

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 12 JULY 2023 AT 7.15PM

PRESENT:

Councillor Peter Harman – Chairman
Councillor Ann Duke - Vice - Chairman
Councillor Lorna Cross
Councillor Dawn Johnston
Councillor Richard Lees
Councillor Hazel Stephens
Councillor Elizabeth Wickham

ALSO PRESENT:

Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO
x1 Member of the public

ABSENT:

There were none

96/23-24. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

97/23-24. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Lesley Howes, due to other commitments.

Recommended:

That the reason for absence, for the Councillor listed, be formally accepted, and approved.

98/23-24. **SUBSTITUTES.**

There were none.

99/23-24. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

100/23-24. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

101/23-24. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 14 JUNE 2023.

Recommended: The Minutes of the meeting held on 14 June 2023 were confirmed and signed.

102/23-24. KENT COUNTY COUNCIL (KCC) CONSULTATIONS.

Members considered the x2 consultations previously sent, by email, on 15 June 2023. The consultations both had a deadline of 25 July 2023

- A. DRAFT KENT MINERALS AND WASTE LOCAL PLAN 2024 – 2039 – Further proposed changes.
- B. DRAFT KENT MINERAL SITES PLAN INCLUDING DETAILS OF NOMINATED HARD ROCK SITE

Recommended: That the responses to the x2 consultations, as agreed/annexed, be submitted.

103/23-24. HIGHWAYS IMPROVEMENT PLAN (HIP) – KENT COUNTY COUNCIL (KCC).

Further to minute 479/22-23 correspondence had been received from the KCC Road Safety Engineering Project Manager Highway Improvements (West Kent – Dartford, Gravesham & Maidstone) regarding the Town Councils HIP.

Members noted the correspondence received and requested that:

The resurfacing of both Milton Road and Manor Road, Swanscombe be placed on the HIP for consideration.

A request be raised with the Highways Improvement Team that a review is undertaken of the directional development signs placed on lamp columns. These signs, at present, are not always correct, misleading with the current diversion routes in place and, in contradiction to the correspondence provided, not approved by the Town Council prior to installation. Members have suggested that no new signs are approved and that any in place that are incorrect or no longer required are removed.

Recommended: That a response be sent to the Highways Improvement Team at KCC advising of the points raised by members as detailed.

TOWN PLANNING:

104/23-24. **The following planning applications have been received from Dartford Borough Council / Ebbsfleet Development Corporation for Members observations (full details of these applications can be viewed via the Town Council, DBC and the EDC websites).**

DA/23/00719/FUL	Demolition of existing rear conservatory and erection of a two-storey side and rear 'wrap around' extension (part retrospective) (revisions to previously approved planning permission DA/22/00996/FUL) 2 Park Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.
DA/23/00768/TPO	Application for T1 – Common Lime, Re-pollard to previously pollarded points subject to Tree Preservation Order No. 3 1991. 5 St Pauls Close, Swanscombe
OBSERVATIONS:	No observations.
DA/23/00709/FUL	Demolition of existing outbuilding and erection of a detached outbuilding for storage including cold storage room (retrospective). Akash Tandoori, 54 Milton Road, Swanscombe.
OBSERVATIONS:	The Town Council would like clarification that appropriate mitigation has been considered for the air conditioning / cooling unit installed, in relation to its noise impact on neighbouring properties.
GR/23/376 (KCC/GR/0050/2023) Re-consultation	Development of an enclosed electronic waste (E-Scrap) transfer facility, involving shredding, sampling, sorting, and bulking up of electronic waste streams for onward transportation to recycling/management facilities. The proposed development includes the demolition of existing buildings, construction of a new steel framed waste transfer building, firewater storage tank and associated plant, dust extraction unit, office and staff welfare building, new areas of concrete hard standing and footways, upgrade to site drainage, construction of a re-aligned access point off Manor Way and retention of vehicular access to the adjacent wharf.

	Britannia Refined Metals Ltd, Britannia Metal Refinery and Premises, Lower Road, Northfleet, Gravesend, Kent,
OBSERVATIONS:	The Town Council have considered the re-consultation of this planning application and now support the proposal for this development.

105/23-24. **The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/23/00505/FUL	Provision of a vehicle crossing onto A226 and brick boundary wall (east). 5 London Road, Greenhithe.
DA/22/00897/FUL	Installation of 2 no. steel containers to create shop extension, to be internally accessed via existing sales building and erection of 1 no. timber compound. Greenhithe Service Station, London Road, Greenhithe
DA/23/00508/TPO	Application 1 No. Ash tree - to remove to ground level and treat the stump subject to Tree Preservation Order No.11 1990. 12 The Dell, Greenhithe, Kent
DA/23/00488/NONMAT	Non-material amendment following grant of planning permission DA/19/01464/FUL to remove the lean to store to the side elevation; revised footprint to the flats over garages and the removal of the proposed detached garage. Former Block of 43 Lock-Up Garages, Rear of Gilbert Close, Swanscombe, Kent
DA/23/00197/NONMAT	Non-material amendment following grant of planning permission DA/21/01291/FUL for internal alterations to lower ground floor level and removal of proposed conservatory and extending proposed living room at the ground floor to line up with the Kitchen/Diner at the Lower Ground Floor Level; New ground floor extension to have a pitch roof; Walls to be finished with external render to match existing. The Orchard, Mounts Road, Greenhithe, Kent
DA/23/00658/CDNA	Submission of details relating to further intrusive investigation re land contamination pursuant to condition 9 of planning permission DA/19/01464/FUL. Former Block of 43 Lock Up Garages rear of Gilbert Close, Swanscombe.

106/23-24. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members were requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Chairman and Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

Recommended:

That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to respond to planning applications during the recess period

There being no further business to transact, the Meeting closed at 8.30 pm.

Signed: _____ Date: _____
(Chairman)

This page is intentionally left blank.

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 6 SEPTEMBER 2023 AT 7.00PM

PRESENT: Councillor Ann Duke – Vice-Chairman in the Chair
Councillor Lorna Cross
Councillor Richard Lees
Councillor Hazel Stephens

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT: There were none.

139/23-24. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

140/23-24. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Peter Harman, due to other commitments.

An apology for absence was received from Councillor Lesley Howes, due to other commitments.

An apology for absence was received from Councillor Dawn Johnston, due to other commitments.

An apology for absence was received from Councillor Elizabeth Wickham, due to other commitments.

Recommended: That the reasons for absence, for the Councillor(s) listed, be formally accepted, and approved.

141/23-24. SUBSTITUTES.

There were none.

142/23-24. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

143/23-24. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

144/23-24. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 12 JULY 2023.

Recommended: The Minutes of the meeting held on 12 July 2023 were confirmed and signed.

145/23-24. DARTFORD BOROUGH (DBC) – DARTFORD LOCAL PLAN: PROPOSED MODIFICATIONS.

Members were sent the above consultation by email, on 1 August 2023. The consultation has a deadline of 25 September 2023. After discussion it was agreed that no further comments be submitted.

Recommended: That no further comments be submitted.

146/23-24. HIGHWAYS IMPROVEMENT PLAN (HIP) – KENT COUNTY COUNCIL (KCC)

Further to minute 103/23-24, members were issued the correspondence from the West Kent Community Engagement Team Leader containing the newly updated Highway Information Pack which has been designed to provide details of the HIP process.

Members discussed the updated Highway Information Pack and suggested that the Town Council look at participating in the Lorry Watch Scheme detailed in the pack (page 52) and that KCC Highways Officers be asked to advise on where within Swanscombe and Greenhithe, it would work best.

Recommended: That KCC Highways Officers be asked to advise on where, within Swanscombe and Greenhithe, the Lorry Watch Scheme would work best.

TOWN PLANNING:

147/23-24. Please find below the planning applications received and responded to by the Town Clerk, in consultation with the Chairman, during the recess period (as per minute 106/23-24).

DA/23/00819/FUL	Erection of a first-floor side extension (over existing attached garage), part two/part single storey rear extension, provision of dormer window with Juliette balcony in rear elevation and roof lights in front roof slope in connection with providing additional rooms in the roof space. 10 Bevans Close, Greenhithe.
OBSERVATIONS	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.
DA/23/00931/FUL	Erection of a single storey rear extension. 11 Park Terrace, Greenhithe.
OBSERVATIONS	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.
DA/23/00901/FUL	Erection of a single storey rear extension and reduction in size of existing detached storage building. Booze Mini Market, 62 High Street, Swanscombe.
OBSERVATIONS	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.
DA/23/00729/FUL	Changes to existing front and rear elevations to provide front entrance to flat over and new shop front to ground floor retail unit. 125 and 125A Milton Road, Swanscombe
OBSERVATIONS	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental

	impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.
DA/23/00728/FUL	Changes to existing front and rear elevations to provide front entrance to flat over and new shop front to ground floor retail unit. (retrospective application) 123 and 123A Milton Road, Swanscombe.
OBSERVATIONS	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.
DA/23/00942/FUL	Demolition of existing conservatory and erection of a single storey rear extension 12 Atlantic Close Swanscombe Kent DA10 0LJ
OBSERVATIONS	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.

Recommended:

That the responses submitted during the recess period be endorsed.

148/23-24. **The following planning applications have been received from Dartford Borough Council / Ebbsfleet Development Corporation for Members observations** (full details of these applications can be viewed via the Town Council, DBC and the EDC websites).

DA/23/00959/FUL	Erection of a single storey rear extension and two storey side extension and front porch. 17 Woodland Way, Greenhithe
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.
DA/23/00989/TPO	Application for removal of one No. tree in rear garden subject to Tree Preservation Order No.11 1990 3 Watermans Way, Greenhithe.
OBSERVATIONS:	The Town Council object to this application as the tree is healthy and the applicant has not demonstrated any reason to remove it. There are more suitable solutions available to improve light other than the removal of a healthy tree.
DA/23/00969/REM	Reserved matters relating to landscaping scheme pursuant to condition 1 of outline planning permission 20/00816/OUT for erection of a 3-storey building to provide 5 No. 2 bedroom apartments with associated car parking and cycle storage provision. SWCS Car Sales, Craylands Lane, Swanscombe
OBSERVATIONS:	No observations.
DA/23/00957/VCON	Erection of 4 semi-detached houses with associated, parking, amenity, and landscaping (variation of condition 2 of planning permission DA/22/01353/FUL for revised roof design, provision of rooms in roofspace and change to approved plan numbers. Former Builders Yard, Harmer Road, Rear of 64 Stanhope Road, Swanscombe
OBSERVATIONS:	The Town Council are mindful of the concerns of residents regarding this application and request that, should permission be granted, that this includes the following conditions: 1. A condition to remove permitted development rights which would stop future occupiers/owners from converting the roof spaces into bedrooms.

	<p>2. A condition that the velux windows be obscured glass.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.</p>
DA/23/00767/ FUL	<p>Demolition of existing side extension with replacement of single storey side extension to provide garage allowing rear access and single storey rear extension with partial window replacement to the rear of existing house.</p> <p>Accuba House, 35 High Street, Greenhithe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.</p>
DA/23/00833/FUL	<p>Conversion of existing integral garage to habitable room and removal of garage door and installation of windows to the front elevation.</p> <p>12 Boleyn Way, Swanscombe,</p>
OBSERVATIONS:	<p>Whilst sympathetic to the applicant the Town Council objects to this application as it does not provide any sound evidence that the proposal will not have an adverse impact on residential amenity or highway safety.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.</p>
KCC/DA/0046/2023	<p>Renewal of temporary planning permission DA/17/1646 for the existing two, five bay mobile classroom units for a further period of up to 5 years.</p> <p>Craylands Primary School, Craylands Lane, Swanscombe.</p>
OBSERVATIONS:	<p>Whilst not objecting to the application the Town Council requests that the Planning Authority provides a definition of what "temporary" means with regards to this proposal and also seeks clarity on how long this provision will go on for i.e. what are the long term plans?</p>

DA/23/00997/FUL	<p>Erection of a first-floor side extension and single storey rear extension</p> <p>65 Empire Walk, Greenhithe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.</p>
DA23/01003/FUL	<p>Erection of a single storey rear extension.</p> <p>11 Ivy Bower Close, Greenhithe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.</p>
DA/23/00973/FUL	<p>Demolition of existing rear conservatory and erection of a single storey rear extension.</p> <p>21 Pilgrims View, Greenhithe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.</p>

149/23-24. **The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/23/00644/TPO	<p>Application for G1- 2 mature self-seeded Sycamore trees with a total of 3 stems -To reduce the lateral branches which overhang property by roughly 3m back to growth points and clean previous poor cuts from overhanging branches back to good growth points; T1 Remove self-seeded Ash tree to below fence height and treat the stump subject to Tree Preservation order No.11 1990</p> <p>7 Watermans Way, Greenhithe</p>
DA/23/00653/FUL	<p>Demolition of the existing conservatory and erection of a single storey rear extension.</p> <p>27 Trebble Road, Swanscombe</p>
DA/23/00689/FUL	<p>Erection of a two-storey side extension and a conversion of the existing conservatory into a rear extension.</p> <p>95 Ames Road, Swanscombe.</p>
DA/23/00118/FUL	<p>Demolition of the existing building and erection of a new community hub / sports facility and associated ancillary works.</p> <p>Swanscombe Pavilion, The Grove, Swanscombe</p>
DA/23/00768/TPO	<p>Application for T1 – Common Lime, Re-pollard to previously pollard points subject to Tree Preservation Order No. 3 1991</p> <p>5 St Pauls Close, Swanscombe</p>
DA/23/00522/FUL	<p>Demolition of existing garage and erection of a single storey extension and first floor rear extension.</p> <p>25 Eynsford Road, Greenhithe.</p>
DA/23/00439/VCON	<p>Erection of second floor extension with dormer windows to southern, eastern and northern elevations to provide 13 additional bedrooms including provision of a 3 storey extension to north side of building to house a lift and staircase, erection of a 2 storey rear extension to house a fire escape, removal of a Copper Beach tree subject to a Tree Preservation Order and provision of a hardstanding within the front garden to provide 4 additional car parking spaces (variation of condition 2 (approved drawings) of planning permission DA/21/00300/FUL in respect of re-siting of approved fire escape/staircase to rear/eastern elevation, amending approved stair and lift on side/northern elevation to provide change to lift location).</p> <p>Rosewood, 28 Bean Road, Greenhithe.</p>

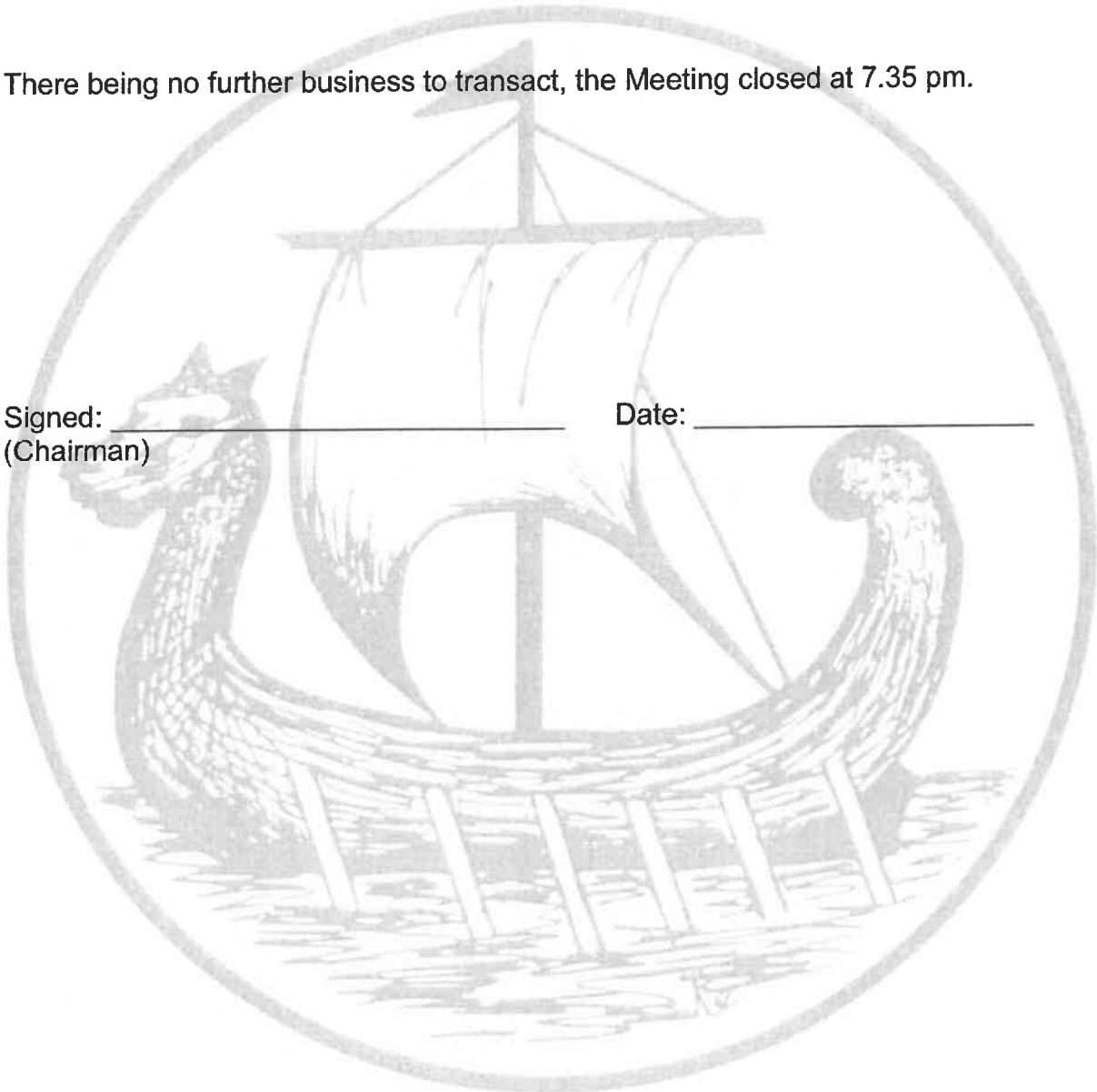
150/23-24. **The following Refused Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/23/00627/LDC	Demolition of existing rear conservatory and erection of a single storey rear extension. 3 Eagles Road, Greenhithe.
-----------------	--

There being no further business to transact, the Meeting closed at 7.35 pm.

Signed: _____
(Chairman)

Date: _____



This page is intentionally left blank.

EXTRACT OF MINUTES

146/23-24. HIGHWAYS IMPROVEMENT PLAN (HIP) – KENT COUNTY COUNCIL (KCC)

Further to minute 103/23-24, members were issued the correspondence from the West Kent Community Engagement Team Leader containing the newly updated Highway Information Pack which has been designed to provide details of the HIP process.

Members discussed the updated Highway Information Pack and suggested that the Town Council look at participating in the Lorry Watch Scheme detailed in the pack (page 52) and that KCC Highways Officers be asked to advise on where within Swanscombe and Greenhithe, it would work best.

Recommended:

That KCC Highways Officers be asked to advise on where, within Swanscombe and Greenhithe, the Lorry Watch Scheme would work best.



This page is intentionally left blank.

Graham Blew

From: freight@kent.gov.uk
Sent: 13 September 2023 10:58
To: Graham Blew
Subject: RE: Enquiry : NEW: Highway Information Pack 2023/24
Attachments: Lorry Watch - Guidance for volunteers(2).pdf

[WARNING] This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Grayham,

I have attached the 'Guidance for volunteers' pdf which highlights the process for setting up a lorry watch. If you would like to proceed could you please respond to the following questions below:

- What road/s they intend to collect data from and why?
- Is the route they intend to provide a lorry watch because of rat-running?
- Have they discussed concerns with Highways Improvements Team.
- Is there an existing restriction?
- Explain that KCC will target repeat offenders.
- Lorry Watch signs alone may deter use of unsuitable road where there is no restriction.

Kind Regards

Ian Carpenter | Network Performance Manager | Traffic Management | Kent County Council | www.kent.gov.uk |

From: Graham Blew <graham.blew@swanscombeandgreenhithetowncouncil.gov.uk>
Sent: Thursday, September 7, 2023 10:48 AM
To: Freight - GT <freight@kent.gov.uk>
Subject: Enquiry : NEW: Highway Information Pack 2023/24
Importance: High

You don't often get email from graham.blew@swanscombeandgreenhithetowncouncil.gov.uk. [Learn why this is important](#)

From: Graham Blew
Sent: Thursday, September 7, 2023 10:06 AM
To: Emma.Tilbury@kent.gov.uk
Cc: Michelle.Norris@kent.gov.uk; freight@kent.gov.uk
Subject: Enquiry : NEW: Highway Information Pack 2023/24
Importance: High

Dear Emma / Michelle

Having looked at the updated Highway Information Pack members are keen to explore setting up a Lorry Watch Scheme (page 52) in Swanscombe and Greenhithe and have asked if you would

be able to provide advice on which locations within the boundaries of Swanscombe and Greenhithe it would operate best from?

I have also copied in the Freight Team (KCC) in case they are also able to assist and also provide further details on what is involved in setting up a Lorry Watch Scheme..

Yours sincerely,

Graham Blew
Town Clerk

Swanscombe & Greenhithe Town Council | Council Offices |
The Grove | Swanscombe | Kent | DA10 0GA.
Tel: 01322 385513 | Fax: 01322 385849

To access our website or social media feeds please press control and click on the relevant logo.



This email, and any attachments, is confidential and copyright protected; any dissemination of this communication is strictly prohibited unless prior authorisation has been requested and granted. Unless otherwise expressly agreed in writing, nothing stated in this communication shall be legally binding and any views, opinions or advice in it, unless otherwise stated, are personal to the author and not those of The Swanscombe and Greenhithe Town Council.

From: Emma.Tilbury@kent.gov.uk <Emma.Tilbury@kent.gov.uk>
Sent: Friday, July 21, 2023 2:28 PM
Subject: NEW: Highway Information Pack 2023/24

[WARNING] This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Parish and Town Councils,

As you may be aware, the Highway Improvements Team at Kent County Council underwent a restructure in June 2022, and since then the Community Engagement Team has been proactively meeting Parish and Town Councils and County Members across Kent to review their Highway Improvement Plans (HIPs).

We are pleased to provide you with our newly updated Highway Information Pack (attached) which has been designed to provide you with details of the HIP process, as well as detailing some of the more frequently requested items/ schemes.

For those Parish and Town Councils that are currently engaged with us, please continue to liaise with your Community Engagement Officer.

If your Parish Council has not yet submitted a HIP, or you believe that you are due your annual review, we would welcome the opportunity to work with you. Please do not hesitate to contact us at west.highwayimprovements@kent.gov.uk and your designated Community Engagement Officer will be in contact to introduce themselves and arrange to meet with you.

I hope that you find this a useful document when reviewing or creating your HIP, but please do get in touch if you have any questions or wish to discuss further.

Kind regards

Emma

Emma Tilbury | West Kent Community Engagement Team Leader | Highways & Transportation | Kent County Council | Internal: 410474 | External: 03000 410474 | www.kent.gov.uk/highways

This page is intentionally left blank.



Introduction

Lorry Watch is a joint project between Kent County Council, Kent Police and local communities. Local residents are empowered to record the details of large vehicles using unsuitable routes or routing through areas with a weight, height or width restriction.

Residents, provided with temporary signage (not to be placed on street lighting furniture) and high-visibility jackets, organise themselves to collect vehicle details which are then passed on to Kent Police. Kent Police use the registration details to obtain the contact details of British vehicles and where a single company or vehicle is observed more than once the company is contacted by the Police.

The company is subsequently asked about their business in the area. If they are breaching a restriction then they are warned against further use of this route. Where the company has legitimate business in the area this is fed back to the local community. In instances where there is no restriction in place but the roads are deemed unsuitable the company is contacted by KCC to ask that they avoid the area wherever possible and to make them aware of alternative routes.

A number of Lorry watch projects have been run across the county and discussions are currently taking place with the representatives of a number of other areas. Any Parish Councils or other community groups that would like to explore this idea further should contact Annette Fletcher at freight@kent.gov.uk or 03000 418181.



















Lorry Watch - Safety Awareness Guidance for Volunteers

It is extremely important that volunteers stay safe while participating in a Lorry Watch initiative. Volunteers must adhere to the following:

- Volunteers should visually inspect their road side location prior to undertaking any observations to ensure that it is a safe and considerate place to stand
- Volunteers must be aged 18+ and physically capable of road side participation
- Roadside activity should only be undertaken during daylight hours
- There must be a team of at least 2 volunteers present at all times
- Road side participants must wear high-visibility jackets/waistcoats (Kent County Council can supply these)
- One of the road side team must be the designated Team Leader for that session. The Team Leader will carry out a dynamic risk assessment before and during Lorry Watch activity. It is not permitted to start or continue if there is any clear or significant risk of harm to the Lorry Watch participants and/or any road users, including pedestrians.
- The roadside team must have at least one functioning mobile phone. This should contain the necessary emergency numbers as well as the mobile number for the KCC Freight Officer. However, there is no need to inform anybody that Lorry Watch is underway.
- The Lorry Watch signs provided may be used in the vicinity of the road side operation and elsewhere as long as placement locations are secure, are not located on private property without permission and do not block lines of site. If in doubt please agree locations with the KCC Freight Officer.
- Do not attempt to hide or disguise Lorry Watch road side activity from passing road users
- Do not cause an obstruction to any passing road user, including pedestrians
- Any approach by a member of the public must always be met with respect and courtesy. If after talking to the roadside team they require further information they may be directed to contact Kent County Council's Freight Officer on email: freight@kent.gov.uk or on: 03000 418181.
- Before commencing a Lorry Watch initiative, the Parish Council must provide written confirmation that Lorry Watch can operate under the Public Liability Insurance of the relevant Parish Council.



A Simplified Guide to Lorry Types and Weights

Recommended Description		Identifier	UK Maximum Gross Weight (tonnes)	Shape	
LIGHT GOODS VEHICLES		2 axles	3.5	no rear side windows 	
LORRIES	SMALLER 2-AXLE LORRIES	2 axles	Over 3.5 7.5		
	BIGGER 2-AXLE LORRIES	2 axles	Over 7.5 18		
	HEAVY GOODS VEHICLES	MULTI-	3 axles rigid	25 26*	
			3 axles artic.	26	
			4 axles rigid	30 32*	
	VEHICLES (Vehicles over 7.5 tonnes gross require a Heavy Goods Vehicle Driver's Licence)	LORRIES	4 axles artic.	36 38*	
			Vehicle and draw-bar trailer 4 axles	30 36**	
			5 axles or more artic. See note (a)	40	
			Vehicle and draw-bar trailer 5 axles See note (a)	40**	
			6 axles artic. See note (b)	41*	
			6 axles draw-bar See note (b)	41* and **	
			5 or 6 axles artic. See notes (b) and (c)	44* and ***	
			6 axles draw-bar	44*,** and ***	
			6 axles artic. See note (b) and (d)	44*	
6 axles draw-bar See note (b) and (d)			44* and **		

PLI COVER

From: Jonathan Meiseles <jonathan.meiseles@uk.zurich.com>
Sent: Wednesday, September 13, 2023 3:16 PM
To: Martin Harding <rfo@swanscombeandgreenhithetowncouncil.gov.uk>
Subject: RE: Volunteers - Lorry Watch - Town Council PLI

Good afternoon Martin

We would be happy to cover this as long as you are organising it and are in control of it. You don't have to be present but you would need to know who, when and where they would be doing this and they would need to adhere totally to the guidance in the leaflet.

You have currently under the policy an allowance for up to 70 hours per week on average over the year for volunteers. Would that still be sufficient for this and any other volunteers?

Kind regards

Jonathan

Jonathan Meiseles (Cert CII)
Customer Account Manager
Tel 01243 832117 or Mobile: [REDACTED]
Renewals Team Tel: 0800 917 9531
Email: jonathan.meiseles@uk.zurich.com
Follow us: 



Read [Feefo Reviews](#) from our town, parish and community council customers

From: Martin Harding <rfo@swanscombeandgreenhithetowncouncil.gov.uk>

Sent: 13 September 2023 14:05

To: Jonathan Meiseles <jonathan.meiseles@uk.zurich.com>

Subject: [EXTERNAL] Volunteers - Lorry Watch - Town Council PLI

Good afternoon Jonathan

We are currently being asked to investigate setting up a Lorry Watch scheme within the Town, which will include volunteers observing and recording vehicles that may be in breach of road conditions.

I have attached the guidance we have been sent.

Part of this (bottom of page 2) indicates that the Parish Council co-ordinating this must be able to provide written evidence that any volunteers are covered by its Public Liability Insurance.

I know I have asked about volunteers and PLI before, but this is a slightly different type of activity and would welcome some clarification.

Many thanks in advance.

Yours sincerely,

Martin Harding
Assistant Town Clerk / RFO