIGHWAY WORKS PROGRAMME 2014/15** (Pages 70 - 81)

To consider the attached report of the Director of Highways and Transportation, Kent County Council.

- 13 **EXCLUSION OF THE PRESS AND PUBLIC** (Pages 82 - 83)

The recommendation is attached.

The procedure for determining applications for on-street disabled persons' parking bays is attached.

MATTERS WHICH THE MANAGEMENT TEAM SUGGESTS SHOULD BE CONSIDERED IN PRIVATE AS THE REPORT CONTAINS EXEMPT INFORMATION AS DEFINED WITHIN PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AS INDICATED AND IN RESPECT OF WHICH THE PROPER OFFICER CONSIDERS THAT THE PUBLIC INTEREST IN MAINTAINING THE EXEMPTION OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSING THE INFORMATION

- 14 **APPLICATIONS FOR DISABLED PERSONS' PARKING BAYS** (Pages 84 - 133)

To consider the attached report of the Director of Environment and Corporate Assets.

#### **Access to Meetings and Information**

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website [www.dover.gov.uk](http://www.dover.gov.uk). Minutes will be published on our website as soon as practicably possible after each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting. Basic translations of specific reports and the Minutes are available on request in 12 different languages.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Kate Batty-Smith, Democratic Support Officer, telephone: (01304) 872303 or email: [kate.batty-](mailto:kate.batty-@dover.gov.uk)

[smith@dover.gov.uk](mailto:smith@dover.gov.uk) for details.

Large print copies of this agenda can be supplied on request.

**Declarations of Interest****Disclosable Pecuniary Interest (DPI)**

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

**Other Significant Interest (OSI)**

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

**Voluntary Announcement of Other Interests (VAOI)**

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

**Note to the Code:**

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

Minutes of the meeting of the **DOVER JOINT TRANSPORTATION BOARD** held at the Council Offices, Whitfield on Thursday, 10 July 2014 at 6.00 pm.

Present:

Chairman: Councillor N J Collor

Councillors: B W Bano  
T A Bond  
P M Brivio  
G Cowan (Minute Nos 645-654 only)  
J A Cronk  
M R Eddy  
G Lymer  
S C Manion  
L B Ridings  
E D Rowbotham  
F J W Scales  
R S Walkden  
P Walker

Also Present: Mr J M Smith (Dover Town Council)  
Mrs M Burnham (Deal Town Council)  
Mr P I Carter (Sandwich Town Council)  
Councillor M J Ovenden

Officers: Strategic Transport and Development Planner (Kent County Council)  
Traffic Engineer (Kent County Council)  
Mr S Rivers (KCC Highways and Transportation)  
Corporate Estate and Coastal Engineer  
Democratic Support Officer

645 APOLOGIES

Apologies for absence were received from Mr B Scott (Sandwich Town Council) and Mrs S Hooper (KALC).

646 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that there were no substitute members.

647 DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest.

648 MINUTES

Subject to the correction of the minutes to include apologies from Mr Keith Gowland, the minutes of the meeting of the Joint Transportation Board held on 24 April 2014 were approved as a correct record and signed by the Chairman.

649 APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

It was noted that Councillors N J Collor and S C Manion had been appointed as Chairman and Vice-Chairman respectively of the Dover Joint Transportation Board by their authorities.

650 NATIONAL CYCLE NETWORK ROUTE 16 - BARTON ROAD, DOVER

Mrs Bengé presented the report which set out proposals to address traffic speeds at the junction of Barton Road and Frith Road, Dover by extending works for the construction of a new footway/cycle path on Old Charlton Road and Barton Road. At its meeting held on 12 December 2013, the Board had indicated its support for the cycle route proposals but had requested that options be explored to improve safety at this junction. Mrs Bengé advised that, having considered all options, it had been concluded that the only viable solution within the funding available was to construct a small build-out at the bottom of Connaught Road.

Councillor P M Brivio reiterated concerns expressed previously about cyclists using Charlton Road and the dangerous nature of the junction which was heavily populated at the beginning and end of the school day. Local schools had expressed on-going concerns about this area. Councillor R S Walkden concurred with Councillor Brivio, adding that he was opposed to schoolchildren and cyclists sharing the same route and did not believe that traffic speeds would reduce as a result of the scheme. Councillor G Cowan advised that he lived close to the junction which had been the scene of many accidents. In his view, routing cyclists across Barton Road from Old Charlton Road would be very dangerous, and reducing the width of Barton Road was likely to increase incidents of speeding. He also had concerns about the build-out at the bottom of Connaught Road.

In response to concerns raised by Councillor J A Cronk, Mrs Bengé reassured the Board that the scheme was being funded from Section 106 monies linked to a local development, and undertook to give further details to Councillor Cronk.

Councillor T A Bond also voiced concerns about shared footpaths and the dangerous nature of the junction. However, he believed that narrowing the road would force traffic to slow down. To do nothing would not resolve the problems, and the proposals were unlikely to make things worse and might actually improve the current situation. On balance, he would support the scheme rather than having no cycle path at all. Whilst Councillor M R Eddy expressed some sympathy with Councillor Bond, he was of the opinion that the scheme was likely to make matters worse. The junction needed to be looked at in its entirety.

Whilst expressing disappointment that it had not been possible to make greater improvements to the junction, Councillor F J W Scales expressed support for the scheme. In response to a suggestion from Councillor Walkden for lane signage, Mr Heaps advised that an existing sign on the approach to the junction would be reviewed, but enforcement was often an issue with lane signage.

RESOLVED: That it be recommended that the scheme, as outlined in Drawing No KCC-S106-BRD-001A included in the report, be approved.

(On there being an equality of votes, the Chairman used his casting vote and the motion was carried.)

651 RAMSGATE ROAD, SANDWICH

Mrs Benge introduced the report which outlined proposals to upgrade Ramsgate Road, Sandwich in order to improve pedestrian/cycle access between the town and the Discovery Park (DP). Discussions had taken place with landowners to encourage them to take steps to tidy their accesses in order to increase the width of the footway which was encroached upon in some places by vegetation. Other measures included the provision of a new lay-by and the installation of a gateway and traffic calming.

Councillor B W Bano welcomed the scheme but emphasised that it was important to establish a sustainable link between Sandwich railway station and the DP. Councillor P I Carter advised Members that Sandwich Town Council had serious concerns about the scheme, particularly that there had been minimal consultation with residents and the idea of shared cycle paths/footways on a road which had a high pedestrian flow. Moreover, the Council would prefer that there was no parking on the road at all given that some motorists had now taken to parking on the grassed area since the installation of single yellow lines.

Mrs Benge expressed surprise at Sandwich Town Council's views given that there had been full consultation with the Council, including a site visit. She emphasised that the recommendation before the Board was for Members to approve the scheme for public consultation. Whilst the lay-by could be removed, the Council had indicated that it wanted parking, and its removal would be a decision for Sandwich Town Council and Dover District Council. The plans of the scheme had been altered at the Council's request. The chief executive of DP had seen plans of the scheme, and KCC was certainly aware of the DP scheme. It was clarified that the single yellow lines covered both the verge and the footway, and therefore cars parked on the verge were doing so illegally.

Councillor Carter welcomed the clarification and measures designed to slow traffic speeds. However, he suggested that better signage and enforcement were needed, and that a public meeting should be held. Mrs Benge indicated that she was happy to undertake additional consultation with Sandwich Town Council, but that this would need to be done quickly given that the scheme had a delivery deadline of this financial year.

RESOLVED: That it be recommended that the scheme be progressed, subject to no objections being received during public consultation.

#### 652 PROPOSED WAITING RESTRICTIONS - BEVAN CLOSE, DEAL

Mr Heaps presented the report, reminding Members that a report on proposed waiting restrictions for Bevan Close had originally been submitted to the Board on 12 December 2013. However, following concerns raised by the Deal Town Council representative at the meeting, a site visit was held, following which an amended proposal was re-advertised. A number of comments had been received, including a petition with 19 signatories. These responses had led to the proposals being revised further and these were now before the Board for consideration.

Councillor Bano agreed that the revised proposals were the best option and indicated his support for them, as did Councillor Eddy who suggested that the scheme should be reviewed in time. Several Members raised concerns that county and district division/ward Members had not been informed of the site visit which had been held without their knowledge. Councillor Eddy added that it was an important point of principle that county and district Members should be invited to any site meetings that related to proposals affecting their divisions/wards.



RESOLVED: That it be recommended that the waiting restrictions outlined in Appendix C of the report be implemented.

(In accordance with the provisions of Section 100(B)(4)(b) of the Local Government Act 1972, the Chairman agreed that this item, which was not detailed on the agenda, should be considered as a matter of urgency in order to avoid any further delays in implementing the proposed scheme.)

653 DOVER QUALITY BUS PARTNERSHIP

Mr Rivers introduced the report which provided an update on the Dover Quality Bus Partnership (QBP). Members were advised that, following discussions, it had been decided that the Board should be asked to nominate two representatives to attend QBP coordination meetings rather than one. It was recommended that one should be an urban representative and the other from a rural area.

Councillor Bano welcomed the report which provided some useful statistics. However, he raised concerns about the age of some buses which were incompatible with wheelchairs and prams, and sought further information about when real-time information technology would be provided at bus-stops. He was disappointed that, despite assurances that the technology would be rolled out in Dover district by spring 2014, this had not happened. Councillors S C Manion and G Lymer expressed concerns about the lack of rural bus services which in some villages was non-existent. Councillor Scales commended the Kent Freedom Pass, but raised concerns about overcrowding on some buses. Whilst welcoming the report, Councillor Eddy requested that more detail be provided on, for example, the number of low-floor buses and the ages of buses. It was agreed that KCC's Transport and Safety Policy Manager should be invited to attend the next meeting to answer questions.

RESOLVED: (a) That Councillors G Lymer and E D Rowbotham be nominated to attend quarterly Dover Quality Bus Partnership co-ordination meetings.

(b) That the report be noted.

654 HIGHWAYS TRACKER SURVEY

Mr Rivers introduced the report which outlined the results of the 2013 Highway Tracker Survey. Although the sample size was very small, it was encouraging that the results for Dover were at least 6%, and in one case 8%, above the average satisfaction level for residents in the rest of Kent.

Several Members questioned the validity and value of the survey when it was based on such a small sample size. For example, there had been numerous complaints in Deal about drainage problems and, to a lesser extent, street lighting, and it was therefore absurd to suggest that the survey was a true reflection of how satisfied Deal residents were with KCC's services. It was suggested that future reports would be more worthwhile if complaints information was also included for comparison.

RESOLVED: (a) That it be recommended that a larger sample size of residents be used for future Highway Tracker surveys in order to improve their validity.

(b) That the report be noted.

655 KALC SURVEY OF STORM AND FLOOD ISSUES 2014

The Board was advised that the report summarised comments received from members of the Kent Association of Local Councils (KALC) on the impact of the storms and floods that had occurred in December and January. It was clarified that the report did not include feedback from councils which were not members of the KALC, e.g. Sandwich Town Council. Councillor Rowbotham advised that the KCC Growth Economic Development and Communities Cabinet Committee had received a report on lessons learned from the flooding at its meeting held on 8 July 2014.

RESOLVED: That the report be noted.

656 HIGHWAY WORKS PROGRAMME 2014/15

Mr Rivers presented the report which updated Members on works that had been approved for construction in 2014/15.

In respect of Appendix A, Members were advised that works outside the flats at Crabble/Lewisham Road had been added to the programme, and works at Military Road, Dover had been completed on 3 and 4 July. Beaconsfield Road, Deal works were due to start in the week commencing 28 August. Mr Rivers undertook to check for Councillor Eddy on the status of works being carried out at Balfour Road which was being dug up. Works at Swingfield which was just outside the district had been included in error. Machine resurfacing at Crabble Hill was programmed to start on 12 and 13 August. In respect of footway improvements to Folkestone Road at Hougham Without, the Board was advised that the contractor and officers were yet to assess the road to determine the extent of works needed and the road's suitability for treatment, but further information would be circulated when known.

Members raised concerns about the absence of drainage information on KCC's website. Mr Rivers advised that the drainage review had been delayed by the drainage team being diverted to work on urgent issues that had arisen as a result of the December/January flooding. He reminded Members that they had been informed at the last meeting that A, B and C roads and roads in rural areas would have their gullies cleaned annually. Urban roads would be cleaned to a schedule based on highway inspection results.

Councillor Eddy asked for updates on Albert Road, Kingsdown Road and Ranelagh Road, adding that it would be helpful to know when gullies/drains were due to be cleared so that any specific problems could be reported. Mr Rivers undertook to check on these, and also to advise Councillor Manion when works to Cooting Road, Aylesham would be carried out and whether Homestead Lane was in Sutton rather than Dover as stated in the report. It was agreed that KCC's Drainage Manager should be invited to attend the next meeting to answer questions.

In respect of street lighting work, it was clarified that, like utilities companies and contractors, KCC had to book road space and apply for permits to carry out work on the highway. Although KCC was waiting for road space to carry out works to London Road, Dover, he was confident that these would be completed by the end of July.

With regards to the Member Highway Fund (MHF), the Board was advised that the brown tourism signs at the Drop Redoubt had been replaced, and the installation of a new bus shelter at St Richards Road had been completed. In response to Councillor Scales who questioned the use of the MHF for routine maintenance work, Mr Rivers clarified that the MHF was designed to enable Members to progress schemes that would not otherwise be funded through the maintenance programme because they were a low priority.

Councillor Eddy explained that he had used his MHF to improve the road surface on the A258 in preparation for the installation of 'slow' signs which were designed to address speeding problems. The bus shelter in St Richards Road had been replaced as, whilst it had some life left in it, it lacked side panels which meant that the many elderly people who used the shelter got wet when it rained. Councillor Rowbotham added that she and Councillor Eddy worked closely together in order to ensure that their funding was spent wisely and would achieve best value for money. They were particularly mindful that the MHF should not be spent on routine maintenance that would otherwise be funded by KCC.

Councillor Bond raised serious concerns about the very poor condition of the A258 into Deal. Mr Rivers advised that funding had been allocated from pothole monies for improvements, and a design and cost estimation were being prepared. Councillor Lymer advised that he was not aware of the Alkham Valley and Whitfield Hill schemes included in his MHF and requested that they be removed.

RESOLVED: That the report be noted.

657 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That, under Section 100(A)4 of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the item to be considered involves the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act.

658 APPLICATIONS FOR DISABLED PERSONS' PARKING BAYS

The Corporate Estate and Coastal Engineer introduced the report which gave details of nine disabled parking bay applications. It was confirmed that applications were now being assessed against criteria which were based on KCC's guidelines.

In respect of Applications A, B and C the Board was advised that, following informal consultation, no letters of objection had been received. Since the applicants met all the criteria, it was recommended that the applications be progressed to formal advertisement.

At its meeting held on 24 April, the Board had recommended that Application D be formally advertised. It was now proposed to relocate the bay to the opposite side of the road. Since no objections had been received in response to the formal consultation, it was recommended that the application be sealed by KCC.

Applications E and I had been the subject of informal and formal consultation and, no objections having been received, it was recommended that the applications be sealed by KCC.

In respect of Applications F, G and H, Members were advised that comments had been received in response to formal consultation which were generally supportive of the applications but raised other concerns. As the applicants met the relevant criteria, it was recommended that the applications be sealed by KCC.

It was noted that, in respect of Applications E and F, the applicants were not the drivers of the vehicles. However, there were exceptional mitigating circumstances in relation to Application E and on-street parking problems in relation to Application F.

- RESOLVED:
- (a) That it be recommended that Applications A, B and C be formally advertised and, in the event that no objections are received, be recommended for sealing by Kent County Council (with any objections being referred back to a future meeting of the Dover Joint Transportation Board for further consideration).
  - (b) That it be recommended that Applications D, E, F, G, H and I be sealed by Kent County Council.
  - (c) That it be noted that the amendments made to the criteria used to determine disabled persons' parking bays now brought the Council's criteria into line with Kent County Council's guidelines.

The meeting ended at 8.17 pm.

**From:** David Brazier, Cabinet Member – Environment, Highways & Waste  
John Burr, Director - Highways & Transportation

**To:** Environment, Highways & Waste Cabinet Committee

**Date:** 11<sup>th</sup> September 2014

**Subject:** Ramsgate Road, Sandwich between Discovery Park and Willowbank -

**Classification:** Unrestricted

**Summary:**

This report gives an update on the previously presented report of 10/7/14 which shows further tweaks of the plan responding to Parish Council requests and feedback from the public consultation.

## **1.0 Introduction**

This scheme was approved at the last JTB held on the 10/7/14 subject to no objections being received from the public consultation. The report is being brought back to you with a list highlighting the responses to the public consultation and the steps taken to address any concerns.

The developers of the Willowbank development were obligated through a Section 106 agreement to carry out a very similar scheme to that being progressed under the Local Sustainable Transport Fund (LSTF). The scheme promoted under the LSTF will incorporate a better class of materials and a more inclusive design than that offered by the developers. As a result the developers have allowed DDC to keep the original Section 106 money which amounts to the following: £62,584.90 including accrued interest.

The breakdown of the spend in accordance with the Section 106 Agreement is as follows:

**£35,000 traffic management works in Sandwich town centre and/or the A256/A257 roundabout (*still to used in this regard but KCC now to deliver*)**

**£500 towards admin costs of changing the 40 mph speed limit on Ramsgate Road to a 30mph speed limit (*to be carried out by KCC as part of the LSTF scheme*)**

**£1,000 towards monitoring vehicle speeds along Ramsgate Road six months after implementation of the 30mph speed limit (*to be carried out by KCC as part of the LSTF scheme*)**

**£10,000 towards implementing further speed reduction measures on Ramsgate Road... (to be carried out by KCC as part of the LSTF scheme)**

**£2,000 towards monitoring traffic queues and signal timings on Sandwich Toll Bridge & reconfiguring signal settings. (to be carried out by KCC)**

In addition they have offered a further £50k to be spent within the Sandwich area at the discretion of the District and Parish Council. This spend will still need to be CIL compliant, i.e.

- necessary to make the development acceptable in planning terms
- directly related to the development; and
- fairly and reasonably related in scale and kind to the development

DDC Legal and KCC Legal and the legal representatives of the developer are working on the variation of the Section 106 Agreement.

## **2.0 The Changes**

- The parking lay-by is to be removed from the scheme.
- Double yellow lines will be provided on both sides of the Ramsgate Road between Willowbank and Monks Way
- Chain link fence at approximately 900m height to be provided at the back edge of the verge/path to commence where vegetation is less dense (about 40m north of footpath leading to Stonar Close over the ditch) to Sandwich Industrial Estate Roa
- 
- Litter bins and seating can be provided however I cannot put them in without either the District or the Parish accepting liability for future maintenance. This is still being discussed between the two authorities.

## **3.0 Finance**

All costs are covered by Local Sustainable Transport Fund and Section 106 Funds.

## **4.0 Consultation**

Public consultation completed. Outcomes attached.

## **5.0 Recommendation**

That Members recommend the scheme is proceeded with.

Contact Officer:	Sally Benge, Strategic Transport & Development Planner, KCC 03000 418181
Reporting to:	John Burr, Director of Highways, KCC 03000 418181

**RAMSGATE ROAD, SANDWICH**  
**Road Improvement Scheme**  
**Local Sustainable Transport Fund and Section 106 Spend**  
 Consultation Responses

Item	Comment received	KCC response
1.	<p>This shared path will be a vital artery linking Discovery Park with the town and Sandwich station, with the new hourly high-speed service now definitely commencing in January 2015.</p> <p>The point is well made by Sally Benge that "serious" cyclist will stay on the road. This scheme will help the slower-moving, less-experienced riders and families with children - where sharing a well-designed path generally works well. It will contribute to an attractive "green" tourism offer, such as a round trip from Ramsgate, the popular scenic Viking Coastal Trail, and Pegwell Bay Country Park.</p> <p>Stonar Close and estate residents will benefit from the traffic-calming proposals, which will make it easier for them to drive out into the traffic or walk along Ramsgate Rd. Also the "wiggles" on the cycle paths approaching the road junctions will slow down bikes naturally, making it safer for all concerned.</p> <p>Finally we would urge Sandwich council to press for this cycle route to be completed with signs through to Sandwich Station avoiding the busy town centre one-way system, for example via Manwood Road and the Quay. This would help secure the future of Sandwich Station and its high-speed services</p>	<p>Comment noted. KCC will discuss the options surrounding the further Section 106 spend in relation to signing to the railway station.</p>
2.	<p>I have received your proposal for Ramsgate Road and I welcome the plan very much. I am aware there is a lot of negative feeling about it which is why I felt the need to voice my opinion that is sounds a very well thought out plan and much needed improvement.</p>	<p>Comments noted.</p>
3.	<p>We live in Stonar Close and have watched the deterioration of the grass verge on Ramsgate Road due to the parked cars - this has been happening since paid parking was introduced in Sandwich - and it was a poor introduction to Sandwich for visitors approaching the town. It is about time this issue was addressed, it should have been done years ago!</p> <p>A combined foot &amp; cycle path is a great idea and along with the proposed landscaping &amp; official parking lay-by I am sure that it will be a great improvement to the area.</p>	<p>Comments noted</p>
4.	<p>There is unanimous consensus from those</p>	<p>Comments noted. Demarcation of footpath not</p>

<p>present that aesthetic improvements for Ramsgate Road are necessary but the current scheme proposed by KCC Highways and Transportation Department is fundamentally flawed due to : -</p> <ul style="list-style-type: none"> <li>• Proposal for shared cycle lane / pedestrian footpath with no demarcation line to segregate cyclists and pedestrians (in order to reduce the potential for collision)</li> <li>• Provision of parking is unanimously deemed as unnecessary and concerns were raised that the lack of a kerbstone on the proposed layby will lead to cars being parked on the shared cycle lane / pedestrian footpath.</li> <li>• There are concerns that the vegetation adjacent to the ditch between Stonar Close and Ramsgate Road will not be maintained, which will in turn lead to the sight line at the exit of the bridge from Stonar Close into Ramsgate Road being obstructed.</li> </ul> <p>There is agreement amongst the residents of the Stonar Estate that the shared cycle lane / pedestrian footpath is feasible on the proviso that the following conditions are met : -</p> <ul style="list-style-type: none"> <li>• Double yellow lines on both carriageways of the Ramsgate Road with subsequent enforcement (as a no parking zone).</li> <li>• Installation of wooden bollards to prevent cars from parking on the shared pedestrian footpath / cycle lane</li> <li>• Clear demarcation lines between the cycle lane and pedestrian footpath with the retention of the existing barrier adjacent to the bridge joining Stonar Close and the Ramsgate Road (signs attached to the barrier advising cyclists to keep left in the direction of Discovery Park and to keep</li> </ul>	<p>proposed.</p> <p>Key reasons for preferring unsegregated paths are:</p> <ul style="list-style-type: none"> <li>• Evidence shows that cyclists travel faster on segregated shared use routes<sup>3</sup></li> <li>• Where pedestrians walk in groups (esp at weekends and school journeys) they are more likely to ignore segregation unless widths are adequate</li> <li>• More considerate behaviour is observed on unsegregated routes</li> <li>• Segregated routes can encourage territorial behaviour</li> <li>• Narrow segregated routes have higher levels of non-compliance</li> <li>• Unsegregated routes may be cheaper to construct and maintain due to less complex engineering and a narrower width (up to three times less if segregation by kerb is used<sup>4</sup>).</li> <li>• Unsegregated routes require fewer signs and markings, thereby offering a less urban and intrusive solution.</li> </ul> <p>None of the other sections of footway/cycleway from Cliffsend and around and proposed through Discovery Park are segregated which is only likely to promote further non-compliance as part of a continuous journey.</p> <p>Lay-by removed</p> <p>Sight line from bridge exit maintained by extending path from Stonar Estate over verge to meet with new shared footway/cycleway.</p> <p>Double Yellow lines to be provided as requested.</p> <p>Wooden bollards unlikely to be necessary due to enforcement of TRO but low ground covered shrubs still a consideration along with bollards.</p> <p>New guard rail to be provided on edge of carriageway opposite bridge.</p> <p>Standard shared footway/cycleway repeater signs to be provided along length of path.</p> <p>Chain link fence to be provided.</p> <p>Litter bins and seating to be provided subject to resolution of future maintenance liability.</p>
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	<p>right in the opposite direction).</p> <ul style="list-style-type: none"> <li>• Additional signage to be installed close to the entrances into Sandwich Industrial Estate and the Willowbank Estate advising cyclists to keep to the right or left (depending on direction of travel)</li> <li>• Vegetation adjacent to the ditch between Stonar Close and Ramsgate Road is maintained to facilitate the sight line at the exit of the bridge from Stonar Close into Ramsgate Road being unobstructed.</li> </ul> <p>Residents of the Stonar Estate were unanimously in favour of the proposed 'Gateway Entry Features'.</p> <p>Additional provisions that should be considered : -</p> <ul style="list-style-type: none"> <li>• Chain link fencing to reduce the amount of litter in ditch between Stonar Close and Ramsgate Road</li> <li>• The installation of litter bins is justified due to the potential increase in pedestrian traffic between Sandwich and Discovery Park.</li> </ul>	
5.	<p>On reviewing the proposals for the road it has become apparent that one of the three pinch points is not required and would in fact create disruption for residents and road users alike in particular the likelihood of presenting additional difficulty for lorries turning into and out of Sandwich Industrial Estate which often need to use the outside lane to obtain the appropriate turning angle into the estate road. I am of course referring to the middle pinch point proposed abutting the existing bus stop. There would appear to be no justification for this pinch point and we request its removal for the reason outlined above.</p> <p>It was also noted that a new bus stop has been installed past the salvage yard, it is not clear from the plan if that is in addition to the existing one or a planned replacement, clarification on this would be useful please. The plan also indicates the existing boundary trees and fence are to be removed</p>	<p>Three pinch points are necessary to reinforce new speed limit. Detailed design will ensure that all turning movements are appropriately accommodated.</p> <p>New bus stop on plan will be provided by Discovery Park, if master plan is approved, at an appropriate trigger.</p> <p>Existing bus stop outside the Salvage Yard would only relocate at Stagecoach's request.</p>

	<p>(and replaced) by the salvage yard, can you please advise where this work starts and finishes and any impact to our fence line.</p> <p>Finally we would like to repeat the request for a clearly segregated pedestrian and cycle path to reduce potential incidents and accidents.</p> <p>One benefit we trust will occur as a part of these works is the maintenance of this area which has been sadly lacking over many years resulting in the overgrown bushes and the path etc. including a build up of litter as the Street Cleaner doesn't pass over the Toll Bridge and down the Ramsgate Road this and the additional traffic to Discovery Park with presents an increasing problem that needs attention.</p>	
6.	<p>Excellant scheme and investment which hopefully receives further support and financial sign off. This link to the existing cycle/pedestrian past the ex Pfizer waste water treatment plant will be a most welcome extension. Both my wife and I would like to express our support for the proposal.</p>	
7.	<p>I'm writing in support of the proposed cycle / pedestrian scheme adjacent to Ramsgate Road, Sandwich. However I do have some observations on improvements to the scheme.</p> <p>As has been noted a number of cyclists already use the footpath here because they don't feel safe in the road environment, but their use of the footpath introduces potential conflict with pedestrians. Widening the path will remove the potential conflict and afford cyclists a safe position away from traffic.</p> <p>The scheme introduces bends in the cycle path at the approach to road junction crossings in an attempt to reduce cyclist speeds at the crossing points. As this doesn't follow the desire line I suspect that as a result cyclists are more likely to take the middle line, thereby not really slowing them down and potentially introducing conflict points between cyclists and pedestrians at these approaches. I believe that a better approach would be to make the path continuous across the road junctions using ramped crossings where the road traffic must give way to those crossing it. Ramped cycle-zebra crossings have already been used in Canterbury and Whitstable to create continuous routes where road traffic must give way. Ramped crossings of side</p>	<p>Points raised will be addressed in detailed design, most of which have already been picked up by the safety audit.</p>

	<p>roads are also commonplace in mature cycling countries such as The Netherlands because they recognise that each road crossing would otherwise adversely prejudice cyclists and pedestrians in their journey times and that the more vulnerable highway users should be given priority.</p> <p>At the Ramsgate Road / Willowbank roundabout junction it appears that the scheme will have engineered in a potentially dangerous conflict between cyclists transitioning to/from the proposed path and the road users heading southbound towards the roundabout. Northbound cyclists heading from the roundabout onto the proposed path would be crossing road traffic travelling more-or-less at them. Southbound cyclists will need to look both almost completely behind them and their right to determine whether it's safe to enter the road or whether there's road traffic approaching the roundabout from the north or traffic heading around the roundabout. I believe that the road and cycleway approaches to the roundabout can be refigured to reduce road vehicle approach speeds to the roundabout and make visibility between road and path users better for the transition point.</p> <p>As I understand it in addition to the LSTF money there is also some developer funding to be spent within the area. The LSTF money and developer money could be combined to overcome any funding shortfall that there may be in achieving improvements to overcome the issues that I've raised above.</p>	
8.	Concern raised over agricultural access opposite Sandwich Industrial Estate Road for large vehicles turning being impeded by new pinch point.	To be addressed at detailed design. All vehicle types will be tracked.
9.	<p>Stagecoach Comments - The plans include all of what we discussed regarding the bus stops at Monks Way, and these fully meet our requirements.</p> <p>However, I had not appreciated that the scheme was more extensive than this and included the two bus stops at the Industrial Estate. There are plans for further development of the Willowbank site, and we are in discussion with the Developer's design consultants on this. If the Willowbank development goes ahead, we would envisage that buses would be rerouted through the development, and would leave/join the Ramsgate Road via Stonar Close. If this development takes place, then the proposed locations of the bus stops in Ramsgate Road are</p>	Comments noted.

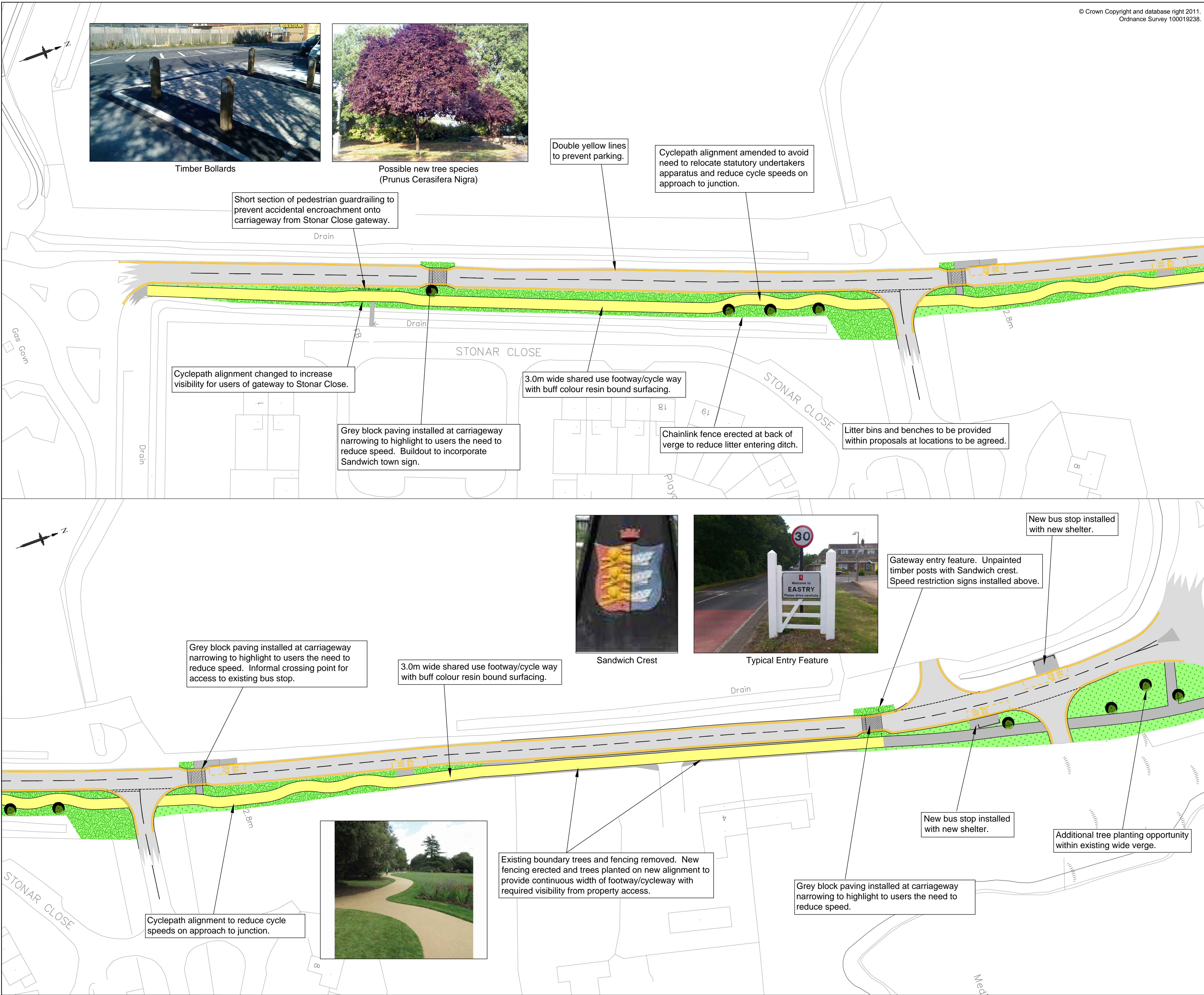
	<p>fine. If the development does not go ahead in the near future, then we would like to see the Sandwich-bound stop moved closer to Stonar Close, so we would recommend that provision is made for this in the scheme. I understand that the parking layby will no longer feature in the scheme, so suggest that provision is made for a hardstanding in this location as a fallback. Please see the attached diagram.</p> <p>The proposed pavements, landscaping and furnishings are very innovative and will create a high quality environment for all concerned. Stagecoach therefore fully supports these proposals.</p>	
10.	<p>The following responses were outside of the public consultation and were directed to the Town Clerk in response to a meeting with Cllr Moorhouse ahead of the public consultation being carried out.</p>	
11.	<p>I am a resident of Stonar Gardens and have seen plans for and read discussions about a proposed cycle path to replace the existing pedestrian path between Discovery Park and the toll bridge in Sandwich. I am both surprised and disappointed that the Town Council are considering spending time and money on this venture.</p> <p>Traffic calming and a cycle path are not needed; there is already a by-pass for the town and cyclists can safely use Ramsgate Road. The new cycle path would make the use of the toll bridge more difficult and dangerous for cyclists; dismounting to cross to the other side of the road or swerving across traffic to reach the cycle path.</p> <p><b>What actually makes this road unsafe is the inconsiderate car parking</b> which has been taking place since charges were introduced for parking in town. People who park on the road do so only to avoid these charges and the manner of their parking is inconsiderate to road users including cyclists, pedestrians, the environment and the aesthetic appeal of the town. Cars are parked in a haphazard manner – frequently flouting the highway code – and in a way that has damaged the grass verge and made this approach to Sandwich unpleasant and unsightly. A further by-product of the parking is the disgusting litter left by those parking cars here, including food wrappers, bottles, cigarette debris and even used disposable nappies. This makes it unpleasant and</p>	

	<p>potentially dangerous for local residents and workers on both the Discovery Park and Industrial Estate sites. Unfortunately, this car parking problem has coincided with poorer maintenance of the grass and vegetation along the path.</p> <p><b>All that is needed is for the grass verge to be reinstated, suitable kerbs to be installed, regular and sympathetic management of the foliage along the path and most importantly double yellow lines to be painted on the road.</b> This would make it safe for cyclists, cars and pedestrians, as it was previously. For those who don't want to pay but don't mind walking they can still park on the road to the industrial estate during the day. The ban on overnight parking here has improved the environment for the Stonar residents. Safety may be further improved if the <b>access to the industrial estate was taken from the new roundabout at the Discovery Park end</b>, skirting the lake and entering where Network Rail are currently storing their works apparatus (and contravening the permissions for use of that land, by the way). This would eliminate the danger to cyclists and pedestrians (whether on the road or path) of HGV's turning across Ramsgate Road at the present junction or damaging the roundabout near the bridge because they have to U-turn, having missed the industrial estate turning. Personally, I believe that would be a better use of this money (which appears to be the driving factor here) but of course it depends on who owns the land the road would need to cross.</p> <p>I am aware that land ownership has not been properly considered, having seen the comments made by Sally Benge about pedestrian access via Stonar Close. In her response to problems she advocates the use of the footbridge between Stonar Close and Ramsgate Road – this is totally unsuitable for the disabled or temporary wheelchair users; despite the fact that her suggestion also advocates deliberate trespass.</p> <p>I respectfully request that at the meeting on the 28 July, councillors are made aware of opposition to this scheme by local residents and that proposals for parking restrictions and improved landscape maintenance are put forward instead. I would be delighted if you could put forward the idea for a different approach road to the Industrial Estate for the safety and health of all Ramsgate Road users.</p> <p><b>Most importantly, please make it known</b></p>	
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	<p><b>that local residents need to be consulted</b> before schemes such as this are pushed through and that those involved in decision making have knowledge of all the relevant facts, laws and rights of way before making decisions.</p> <p>I would be most grateful if you could acknowledge receipt of this email and advise me of the response of councillors at the meeting on Monday 28th July. I realise I am sending it within one week of that meeting, hence marking it high priority.</p> <p>Thank you for reading and passing on my concerns and I look forward to your response next week.</p>	
12	<p>Dear sir/madam, I am a resident of stonar close and I have just heard about the proposed changes to ramsgate road , I must protest in the strongest terms possible, this seems VERY dangerous to me, have you taken into account pedestrians or is it you policy to pander to cyclists and drivers who want a bit of free parking? Have you already applied for planning permission? If so I cannot see any signs, if not you will have a lot of opposition when you do, there is ample parking already in sandwich, it would be nice if you listened to local residents for a change, also there are many cars parked illegally ( on the verge behind the yellow line) and you traffic enforcement officers must drive past with out doing anything, so what's going to happen if the spaces are all taken, cars will still be parked all the way down the road, thank you...</p>	
13.	<ul style="list-style-type: none"> <li>• We are disappointed at the lack of consultation on this matter.</li> <li>• Stonar Gardens is managed by Stonar Gardens Residents Company Ltd and has no connection with Stonar Close.</li> <li>• A suggestion that we may choose to walk through Stonar Close and walk over their footbridge overlooks the fact that Stonar Close is Private Property and that the residents of Stonar Gardens, and indeed any members of the public, have no right of way.</li> <li>• The existing carriageway is perfectly adequate for handling cars, buses, commercial vehicles and bicycles safely, providing it is not obstructed by parked vehicles. What is needed here</li> </ul>	

	<p>is the regeneration of the grass verges destroyed by parked cars, and the provision and enforcement of double yellow lines along the whole length of Ramsgate Road between the Toll Bridge and the Stonar Lake roundabout.</p> <ul style="list-style-type: none"> <li>• Without suitable regulation and enforcement, a layby will be an open invitation for 40 foot trailers to park overnight only to find out that their exit route will be a choice of damaging the roundabout by the toll bridge or reversing up the newly narrowed carriageway. These will also, being wider than the layby, either overhang the carriageway or partially park on the proposed shared foot/cycle path.</li> <li>• All that is necessary to ensure the safety of the existing footpath for pedestrians is that the vegetation that regularly obstructs it is cleared.</li> <li>• Regarding the concern about losing 17 Car Park spaces, I believe there is a proposal for the KCC depot by the fires station to relocate to the Richborough Recycling site, creating an opportunity for parking in their old yard location. This, together with existing on-road parking in the town and the off road parking at Gazen Salts, The Guildhall and the Quay should be sufficient.</li> </ul>	
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Timber Bollards



Possible new tree species  
(Prunus Cerasifera Nigra)

Short section of pedestrian guardrailling to prevent accidental encroachment onto carriageway from Stonar Close gateway.

Double yellow lines to prevent parking.

Cyclepath alignment amended to avoid need to relocate statutory undertakers apparatus and reduce cycle speeds on approach to junction.

Cyclepath alignment changed to increase visibility for users of gateway to Stonar Close.

3.0m wide shared use footway/cycle way with buff colour resin bound surfacing.

Grey block paving installed at carriageway narrowing to highlight to users the need to reduce speed. Buildout to incorporate Sandwich town sign.

Chainlink fence erected at back of verge to reduce litter entering ditch.

Litter bins and benches to be provided within proposals at locations to be agreed.



Sandwich Crest



Typical Entry Feature

Grey block paving installed at carriageway narrowing to highlight to users the need to reduce speed. Informal crossing point for access to existing bus stop.

3.0m wide shared use footway/cycle way with buff colour resin bound surfacing.

New bus stop installed with new shelter.

Gateway entry feature. Unpainted timber posts with Sandwich crest. Speed restriction signs installed above.



Cyclepath alignment to reduce cycle speeds on approach to junction.

Existing boundary trees and fencing removed. New fencing erected and trees planted on new alignment to provide continuous width of footway/cycleway with required visibility from property access.

Grey block paving installed at carriageway narrowing to highlight to users the need to reduce speed.

New bus stop installed with new shelter.

Additional tree planting opportunity within existing wide verge.

Rev					GDL		
Revision Date					Purpose of revision		
0					FIRST ISSUE		
31/07/14					SANDWICH TC COMMENTS INCORPORATED		
04/07/14					EXTENT OF RESIN SURFACING CLARIFIED		
31/07/14					GDL		
04/07/14					SB		
04/07/14					SB		



Kent County Council  
Ashford Highway Depot  
Henwood Industrial Estate  
Ashford TN24 8AD  
Tel: 08458 247 800

Project  
RAMSGATE ROAD CYCLE WAY

Drawing title  
CONSULTATION PLAN

Drawing status  
DRAFT

Scale  
1:500 at A1  
Do not scale

Drawing number  
KCC/S106/RRS/002  
Rev  
A

This drawing is not to be used in whole or part other than for the intended purpose and project as defined on this drawing. Refer to the contract for full terms and conditions.



From: **Michael Hill, Cabinet Member, Community Services**  
To: **Environment & Transport Cabinet Committee – 22 July 2014**  
Decision No: **N/A**  
Subject: **Christmas / New Year 2013-14 Storms & Floods – Final Report**  
Classification: **Unrestricted**  
Past Pathway of Paper: **Cabinet – 7<sup>th</sup> July 2014**  
**Growth, Economic Development & Communities Cabinet Committee – 8<sup>th</sup> July 2014**  
Future Pathway of Paper:  
Electoral Division: **N/A**

**Summary:** This report provides the Cabinet Committee with a full review of lessons learned from the Christmas / New Year 2013-14 storms & flooding (and previous severe weather events) and makes recommendations for how the County Council, in collaboration with its partners, can be better prepared to manage such future events and flood risk.

**Recommendations:** The Cabinet Committee is asked to a) note and endorse the recommendations outlined in the Action Plan in **Annex 1**; and b) once approved, receive further options papers / progress reports on delivery against the Action Plan.

## 1. Introduction

- 1.1 Members will be aware that the extreme severe weather experienced over Christmas and New Year was unprecedented and presented an exceptionally challenging time for all concerned.
- 1.2 Indeed, in the Government's 'Flood Support Schemes Guide' sent to Local Authority Chief Executives in flood affected areas by Sir Bob Kerslake, Permanent Secretary, Department for Communities & Local Government (DCLG) and Head of the Civil Service stated:  
*'On 5th and 6th December 2013, the worst tidal surges in 60 years struck the east coast of England, leaving a trail of destruction and flooded properties. In addition to the December tidal surges, the country has experienced the wettest winter in over 250 years. This has resulted in many areas of the country remaining on high alert for extended periods as the emergency services, supported by local authorities, statutory agencies and local residents have battled to protect communities'.*
- 1.3 Notwithstanding that the initial severe storms and rainfall occurred during the Christmas Bank Holiday with many staff on leave and out of county, KCC deployed all its available staff throughout this period to support those communities across the County that were affected, not only by flooding, but by storm damage and power outages.
- 1.4 Kent was one of the most severely affected areas in the country with some 28,500 properties without power on Christmas Eve and 929 homes and business flooded over the following 8 week period. See **supporting Appendix 1 sections A1 and A2** for a detailed breakdown of properties flooded and other key facts and statistics.
- 1.5 It is recognised that these unprecedented severe weather events strained not only KCC resources but all other emergency and public services and priority decisions had to be made in order to ensure support to those communities, residents and businesses affected by these events.

1.6 This report provides:

- A summary of the storms & floods that affected Kent between December 2013 and February 2014 & the actions taken by KCC & its multi-agency partners in response;
- Good practice and lessons learned to inform how KCC and its partners can better respond to such emergencies in the future;
- A review of options for managing flood risk in the long-term; and
- Draft Action Plan for taking forward proposed recommendations – see **Annex 1**.

1.7 Whilst this report will focus on the events from 23<sup>rd</sup> December 2013 onwards, to provide further background and context, reference is also made to the preceding severe weather events on 28<sup>th</sup> October (St Jude storm) and 5<sup>th</sup> & 6<sup>th</sup> December (east coast tidal surge).

1.8 Contributions from the following have been used to inform the content of this report:

- Internal KCC and multi-agency debriefs;
- Key internal departments & partner agencies e.g. KCC Flood Risk Management, Environment Agency (EA) and Kent Police;
- Individual responses from residents, businesses and elected representatives; and
- Public consultation meetings and ‘flood fairs’ in affected communities<sup>1</sup>.

1.9 Details of key meetings & event dates are provided in **Appendix 1 section A3**.

## 2. Managing Emergencies

2.1 The Civil Contingencies Act 2004 establishes a clear set of roles & responsibilities for those involved in emergency preparedness & response at the local level. The Act divides local responders into 2 categories, imposing a different set of duties on each.

2.2 ‘Category 1 Responders’ are organisations at the core of the response to most emergencies (e.g. the emergency services, local authorities, NHS bodies and the EA) and have statutory responsibilities for the ensuring plans are in place to deal with a range of emergency situations, including flooding. ‘Category 2 Responders’ (e.g. the Health & Safety Executive, transport and utility companies) are ‘co-operating bodies’. They are less likely to be involved in the heart of planning work, but are heavily involved in incidents that affect their own sector. Category 2 Responders have a lesser set of duties - co-operating and sharing relevant information with other Category 1 & 2 Responders.

2.3 Category 1 & 2 Responders come together to form ‘Local Resilience Forums’ (based on police force areas) which helps co-ordination and co-operation between responders at the local level. In Kent, this is known as the Kent Resilience Forum (KRF), which is chaired by Kent Police who adopt the lead organisation role in most emergency situations.

## 3. Management of the Emergency

3.1 Kent Police undertook the role of lead organisation in the ‘emergency response’ phases, with each declared emergency given an operational name - see **Appendix 1 section A4** for details.

3.2 During the ‘emergency response’ phases, a multi-agency ‘Gold’ Strategic Co-ordinating Group (SCG) and ‘Silver’ Tactical Co-ordinating Group (TCG) were hosted and chaired by Kent Police at Kent Police Headquarters and Medway Police Station respectively.

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<sup>1</sup> Public meetings with residents / businesses were co-ordinated by the EA via the Parish / Town Councils & the Tonbridge Forum, with attendance from elected members and officers from KCC, District / Borough Councils, Kent Police and Southern Water. Flood fairs are a joint initiative between District / Borough Councils, EA, KCC, Parish / Town Councils & the National Flood Forum - a charity that raises awareness of flood risk & helps communities to protect themselves & recover from flooding.

- 3.3 Multi-agency 'Bronze' Operational teams were deployed across the County in specific affected communities (e.g. Yalding, Bridge and the Brishing Dam) and undertook work such as door-knocking, evacuations, sandbagging and public reassurance.
- 3.4 Led by the Kent Police Gold Commander, the SCG agreed upon a Gold Strategy to guide the response, with the central aim of:
- 'Saving and protecting life and property risks to people in Kent and Medway by coordinating multi-agency activity to maintain the safety and security of the public'.*
- 3.5 The core roles undertaken by KCC were as follows:
- Supporting and, at times, leading multi-agency co-ordination;
  - Responding to the effects on the highway network throughout the period dealing with fallen trees, damaged roads, surface water flooding, blocked gullies and more;
  - On-scene liaison with partners and affected communities;
  - Working with District / Borough Councils to provide temporary accommodation to those who were flooded, with transport arranged to take people from flooded areas to safety;
  - Provision of welfare support to those evacuated or in their own homes<sup>2</sup>;
  - Co-ordinating support from the voluntary sector<sup>3</sup>; and
  - Logistics management of countywide resources such as sandbags.

#### 4. Recovery Management

- 4.1 As of 18th February, KCC has been the lead organisation in managing the long-term recovery process and has developed a Gold Recovery Strategy with the central aim of:
- 'Ensuring partnership working to support the affected individuals, communities and organisations to recover from the floods and return to a state of normality'.*
- 4.2 To manage the recovery, five task-focused teams have been established with representatives from all appropriate authorities and organisations involved
- Health, Welfare & Communities: KCC Public Health led;
  - Environment & Infrastructure: EA led;
  - Business & Economy: KCC Business Engagement & Economic Development led;
  - Finance, Insurance & Legal: KCC Finance led; and
  - Media & Communications: KCC Communications led.
- 4.3 Central Government are taking a keen interest in progress and key issues, with regular reporting to DCLG and the office of Greg Clark MP, the Flood Recovery Minister for Kent.

#### 5. Lessons Learned

- 5.1 The following are the main points raised during the relevant debriefs, meetings & individual responses received, which have been used to inform a set of recommendations which are summarised in the Draft Action Plan in **Annex 1**.
- 5.2 For reference, the draft lessons learned from the KRF multi-agency debrief held on 21st March 2014 can be found at **Appendix 1 section A5**.

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<sup>2</sup> This included vulnerable person checks and provision of food, clothing and other practical support, such as arranging electrical contractors to ensure safety within people's flooded homes and hiring dehumidifiers to support the clear up.

<sup>3</sup> This included undertaking community liaison roles and provision of equipment, practical support (such as first aid, transportation, or provisions for responders) and psycho-social support.

## Pre-Planning & Resilience

### *Identified Successes*

- 5.3 Overall, KCC and its KRF partners, with joint planning for responding to and management of emergencies, were able to deliver support and assistance to the many communities, individuals and businesses in Kent affected by the severe weather events.
- 5.4 Staff, systems & procedures coped well when one considers the unprecedented scale, complexity and protracted nature of the events that took place
- 5.5 There were numerous examples of the commitment & resourcefulness of staff, partners, volunteers and communities to help others in need and to provide practical solutions to real problems for those affected.

### *Areas for Improvement*

- 5.6 In the early stages of the response, staffing levels were affected by the timing of the emergencies, which occurred over the Christmas Bank Holiday period. Coupled with the sustained and complex nature of the emergency, on occasions considerable demands were placed upon a small number of individuals & teams undertaking crucial emergency response roles. Increased resilience should be established across KCC to be better prepared in the future.
- 5.7 Although there is no legal obligation on any organisation to provide sandbags and other practical support (e.g. pumps, dehumidifiers), public expectation was, understandably, to the contrary. This was exacerbated throughout the response by a general lack of awareness, mis-communications & inconsistency of approaches adopted.
- 5.8 Linked to this last point, it has been observed and reported of a general lack of flood awareness and individual / community resilience. For example, in some parts of Kent, 40-50% of the homes and businesses at risk of flooding in Kent are not signed-up to the EA's Floodline Warnings Direct (FWD) Service and so are unlikely to receive any prior warning of flooding – see **Appendix 1 section A6** for more details.

### *Recommendations*

REC1: Undertake a fundamental review & update of key KCC and partnership plans to ensure they are fit-for-purpose for even the most complex and protracted of incidents.

REC2: Provide Cabinet with an options paper for enhancing KCC's resilience, including training a cadre of 'emergency reservists'. Once approved, implement a programme to train, equip & support relevant personnel in readiness for Winter 2014.

REC3: Develop a consistent countywide policy & plans for maintaining & providing sandbags and other practical support to individuals & communities at risk of flooding.

REC4: Implement a strategy to encourage greater flood awareness & individual / community resilience, including improving sign-up for the EA's Floodline Warnings Direct (FWD) Service and training local volunteers as Flood Wardens.

## Command, Control, Co-ordination & Communications

### *Identified Successes*

- 5.9 Actions by KCC and our partners undoubtedly saved and protected life, livestock and properties.

- 5.10 As the emergency progressed, joint plans, procedures and working arrangements matured, informed by the experiences of previous events.
- 5.11 When established, multi-agency co-ordination was effective, particularly when this was co-located. Specifically, Bronze / Operational teams deployed on the ground provided an effective and invaluable link into affected communities, particularly when communication and transport links were disrupted
- 5.12 Throughout the sequence of events, the voluntary sector provided extremely valuable support, demonstrating a high level of professionalism, dedication and capability.

#### *Areas for Improvement*

- 5.13 Feedback from debriefs, public consultations & flood fairs suggest that the EA's flood warnings were not always received or there was difficulty in receiving warnings, particularly as power supplies were disrupted. Additionally, many residents received conflicting warnings, were unsure of the level of risk & therefore the relevant actions they should take.
- 5.14 KCC and its partners responded to emergency calls throughout Christmas Eve, Christmas Day & Boxing Day. However, pressure on staffing levels due to the Bank Holiday & sheer volume / complexity of incidents that were being reported led to delays in establishing co-ordinated multi-agency support structures in key affected communities (e.g. Tonbridge, Hildenborough, East Peckham, Yalding & Maidstone) until the following weekend which, understandably, has angered many residents & businesses.
- 5.15 Additionally, partner agencies, residents & businesses alike all suffered from a lack of / poor quality engagement & support from the utilities companies, particularly the power, water & sewerage providers.
- 5.16 Information management was a continual challenge – difficulties in obtaining critical information when it was need and, vice versa, information overload at times of intense pressure.

#### *Recommendations*

REC5: Undertake a fundamental review & update of the EA's Floodline Warnings Direct (FWD) Service for communities with high / complex flood risk.

REC6: Develop enhanced arrangements for warning & informing the public in flooding / severe weather scenarios, including contingency arrangements in the event of power outages and greater usage of social media.

REC7: Develop multi-agency arrangements to provide critical 'on scene' liaison & support to affected communities e.g. via multi-agency 'Bronze' / Operational teams.

REC8: Work with DCLG and the Flood Recovery Minister for Kent to bring pressure to bear on utilities companies to improve their arrangements for engaging with & supporting partners & customers.

REC9: Streamline & enhance existing multi-agency information management protocols & systems for sharing critical data in the planning for & management of emergencies.

#### Escalation, De-Escalation & Recovery

#### *Identified Successes*

- 5.17 Central Government colleagues have commended KCC and our partners for our approach in a number of key areas, and are promoting these as good practice e.g. early identification & monitoring of warnings / developing situations and a flexible / proportionate approach; and recovery management arrangements developed during Operation Sunrise 4.

## *Areas for Improvement*

- 5.18 Some partners felt that, at times, there were delays in 'standing up' the co-located multi-agency emergency response co-ordination arrangements and, conversely, that these were occasionally stood-down too soon, declaring the 'emergency' over and handing-over to the 'recovery' phase.
- 5.19 Delays in involvement / support from Central Government caused difficulties for partners and the public over Christmas / New Year period. Conversely, once Central Government command & control was put in place, requests for detailed information at very short notice placed an additional burden on local responders.
- 5.20 The financial support schemes brought in by Central Government have also been difficult to interpret and implement at the local level, and do not adequately reflect the significant burdens placed on County Councils e.g. most schemes are focussed towards the Districts / Borough Councils, with significant cost incurred by KCC currently unlikely to qualify for central support.

## *Recommendations*

**REC10:** Formalise the recovery management structures developed during Operation Sunrise 4 and adopt these as good practice.

**REC11:** Develop protocols to support emergency responders in deciding when to escalate / de-escalate to / from the 'emergency response' & 'recovery' phases.

**REC12:** Influence Central Government to secure additional financial support in recognition of the severe burden that these incidents have placed on KCC.

## **6. Flood Risk Management**

- 6.1 As well as lessons learned to improve how KCC prepares for and manages flooding emergencies in the future, consideration must also be given to roles of each organisation and the broader flood risk management options available for preventing or reducing the likelihood and / or impacts of flooding occurring.

## Roles & Responsibilities

- 6.2 **EA:** Responsible for taking a strategic overview of the management of all sources of flooding and coastal erosion. This includes, for example, setting the direction for managing the risks through strategic plans; working collaboratively to support the development of risk management and providing a framework to support local delivery including the administration of Flood Defence Grant in Aid (FDGiA). The Agency also has operational responsibility for managing the risk of flooding from main rivers, reservoirs, estuaries and the sea, as well as being a coastal erosion risk management authority.
- 6.3 **KCC:** Lead Local Flood Authority (LLFA) for Kent as defined by the Flood and Water Management Act (2010) and has a role to provide strategic overview of local flooding, which is defined as flooding from surface water, groundwater and ordinary watercourses (watercourses that are not main rivers). As part of its role as LLFA KCC has prepared and adopted the Kent Local Flood Risk Management Strategy, which sets out the objectives for managing local flood risks in Kent. All risk management authorities must act consistently with the local strategy.

Highway Authority for Kent - has a role to maintain safe conditions on the roads by taking appropriate actions that may include the provision of temporary flood warning signs, clearance of flood water, reactive cleansing of the highway drainage system and the organisation of road closures and traffic diversions when roads become flooded.

- 6.4 District / Borough Councils: Key partners in planning local flood risk management and can carry out flood risk management works on minor watercourses, working with LLFA and others, including through taking decisions on development in their area which ensure that risks are effectively managed. Districts / Boroughs and Unitary Authorities in coastal areas also act as coastal erosion risk management authorities.
- 6.5 Internal Drainage Boards: Independent public bodies responsible for water level management in low lying areas, also play an important role in the areas they cover (approximately 10% of England at present), working in partnership with other authorities to actively manage and reduce the risk of flooding.
- 6.6 Water and Sewerage Companies: Responsible for managing the risks of flooding from water and foul or combined sewer systems, providing drainage from buildings and yards.

#### Effectiveness of River & Flood Management Assets

- 6.7 Partners, residents & businesses alike have raised a number of queries & concerns regarding the effectiveness of river & flood management systems / assets operated by the EA and Southern Water, including:
- EA: dredging of rivers and the operation of the Leigh Barrier and sluice gates at Yalding & Allington; and
  - Southern Water: lack / effectiveness of non-return valves in preventing sewage flooding, particularly in the Tonbridge area.

#### *Recommendations*

REC13: EA / Southern Water to respond to queries / concerns regarding the perceived lack / effectiveness of their management of rivers & flood management systems / assets.

#### Potential Flood Defence Schemes – information supplied by the EA

- 6.8 Approximately 65,000 homes and businesses are at risk of fluvial or coastal flooding in Kent, of which 38,000 currently benefit from flood defences with 27,000 not benefitting from defences. The EA has identified a further £194m of investment which would protect an additional 17,000 properties, between now and 2021. It has also identified further schemes identified for 2021 and beyond through its pipeline development programme.
- 6.9 The EA has worked successfully in the past with KCC and the private sector to implement flood risk management schemes such as the Sandwich Town Tidal Defence Scheme. It has also attracted additional partnership funding from a range of contributors including private businesses, developers and other government departments. There is a need to continue to work together to secure funding for priority schemes.
- 6.10 The recent flooding across the County has reinforced the need to accelerate this investment to reduce the risk of flooding. The EA in Kent & South London has secured £27.4m FDGiA for 2014-15. This will allow the EA to progress schemes including:
- |  |   |
|--|---|
| • Broomhill Sands Sea Defences                       | • East Peckham (Medway) Flood Alleviation Scheme (FAS)                    |
| • Sandwich Town Tidal Defences                       | • Aylesford Property-Level Protection Scheme (£50k contribution from KCC) |
| • Leigh Barrier Mechanical / Electrical Improvements | • Repairing assets damaged in the recent coastal surge and fluvial floods |
| • Study into Yalding Storage on the Beult            |   |

- Denge shingle re-nourishment

### *Flood Defence Grant in Aid (FDGiA)*

6.11 In order to protect areas at Kent at risk of flooding investment is required in flood defences. The government will contribute to flood defences through FDGiA. However, current rules mean that schemes are rarely fully funded through this grant. Additional contributions or partnership funding is required to make up the shortfall. Without partnership funding flood defence schemes cannot be delivered.

6.12 The Government's partnership funding mechanism means that each scheme must have a minimum cost benefit of 8 – 1 and a partnership funding score of more than 100% in order to achieve Government allocated FDGiA. The EA has identified priority locations for accelerating flood defence projects based on people at risk and economic development including Yalding and Tonbridge that do not currently meet FDGiA criteria.

6.13 Areas that require investment to deliver flood defences in Kent include:

- The Leigh Flood Storage Area (FSA) and Lower Beult;
- East Peckham;
- Five Oak Green;
- South Ashford;
- Dover;
- Whitstable & Herne Bay;
- Folkestone; and
- Canterbury.

6.14 See **Appendix 1 section A7.4** for a detailed financial breakdown of each scheme.

### *Recommendations*

REC14: Explore all possible opportunities with partners and beneficiaries to contribute to the priority flood defence schemes required in Kent, including influencing the EA, Defra & HM Treasury to secure funding to deliver the schemes that do not currently receive sufficient FDGiA funding even with substantial partnership contributions.

### 6.15 Highway Drainage Improvements

The County Council is responsible for the maintenance of 5,400 miles of public highway including 250,000 roadside drains and associated drainage systems. The weather this winter highlighted numerous pinch points in the drainage network. Some of these are being addressed by the implementation of an enhanced cleansing regime however in a large number of cases work is required to improve the functionality of the system.

In response, the County Council is investing an additional £3m to enable the delivery of 120 drainage improvement schemes in 2014/15. Renewals and improvements are being prioritised on the basis of the frequency of flooding and the risk posed to highway safety, properties adjacent to the highway and network disruption.

### Other Flood Risk Management Options

6.16 Work is also currently on-going in the county by the EA and KCC to improve our understanding of flood risk and investigate options to provide protection. These include:

- Spatial & land-use planning & drainage;



- Personal flood resilience;
- High / complex flood risk communities; and
- Surface water management.

In most of the above areas, existing strategies and programmes of work are maintained by the relevant authorities. However, in light of recent events and the issues / opportunities highlighted in **Appendix 1 section A8** the following recommendations are made.

### *Recommendations*

**REC15:** Ensure the consequences of flood risk are fully considered before promoting development in flood risk areas by consulting all organisations with a role in flood risk management and emergency management.

**REC16:** Implement a strategy to encourage greater awareness & take-up of individual & community flood protection measures e.g. property-level protection, sandbags.

**REC17:** Support awareness & implementation of key initiatives to support communities with high / complex flood risk, particularly e.g. Surface Water Management Plans (SWMPs), Multi-Agency Flood Alleviation Technical Working Groups

## **7. Recommendations**

**Recommendations:** The Cabinet Committee is asked to a) note and endorse the recommendations outlined in the Action Plan in **Annex 1**; and b) once approved, receive further options papers / progress reports on delivery against the Action Plan.

## **8. Supporting Information**

### 8.1 Annex 1. Draft Action Plan

### 8.2 Appendix 1 – Christmas & New Year 2013-14 Storms & Floods Final Report

Sections as follows:

- A1. Numbers of Properties Flooded;
- A2. Key Facts & Statistics;
- A3. Key Meeting & Event Dates
- A4. Summary of Emergency Response Operations;
- A5. Kent Resilience Forum (KRF) Multi-Agency Debrief - Draft Lessons Learned;
- A6. Floodline Warnings Direct (FWD) Service;
- A7. Potential Future Flood Defence Schemes; and
- A8. Other Flood Risk Management Options.

### 8.3 Background Documents

*Christmas / New Year Storms & Floods Update Report to KCC Cabinet (22<sup>nd</sup> January 2014)*

<https://democracy.kent.gov.uk/mgConvert2PDF.aspx?ID=44733> (Report &  
<https://democracy.kent.gov.uk/mgConvert2PDF.aspx?ID=44762> Appendices)

*Kent Local Flood Risk Management Strategy*

<http://www.kent.gov.uk/about-the-council/strategies-and-policies/environment-waste-and-planning-policies/flooding-and-drainage-policies/kent-flood-risk-management-plan>

#### *Local Surface Water Management Plans*

<http://www.kent.gov.uk/about-the-council/strategies-and-policies/environment-waste-and-planning-policies/flooding-and-drainage-policies/surface-water-management-plans>

#### *Revenue & Capital Budget Monitoring Report to KCC Cabinet (28<sup>th</sup> April 2014)*

<https://democracy.kent.gov.uk/mgConvert2PDF.aspx?ID=46275>

#### *Flood Support Schemes – Funding Available from Central Government*

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/304805/Flood Recovery - Summary of Support Guide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/304805/Flood_Recovery_-_Summary_of_Support_Guide.pdf)

#### *DfT Pothole Challenge Fund*

<https://www.gov.uk/government/news/councils-urged-to-apply-for-168-million-pothole-repair-fund>

#### *Severe Weather Impacts Monitoring System (SWIMS)*

<http://www.kent.gov.uk/business/Business-and-the-environment/severe-weather-impacts-monitoring-system-swims>

## **9. Contact Details**

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## Annex 1. Draft Action Plan

No.	Recommendation	Lead / Supporting Action Owner(s)	Start Date	End Date
REC1	Undertake a <b>fundamental review &amp; update of key KCC and partnership plans</b> to ensure they are fit-for-purpose for even the most complex and protracted of incidents.	KCC / KRT	Jun 2014	Nov 2014
REC2	Provide Cabinet with an <b>options paper for enhancing KCC's resilience</b> , including training a cadre of 'emergency reservists'. Once approved, implement a programme to train, equip & support relevant personnel in readiness for Winter 2014.	KCC	Aug 2014	Nov 2014
REC3	Develop a <b>consistent countywide policy &amp; plans for maintaining &amp; providing sandbags and other practical support</b> to individuals & communities at risk of flooding.	KRT / Districts & Boroughs / EA	July 2014	Nov 2014
REC4	Implement a <b>strategy to encourage greater flood awareness &amp; individual / community resilience</b> , including improving sign-up for the EA's Floodline Warnings Direct (FWD) Service and training local volunteers as Flood Wardens.		Apr 2014	Nov 2014
REC5	Undertake a <b>fundamental review &amp; update of the Floodline Warnings Direct (FWD) Service</b> for communities with high / complex flood risk.	EA / KRT	July 2014	Nov 2014
REC6	Develop <b>enhanced arrangements for warning &amp; informing the public in flooding / severe weather scenarios</b> , including contingency arrangements in the event of power outages and greater usage of social media.			
REC7	Develop <b>multi-agency arrangements to provide critical 'on scene' liaison &amp; support</b> to affected communities e.g. via multi-agency 'Bronze' / Operational teams.	KRT	July 2014	Nov 2014
REC8	Work with DCLG and the Flood Recovery Minister for Kent to <b>bring pressure to bear on utilities companies</b> to improve their arrangements for engaging & supporting partners & customers.	KRT / KCC / EA	Ongoing	
REC9	Streamline & enhance existing <b>multi-agency information management protocols &amp; systems</b> for sharing critical data in the planning for & management of	KRT	July 2014	Nov 2014

No.	Recommendation	Lead / Supporting Action Owner(s)	Start Date	End Date
	emergencies.			
REC10	<b>Formalise the recovery management structures</b> developed during Operation Sunrise 4 and adopt these as good practice.			
REC11	Develop <b>protocols to support emergency responders in deciding when to escalate / de-escalate</b> to / from the ‘emergency response’ & ‘recovery’ phases.	KRT	July 2014	Nov 2014
REC12	<b>Influence Central Government to secure additional financial support</b> in recognition of the severe burden that these incidents have placed on KCC.	KCC	Ongoing	
REC13	EA / Southern Water to respond to queries / concerns regarding the <b>perceived lack of / effectiveness of their rivers &amp; flood management systems / assets</b>	EA / Southern Water	July 2014	Sept 2014
REC14	<b>Explore all possible opportunities with partners and beneficiaries to contribute to the priority flood defence schemes required in Kent</b> , including influencing the EA, Defra & HM Treasury to secure funding to deliver the schemes that do not currently receive sufficient FDGiA funding even with substantial partnership contributions.	KCC & Districts & Boroughs	Ongoing	
REC15	Ensure the <b>consequences of flood risk are fully considered before promoting development in flood risk areas</b> by consulting all organisations with a role in flood risk management and emergency management.	Districts / Boroughs / KCC, EA & KRT	Apr 2014	Mar 2015
REC16	Implement a <b>strategy to encourage greater awareness &amp; take-up of individual &amp; community flood protection measures</b> e.g. property-level protection, sandbags.	KRT / Districts / Boroughs / EA		
REC17	<b>Support awareness &amp; implementation of key initiatives to support communities with high / complex flood risk, particularly</b> e.g. Surface Water Management Plans (SWMPs), Multi-Agency Flood Alleviation Technical Working Groups	Various leads, determined by nature of flood risk	Ongoing	

\* Action Owners listed here are illustrative and these lists are not exhaustive. Work will need to involve a broader range of organisations with flood risk management responsibilities.

## Christmas & New Year 2013-14 Storms & Floods Final Report

### Appendix 1

#### A1. Numbers of Properties Flooded

A1.1 As of 15<sup>th</sup> May 2014, the following are the latest figures provided by the EA and Districts / Boroughs to the Department of Communities & Local Government (DCLG).

County	Residential	Commercial	Total
Surrey	1,971	342	2,313
Thames Valley	635	295	930
<b>Kent</b>	<b>731</b>	<b>198</b>	<b>929</b>
Lincolnshire	662	106	768
Wiltshire	484	56	540
Cornwall (incl. the Isles of Scilly)	267	144	411
North Lincolnshire	339	70	409
Dorset	252	81	333
Norfolk	215	69	284
Devon	121	85	206
West Sussex	112	18	130
East Sussex	81	16	97

A1.2 Detailed breakdown of properties flooded in Kent.

Authority Area	Residential	Commercial	Total
Ashford	-	1	1
Canterbury	40	4	44
Dartford	10	3	13
Dover	30	6	36
Gravesham	2	-	2
Maidstone	207	55	262
Medway	3	2	5
Sevenoaks	30	6	36
Shepway	8	1	9
Swale	36	17	53
Thanet	-	-	0
Tonbridge & Malling	335	101	436
Tunbridge Wells	30	2	32
<b>Total</b>	<b>731</b>	<b>198</b>	<b>929</b>

Important Note: These figures presented are likely to be an underestimate as they mainly consist of properties known to have been flooded by rivers, groundwater or groundwater-fed rivers. Information on numbers of properties flooded by surface water or sewage is less certain. Additionally, many hundreds

more properties were indirectly affected by flooding (loss of utilities, access etc.) e.g. Tonbridge & Malling Borough Council (TMBC) estimate 720 businesses indirectly affected in their area.

## A2. Key Facts & Statistics

A2.1 The following is a snapshot of key facts & statistics from Operation Vivaldi and Operations Sunrise 2, 3 & 4.

A2.2 A comprehensive report into the key facts & statistics, costs & demands (collated using the Severe Weather Impact Monitoring System - SWIMS) from all the severe weather events experienced over Winter 2013-14, will be tabled by KCC Sustainability & Climate Change Team later in the coming months.

- **4.7m** – peak sea levels in Dover on 5<sup>th</sup> & 6<sup>th</sup> December, the highest recorded since 1905. The Environment Agency (EA) estimates that the tidal impacts in Sandwich were equal to a 1 in 200 year event and the biggest tidal event to impact Kent since the devastating event of 1953.
- **120mm** of rainfall falling between 19<sup>th</sup> to 25<sup>th</sup> December on already saturated ground on the Upper Medway catchment. December 2013 was the wettest December for 79 years.
- **342m<sup>3</sup> / second** – the highest ever peak flows upstream of Leigh Barrier Flood Storage Area (FSA) were recorded on Christmas Eve.
- **91** x Flood Alerts, **73** x Flood Warnings and **5** x Severe Flood Warnings issued by the EA for Kent since December.
- **28,500** properties without power in Kent on Christmas Eve.
- **929** properties flooded in Kent since Christmas Eve. In the 2000 floods, approximately 1000 properties were flooded in Kent.
- **50,000** sandbags provided by KCC, District / Borough Councils and the EA to help protect at risk communities.
- **6,400** hours worked by KCC Emergency Planning staff since 20<sup>th</sup> December in response to the storms & floods, including 1,300 out-of-hours and sustained periods where the County Emergency Centre (CEC) was operating 24 hours a day.
- **88** flood victims supported by Kent Support & Assistance Service (KSAS) with essential cash, goods and services.
- **32,000** calls received by KCC Highways & Transportation in January, a 150% increase in normal call volumes.
- **6km** of public rights of way in need of repair.
- **£8.6m** central government grant received by KCC under the 'Severe Weather Recovery Scheme' to help repair damaged highways infrastructure<sup>1</sup>.
- **£3m** new investment by KCC Highways & Transportation into significant drainage schemes to improve existing infrastructure that was impacted by the floods.

<sup>1</sup> KCC Finance is exploring the potential for additional central funding being progressed by KCC Finance, under the Bellwin Scheme and the 'Pothole Challenge Fund'.

### A3. Key Meeting & Event Dates

A3.1 The following is a summary of key debriefs, public consultation meetings and flood fairs, feedback from which has been used to inform this report.

Date	Details	Location
3 <sup>rd</sup> December 2013	Kent Resilience Forum (KRF) multi-agency debrief for Op. Sunrise 1	Kent Police HQ
4 <sup>th</sup> February 2014	Public consultation meeting	Hildenborough
	Public consultation meeting	Faversham
5 <sup>th</sup> February 2014	Public consultation meeting	Danvers Road, Tonbridge
12 <sup>th</sup> February 2014	Public consultation meeting	East Peckham
17 <sup>th</sup> February 2014	Public consultation meeting	Tonbridge Forum
19 <sup>th</sup> March 2014	Public consultation meeting	Collier Street
21 <sup>st</sup> March 2014	KRF multi-agency debrief for Op. Vivaldi and Ops. Sunrise 2, 3 & 4	Kent Police HQ
28 <sup>th</sup> March 2014	KCC internal debrief for Op. Vivaldi and Ops. Sunrise 2, 3 & 4	KCC
5 <sup>th</sup> April 2014	Flood fair	East Peckham
12 <sup>th</sup> April 2014	Flood fair	Hildenborough
8 <sup>th</sup> , 13 <sup>th</sup> & 19 <sup>th</sup> April 2014	Flood fair	Yalding
26 <sup>th</sup> April 2014	Flood fair	Little Venice Caravan Park & Tovil
27 <sup>th</sup> April 2014	Flood fair	Maidstone
3 <sup>rd</sup> May 2014	Flood fair	Tovil & East Farleigh
4 <sup>th</sup> May 2014	Flood fair	Clifford Way, Maidstone
10 <sup>th</sup> May 2014	Flood fair	Yalding
11 <sup>th</sup> May 2014	Flood fair	Little Venice Caravan Park

## A4. Summary of Emergency Response Operations

### A4.1 Important Notes

- The sequence of severe weather events, which necessitated complex & protracted multi-agency emergency operations are summarised below.
- The date ranges and operational names outlined above refer specifically to the 'emergency phase' of these events, where the situation is deemed to present a risk to life. For several days and weeks preceding and superseding each event, a significant multi-agency effort in the pre-planning for, and recovery from, each incident was put in place throughout and beyond these periods.
- Indeed, to date the recovery operations are still ongoing for the Christmas / New Year events, some 4 months later.
- A range of additional complex and challenging events also occurred during this period, including:
  - Significant operations to prevent flooding from Brishing Dam at Boughton Monchelsea;
  - Widespread surface water flooding in Eynsford (17<sup>th</sup> to 19<sup>th</sup> January);
  - A 'mini tornado' on 27<sup>th</sup> January; and
  - A number of sink-holes causing disruption, including a 15ft deep hole on the M2 central reservation (11<sup>th</sup> February).

### A4.2 'Operation Sunrise 1': 28<sup>th</sup> October 2013

- St Jude Storm – Winds speeds in excess of 90mph hit the County causing widespread disruption to travel & power supplies and, tragically, one fatality.

### A4.3 'Operation Vivaldi': 5<sup>th</sup> & 6<sup>th</sup> December 2013

- Spring tides combined with a tidal surge caused flooding along the East and South UK coastline impacting much of Kent coastline. The EA issued 5 x Severe Flood Warnings, 3 x Flood Warnings & 6 x Flood Alerts to homes and businesses. 41,000 properties were protected by flood walls, banks and other flood risk management assets along the Kent coast and estuaries. 58 properties were flooded.

### A4.4 'Operation Sunrise 2': 23<sup>rd</sup> to 27<sup>th</sup> December 2013

- Storm force winds (60-70mph) leave 28,500 properties without power. Heavy rainfall on already saturated catchments causes river, surface water and sewage flooding across Kent, particularly in the north and west of the county. Numerous communities suffered flooding, with hundreds of homes and many businesses affected. Edenbridge, Tonbridge and Hildenborough, East Peckham, Yalding, Collier Street and surrounding communities, Maidstone, and South Darenth, amongst other locations, were all significantly affected.

### A4.5 'Operation Sunrise 3': 4<sup>th</sup> to 6<sup>th</sup> January 2014

- A sudden deterioration in weather conditions threatened to bring further flooding of severity akin to that experienced over Christmas to already affected communities, and elsewhere. A significant multi-agency operation was put in place (including Military assistance) to provide thousands of sandbags for communities at risk.



#### A4.6 'Operation Sunrise 4': 6<sup>th</sup> to 18<sup>th</sup> February 2014

- Heavy rainfall continued into February 2014. As the rainfall soaked into the ground we experienced extremely high groundwater levels. In some locations groundwater flooding exceeded previously recorded levels by over 1 metre. The peak of the event was experienced towards the end of February and communities were subject to both groundwater flooding and flooding from groundwater fed rivers. The impacts of groundwater flooding in Kent were widespread with particular concentration along the Elham Valley. A multi-agency response to the groundwater flooding and pre-planned measures were deployed to reduce the damage to communities vulnerable to groundwater flooding, including over-pumping of sewage by Southern Water and a significant sand-bagging operation.

### **A5. Kent Resilience Forum (KRF) Multi-Agency Debrief – Draft Lessons Learned**

#### A5.1 Important Note

- The following are initial draft lessons identified through the KRF multi-agency debrief process hosted by Kent Police on 21st March 2014.
- At time of writing these have yet to be agreed with partners, but Kent Police will shortly be circulating a draft debrief report to all partners for consultation.

#### A5.2 Pre-Planning & Resilience

- Kent Resilience Team (KRT) to develop guidance for the public in a range of situations advising them of which agencies are responsible for which issues within their areas, and who will provide what information.
- Pan-Kent flood response plans to be reviewed to ensure they are cognisant of arrangements and contingencies across all levels, including Parish, District / Borough and County.
- Review of emergency plans to ensure use of social media for warning and informing purposes is included.
- A number of respondents cited the benefit of taking part in Training & Exercising programmes at National and Regional level which left us better placed than in previous flooding events.
- It was suggested that adoption a similar programme focussed at district level would have eased some of the more local issues and built working relationships. The KRT should work with local partners to deliver a number of District / Borough based exercises focussed on civil emergency type scenarios.
- KRF to maximise training & exercising opportunities for staff attending the multi-agency Tactical Co-ordination Centre (TCC) / Strategic Co-ordination Centre (SCC), including the College of Policing's Multi-Agency Gold Incident Command (MAGIC) training course.
- Resilience in a number of partner agencies was stretched, particularly Category 2 responders and those with regional responsibilities.
- This impacted on maintaining a physical presence at the TCC and participation in the TCG process.
- Some agencies not present on the ground outside normal working hours.
- Bank holiday staffing particularly over Christmas period was lacking.
- Sustained nature of the operation presented problems for maintaining staffing at TCC / SCC.

### A5.3 Command, Control, Co-ordination & Communications

- The operation was acknowledged as being tactically led, those Districts / Boroughs which involved an Operational Coordination Group at Bronze level reported a higher level of multi-agency understanding and coordination at ground level.
- Commonly Recognised Information Picture (CRIP) template to include location maps in future.
- Teleconferencing facilities in the SCC have now been upgraded to allow a greater volume of dial-in from partner agencies.
- The multi-agency room within the TCC at Medway has also been upgraded to allow hardwiring of partners IT systems, to allow a quicker transfer of information.
- It was considered that Airwave radio interoperability was not used to full effect on ground.
- Single countywide Silver control was acknowledged as being fit for purpose, non-blue light agencies would not have been able to cope with multiple TCCs.
- Decision to locate the Scientific & Technical Advice Cell (STAC) at TCC was considered sound, in view of the operation being tactically driven.
- Confusion about who the key decision maker should be for ordering evacuation.
- Clearer command protocols need to be developed between responsibilities of County / District / Parish councils e.g. evacuation, sandbag distribution.
- KRT to develop clear guidance for partner agencies to understand decision making process and responsibilities of each agency in a range of civil emergency situations.

### A5.4 Escalation, De-Escalation & Recovery

- Escalation from Severe Weather Advisory Group (SWAG) with a proportionate Silver Control, set-up to flex into a functional TCC was identified as good practice.
- Need to ensure understanding of status of incident to each agency.
- Clear and distinct lines of communication are needed to ensure dissemination of escalation / de-escalation of operations. It is not sufficient to only include this in CRIP or minutes from meetings.
- KRT to develop protocols for establishing tipping points at which point an event or situation escalates into an emergency and when the 'response' phase may be safely de-escalated into the 'recovery' phase.
- The relationship between the Recovery Working Group (RWG) and the SCG during the 'emergency' phase was unclear. However, recovery structures subsequently developed during Operation Sunrise 4 to be formalised and adopted by KRT as best practice.
- Menu of capabilities of agencies / organisations to be developed by KRT for assets available for on-going deployment during 'recovery' phase.

### **A6. Floodline Warnings Direct Service (FWD) – information supplied by the EA**

- The EA will be working with affected communities, KCC and other partners, to learn the lessons of the flooding and how it can make its FWD service even more effective. This will include providing warnings to communities that were not able to receive a warning, making warnings more focussed on particular communities, and developing Flood Warden schemes in at risk communities.

- One of the challenges during the flooding was providing consistent and trusted information to communities prompting appropriate action. Where Flood Wardens or community leaders were able to be involved in this activity it proved effective. The EA is working with Parish Councils, District / Borough Councils and KCC to establish Flood Warden Schemes in communities, especially those with a complex flood risk where the benefit can be greatest. Amongst others, the communities of central Tonbridge and Hildenborough are communities where we are supporting flood wardens.
- Registering with FWD allows customers to register multiple contact details (mobile, e-mail etc) and manage which messages they receive e.g. Flood Alerts, Flood Warning no-longer in force etc. This increases our ability to get a message through, and provide a good level of service. In areas of relatively low take-up e.g. where fewer people have registered) the EA has automatically registered properties. This is a positive step because it allows the EA to provide a service and warning to those who wouldn't otherwise have received one. However, it only uses home landline contact details (provided by BT). This therefore has a higher message failure rate, and because people haven't chosen to register, there is a lower level of engagement with the service
- The importance of receiving Flood Warnings means that a partnership effort is needed to encourage people to:
  - Sign-up:  
In some parts of Kent, take-up is as low as 51% of those properties for whom the EA is able to alert via the FWD Service.
  - Keep their details up to date and provide multiple contact numbers:  
The most common reason for warning messages not being received is out of date contact details. 1 in 4 people have been automatically signed-up to receive Flood Warnings, meaning that only basic contact details are available e.g. landline telephone.
  - Act: When they receive a Flood Warning: we have received some feedback that people were waiting for a Severe Flood Warning to be issued before acting, when a Flood Warning indicates immediate action required.

#### *Take-Up of the FWD Service Across Kent<sup>2</sup>*

Percentage of 'at risk' properties offered the FWD Service	91%
Percentage of Flood Zone 2 properties registered	76%
Percentage of Flood Warning Area properties registered	84%

#### *Take-up of the FWD Service by District / Borough Council Area*

Authority Area	Nos. of Properties Offered FWD Service	Take-up of FWD Service (Fully Registered)	Take-up of FWD Service (Automatically Registered)	% Take-up of Properties (Fully or Automatically Registered)
Ashford	2,360	1,459	1,012	104.70%
Canterbury	7,770	4,728	1,850	84.66%

<sup>2</sup> Data correct as of 31/03/14

Authority Area	Nos. of Properties Offered FWD Service	Take-up of FWD Service (Fully Registered)	Take-up of FWD Service (Automatically Registered)	% Take-up of Properties (Fully or Automatically Registered)
Dartford	3,198	844	1,365	69.07%
Dover	7,591	5,424	1,241	87.80%
Gravesham	2,125	554	808	64.09%
Maidstone	2,966	1,440	917	79.47%
Sevenoaks	1,738	1487	467	112.43%
Shepway	133,80	8,741	3,092	88.44%
Swale	9,981	3,686	3,788	74.88%
Thanet	671	133	215	51.86%
Tonbridge & Malling	3,715	2,200	972	85.38%
Tunbridge Wells	542	276	149	78.41%

## **A7. Potential Future Flood Defence Schemes in Kent – information supplied by the EA**

### A7.1 Leigh Flood Storage Area (FSA)

- The EA is working hard to communicate better the purpose of the Leigh FSA and its operation<sup>3</sup>. On 24<sup>th</sup> December, 5.5million cubic metres of water were stored at the Leigh FSA. By operating the Leigh FSA the EA was able to reduce the 342m<sup>3</sup> / second of water entering the FSA reservoir down to 160m<sup>3</sup> / second flowing downstream and continued to moderate the persistently high water levels during 25<sup>th</sup> and 26<sup>th</sup> December.

### A7.2 East Peckham

- The EA will use its analysis of the event to test the proposed River Medway and Bourne East Peckham Flood Alleviation Scheme (FAS). It discussed this proposed scheme with East Peckham Parish Council in summer 2012 and, if constructed, it would protect all developed areas of East Peckham and Little Mill. The EA hopes to start the scheme design in November 2014.
- The EA's review of the event will also cover the operation of its existing assets (including the Coult Stream FSA), to see if there is anything more can be done to maximise their performance.

### A7.3 Yalding

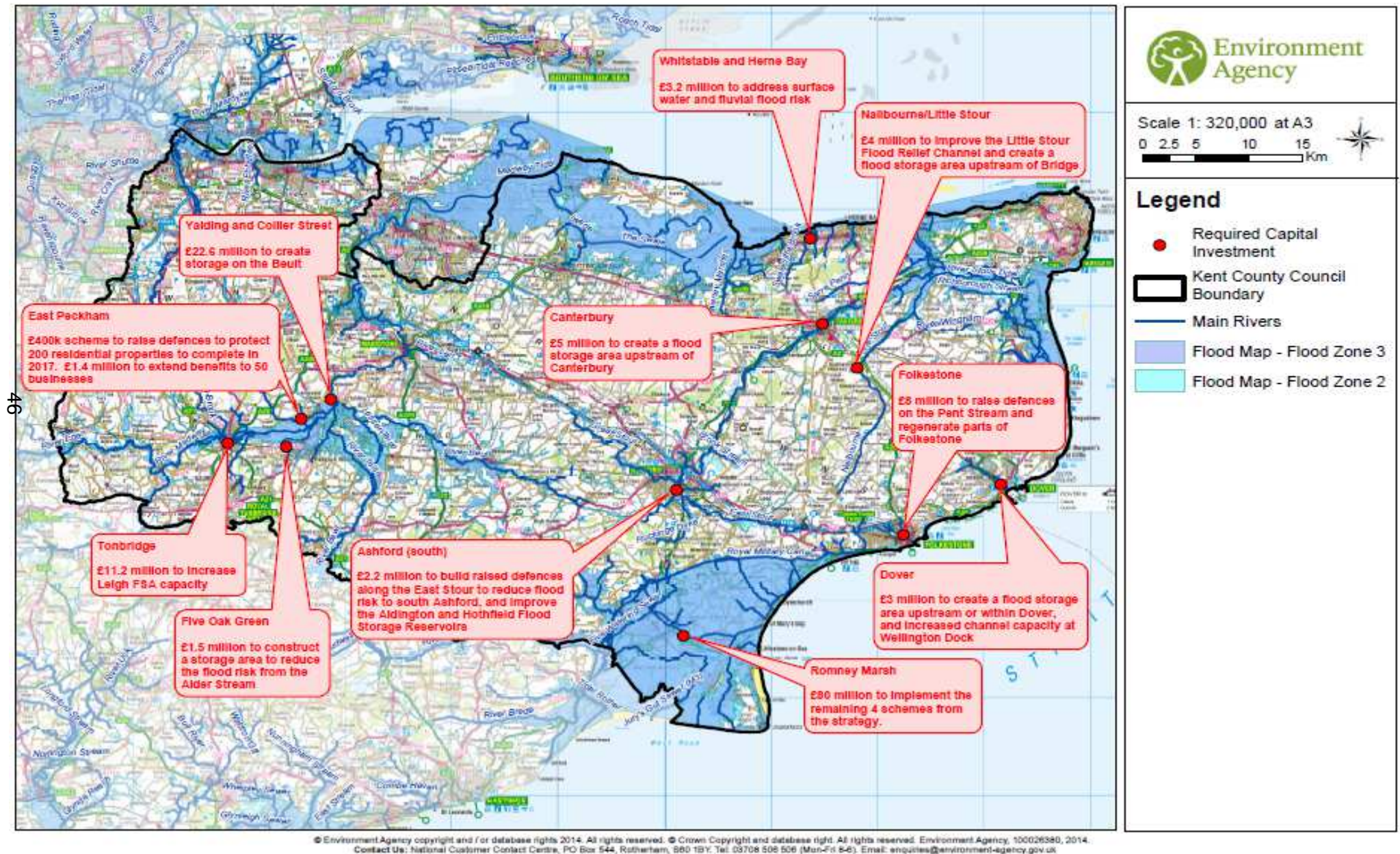
- Yalding is a particularly vulnerable location. 197 properties were flooded when river levels peaked on 24<sup>th</sup> December 2013. This flooding was comparable to the 1968 flood and worse than in 2000, when 119 properties flooded.

<sup>3</sup> <http://m.youtube.com/watch?v=336-6IN-J2I>

- The EA is urgently investigating whether it can accelerate projects to reduce the risk of flooding in Yalding. There is no single solution that will benefit the whole community because of the way the homes and businesses are spread out. It is using the data it has collected from the recent flooding to review our understanding of the way floods happen in the catchment. This will help present the best case to gain funding for future schemes.
- The EA is investigating if it can further localise the current Floodline Warnings Direct (FWD) Service for Yalding. The data it is currently collecting from a project to improve the flood risk modelling for the River Medway will help the EA to improve further its forecasting and flood warning.
- Future works to reduce the risk of flooding are set out in the Middle Medway Strategy which was developed in 2005 and updated in 2010. The EA has considered a number of potential schemes to reduce flooding in Yalding.
- An option that residents are keen to progress is to find a suitable location to store water on the lower reaches of the River Beult.
- The Middle Medway Strategy also recommended that the Leigh FSA be raised by 1m giving an additional 30 per cent storage capacity.
- However, under Government funding rules, most of the schemes will need substantial contributions from external partners in order to proceed – see A6.4 and A6.5 for details.
- The EA has secured funding to progress a feasibility study into both options. It is anticipated this work will be completed by summer 2015. KCC has offered to part fund an additional FSA on the River Beult at Stile Bridge and an increase in the capacity at the Leigh FSA. The EA has submitted its funding bid to secure the additional £17.6m needed to complete both schemes. If this is successful, the earliest construction could start would be in the financial year 2017-2018.
- The EA will continue to work with KCC, Maidstone Borough Council (MBC), Tonbridge & Malling Borough Council (TMBC) and other professional partners to identify partnership funding opportunities which will increase the likelihood of the above works going ahead.



## A7.4 Future Capital Investment Requirements for Potential Future Flood Defence Schemes



### A7.5 Priority Schemes Currently Not Qualifying for FDGiA Without Partnership Contributions

Scheme	Estimated cost	Nos. of properties to which flood risk would be reduced	Raw partnership funding score	Required partnership contribution	Final partnership funding score (including contribution)	Planned completion
Lower Beult Storage	£22.6m	1,151	36%	£16m	125%	2020
Increased Storage at Leigh	£11.2m	2,151	74%	£5m	130%	2019
Five Oak Green Flood Alleviation Scheme	£1.5m	266	46%	£900k	100%	2018 (only achievable with contributions)
South Ashford Flood Alleviation Scheme	£2.2m	282	24%	£1.7m	100%	2019 (only achievable with contributions)
Canterbury	£5m	1364	144%	N/A	N/A	2020 (dependant on investigations and consultations)
Romney Marsh	£80m	14,500	119%	£3m	N/A	2022
Whitstable & Herne Bay	£3.2m	Projects in early stages of development				
Dover	£3m					
Folkestone	£8m					
East Peckham	£400k	200 domestic	165%	N/A		2017
	£1.4m	50 businesses	50%	£1m	100%	This scheme will currently only defend homes in East Peckham. Additional funding required for an extension of the protection to businesses.

## **A8. Other Flood Risk Management Options – information supplied by EA and KCC**

### **A8.1 Summary of Ongoing EA Work**

- The EA is keen to learn with communities, and gain a clearer understanding of the impacts of these events on people, its assets and the environment. Also to discuss how, collectively, it can improve its preparations for and response to future events.
- The EA has worked with partners to visit affected communities and attended public meetings across the County. These meetings were an opportunity for people to learn about the risks associated with flooding, to share their experiences and to find out what they can do to better prepare themselves for flooding.
- It was also an opportunity to discuss how flood protection assets, such as the Leigh Flood Storage Area (FSA), are operated to reduce the impact of flooding.
- Attending community events, including flood fairs, hosted by Parish and District / Borough Councils taking place in communities impacted by the recent flooding.
- Holding one-to-one meetings with residents.
- Planning to give residents the opportunity to visit the Leigh FSA.
- A review of the Flood Warnings issued will help the EA to understand if their warnings were timely, appropriate and relevant to those who were affected.
- Identify that new or improved warning areas are required in Hildenborough and Yalding and are investigate how the EA can localise the current Flood Warning Service.
- Work with partners to set up and support a number of Flood Warden schemes.
- Distribute questionnaires to affected communities to find out more about the extent and impact of the flooding to improve EA flood maps and Flood Warning areas.

### **A8.2 Spatial & Land-Use Planning & Drainage**

- The EA's role as a statutory planning consultee is to provide advice to local planning authorities to manage flood and environmental risks and enable sustainable growth. We do not receive government funding to protect development built after 2012. It is therefore vital that flood risk is managed within the planning system. The EA works with partners to seek solutions to overcome these risks. Where risks cannot be overcome and development is contrary to the National Planning Policy Framework (NPPF), the EA recommends planning authorities refuse applications.
- In line with the NPPF we recommend that development is outside the flood plain. If this is not feasible the EA provides advice to Local Planning Authorities (LPAs) to ensure that people are not put at risk and that flood risk is not passed downstream.
- LPAs must ensure that Emergency Plans are fit for purpose to ensure that access and egress is still possible in flood conditions. In all circumstances where warning and emergency response is fundamental to managing flood risk, the EA advise LPAs to formally consider the emergency planning and search & rescue implications of new development in making their decisions.
- It is Local authority responsibility to ensure that flood resilience measures are incorporated into building design. The EA still advise on surface drainage at sites over 1 hectare. The future implementation of Sustainable Drainage Systems (SuDS) Approving Bodies (SABs) will mean that KCC and Local authorities will need to manage surface water risks, groundwater flooding and access and egress within the planning process.



### A8.3 Personal Flood Resilience

- A 'Property-Level Protection Scheme' is already in place in Lamberhurst. In response to Flood Warnings these measures were deployed by residents, and greatly reduced the flood impact. Funding is also now in place to adopt similar measures in Aylesford.
- District / Borough Councils have been proactively promoting the Central Government 'Repair & Renew Grant'<sup>4</sup> but take-up across the County has been patchy. However, as at 10<sup>th</sup> April 2014, T&MBC had received 49 requests for further information, 20% from businesses.
- The EA and KCC have also been supporting flood fairs in various locations around the County (see **section A3 of this appendix** for further details) where residents have been investigating their personal flood resilience options.

### A8.4 Investigating & Improving Support to Communities with High / Complex Flood Risk Profiles

- The EA has heard from affected communities that there are often multiple sources of flooding and that the appropriate flood risk management options required are complex to determine.
- The EA has therefore promoted the formation of Multi-Agency Flood Alleviation Technical Working Groups across the County to explore future options.
- Groups that have already met (including existing groups):
 

○ Tonbridge & Malling (Hildenborough, Tonbridge & East Peckham)	○ Forest Row
○ Five Oak Green	○ Lamberhurst
○ Aylesford	○ Staplehurst
○ Edenbridge	○ Headcorn
○ Yalding	○ Faversham
○ Collier Street	○ Westerham
○ Canterbury – Nailbourne	○ Sundridge & Brasted
- New groups still to meet:
 

○ Maidstone	
○ Eynsford*	<b>Key:</b>
○ South Darent & Horton Kirby*	* Still to be established if wider group needed

### A8.5 Surface Water Management Plans (SWMPs)

- In order to understand the risks from local flooding KCC has undertaken a number of studies across the county to collect and map data on these floods. These studies are known as Surface Water Management Plans (SWMPs). These documents vary in their nature, some are high-level assessments of the risks, while others are in-depth studies of the causes and potential solutions to local flooding. SWMPs can be found on the KCC website.

<sup>4</sup> A scheme providing up to £5,000 per flood-affected home or business to contribute to the costs of additional flood resilience or resistance measures.

- During 2014-15 KCC will continue to develop SWMPs, and will undertake studies in Marden, Staplehurst, Headcorn and Paddock Wood (all areas impacted by varying degrees of local flooding during the winter). KCC will also be exploring the opportunities to manage local flooding identified by the recently completed SWMPs in Folkestone, Margate and Dartford. SWMPs include an Action Plan of measures that can be used to manage local flooding identified by the study. However, many options require funding in order to be delivered, this funding is drawn from the same Defra fund, which is administered by the EA, as all other flood risk management investment, and each scheme must compete for funding.
- Additionally, KCC is currently co-ordinating the development of local flood risk documents that provide local communities with a simple overview of the range of flood risks in their area. KCC is working with the EA, Internal Drainage Boards (IDBs), Local authorities and water companies to prepare a pilot document. The document will show what the main flood risks are, where significant assets are, which authorities exercise risk management functions in the area, any plans or strategies they may have in hand to manage flood risks in the future and who to get in touch with for more information. Initially, the pilot will focus on the Canterbury City Council (CCC) area. If this proves successful it will be rolled out across the County, with TMBC and MBC areas likely to be considered next.

#### A8.6 Little Stour, Nailbourne & Petham Bourne Flood Management Group

- The EA, KCC, CCC, Shepway District Council, Southern Water, and representatives from key Parish Councils are investigating the causes and effects of the flooding experienced during the winter of 2013/14 in the Nailbourne, Little Stour and Petham Bourne valleys. These partners are working together to assess the options to manage this winter's flooding, and are seeking to reduce the potential for disruption in the future.
- The Nailbourne, Petham Bourne and parts of the Little Stour are groundwater fed watercourses. This means that they are dry for long periods of time. However, following periods of prolonged rainfall groundwater levels in the underlying aquifers rise to a point where water emerges through springs throughout the length of these valleys, and the streams begin to flow.
- The Nailbourne has been flowing since mid-January and has approached near-record levels. There has been extensive flooding of farmland, with internal property flooding reported in Bridge, Patixbourne, Bishopsbourne and Barham. The Petham Bourne, which typically flows less frequently than the Nailbourne, has also been active over the winter causing flooding and disruption. The Little Stour has burst its banks in a number of locations, also flooding farmland properties and roads.
- Owing to the high flows experienced this winter, many culverts have been overwhelmed in these valleys. At its peak, portable pumps were used to help move water over the culverts in some places, and sandbags were used extensively to protect many properties.
- The group will be undertaking three main activities:
  1. Survey the measures put in place over the course of this winter to manage and reduce flooding. This will provide a blueprint for future events, and will help enable us to mobilise and deploy necessary equipment in time if the groundwater levels rise again.
  2. Identify any opportunities that can be delivered as quickly as possible to reduce the impact of flooding should these watercourses flow again next winter.
  3. Identify opportunities to reduce the impact of flooding that can be delivered over a longer timeframe. These measures will require further investigation, more detailed design work and an application for additional funding.

DOVER DISTRICT COUNCIL

REPORT OF THE DIRECTOR OF ENVIRONMENT AND CORPORATE ASSETS

DOVER JOINT TRANSPORTATION BOARD – 11 SEPTEMBER 2014

**PROPOSED RESIDENTS' PARKING SCHEME FOR ATHOL TERRACE, DOVER**

**Recommendation**

*The Board is asked to decide which of the options for a residents' parking scheme, covering Athol Terrace and listed in paragraph 2 of this report, should be progressed. Any objections received to any proposal formally advertised will be referred back to a future meeting of the Board for further consideration prior to making any final recommendations*

Contact Officers: Christopher Allen                      Ext 2054  
Gordon Measey    Ext 2422

**Reasons why a decision is required**

1. The Parking Services Unit at Dover District Council is responsible for the operation and enforcement of on-street parking regulations on behalf of Kent County Council. It is necessary for the Board to consider whether the recommendation made in this report should be progressed.

**Evaluation of options available to the Council**

2.
  - (i) To progress (formally advertise) the proposal to introduce a combined Residents' Parking Scheme covering Athol Terrace, East Cliff and Marine Parade, as detailed in this report, or
  - (ii) To progress (formally advertise) an alternative Parking Scheme for any, or all, of these roads, or
  - (iii) To take no action.

**Information to be considered in taking the decision**

3. Athol Terrace, East Cliff and Marine Parade are located just outside the entrance to the Eastern Docks in Dover. Prior to the introduction of parking restrictions these roads were the favoured place for day trippers to the Continent and workers in the Docks to park at no charge and with no time limit.
4. In 1992 a Traffic Regulation Order (TRO) was introduced restricting access into Athol Terrace for loading and permit holders only, as per the drawing shown as **Appendix 1**. This is a moving traffic restriction which is enforceable by the police alone. Whilst at the time the parking problem was just as prevalent in East Cliff and Marine Parade (the eastern section running parallel to East Cliff), this prohibition only covered Athol Terrace as it was recognised at the time that Athol Terrace (a cul-de-sac) had the additional issue of non-residents executing 3-point turns to exit the cul-de-sac. To assist the police in enforcing this restriction, Dover District Council issued permits at a reduced rate to Athol Terrace residents so that the police, as the only authority able to enforce this restriction, could readily identify those vehicles authorised to park there.

5. In 2001, when Dover District Council assumed responsibility on behalf of the Highway Authority for the management and enforcement of formal on-street parking, there was a demand to extend the restriction of parking to non-residents along East Cliff and Marine Parade. As a consequence a residents' parking scheme was introduced covering these two roads. Athol Terrace was not included as it already had a restriction in place as described in paragraph 4. If Athol Terrace had not had this restriction, the Council would have included all three roads into a single parking residents' zone as they collectively formed a distinct geographical area with a single point of entry from the A20.
6. Whilst the police have patrolled Athol Terrace and issued Fixed Penalty Notices (FPN) to cars without permits and parked in breach of this restriction, the amount of Police coverage has been less than the Athol Terrace residents would have liked. The problems had worsened over latter years and in 2012, following a legal challenge to the service of a FPN, the police sent a report doubting the validity of the signing associated with the TRO. It transpired that this issue could not simply be rectified by changing the wording of the signing to make it correct, but that that the regulations did not allow for the type of restriction in Athol Terrace to be signed. The police report is attached as **Appendix 2** to this report.
7. Having concluded that the existing Traffic Regulation Order was invalid the police announced that it could therefore no longer be enforced. The Kent County Council Highways Team and the Police met to see if they could find a solution which would permit the intended restriction to apply but concluded that they would not be able to do this successfully under a moving TRO. They asked if Dover District Council would be willing to offer a residents' parking scheme to Athol Terrace. If such a scheme was introduced, then enforcement responsibility would move from the police to Dover District Council.
8. Dover District Council wants to propose a solution that is enforceable, that is consistent with other parking schemes across the district and that could benefit both Athol Terrace and its neighbours. In light of this, the proposal being offered is to introduce a residents' parking zone covering East Cliff, Marine Parade and Athol Terrace that is exclusively for use by "residents only" and would not include any limited waiting for non-residents. This omission of limited waiting differs from others in that only residents (with permits), their visitors (with visitor permits) and/or visiting contractors (with waivers or visiting permits) would be permitted to park. This would maximise the parking space availability for residents.
9. It is a condition of residents parking zones that only one permit per household will normally be issued although an additional permit may be issued on receipt of a written request. In 2012, a resident of East Cliff made a written request for a second permit which was declined on the grounds that there was insufficient capacity within this zone for additional permits other than the one permit per household to be issued. The resident subsequently formally complained about this refusal to the Local Government Ombudsman who upheld the Council's decision. On 4<sup>th</sup> February 2013, Cabinet formally documented that no additional permits would be issued where demand exceeds capacity.
10. Currently, the East Cliff/Marine Parade residents parking zone offers 32 parking spaces and 42 residents parking permits have been issued. No additional permits have been issued to any one household. There are 22 parking spaces in Athol Terrace.
11. All of the Athol Terrace residents only were originally consulted via a letter dated 11<sup>th</sup> November 2013 (delivered by hand to all addresses), attached at **Appendix 3**. Six

responses were received of which five stated that they wanted an exclusive “Athol Terrace only” parking zone (although this had not been an option included in the letter), and one wanted a return to the “old system” whereby Dover District Council enforced the parking regulations (a system which in fact has never existed).

12. Following research and meetings, Athol Terrace, East Cliff and Marine Parade residents were consulted via a letter (delivered by hand to all addresses), dated 15<sup>th</sup> April 2014 (attached at **Appendices 4 and 5**) which contained specific proposals and a survey form (attached at **Appendix 6**). Eleven responses were received from Athol Terrace residents, of which nine wanted an exclusive “Athol Terrace only” parking zone (as previously, this was not an option included in the letter), one supported a joint residents parking scheme with east Cliff/Marine Parade, and one queried where they would park if “our accustomed space is occupied by an outsider.” Twenty five responses were received from East Cliff/Marine Parade residents, of which sixteen supported the proposal for a joint residents parking scheme. Eight did not support it, of which six felt it would be restrictive on visitors and two were of the view that the current system was suitable. One respondent wanted the opportunity to have more than one permit per household.
13. In light of the fact that the majority of Athol Terrace residents responded to this survey with a demand for an “Athol Terrace only” parking zone although this had not been included as an option, they were written to again on 2<sup>nd</sup> June 2014 (attached at **Appendix 7**) with an explanation as to why no offer was being made of an “Athol Terrace only” parking zone. One response was received, from the Athol Terrace representative on behalf of fourteen residents, continuing to demand an “Athol Terrace only” parking zone.
14. The residents of Athol Terrace have continued to demand an exclusive scheme purely for Athol Terrace and indicating that they do not want to join a scheme with the neighbouring roads. The main reason for this is that Athol Terrace has more on-street parking per residence than does East Cliff and Marine Parade and they wish to maintain this advantage. Athol Terrace residents also feel that they should be allowed to have exclusive use of their road because they have done so since 1992.
15. Dover District Council can introduce an exclusive scheme just for Athol Terrace or for that matter any single road, but it has to be mindful to be seen to be fair and not to advantage one road at the expense of a neighbouring one, particularly where the two are so closely tied. It is for this reason that the Council has not introduced a residents’ scheme exclusively for a single road anywhere in the district. In this particular case it is also important to take into account the Local Government Ombudsman’s decision referred to in paragraph 9. If an exclusive scheme were to be introduced for Athol Terrace, an unfair situation would be created where residents in a street were restricted to one permit per household, whilst residents in an adjoining street could have more due to capacity issues.
16. The officers’ recommendation is to progress a combined parking scheme for residents covering Marine Road, East Cliff and Athol Terrace as detailed in this report.
17. The Board is asked to decide which of the options listed in paragraph 2 of this report should be progressed.

### **Consultation Statement**

The Portfolio Holder for Access and Property Management has been consulted on the proposal outlined in this report.

### **Impact on Corporate Objectives**

The proposal outlined in this report will foster improved opportunity and access.

### **Attachments**

None

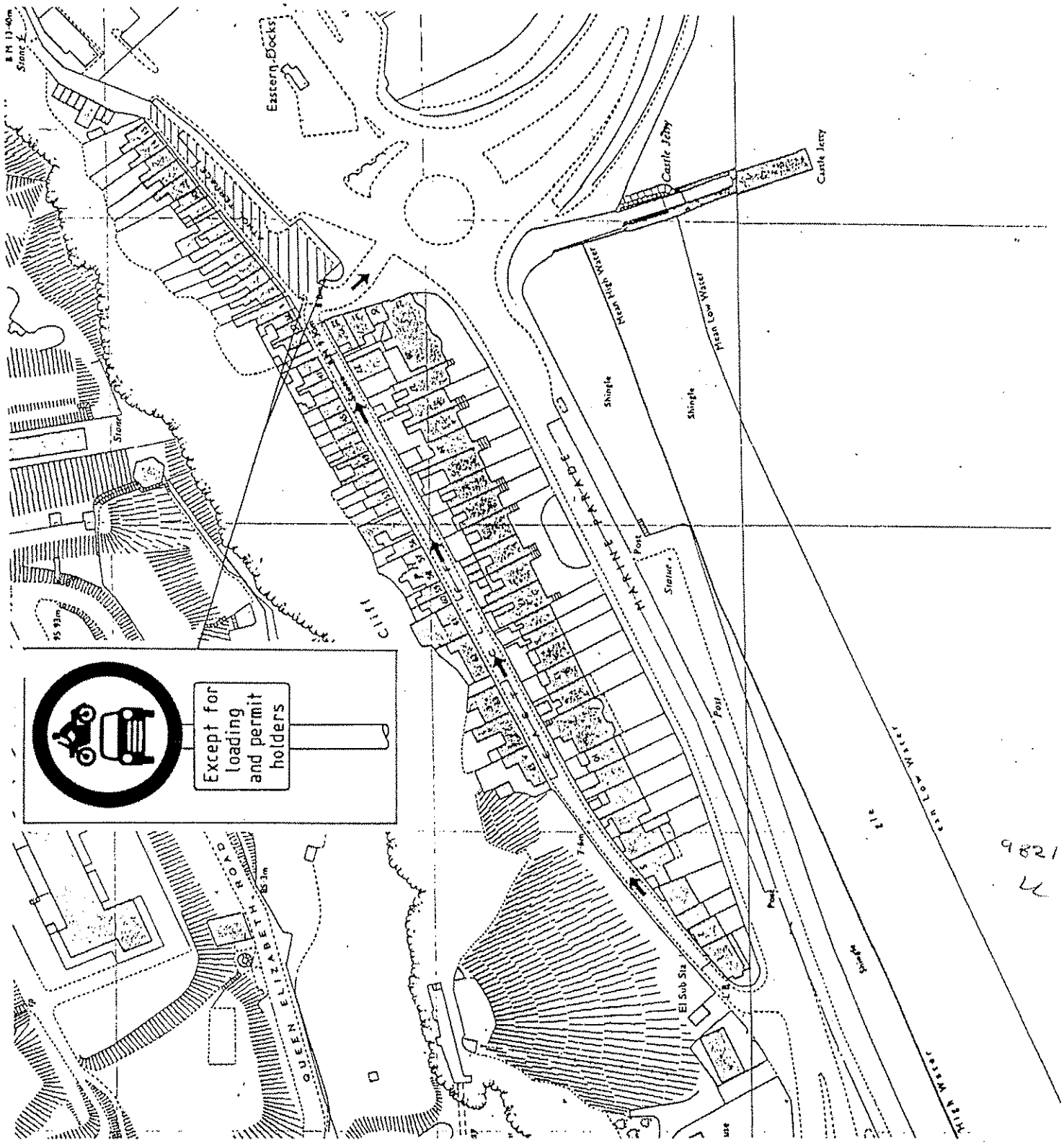
### **Background Papers**

Parking Services Files.

ROGER WALTON

Director of Environment and Corporate Assets

The officer to whom reference should be made concerning inspection of the background papers is the Head of Community Safety, CCTV and Parking, Dover District Council, White Cliffs Business Park, Dover, Kent CT16 3PJ. Telephone: (01304) 821199, Extension 2054



**Dover District Council**

NOTES

RECEIVED TRAFFIC

CECIL

DIRECTION OF ONE WAY TRAFFIC FLOW

revisions

ref. date

**Dover District Council**

John R. Clayton,  
DIRECTOR OF PLANNING & TECHNICAL SERVICES

District Council Offices  
Honeywood Road Whitfield, Dover, Kent CT16 3PG  
Telephone: Dover (0304) 821199

ENGINEERING & RECREATION DIVISION  
J.D. Foster, A.S., Deputing D.M.S. CEng. MICE, MSIM  
CHIEF ENGINEER & RECREATION OFFICER

Description of drawing

scale

1:1250

RECEIVED TRAFFIC

CECIL

Job title

ATHOL TESSIE, DOVER

drawn by

date

10/5/11

ref. no.

eng. no.

605

diag. no.

000

02/01

1000/14



**Kent  
Police**

Form 1412a

## Highway Information Report

Location:- **Athol Terrace, Dover. (Cul-de-sac with prohibition of motor vehicles at the entry point)**

**Nature of problem/safety issue:-**

Kent Police have received an enquiry from a Criminal Justice office concerning a contested FPN. Having checked the area I found that the signage doesn't comply with TSR&GD 2002 - sign 619 (Motor vehicles prohibited) is accompanied by plate 620 varied to "Except for loading and permit holders", this is not a permitted variant of sign 620. In schedule 20 of the TRO the restriction is shown as a no entry except for permit holders, this is also incorrect and therefore Kent Police are unable to enforce this restriction.

We have two issues: 1. This type of restriction would not appear to be appropriate in a small cul-de-sac. 2. If the signage and TRO were rectified, due to the demands on Kent Police deployment of resources must be prioritised and it is likely that enforcement of this regulation would receive a low priority.

It is our view that this restriction should be changed to a parking restriction, possibly a permit holders only parking zone using sign 660, this would be more appropriate as permits are already being used and is more likely to receive a higher level of enforcement.

**Possible solution:-**

Remove signs 619 and 620 replacing them with sign 660, the relevant bay markings and amend the TRO.

**Officer submitting**

Name	BINEHAM	Area	Tactical Ops.
Rank	PC	Force number	8635
		Date	29/02/2012

**E-mail to Traffic Management - Traffic Unit, Coldharbour**

Supplementary comments by Traffic Management Ref. No. 010/080/8635/EK

Submitted for your information & investigation please.

**Officer submitting**

Name	BINEHAM	Traffic Management, Coldharbour
Rank	PC	Force number
		8635
		Date
		29/02/2012

Forward to:- KCC, East Kent Area



## APPENDIX 3

Community Safety, CCTV and Parking  
Dover District Council  
White Cliffs Business Park  
Dover  
Kent CT16 3PJ

Telephone: (01304) 821199  
Fax: (01304) 872168  
DX: 6312  
Minicom: (01304) 820115  
Website: [www.dover.gov.uk](http://www.dover.gov.uk)

Contact: Christopher Allen  
Direct Dial: 01304872054  
e-mail: [christopherallen@dover.gov.uk](mailto:christopherallen@dover.gov.uk)  
Our Ref:  
Your Ref:  
Date: 11<sup>th</sup> November 2013

ATHOL TERRACE OCCUPIERS.

Dear Occupier,

### **PARKING IN ATHOL TERRACE, DOVER.**

I'm sure you will appreciate that since the original parking arrangements in Athol Terrace were introduced a number of years ago, many things have changed. The particular traffic offences that are committed in this area can only be enforced by the police; Dover District Council's enforcement officers do not have the necessary authority to deal with these types of offences. At the specific request of the police and in order to assist them with enforcement, DDC agreed to issue permits to residents of Athol Terrace to identify their vehicles as being permitted to park in this area. This would then enable the police to take enforcement action against those not entitled to park there. However, since this agreement, the police have now stated that they are no longer able to enforce parking contraventions in Athol Terrace. Neither Kent County Council Highways nor Kent Police are in favour of this arrangement continuing.

I have looked into this issue and am of the view that there are three options available:

1. Not to do anything. Although breach of parking regulations has been decriminalised some time ago, the enforcement powers available to DDC do not cover the current situation in Athol Terrace. It remains for the police to enforce these powers.
2. Introduce a residents parking zone for Athol Terrace but make it joint with the existing scheme covering East Cliff and the Marine Parade Service Road (Zone C).
3. Remove the limited waiting from Athol Terrace and East Cliff and make these two roads a resident's only parking zone. Whilst this would allow lorries etc to load and unload, it would prevent non-permit holders parking there. Any vehicle parking in the area without a permit would be subject to enforcement action. Of course, it would also mean that visitors to any of the properties would have to either park elsewhere or use visitor's vouchers available from permit holders. This option would leave limited waiting in the Marine Parade Service Road thus allowing non-permit holders (including residents with no second permit) a place to park outside 9am – 5.30pm.

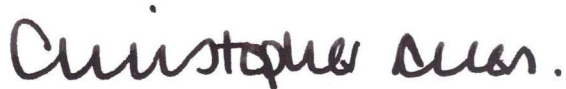
### APPENDIX 3

I would be grateful if you could let me know your views on the above options, including your preference, by 15<sup>th</sup> December 2013 so that I can propose a way to resolve the current situation. For your information, this letter is being delivered to all properties in Athol Terrace.

If the consensus of Athol Terrace residents is for option 1, then I will close this matter. If the majority opinion is to pursue option 2 or 3, then I will move to the formal process, which will include consultation with the public and especially existing Zone C permit holders and seeking the consent of the DDC Cabinet for this proposal.

I look forward to hearing from you.

Yours sincerely,

A handwritten signature in dark ink that reads "Christopher Allen." The signature is written in a cursive, slightly informal style.

Christopher Allen,  
***Community Safety, CCTV and Parking Manager***

## APPENDIX 4

Community Safety, CCTV and Parking  
Dover District Council  
White Cliffs Business Park  
Dover  
Kent CT16 3PJ

Telephone: (01304) 821199  
Fax: (01304) 872168  
DX: 6312  
Minicom: (01304) 820115  
Website: [www.dover.gov.uk](http://www.dover.gov.uk)

Contact: Christopher Allen  
Direct Dial: 01304872054  
e-mail: [christopherallen@dover.gov.uk](mailto:christopherallen@dover.gov.uk)  
Our Ref:  
Your Ref:  
Date: 15<sup>th</sup> April 2014

ATHOL TERRACE OCCUPIERS.

Dear Resident,

### **PARKING IN ATHOL TERRACE and EAST CLIFF, DOVER.**

Further to my previous correspondence on parking in Athol Terrace.

On 28<sup>th</sup> March 2014 I met with your nominated representative and the nominated representative of the East Cliff residents. Also present at this meeting were Mr Roger Walton, Dover District Council Director of Environment and Corporate Assets, and Councillor Trevor Bond, a member of the Dover Joint Transportation Board and support to the Portfolio Holder for Access and Property Management (which includes parking). After a worthwhile and meaningful discussion, we all agreed that the best way forward would be to introduce a joint residents' only parking scheme for Athol Terrace, East Cliff and the Marine Parade Service Road to be in effect daily from 6am to midnight. It was also agreed that the current limited waiting should be removed.

It is anticipated that the cost of an annual permit to park in this parking scheme will be £50. Visitors to homes will have to use visitor's permits which will enable them to park locally. Visitor's permits will be available to residents within the scheme, whether permit holders or not, and can be obtained on application to DDC Parking Services at a cost of £1 per permit. Books of up to ten permits can also be purchased. Parking waivers will be available to commercial organisations carrying out recognised work in the area. *Bona fide* loading and unloading will be able to take place in line with existing legislation. Further details of permits and waivers can be found on the DDC website at [www.dover.gov.uk/parking](http://www.dover.gov.uk/parking)

In light of this decision, I will not be taking this to the Dover Joint Transportation Board on 24<sup>th</sup> April 2014. The initial reason for taking this to the JTB was for a decision on how to progress this issue. Following on from the meeting with your nominated representative, that decision has now been made and I can progress quicker to the next stages.

The process now will be to consult with the residents of the area affected (i.e. Athol Terrace, East Cliff and the Marine Parade Service Road which runs parallel to East Cliff) to seek their views on the proposal. The results of that consultation, together with full details of the scheme and proposals, will then be taken to the next available meeting of the JTB on 10<sup>th</sup> July 2014 for ratification (please note that there are no other meetings of the JTB between April and July 2014). Provided that the JTB agrees to the proposal, it will have to be published in the media and the new Order, detailing the scheme, submitted to Kent County Council who is responsible for on-street parking. Assuming that the scheme is agreed and


#### APPENDIX 4

that there are no objections from the public following publication, it is likely that it will be introduced by October 2014.

The proposal is to introduce a residents' only parking scheme in Athol Terrace, East Cliff and the Marine Parade Service Road which runs parallel to East Cliff, enforceable daily from 6am to midnight. I would be grateful if you could complete the attached questionnaire and return it to me by 12noon on Monday 12<sup>th</sup> May 2014.

I look forward to hearing from you.

Yours sincerely,

A handwritten signature in dark ink that reads "Christopher Allen".

Christopher Allen,  
*Head of Community Safety, CCTV and Parking*

A large text version of this letter and accompanying questionnaire can be provided, if required. Please contact:

**Tel: 01304 872054, or**

**Email: [christopherallen@dover.gov.uk](mailto:christopherallen@dover.gov.uk)**

## APPENDIX 5

Community Safety, CCTV and Parking  
Dover District Council  
White Cliffs Business Park  
Dover  
Kent CT16 3PJ

Telephone: (01304) 821199  
Fax: (01304) 872168  
DX: 6312  
Minicom: (01304) 820115  
Website: [www.dover.gov.uk](http://www.dover.gov.uk)

Contact: Christopher Allen  
Direct Dial: 01304872054  
e-mail: [christopherallen@dover.gov.uk](mailto:christopherallen@dover.gov.uk)  
Our Ref:  
Your Ref:  
Date: 15<sup>th</sup> April 2014

EAST CLIFF and MARINE PARADE SERVICE ROAD OCCUPIERS.

Dear Resident,

### **PARKING IN ATHOL TERRACE and EAST CLIFF, DOVER.**

On 28<sup>th</sup> March 2014 I met with your nominated representative and the nominated representative of the Athol Terrace residents to discuss the current parking situation in Athol Terrace and East Cliff. Also present at this meeting were Mr Roger Walton, Dover District Council Director of Environment and Corporate Assets, and Councillor Trevor Bond, a member of the Dover Joint Transportation Board and support to the Portfolio Holder for Access and Property Management (which includes parking). After a worthwhile and meaningful discussion, we all agreed that the best way forward would be to introduce a joint residents' only parking scheme for Athol Terrace, East Cliff and the Marine Parade Service Road to be in effect daily from 6am to midnight. It was also agreed that the current limited waiting should be removed.

It is anticipated that the cost of an annual permit to park in this parking scheme will be £50. Visitors to homes will have to use visitor's permits which will enable them to park locally. Visitor's permits will be available to residents within the scheme, whether permit holders or not, and can be obtained on application to DDC Parking Services at a cost of £1 per permit. Books of up to ten permits can also be purchased. Parking waivers will be available to commercial organisations carrying out recognised work in the area. *Bona fide* loading and unloading will be able to take place in line with existing legislation. Further details of permits and waivers can be found on the DDC website at [www.dover.gov.uk/parking](http://www.dover.gov.uk/parking)

In light of this decision, I will not be taking this to the Dover Joint Transportation Board on 24<sup>th</sup> April 2014. The initial reason for taking this to the JTB was for a decision on how to progress this issue. Following on from the meeting with your nominated representative, that decision has now been made and I can progress quicker to the next stages.

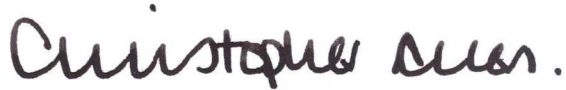
The process now will be to consult with the residents of the area affected (i.e. Athol Terrace, East Cliff and the Marine Parade Service Road which runs parallel to East Cliff) to seek their views on the proposal. The results of that consultation, together with full details of the scheme and proposals, will then be taken to the next available meeting of the JTB on 10<sup>th</sup> July 2014 for ratification (please note that there are no other meetings of the JTB between April and July 2014). Provided that the JTB agrees to the proposal, it will have to be published in the media and the new Order, detailing the scheme, submitted to Kent County Council who is responsible for on-street parking. Assuming that the scheme is agreed and that there are no objections from the public following publication, it is likely that it will be introduced by October 2014.

## APPENDIX 5

The proposal is to introduce a residents' only parking scheme in Athol Terrace, East Cliff and the Marine Parade Service Road which runs parallel to East Cliff, enforceable daily from 6am to midnight. I would be grateful if you could complete the attached questionnaire and return it to me by 12noon on Monday 12<sup>th</sup> May 2014.

I look forward to hearing from you.

Yours sincerely,

A handwritten signature in dark ink that reads "Christopher Allen". The signature is written in a cursive, slightly informal style.

Christopher Allen,  
***Head of Community Safety, CCTV and Parking***

A large text version of this letter and accompanying questionnaire can be provided, if required. Please contact:

**Tel: 01304 872054, or**

**Email: [christopherallen@dover.gov.uk](mailto:christopherallen@dover.gov.uk)**

## Proposed Residents Parking Scheme, Dover – Zone C

### East Cliff and Athol Terrace.

Please fill in your name and address below:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Please tick ( ☐ ) the appropriate boxes below

1. Do you have use of any off street parking (e.g. a garage or hard standing)?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

2. How many vehicles do you regularly park in yours or neighbouring streets?

0	1	2	3 or more
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Having considered the proposal, would you support the introduction of the residents' parking scheme as detailed in the accompanying documents?

Yes	No	(If <b>No</b> , please state reason below):
<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid black; height: 40px;"></div>
	Other	(If <b>Other</b> , please state reason below):
	<input type="checkbox"/>	<div style="border: 1px solid black; height: 40px;"></div>

**Additional Comments:** \_\_\_\_\_

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## **APPENDIX 6**

Thank you for completing this form. Please return it to: Christopher Allen, Head of Community Safety, Parking Services and CCTV at Dover District Council using the pre-paid envelope, **by 12 noon on Monday 12 May 2014.**



## APPENDIX 7

Community Safety, CCTV and Parking  
Dover District Council  
White Cliffs Business Park  
Dover  
Kent CT16 3PJ

Telephone: (01304) 821199  
Fax: (01304) 872168  
DX: 6312  
Minicom: (01304) 820115  
Website: [www.dover.gov.uk](http://www.dover.gov.uk)

Contact: Christopher Allen  
Direct Dial: 01304872054  
e-mail: [christopherallen@dover.gov.uk](mailto:christopherallen@dover.gov.uk)  
Our Ref:  
Your Ref:  
Date: 2<sup>nd</sup> June 2014

ATHOL TERRACE OCCUPIERS.

Dear Resident,

### **PARKING IN ATHOL TERRACE and EAST CLIFF, DOVER.**

Further to my previous correspondence on parking in Athol Terrace.

By the close of the consultation period, I had received responses to my letter dated 15<sup>th</sup> April 2014 from eleven. Of those responses, nine were against the proposed scheme, stating that they wanted an exclusive scheme just for Athol Terrace.

The purpose writing to you again is to explain the issues and options in light of the responses received from Athol Terrace residents so far.

Since the original parking arrangements in Athol Terrace were introduced a number of years ago, many things have changed. The particular traffic offences that are committed in Athol Terrace can only be enforced by the police; Dover District Council's enforcement officers do not have the necessary authority to deal with these types of offences. At the specific request of the police and in order to assist them with enforcement, DDC agreed to issue permits to residents of Athol Terrace to identify their vehicles as being permitted to park in this area. This then enabled the police to take enforcement action against those not entitled to park there. However, since this agreement, the police have now stated that they are no longer able to enforce parking contraventions in Athol Terrace. Additionally, neither Kent County Council Highways nor Kent Police are in favour of this arrangement continuing. In light of the fact that there is no enforcement taking place in Athol Terrace, Dover District Council will no longer issue the above permits.

It is clear that the solution proposed in my letter dated 15<sup>th</sup> April 2014 is not acceptable to those Athol Terrace residents who have responded so far. However, it will not be acceptable to Kent County Council to introduce a residents only parking scheme for such a small area the size of Athol Terrace and situated near another relatively small area comprising East Cliff and Marine Parade. The whole of this area is an anomaly in terms of residents only parking, in that it is small and if in the centre of town would not justify its own scheme. Three streets would form part of a much larger scheme but in this case the uniqueness of its location justifies a single scheme provided the whole area is involved.

The other option open to you as an Athol Terrace resident is to maintain the *status quo* and allow the existing situation to remain with no enforcement whatsoever.

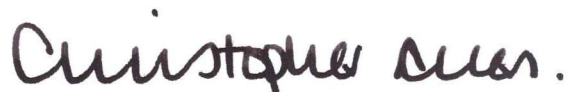
## APPENDIX 7

Apart from the options referred to above, there is no other solution available to address this problem. As I stated in my letter dated 15<sup>th</sup> April 2014, I will be taking a report on this issue to the Dover Joint Transportation Board on 10<sup>th</sup> July 2014 which will include details of all responses to the consultation (but will not identify individual respondents).

I would be grateful if you could let me know by Monday 9<sup>th</sup> June 2014, in light of my comments above, if your views on the original proposal have changed or not, or if you wish the *status quo* to remain.

Thank you for your time and I look forward to hearing from you.

Yours sincerely,

A handwritten signature in dark ink that reads "Christopher Allen." The signature is written in a cursive, slightly informal style.

Christopher Allen,  
***Head of Community Safety, CCTV and Parking***

A large text version of this letter and accompanying questionnaire can be provided, if required. Please contact:

**Tel: 01304 872054, or**

**Email: [christopherallen@dover.gov.uk](mailto:christopherallen@dover.gov.uk)**

DOVER DISTRICT COUNCIL

REPORT OF THE DIRECTOR OF ENVIRONMENT AND CORPORATE ASSETS

DOVER JOINT TRANSPORTATION BOARD – 11 SEPTEMBER 2014

## **PROPOSED MOTOR CARAVAN PROHIBITION**

### **Recommendation**

*The Board is asked to permit officers to investigate the potential for and benefits of introducing an overnight motor caravan prohibition along Marine Parade and Waterloo Crescent, Dover and The Beach, Walmer, and to return to The Board with proposals at a later date.*

Contact Officers: Christopher Allen                      Ext 2054  
Gordon Measey    Ext 2422

### **Reasons why a decision is required**

1. The Parking Services Unit at Dover District Council is responsible for the operation and enforcement of on-street parking regulations on behalf of Kent County Council. Concerns have been raised by residents and businesses over the parking of motor caravans at two locations within the district and the adverse impact they have on those communities. In light of those concerns, it is necessary for the Board to consider whether the recommendation made in this report should be progressed.

### **Evaluation of options available to the Council**

2.
  - (i) To introduce a complete ban, 24 hours per day Monday to Sunday, on motor caravans parking on Marine Parade and Waterloo Crescent, Dover and The Beach, Walmer;
  - (ii) To introduce an overnight ban, from 6pm to 6am Monday to Sunday, on motor caravans parking on Marine Parade and Waterloo Crescent, Dover and The Beach, Walmer;
  - (iii) To do nothing and allow the current situation to continue; or
  - (iv) To examine any other alternative proposal made by the Dover JTB.

### **Information to be considered in taking the decision**

3. "Caravan" has the same meaning as in Section 29(1) of the Caravan Sites and Control of Development Act 1960, namely *"any structure designed or adapted for human habitation which is capable of being moved from one place to another (whether being towed, or by being transported on a motor vehicle or trailer) and any motor vehicle so designed or adapted, but does not include (a) any railway rolling stock which is for the time on rails forming part of a railway system, or (b) a tent."*
4. Section 141A of the Road Traffic Act, 1988 defines a "motor car" as:

*Notwithstanding section 185(1) of this Act, in this Part of this Act "motor car" means a motor vehicle (other than an invalid carriage or motor cycle)—*

- (a) *which is not constructed or adapted to carry more than nine persons inclusive of the driver, and*
- (b) *which has a maximum gross weight not exceeding 3.5 tonnes.*

This definition does in fact cover the majority of motor caravans.

5. The Department for Transport defines a "Motor Caravan" as *a special purposes passenger car constructed to include living accommodation which contains at least the following equipment:*

- *Seats and table*
- *Sleeping accommodation which may be converted from the seats*
- *Cooking facilities*
- *Storage facilities*

*This equipment shall be rigidly fixed to the living compartment; however, the table may be designed to be easily removable. As well as having the minimum requirements it must also have the external appearance of a "Motor Caravan."*

#### Dover Seafront

6. Waterloo Crescent and Marine Parade in Dover offer Pay and Display parking for "cars" and "motor bikes" only.
7. Waterloo Crescent and Marine Parade, Dover are undoubtedly used for short term evening/night parking by holiday makers keen to take advantage of the cheaper ferry crossing prices offered for early morning travel, or who have travelled to Dover during the day and wish to sleep overnight to travel on the continent during the day. The issues experienced here are seasonal and undoubtedly port related. Anecdotally, it is believed that staff employed in the Port of Dover advise customers with motor caravans who are waiting for a crossing to park on the seafront. Dover Harbour Board states that they have instructed their staff not to do this; the ferry operators have not been approached with regards to this.
8. Dover Harbour Board does not offer any specific motor caravan parking other than for those waiting to board the ferries. Many motor caravans can legitimately park on the street, including Pay and Display areas as they will fit within the marked bays and are under the maximum gross weight of 3.5 tonnes, thereby meeting the definition of a "motor car." In addition, larger motor caravans and towed caravans can park on the seaward side of The Esplanade, Dover but there are only a small number of spaces available.

#### Walmer Seafront

9. The Beach, Walmer has double yellow lines along its entire western (land) side, with unrestricted parking on the eastern (sea) side.
10. The Beach, Walmer, is a residential road with houses on the western (land) side offering an unrestricted view of the beachfront and the English Channel. This road frequently experiences motor caravans parking in it. Anecdotal evidence suggest that these motor caravans are either used by visitors/campers who are seeking to stay in the area for a short period of time (2 – 3 days) without using the services of a local campsite, or are owned by local people taking advantage of the unrestricted parking to park their vehicles in the long term.

### Summary

11. It is important to note that motor caravans are self-contained units and campers tend to use them for all their daily living needs. Therefore, apart from entrance fees and light refreshments, it is unlikely that they contribute as much to the local economy as those visitors to the area who use local accommodation or who are on a day-trip.
12. Subject to the relevant approvals being obtained, Dover District council is able to introduce proportionate and reasonable regulations to tackle the issue outlined in this report.
13. In considering any proposals, Councillors will need to be mindful as to where motor caravans will be able to park should any form of ban be introduced. Additionally, Dover is a port town offering a ferry service enabling easy access to the continent, not only for business but also for holiday makers and we need to be seen to encourage such traffic rather than hinder it.
14. The preferred option would be to introduce an overnight prohibition from 6pm to 6am Monday to Sunday, on motor caravans parking on Marine Parade and Waterloo Crescent, Dover and The Beach, Walmer. This would enable holiday makers in their motor caravans to visit the area during the day but would have the effect of preventing overnight camping.

### **Consultation Statement**

The Portfolio Holder for Access and Property Management has been consulted on the proposal outlined in this report.

### **Impact on Corporate Objectives**

The proposal outlined in this report will foster improved opportunity and access.

### **Attachments**

None

### **Background Papers**

Parking Services Files.

ROGER WALTON

Director of Environment and Corporate Assets

The officer to whom reference should be made concerning inspection of the background papers is the Head of Community Safety, CCTV and Parking, Dover District Council, White Cliffs Business Park, Dover, Kent CT16 3PJ. Telephone: (01304) 821199, Extension 2054

**To:** Dover Joint Transportation Board  
**By:** KCC Highways and Transportation  
**Date:** 11 September 2014  
**Subject:** Highway Works Programme 2014/15  
**Classification:** Information Only

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Summary: This report updates Members on the identified schemes approved for construction in 2014/15

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## 1. Introduction

This report provides an update and summarises schemes that have been programmed for delivery in 2014/15

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

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

**Street Lighting** – see Appendix C

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

**PROW** – see Appendix E

**Bridge Works** – see Appendix F

**Traffic Systems** – see Appendix G

**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**

Toby Howe	Highway Manager (East)
Steve Rivers	District Manager
Sue Kinsella	Street Lighting Manager
Katie Lewis	Drainage Manager
Alan Casson	Resurfacing Manager
Tony Ambrose	Structures Manager
Traffic Systems	Toby Butler

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

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

<b>Surface Treatments - <i>Contact Officer Neil Tree</i></b>			
<b>Micro Asphalt Schemes</b>			
<b>Road Name</b>	<b>Parish</b>	<b>Extent of Works</b>	<b>Current Status</b>
North Military Road / South Military Road	Dover	From its junction with Citadel Road to its junction with Durham Hill	Completed
Military Road	Dover	From its junction with Durham Hill to its junction with Lancaster Road	Completed
Beaconsfield Road	Dover	From its junction with London Road to its junction with Barton Road	Completed
Beaconsfield Road inc Northcote Road	Deal	From its junction with Victoria Road to its junction with Blenheim Road	Completed
Balfour Road	Walmer	From its junction with Salisbury Road to its junction with Kelvedon Road	Completed
<b>Surface Dressing Schemes</b>			
<b>Road Name</b>	<b>Parish</b>	<b>Extent of Works</b>	<b>Current Status</b>
Willows Wood Road	Great Mongeham	From its junction with Stoneheap Road to its junction with Northbourne Road	Completed
Willow Road	Great Mongeham	From its junction with Stoneheap Road to its junction with Northbourne Road	Completed
Waterworks Hill	Langdon	From its junction with The Street to its junction with Forge Lane	Completed
Swanton Lane	Swingfield	From its junction with The Street to Swanton Court Farm	Completed
Shepherdswell Road	Eythorne and Shepherdswell With Coldred	140m w of Church Hill junction to 85m NE of Barfreestone Road	Completed
Oak Hill	Swingfield	From its junction with Stockham Lane to its junction with Canterbury Road	Completed
Northbourne Road	Great Mongeham	From its junction with Willow Road to its junction with Mongeham Road	Completed

Ash Road	Sandwich	From its junction with Sandwich Bypass to its junction with Richborough Road	Completed
<b>Machine Resurfacing – Contact Officer Russell Boorman</b>			
<b>Road Name</b>	<b>Parish</b>	<b>Extent of Works</b>	<b>Current Status</b>
Northwall Road	Deal	From its junction with Golf Road to its junction with Friends Close	Completed
Crabble Hill	Dover	App to traffic lights near its junction with Old Park Rd	Completed
Allenby Avenue	Deal	Whole Length	Completed
Coombe Valley Road	Dover	Coombe Valley Road Rdbt (rbt circulatory only)	Completed
Alkham Valley Road	Alkham	Newlyns Meadow to West of entrance to 'Bramhall'	Programmed to start Autumn 2014
A258 Deal Road	Guston/St Margarets at Cliffe	Dover Road, Westcliffe to Jubilee Way	Programmed to start Autumn 2014
Alkham Road	Temple Ewell/River	Kearsney Court to 30 speed limit	Programmed to start Autumn 2014
<b>Footway Improvement - Contact Officer Wendy Boustead</b>			
<b>Road Name</b>	<b>Parish</b>	<b>Extent and Description of Works</b>	<b>Current Status</b>
Sandwich Road	Worth	From Adelaide Café to its junction with Southern Water pumping station – Replacement of asphalt surface and installation of pedestrian guard rail to rear of footway.	Programmed to start Autumn 2014
Folkestone Road	Hougham Without	From its junction with Hougham Court Lane to its junction with Dover Hill – Slurry Surfacing (extents still to be clarified)	Programmed to start Autumn 2014



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

<b>Drainage Repairs &amp; Improvements - Contact Officer Katie Lewis</b>			
<b>Location</b>	<b>Description of Works</b>	<b>Job Status</b>	<b>Timescale for Completion</b>
Cooting Road, Aylesham	Installation of new Soakaways	Works Programmed	September 2014
Elms Vale Road, Dover	Installation of new Soakaways	Works Programmed	November 2014
Homestead Lane, Dover	Installation of new drainage system and pond clearance	Works Programmed	January 2015
Green Lane, Whitfield	Installation of new Soakaways	Works Programmed	September 2014
Forge Lane, Whitfield	Installation of new drainage system	Works Programmed	September 2014
Church Hill, Sutton	Excavation of Ponds	Works Programmed	November 2014
Wootton Lane, Denton	Excavation of Ponds	Works Complete	
Kingsdown Road, Walmer	Install gullies and a small soakaway at each location	Works Programmed	November 2014
Ranalagh Road, Deal	Installation of new gullies and upgrade existing system	Works Complete	
Griffin Hill, Dover	Installation of new soakaways and additional drainage	Works Programmed	January 2015
Adelaide Road, Dover	Installation of new gullies into existing system	Works Programmed	October 2014

## **Appendix C – Street Lighting**

Structural & Electrical testing has been carried out in Dover Area. A programme of work to replace those columns that have failed the test is identified below.

<b>Road Name</b>		<b>Column Ref</b>	<b>Status</b>
Green Lane	Dover	GGBU002 GGBU018	Completed
Weavers Way	Dover	GWA0010 GWA0011	Completed
Durban Crescent	Dover	GDCO006	Completed
Crabble Hill	Dover	GCGZ019	Awaiting road space
Colton Crescent	Dover	GCEP003	Completed
Christchurch Way	Dover	GCIL001 GCIL005 GCIL007	Completed
Astley Avenue	Dover	GACD005 GACD009	Completed
Auckland Crescent	Dover	GACJ005 GACJ006 GACJ008	Completed

		GACJ010	
Alberta Close	Dover	GAAS002	Completed
New Dover Road	Capel le Ferne	GNAM166	Temporary connection in place, final completion by end of July 2014
Folkestone Road	Dover	GFAO066	Works to be completed Sept 14
Bridge Street	Dover	GBCP002	Works to be completed Sept 14
Woods Place	Dover	GWDG001 GWDG002	Completed
Buckland Terrace	Dover	GSCC005	Completed
London Road	Dover	GLCR010 GLCR016 GLCR026 GLCR301 GLCR302	Completed Awaiting road space Awaiting road space Awaiting road space Awaiting road space
Coombe Valley Road	Dover	GCEX002 GCEX006 GCEX010 GCEX013	Completed
Beaufoy Terrace	Dover	GBBD001 GBBC002 GBBC006 GBBC010 GBBC011	Completed  Await Hedge Trim Req'd.
Salisbury Road	Walmer	GSAB005 GSAB019	Completed Hedge Trim Req'd.
Mill Road	Deal	GMCF111	Awaiting road space
West Street	Deal	GWBA 504	Awaiting road space Completion by end Oct 2014
West Street	Deal	GWBA 505	Completion by end Oct 2014
West Street	Deal	GWBA 006	Completion by end Oct 2014
St Georges Road	Sandwich	GSDQ007	Completion by end Oct 2014
Church Street	Walmer	GCDK007	Completion by end Oct 2014
London Road	Deal	GLBJ025	Completion by end Oct 2014
Biggin Street	Dover	GBBW005	Completion by end Oct 2014
New Street	Sandwich	GNAS003	Completion by end Oct 2014
Honeywood Parkway	Whitfield	GHDU057	Completion by end Oct 2014
London Road	Deal	GLBJ003 GLBJ004	Completion by end Oct 2014

Beach Street	Deal	GBAS902	Completed
Water Street	Deal	GWAJ001	Completion by end Oct 2014
London Road	Dover	GLCR903	Completion by end Oct 2014
London Road	River	GLBI513	Completion by end Oct 2014
St Peters Street	Sandwich	GSEN003 GSEN005	Completion by end Oct 2014
Mill Lane	Dover	GMEJ001	Completion by end Oct 2014
Lower Road	River	GLBU018	Completion by end Oct 2014
Pilots Avenue	Deal	GPBF004	Completion by end Oct 2014
Sandwich Road	Sandwich	GSAH024	Completion by end Oct 2014
Farncombe Way	Whitfield	GFAC004 GFAC011 GFAC012 GFAC014	Completion by end Oct 2014
North Military Road	Dover	GNBT010 GNBT011 GNBT015 GNBT016 GNBT018 GNBT020	Completed Completed <b>UKPN to attend due to underground problems</b> Completed Completed
Gloster Ropewalk	Dover	GRBM004 GRBM 005	Completed
Albany Place	Dover	GAAM001	Completion by end Oct 2014
Freemans Way	Deal	GFAQ004	Completion by end Oct 2014
Glack Road	Deal	GGAJ009 GGAJ010	Completion by end Oct 2014
Telegraph Road	Deal	GTAG013 GTAG019	Completion by end Oct 2014
Bridgeside	Deal	GBEY002 GBEY003 GBEY005 GBEY008	Completion by end Oct 2014
Church Lane	Deal	GCHH003 GCHH021	Completion by end Oct 2014
Delane Road	Deal	GDAU002 GDAU004	Completion by end Oct 2014
Diana Gardens	Deal	GDBA004	Completion by end Oct 2014

South Wall	Deal	GSCS011	Completion by end Oct 2014
Young Close	Deal	GYAG002	Completion by end Oct 2014
Honeywood Parkway	Whitfield	GHDU007 GHDU026	Completion by end Oct 2014
Dorman Avenue North	Aylesham	GDCV001	Completion by end Oct 2014
Middle Street	Deal	GMBP001	Completion by end Oct 2014
Beaufoy Road	Dover	GBBC101	Completion by end Oct 2014
The Marina	Deal	GTBJ010 GTBJ013 GTBJ014 GTBJ017	Completion by end Oct 2014
High Street	Deal	GHDS014	Completion by end Oct 2014
Burgoyne Heights	Guston	GBDN007	Completion by end Oct 2014
Cassino Square	Guston	GCAR001	Completion by end Oct 2014
Corunna Place	Guston	GCFG001	Completion by end Oct 2014
Brewer Street	Deal	GBCK002	Completion by end Oct 2014
Lancaster Road	Dover	GLAI001 GLAI003	Completion by end Oct 2014
Beach Street	Deal	GBAS001 GBAS301 GBAS005 GBAS006 GBAS007 GBAS013 GBAS015	Awaiting road space  Completion by end Oct 2014
London Road	Temple Ewell	GLCS036 GLCS045 GLCS048	Completion by end Oct 2014
Durham Hill	Dover	GDCQ 005	Completed
Adrian Street	Dover	GAAI 002	Completed
Mill Lane	Northbourne	GMEJ 001	Await UKPN
	Dover		Completed
Old Folkestone Road	Dover	GOBF 028	Completed
Channel View Road	Dover	GCBI 027 GCBI 028 GCBI 033 GCBI 034	Completed

## Appendix D – Transportation and safety schemes

### Appendix D1 – Local Transport Plan Funded Schemes

The Traffic Schemes Team have analysed the crash clusters within the Dover District, from which a shortlist of sites have been identified. Below is a list of these locations.

Local Transport Plan Funded Schemes- Contact Officer Richard Heaps			
Road Name	Parish	Description of Works	Current Status
Sandwich	Sandwich	Dropped kerbs to facilitate pedestrian access (ITS)	Design in process
A258 Dover Road and Granville Road	Walmer	Waiting restrictions (CRM)	Works complete
St Radigund's Road	Dover	School Keep Clear zig-zags (CRM)	Works complete
Frith Road	Dover	Relocate lane sign and refresh lane arrows (CRM)	Works complete
High Street	Wingham	Road narrows signs (CRM)	Works on order
Honeywood Parkway	Whitfield	Chevrons on roundabout (CRM)	Put on hold due to budgets
A256 Sandwich Bypass	Sandwich	Road markings (CRM)	Design in progress
Ramsgate Road (Toll Bridge)	Sandwich	Options Report (CRM)	Complete
Crabble Hill j/w Old Park Road	Dover	High Friction Surfacing (CRM)	Works complete
A258 Deal Road	Dover	Warning signage, SLOW road markings and verge marker posts	Works on order

### Appendix D2 – Developer Funded Works

Developer Funded Works (Section 278 Works) Contact Officer Michele Ellis			
Road Name	Parish	Description of Works	Current Status
A258 London Road	Sholden, Deal	Road widening to Accommodate right turn lane into new access road and new toucan crossing	In maintenance period.
Honeywood Parkway	Whitfield	Provision of a new access road junction	Works to start in Oct 2014.

Foxborough Hill	Woodnesborough	Erection of 4 dwellings and construction of new vehicular access	Works complete. 20 month maintenance period which expires on 5 July 2014. Remedials to be completed.
A256 Ramsgate Road	Sandwich	Creation of a vehicular access (40 acre site)	In maintenance period.
A256 Ramsgate Road	Sandwich	Upgrading of zebra crossing to puffin crossing	In maintenance period.
Coombe Valley Road	Dover	Construction of vehicular accesses at Buckland Hospital	Works complete outstanding issue with BT cover.
Old Park Hill	Dover	Footway works connected to S38 development	Works underway.
Honeywood Parkway	Whitfield	Roundabout R1 South new vehicular access	Bond was to be called in as works not completed. Landowner now to finish remedial works by Sept 2014.
Market Place	Aylesham	New parking bays and associated highway works	Works underway.
Mill Road	Deal	New vehicular access	Works underway.
Church Road	Sholden	New access to residential off Hyton Drive	Works to start 8 <sup>th</sup> September.

## Appendix E – PUBLIC RIGHTS OF WAY

Public Rights of Way – <i>Contact Officer Melvyn Twycross</i>			
Path No	Parish	Description of Works	Current Status
ER72	Whitfield	Construction/resurfacing of public footpath	On hold – awaiting decision on developer funding
ER185	Alkham	Surface repairs to byway	On hold – awaiting redesign of drainage system

## Appendix F – Bridge Works

Bridge Works – <i>contact officer Tony Ambrose</i>			
Road Name	Parish	Description of Works	Current Status
No works currently programmed			

## 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 - <i>Contact Officer: Toby Butler</i>		
Location	Description of Works	Current Status
No traffic signal refurbishment work being carried out this year		

## Appendix H – Member Highway Fund

The following schemes are those which have been approved for funding by both the relevant Member and by John Burr, Director of Highways and is up to date as of 5<sup>th</sup> August 2014.

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

More detail on their schemes can accessed by each Member via the online database or by contacting their Highway Projects Engineer.

### Pam Brivio

Scheme	Status
Replacement tourism signing for Western Heights	Complete
Installation of pedestrian dropped crossings at Astor Avenue junction with Tower Hill, Dover	Works currently on site

### Gordon Cowan

Scheme	Status
Video traffic survey of Market Square/ Cannon St to establish vehicle numbers disobeying pedestrianised area TRO	Survey complete

### Mike Eddy

Scheme	Status
Contribution to Highway Operations Team towards resurfacing work on the A258 close to Church St, Walmer	Awaiting programme date
Installation of upgraded lighting units with integrated belisha beacons: Zebra crossing, A258 adjacent to Marke Wood.	Awaiting programme date
Widening of carriageway into verge to provide for parking and planting of replacement trees: St Richards Road, Deal.	Awaiting programme date (this will follow when date for felling of existing trees has been confirmed).
Installation of new bus shelter: St Richards Rd Deal	

### Geoff Lymer

Scheme	Status
Contribution to Highway Operations Team towards repairs following flood event. Alkham Valley	Awaiting programme date
Installation of salt bins at Warren Lane and church Lane, Lydden.	Awaiting autumn batch of salt bin installation.
New parking restrictions: Common Lane River	TRO Consultation stage
Village Gateway: The Street, West Hougham	Complete



## Steve Manion

Scheme	Status
Installation of salt bin at Green Lane, Eythorne	Awaiting autumn batch of salt bin installation.
Contribution to Drainage Team toward ongoing issues at Church Hill, Sutton.	Awaiting programme date
Contribution to Drainage Team toward ongoing issues at Barfreton Rd, Nonington	Awaiting programme date
Installation of signed cycle route between Walmer and Dover 'Skylark Trail'	Complete
Additional direction sign, Dorman Avenue, Aylesham	Awaiting programme date

## Leyland Ridings

Scheme	Status
Contribution towards installation of Puffin Crossing: A257 at Wingham close to School Lane.	Site meeting to be organised with Parish to discuss proposal

### 1.1 Legal Implications

1.1.1 Not applicable.

### 1.2 Financial and Value for Money Considerations

1.2.1 Not applicable.

### 1.3 Risk Assessment

1.3.1 Not applicable.

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**Contacts: Toby Howe / Steve Rivers 03000 418181**

DOVER DISTRICT COUNCIL

DOVER JOINT TRANSPORTATION BOARD – 11 SEPTEMBER 2014

**EXCLUSION OF THE PRESS AND PUBLIC**

**Recommendation**

That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the item to be considered involves the likely disclosure of exempt information as defined in the paragraphs of Part I of Schedule 12A of the Act set out below:

<u>Item Report</u>	<u>Paragraphs Exempt</u>	<u>Reason</u>
Applications for Disabled Persons' Parking Bays	1 and 2	Information relating to any individual and Information which is likely to reveal the identity of an individual

# DOVER JOINT TRANSPORTATION BOARD

## **PROCEDURE FOR DETERMINING APPLICATIONS FOR ON-STREET DISABLED PERSONS' PARKING BAYS**

1. Under the current arrangements with Kent County Council (the Highway Authority) an applicant has to satisfy a list of criteria set by County in order to qualify for a disabled person's parking bay being provided outside, or close to, his or her house. The set of criteria was adopted by this Board at its meeting on 7 February 2005 and is listed below:
  - (i) the applicant must be a Blue Badge holder.
  - (ii) the applicant must be in receipt of a qualifying benefit entitlement, either:
    1. the Higher Rate Mobility component of **Living Allowance**, or
    2. Higher Rate of **Attendance Allowance** if the applicant was over 65 years or over when an entitlement was first claimed(Other entitlements such as a War Pension may also qualify).
  - (iii) the applicant must be a driver of vehicle (unless there are exceptional mitigating circumstances).
  - (iv) The applicant must not have any off-street parking (eg have no hard standing, nor garage, nor use of either).

In addition, bays will not be provided:

- along sections of roads subject to stopping, waiting or loading restrictions (eg on clearways; yellow lines or blips; zig zags outside schools or on approaches to pelican crosses; etc)
  - in close proximity to road junctions (typically within 10metres)
  - along a road whose width is less than 3.6 metres
  - where there are other disabled bays in a street and these collectively exceed 5% of the available road parking space
  - where the application is for a temporary disability only
  - in areas where the safety or convenience of the applicant or other highway users could be compromised (eg close to or on the brow of a hill or within the turning head of a cul-de-sac)
2. If the listed criteria are met then an application goes through a two-stage process: Under delegated authority, the Head of Regeneration firstly carries out an informal consultation with the neighbours. If no objections are received then an advisory (non-enforceable) disabled bay is marked on site and the application progresses to the second stage where it is formally advertised as a proposed Traffic Regulation Order (TRO). This latter stage can take considerable time to complete, which is why an advisory bay is provided in the interim period. If no objections are received in response to the formal (second stage) advertisement, then the TRO is sealed and the disabled bay becomes enforceable. At either stage of consultation, objections can be received which are referred back to the Board to make a recommendation to proceed, or not, with the application.
  3. If at any time an applicant appeals against an officer's decision then in accordance with the resolution taken by the Dover Joint Transportation Board on 13 September 2005, the Chairman, Vice-Chairman and the relevant Ward and County Members are contacted to seek views on determining the appeal. If the views of the Members who reply are unanimous then the appeal is determined accordingly. However, if any Members are not in agreement, then the appeal comes back before the Dover Joint Transportation Board to be determined.

Document is Restricted