



CABINET

Notice of a Meeting, to be held as a Virtual Meeting on Microsoft Teams in accordance with Regulation 5 of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police Crime Panel Meetings) (England and Wales) Regulations 2020 on **Thursday, 28th May, 2020 at 5.00 pm. (PLEASE NOTE EARLIER STARTING TIME)**

The Members of the Cabinet are:-

Councillor Clarkson – Leader of the Council
Councillor Bartlett – Deputy Leader and Portfolio Holder for Legal and Democracy
Councillor Barrett – Portfolio Holder for Housing
Councillor Bell – Portfolio Holder for Finance and IT
Councillor Buchanan – Portfolio Holder for Environment and Land Management
Councillor Clokie – Portfolio Holder for Regeneration and Corporate Property
Councillor Feacey – Portfolio Holder for Community Safety and Wellbeing
Councillor Forest – Portfolio Holder for Culture, Leisure and Tourism
Councillor Pickering – Portfolio Holder for Human Resources and Customer Services
Councillor Shorter – Portfolio Holder for Planning and Development

IMPORTANT INFORMATION ABOUT THIS VIRTUAL MEETING:-

Please note the public cannot physically “attend” a Virtual Meeting. However any member of the press and public may listen-in to proceedings at this ‘virtual’ meeting via a weblink which will be publicised on the Council’s website at www.ashford.gov.uk at least 24 hours before the meeting. Members of the press and public may tweet, blog etc. during the live broadcast as they would be able to during a regular Committee meeting at the Civic Centre. It is important, however, that Councillors can discuss and take decisions without disruption, so the only participants in this virtual meeting will be the Councillors concerned, the Officers advising the Cabinet, and the Officers designated to address the Committee on behalf of any members of the public who have registered in advance to ‘speak’ on the items to be considered. This will take the place of the usual procedure for public speaking at the Cabinet’s regular meetings at the Civic Centre. In order to register for this, written notice must be given on the Council’s website at <https://secure.ashford.gov.uk/committeesystem/haveyoursay.aspx> or by email to membersservices@ashford.gov.uk **by 10am on the Wednesday before the meeting.**

Summary of the Scheme of Public Participation for Virtual Meetings (referred to as “VMs”)

The public cannot physically “attend” a VM.

H.M. Government has recently changed the public’s legal right to attend meetings into a right to hear, by means of technology, the Councillors attending the VM remotely.

Written notice of a wish to speak (by means of the procedure below) at a VM must be given, either to membersservices@ashford.gov.uk or on the Council’s website at

<https://secure.ashford.gov.uk/committeesystem/haveyoursay.aspx> by 10:00 hours on the Wednesday before the VM – i.e. 10:00 a.m. on Wednesday, 27th May, 2020.

Those registered to speak must submit to membersservices@ashford.gov.uk, by 10:00 hours on the day of the VM, a copy of their speech in written, legible English. It should be no longer than 400 words, on a single side of A4 paper, printed in 12-point non-italic sans-serif font (e.g. Arial). Any text above 400 words will not be read out.

Speeches received as above will be read to the VM by a competent Officer for and on behalf of the speakers, at the normal times and in the normal order during the VM (subject to the Chairman's normal discretion).

IMPORTANT:

An Officer reading any speech on behalf of any speaker shall have discretion to omit/edit out any inappropriate language, information or statements.

If any defamation, insult, personal or confidential information, etc. is contained in any speech received from any speaker, and/or is read to the VM by an Officer, each speaker accepts by submitting their speech to be fully responsible for all consequences thereof and to indemnify the Officer and the Council accordingly.

1 The term "Parish Council" includes Town Councils and Community Councils

Agenda

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c) Voluntary Announcements of Other Interests	
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18.	To Consider Passing the Following Resolution to Exclude the Public	
	That pursuant to Section 100A(4) of the Local Government Act 1972 as amended the public be excluded from the meeting during consideration of the following item as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present there would be disclosure of exempt information hereinafter specified by reference to paragraph 3 of Part 1 of Schedule 12A of the Act.	
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Declarations of Interest (see also “Advice to Members” below)

- (a) **Disclosable Pecuniary Interests (DPI)** under the Localism Act 2011, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares a DPI in relation to any item will need to leave the meeting for that item (unless a relevant Dispensation has been granted).

- (b) **Other Significant Interests (OSI)** under the Kent Code of Conduct relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares an OSI in relation to any item will need to leave the meeting before the debate and vote on that item (unless a relevant Dispensation has been granted).

However, prior to leaving, the Member may address the Committee in the same way that a member of the public may do so.

- (c) **Voluntary Announcements of Other Interests** not required to be disclosed under (a) and (b), i.e. announcements made for transparency alone, such as:

- Membership of amenity societies, Town/Community/Parish Councils, residents' groups or other outside bodies that have expressed views or made representations, but the Member was not involved in compiling or making those views/representations, or
- 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.

[Note: Where an item would be likely to affect the financial position of a Member, relative, close associate, employer, etc.; OR where an item is an application made by a Member, relative, close associate, employer, etc., there is likely to be an OSI or in some cases a DPI. ALSO, holding a committee position/office within an amenity society or other outside body, or having any involvement in compiling/making views/representations by such a body, may give rise to a perception of bias and require the Member to take no part in any motion or vote.]

Advice to Members on Declarations of Interest:

- (a) Government Guidance on DPI is available in DCLG's Guide for Councillors, at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5962/2193362.pdf
- (b) The Kent Code of Conduct was adopted by the Full Council on 19 July 2012, and a copy can be found in the Constitution alongside the Council's Good Practice Protocol for Councillors dealing with Planning Matters. See <https://www.ashford.gov.uk/media/2098/z-word5-democratic-services-constitution-2019-constitution-of-abc-may-2019-part-5.pdf>
- (c) Where a Member declares a committee position or office within, or membership of, an outside body that has expressed views or made representations, this will be taken as a statement that the Member was not involved in compiling or making them and has retained an open mind on the item(s) in question. If this is not the case, the situation must be explained.

If any Member has any doubt about any interest which he/she may have in any item on this agenda, he/she should seek advice from the Director of Law and Governance and Monitoring Officer, or from other Solicitors in Legal and Democracy as early as possible, and in advance of the Meeting.

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Cabinet

Minutes of a Meeting of the Cabinet held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **27th February 2020**.

Present:

Cllr. Clarkson (Chairman);
Cllr. Bartlett (Vice-Chairman);

Cllrs. Barrett, Bell, Buchanan, Clokie, Feacey, Forest, Pickering, Shorter.

Apologies:

Cllrs. Burgess, Chilton.

Also Present:

Cllrs. Harman, Hayward, Iliffe, Krause, Mulholland, Ovenden, Pauley, Spain, Sparks, C Suddards.

Chief Executive, Director of Law and Governance, Director of Finance and Economy, Head of Corporate Property and Projects, Head of Planning and Development, Head of Finance and IT, Head of Corporate Policy, Economic Development and Communications, Commercial Development and Regeneration Manager, Cultural Projects Manager, Economic Development Manager, Senior Accountant (LF), Senior Accountant (MH), Senior Communications Officer, Play and Open Spaces Project Officer, Governance and Data Protection Officer, Member Services Manager (Operational).

311 Minutes

Resolved:

That the Minutes of the Meeting of the Cabinet held on the 30th January 2020 be approved and confirmed as a correct record.

312 Leader's Announcements

The Leader advised that the Council was working extremely closely with all partners in monitoring the situation regarding the Coronavirus. There was currently no cause for alarm, but the Council would be in a position to act if necessary. He also advised that earlier that day the Government had announced the Housing Benefit Awards Accuracy Indicator, which measured the payment of the right amount of benefit, at the right time to the right person. This had indicated that Ashford Borough Council was the highest performing Local Authority in the South East and the third highest in

the country. This was very good news and thanks should be given to the team for their hard work in implementing the current systems for the benefit of the people of the Borough.

The Leader said that he also wanted to publicly mention that, following the vacancy left by the election of Councillor Jo Gideon as a Member of Parliament, there was now a need to appoint a replacement to Cabinet. Councillor Gideon had been the Cabinet Member for Community Safety and Wellbeing, and had served with distinction in that most important role. He was now extremely pleased to report that Councillor Peter Feacey, the Cabinet Member for Culture, Tourism and Leisure, had agreed to accept a move across to the Community Safety and Wellbeing Portfolio and he was sure that all would wish Peter well in this new and challenging appointment. He was also delighted to appoint Councillor Matthew Forest to the Cabinet with the Portfolio for Culture, Tourism and Leisure. This was an equally important Portfolio that had a special resonance with the electorate and all who either worked in or visited Ashford. He was sure that all would join him in congratulating Matthew and wishing him well with the challenges he now faced in his new Cabinet role. He was certainly most warmly welcomed to this Cabinet.

313 Report of the Overview and Scrutiny Budget Task Group

The Overview and Scrutiny Budget Task Group had scrutinised the Council's draft 2020/21 budget over four meetings and had regarded it as sound and deliverable. The Task Group had made a number of recommendations that they believed would assist in managing any risks within Services in the coming year.

The Leader and Portfolio Holder both thanked the Task Group for a good and meaningful piece of work and confirmed that the Cabinet fully accepted all six recommendations. The Chairman of the Task Group thanked Officers for the quality of the information they had been provided with and the Cabinet Members who had attended the meetings and made the process a success. He believed the Task Group had made some pragmatic suggestions and was pleased to see that they were going to be taken forward.

Resolved:

- That**
- (i) the service contingency be increased by £150,000, bringing the total service contingency to £350,000, to address any potential budget pressures that could arise in the planning service.**
 - (ii) the Cabinet ensures the programme for digital transformation sets aside dedicated resource to implement new ways of working in the planning service.**
 - (iii) it be noted that the Task Group is satisfied that the budget for the Corporate Property portfolio is sound and deliverable.**

- (iv) **it be noted that the Task Group had considered the Council's proportion of the Council Tax, including the increase of £5.00 and believe this to be sound.**
- (v) **it be noted that the Task Group endorses the approach to closely monitor the number of days offered for rent collection for universal credit users.**
- (vi) **the Head of Finance and IT reviews having more than one collection date for Council Tax.**

314 Revenue Budget 2020/21

The report presented the final Draft 2020/21 Budget which would be recommended to the Full Council for approval. The Budget had been built with a lack of certainty over long term Government Funding as the Government's fair funding and spending review had been deferred to 2020/21, resulting in a one year settlement only. There was also some economic risk as the UK left the European Union and entered the transitional stage of the arrangement. The budget had also been built to support the current activities of the Council and represented the final year of the 2015-2020 Corporate Plan. The report also covered the Housing Revenue Account (HRA) which included an increase in rents of CPI + 1% and reflected the business plan presented to the Cabinet in October as well as a number of strategies and framework documents for consideration.

The Portfolio Holder for Finance and IT introduced the report and directed Members' attention to the tabled paper which included an amendment to the net budget requirement figure in recommendation (ii), and detailed the comments of those who had responded to the budget consultation. He also drew particular attention to the tables on pages 52 and 54 of the report. He advised that the budget proposed a £5.00 rise in the Borough's annual Council Tax requirement which would still comfortably leave Ashford as the lowest of any Kent District. He thanked all involved in putting the budget together which included huge amounts of Officer hard work, formal scrutiny and consultation.

The Portfolio Holder for Housing commented on the HRA which had again set an ambitious programme for the coming year. He was pleased to see the proposed increase in rents of CPI + 1% as these had been frozen for a number of years and the increase would assist the HRA greatly.

Resolved:

- That**
- (i) **the budget context be noted.**
 - (ii) **the Chief Finance Officer be delegated powers to establish local discounts in Business Rates in accordance with government policy.**
 - (iii) **the summary of reserves at Table 6 and Appendix C of the report be noted.**

- (iv) the Equality Impact Assessment at Appendix E to the report be noted.
- (v) the Housing Revenue Account budget for 2020/21 be approved.
- (vi) the estimated average rent increase of CPI + 1% (2.7%), in accordance with government guidance, be approved, and that rent setting for the future continues to follow government guidelines.
- (vii) the Capital Plan 2019/20 to 2022/23 at Appendix G to the report be approved.
- (viii) the Risk Based Verification policy, as outlined in Appendix L to the report, be approved.
- (ix) the ABC Exceptional Circumstances Policy, as outlined in Appendix M to the report, be approved.
- (x) the advice from the Chief Financial Officer concerning the robustness of the estimates and the adequacy of reserves, at Appendix N to the report, be noted.

Recommended:

- That
- (i) the Revenue Budget 2020/21, including the net budget requirement of £15,967,490 (excluding Parish Precepts), be approved.
 - (ii) the level of Discretionary Fees to be levied from 1st April 2020 (as set out in Appendix D to the report) be approved.
 - (iii) all profit from garage sales to the general fund be earmarked to enable investment and renovation of existing let sites.
 - (iv) Band D Council Tax be set at £167.50.
 - (v) the 2020/21 Capital Strategy (as set out in Appendix H to the report) be approved.
 - (vi) the MRP Policy (as set out in Appendix I to the report), the Treasury Management Strategy Statement (at Appendix J to the report) and the Investment Strategy (at Appendix K to the report), be approved.

315 Financial Monitoring – Quarter 3 Report

The Portfolio Holder introduced the report which presented the forecast outturn for 2019/20 based on information available at the end of December 2019. The Quarter 3

forecast projected a deficit of £150,000 for the General Fund at year end (which had reduced from £292,000 at Quarter 2 (a reduction of £142,000). This showed that Services had responded well to previously reported budget pressures. A full list of movements since Quarter 2 was shown at Table 2 at a service level. The Housing Revenue Account (HRA) was forecasting an overspend of £452,000 for the year, broadly in line with the Quarter 2 forecast.

Resolved:

- That (i) the forecast outturn position for the General Fund and the Housing Revenue Account be noted.**
- (ii) the Capital Monitoring update, including Exempt Appendix B, and the Treasury Management position, be noted.**
- (iii) the disposal of the Uprising Youth Vehicle be noted.**

316 Corporate Performance Report – Quarter 3

The Portfolio Holder introduced the report which summarised performance against the Council's suite of Key Performance Indicators (KPIs) for Quarter 3 (1st October to 31st December 2019). The KPIs linked into the delivery of the Council's Five Year Corporate Plan and key developments towards this that had occurred over the same period were summarised within the report.

Resolved:

That the performance data for Quarter 3 2019/20 be received and noted.

317 Tenterden Leisure Centre Procurement

The previous Portfolio Holder for Culture, Tourism and Leisure introduced the report which advised of the opportunity to accept the early surrender of Tenterden Leisure Trust's lease for Tenterden Leisure Centre. This would enable the Council to lead a procurement exercise to appoint a leisure operator in readiness for when the current contract with Serco Leisure expired on 31st March 2021. The report also proposed an investment proposal for the Centre to be considered as part of the procurement exercise via prudential borrowing.

The previous Portfolio Holder said he wanted to publically thank Tenterden Leisure Trust for their service, hard work and dedication over the years. He believed the Council and the public owed those involved a real debt of gratitude.

Resolved:

- That (i) the early surrender of Tenterden Leisure Trust's lease for Tenterden Leisure Centre be accepted, on terms to be agreed in a Memorandum of Understanding and an appropriate Surrender Lease between the Council and the Trust.**

- (ii) a procurement exercise with associated costs and responsibilities be agreed so that a new contract can be entered in to for 1st April 2021.
- (iii) a cost neutral or more favourable package be agreed by the Council within the procurement exercise. Authority be delegated to the Head of Finance and IT, in consultation with her Portfolio Holder, to agree appropriate arrangements to facilitate the new contract.
- (iv) authority be delegated to the Heads of Corporate Property and Projects and Culture, Tourism and Leisure, in consultation with their respective Portfolio Holders, to agree relevant procurement documentation and contracts to give effect to the above.

318 Brisley Farm and Singleton Environment Centre New Multi-Purpose Community Facility

The previous Portfolio Holder for Culture, Tourism and Leisure introduced the report and clarified that Great Chart with Singleton Parish Council, rather than Singleton Spaces, had developed a project to provide a community space for Brisley Farm residents and to increase the classroom capacity at the Singleton Environment Centre due to exceptional demand. Along with the Ward Member for Roman Ward, they had requested that the Section 106 sum of £133,200 originally earmarked as a contribution to the cost of a community centre for nearby Brisley Farm, be used for this project.

The Portfolio Holder for Housing, who was also Ward Member for the Singleton Environment Centre, praised the project and said that this would be excellent for local residents and was testament to what a hardworking and professionally run Parish Council could do for its residents.

The Ward Member for Roman Ward said that this project had been mentioned to her immediately following her election. There had been full and thorough consultation with local residents and they were delighted that there would be a positive outcome from these S106 monies.

Resolved:

- That
- (i) **£133,200 Section 106 funding be allocated to Great Chart with Singleton Parish Council to fund the provision of a new community facility at Singleton Environment Centre as described in the body of the report.**
 - (ii) **the Director of Law and Governance be authorised to execute and complete all necessary documentation to give effect to recommendation (i) above, including a funding agreement with the Trust.**

- (iii) the Head of Corporate Property and Projects be authorised, in consultation with his Portfolio Holder, to agree revisions to the lease with the Trust.**

319 Conningbrook Lakes Country Park Delivery Works

The previous Portfolio Holder for Culture, Tourism and Leisure introduced the report which sought Cabinet endorsement of the proposed delivery plan for the next phase of infrastructure works within Conningbrook Country Park. It also sought authority to forward-fund those works and advised that other related infrastructure projects for the Park were under development.

It was agreed that consultation with the Portfolio Holder for Culture, Tourism and Leisure should be added to recommendation (iv).

Resolved:

- That**
- (i) the delivery schedule for the Park infrastructure as outlined within the report be agreed.**
 - (ii) the use of S106 allocations of £1.625m from the Housing development (H1) at Conningbrook Lakes be forward funded to facilitate the Country Park infrastructure works.**
 - (iii) the use of 18 smaller Strategic Park S106 contributions that are designated for Conningbrook Lakes Country Park, as they are collected to support further relevant project costs, be agreed.**
 - (iv) authority be delegated to the Head of Finance and IT, in consultation with her Portfolio Holder and the Portfolio Holder for Culture, Tourism and Leisure, to agree a financial strategy to facilitate the works described in the report, including a maintenance contribution.**

320 Statement of Community Involvement - Update

The Portfolio Holder introduced the report which advised that an update to the Statement of Community Involvement (SCI) was required every five years or prior to the formal examination stages of Development Plan Documents. The SCI set out how the Planning Department would engage and consult with the community through both the plan making and planning application processes. Updates had been made to the document in accordance with revised legislation and the changing function of the Planning Service, with regard to community planning issues and cooperation with other public bodies.

The Portfolio Holder said he wanted to particularly mention the report author who was a young Planning Officer. The document was a quality one, which had been

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extremely well written and bode well for the Planning Department's future ambitions to "grow its own" staff.

Recommended:

That the content of the updated Statement of Community Involvement be agreed and adopted.

321 Compliance and Enforcement Board – Notes of 28th January 2020

Resolved:

That the Notes of the Meeting of the Compliance and Enforcement Board held on the 28th January 2020 be received and noted.

322 Economic Regeneration and Investment Board – Notes of 29th January 2020

Resolved:

That the Notes of the Meeting of the Economic Regeneration and Investment Board held on the 29th January 2020 be received and noted.

323 Schedule of Key Decisions to be Taken

Resolved:

That the latest Schedule of Key Decisions as set out within the report be received and noted.

324 Elwick Road Development

The Portfolio Holder introduced the report which set out a proposal to enter into an agreement with Stanhope PLC to bring their development rights for all remaining phases to an end. The Development Agreement (DA) with Stanhope PLC was in place when the site was purchased from the Homes and Communities Agency (now Homes England) in 2015. All phases of the development, of which there were currently three, were subject to the rights and obligations of this agreement. The report sought authority for Cabinet and Council to negotiate the termination of the rights of Stanhope PLC under the DA and bring the unfettered site solely within the Council's control.

Recommended:

- That (i) due diligence be completed to the satisfaction of the Chief Executive, in conjunction with the Leader of the Council and the Portfolio Holder.
- (ii) Officers negotiate the termination of the development agreement with Stanhope PLC, releasing them from their obligations for the remaining phases up to a maximum cost as set out in Exempt Appendix A to the report.
- (iii) the use of the undeveloped land be approved in the short term as a temporary car park, once the termination agreement has been completed.
- (iv) the capital cost of extending the current car park boundary of £200,000 be agreed.
- (v) the Director of Law and Governance be authorised, in conjunction with the Head of Corporate Property and Projects, to execute and complete all necessary documentation to give effect to the above.

325 Exclusion of the Public

Resolved:

That pursuant to Section 100A(4) of the Local Government Act 1972, as amended, the public be excluded from the meeting during consideration of the following item, as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present there would be disclosure of exempt information hereinafter specified by reference to the relevant Paragraph of Schedule 12A of the Act, where in the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Minute No.	Agenda Item Title	Relevant Paragraph of Schedule 12A
326	West Kent and Ashford College Update	3
327	Strategic Acquisition	3

326 West Kent and Ashford College Update

The Portfolio Holder introduced the exempt report which updated the Cabinet on the current situation with West Kent and Ashford College and the Council's financial agreements with the College.

Resolved:

- That (i) the contents of the report be noted.**
- (ii) the Chief Executive be authorised, in consultation with the Leader of the Council, including involvement in meetings referred to in Paragraph 28 of the exempt report, and with further consultation with the Portfolio Holders for Finance and IT and Corporate Property and Projects, and the Directors of Finance and Economy and Law and Governance, to agree terms in relation to the future transfer, conversion or removal of the outstanding loan in the interests of seeking to secure the future provision of a College facility.**
- (iii) the final resolution be reported back to Cabinet at the earliest opportunity.**

327 Strategic Acquisition

The Portfolio Holder introduced the exempt report which sought authority for the Council to make a strategic purchase as outlined in the exempt papers.

Recommended:

- That (i) the purchase as outlined in the exempt report be agreed.**
- (ii) the Director of Law and Governance be authorised, in conjunction with the Head of Corporate Property and Projects to execute and complete all necessary documentation to give effect to the above.**

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Agenda Item No:

Report To: Cabinet

Date of Meeting: 28 May 2020

Report Title: Pay Policy Statement- Annual Review

Report Author & Job Title: Michelle Pecci
Head of HR & Customer Services

Portfolio Holder Cllr. Pickering- HR & Customer Services
Portfolio Holder for:

Summary:

The Localism Act 2011 requires the Council to publish an Annual Pay Policy Statement; this report will review the current Pay Policy statement, ensuring it is up to date and reflects the council's approach to pay.

The council also takes this annual review as an opportunity to review the rates of the Ashford Living Wage Allowance (ALWA) and the Ashford Apprentice Wage Allowance (AAWA). This report therefore provides recommendations on rates for the 2020/21 allowances.

Key Decision: YES

Significantly Affected Wards: None

Recommendations: That Cabinet recommend to Council:

- I. Approve the updated Pay Policy Statement.
- II. Approve the Ashford Living Wage Allowance be increased to £9.18 for 2019/20 and note that due to recent unforeseen Cabinet meeting cancellations the increase been implemented using the Chief Executive's Delegations.
- III. Approve the Ashford Apprentice Wage Allowance be maintained at 15 pence per hour over the National Minimum Wage rate applicable to the age of the apprentice and note that due to recent unforeseen Cabinet meeting cancellations this recommendation has been implemented using the Chief Executive's Delegations.

Policy Overview: Sections 38 to 43 of the Localism Act 2011 require local government bodies to prepare a pay policy statement. These statements must articulate an authority's own policies towards a range of issues relating to the pay of its workforce, particularly senior staff and its lowest paid employees.

The Ashford Living Wage Allowance demonstrates the Council's commitment in ensuring that wages (salaries) of our employees can sustain families and individuals and underpins a thriving economy.

The Ashford Apprentice Wage Allowance underpins the council's commitment to support lower paid members of staff by providing a fair wage to our apprentices. The council is committed to making apprenticeships accessible to all and encourages its local people to gain worthwhile careers by paying a rate which is comparable with entering any other form of employment; this in turn will benefit the local economy.

Financial Implications:

Increasing the Ashford Living Wage Allowance and maintaining a 15 per hour pence above the national minimum wage rate for apprentices will cost circa £13.5k plus on costs and can be managed within the 2020/21 budgets.

Legal Implications

The Council is required to review and publish its Pay Policy Statement on an annual basis.

Equalities Impact Assessment

The application of the Pay Policy will not result in any detrimental impact on any particular group of staff.

The ALWA and AAWA benefits the lowest paid groups of staff within the council regardless of any protected characteristic. The Council's Pay Policy ensures that our staff are remunerated appropriately, equitably and legally

Other Material Implications:

Following the postponement of the March Cabinet, Members should note that the Chief Executive has exercised her delegations and agreed the changes to the Ashford Living Wage Allowance and Ashford Apprentice Wage Allowance be implemented from 1 April 2020.

This was on the basis that officers in receipt of these allowances are the lowest paid in the organisation and were likely to be affected by the wider economic impacts of the Covid-19 crisis.

Exempt from Publication:

NO

Background Papers:

n/a

Contact:

Michelle.pecci@ashford.gov.uk – Tel: (01233) 330602

Report Title: Pay Policy Statement- Annual Review

Pay Policy Statement: Introduction & Background

1. Sections 38 to 43 of the Localism Act 2011 require local government bodies to prepare a pay policy statement. These statements must articulate an authority's own policies towards a range of issues relating to the pay of its workforce, particularly senior staff and its lowest paid employees.
2. The pay policy statement must be reviewed and approved each year by Full Council.
3. There are a number of statutory requirements relating to pay accountability in the Localism Act that need to be taken into account as well as a catch-all within the Act that states that members must have regard to any guidance issued or approved by the Secretary of State.
4. The statement encompasses both the statutory requirements as well as the 'broader' elements of guidance.
5. The Act requires the council to prepare a pay policy statement for this year and it must set out the authority's policies relating to:
 - (a) the remuneration of its chief officers,
 - (b) the remuneration of its lowest-paid employees, and
 - (c) the relationship between:
 - (i) the remuneration of its chief officers, and
 - (ii) the remuneration of its employees who are not chief officers.

The statement must include:

- (a) the definition of "lowest-paid employees" adopted by the authority for the purposes of the statement, and
- (b) the authority's reasons for adopting that definition.

The statement must also include the authority's policies relating to:

- (a) the level and elements of remuneration for each chief officer,
 - (b) remuneration of chief officers on recruitment,
 - (c) increases and additions to remuneration for each chief officer,
 - (d) the use of performance related pay for chief officers,
 - (e) the use of bonuses for chief officers,
 - (f) the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and
 - (g) the publication of and access to information relating to remuneration of chief officers.
6. Pay policy statements may be amended during the course of a financial year to reflect changes or developments in an authority's pay policy. However,

section 39(5) of the Act requires that amendments can only be made by resolution of the full Council, or a meeting of members, and that any amended statement must be published as soon as is reasonably practicable.

7. We are required to publish the ratio between the highest paid and the median salary figure. The ratio continues to be 4.7:1 this is within our stated position of maintaining a pay multiple of 5 or less (paragraph 13 of the proposed pay policy statement attached).
8. During 2020/21 we aim to carry out some benchmarking to ensure that our pay polices continue to be fit for the future and any revisions will be approved by members and reflected in a revised Pay Policy Statement where appropriate.

Ashford Living Wage Allowance: Introduction & Background

9. The Council is committed to ensure that the salaries of our employees can sustain families and individuals as well as underpinning a thriving local economy. This commitment is provided through the Ashford Living Wage Allowance (ALWA) implemented in 2013. As part of the Pay Policy review Members consider the application of an ALWA on an annual basis.
10. In the 2016 the Government introduced a Statutory National Living Wage rate that aims to raise living standards amongst the lowest paid. This year the Statutory National Living Wage rate rose by 6.2% from £8.21 to £8.72 per hour. It is predicted that the Statutory National Living Wage will reach £10.50 by 2024.
11. The Council's stated commitment with regard to the Ashford Living Wage is currently:

“The council will aim to provide our lowest paid staff, irrespective of their age, with a rate of pay that is better than the Statutory National Living Wage rate.”
12. The lowest NJC pay scale for 2019 is currently £9.00 per hour and although the Council does not recognise the NJC pay scale it will be important to note this rate if the Council is to maintain its relative positioning amongst comparator employers. It is anticipated that the national pay negotiations will result in an increase from £9.00 however current negotiations continue to be underway.

Proposal/Current Position

13. The current minimum ALWA for ABC employees is set at £9.00 per hour, the Statutory National Living Wage rate for 2020/21 has been set at £8.72.
14. It is recommended that we increase the current ALWA to £9.18 per hour. This rate continues to achieve the council's commitment to its lowest paid staff, and puts the council in an advanced position in being able to accommodate

the forthcoming annual increases to the statutory National Living Wage Rate leading-up to 2024.

15. At this revised rate there will be up to 24 staff who will receive the ALWA which will cost circa £6k per annum and can be managed within the 2020/21 budget.
16. By applying the ALWA the council has been widely recognised as a responsible and considerate employer who voluntarily provides a fair and sustainable wage to their lowest paid staff. It is therefore important for the council to be able to continue to make such a strong statement of commitment in this regard.

Ashford Apprentice Wage Allowance: Introduction & Background

17. Apprentices are engaged to gain practical training in a job combined with study. The status of their employment is reflected by the fact that the National Minimum Wage (NMW) and the statutory Living Wage Rate is not applicable to them in the first year of their apprenticeship.
18. The 2020 National Wage Rate for apprentices aged 16 to 18 and those aged 19 or over who are in their first year is £4.15 per hour. All other apprentices are entitled to the National Minimum and Statutory Living Wage rates as applicable to their age.
19. The AAWA aims to provide our apprentices with a pay rate that is “better” than the National Minimum Wage (NMW) or Statutory Living Wage applicable to the age of the apprentice and irrespective of whether the apprentice is in their first year.
20. The council’s stated commitment in respect of pay rate for apprentices is:

“The council is committed to making apprenticeships accessible to all by paying a rate applicable to the apprentice’s age that aims to be better than the respective Statutory National Living Wage and National Minimum Wage rates.”

Proposal/Current Position

21. The current AAWA is 15 pence per hour above the respective NMW or SLW rates. It is proposed that the 15 pence per hour differential is maintained for 2019/20. The overall additional costs of maintaining 15 pence above NMW will be up to £7.5k. Previously the increase has been much lower (around £2k per annum) but the NMW rate has increased by 6.2% this year so the overall impact is greater despite maintaining the same level of uplift.

Summary

22. For ease of reference the following table details the pay rates referred to above:

Wage Rate	National rates from April 2019	Ashford current rates 2019/20		National rates from April 2019	Ashford proposed rates For 2019/20	
Statutory National Living Wage rate for over 25's	£8.21	£9.00		£8.72	£9.18	
National Minimum Apprentice rate	£3.90	Aged 25+	£8.36	£4.15	Aged 25+	£8.87
		21-24	£7.85		21-24	£7.85
		18-20	£6.30		18-20	£6.70
		Under 18	£4.50		Under 18	£4.70

Implications and Risk Assessment

23. Reviewing and publishing the Pay Policy Statement will ensure that we are compliant with the requirements of the Localism Act 2011.
24. Continuing to apply both the ALWA and AAWA is a positive statement about the value the council places in all staff and provides a role model for other employers in the local community.
25. We recognise that the ALWA has the impact of compressing the lower end of the pay scales. We have agreed to work with Unison during 2021/22 to review this to ensure that we minimise the negative impacts of pay compression.

Equalities Impact Assessment

26. The application of the Pay Policy will not result in any detrimental impact on any particular group of staff.
27. The ALWA and AAWA benefits the lowest paid groups of staff within the council regardless of any protected characteristic. The Council's Pay Policy ensures that our staff are remunerated appropriately, equitably and legally.

Consultation Planned or Undertaken

28. UNISON representatives have been invited to provide feedback on this report and the proposals relating to the ALWA and AAWA and are comfortable with the proposals.
29. This report together with the proposed pay policy statement was considered at the Joint Consultative Committee on 12 March 2020.

Other Options Considered and Reasons for Supporting Option Recommended

30. Other options included withdrawing both the ALWA and AAWA but this was not thought to be consistent with the council's desire to show its commitment to its lowest paid staff.
31. A further option was to retain the ALWA at its current rate. This would maintain a pay rate greater than the Statutory Living Wage rate however this would mean our pay rates will have to increase at a greater rate in future years if we are to keep ahead of anticipated SLW rises forecast over the next four years.

Next Steps in Process

32. Once approved by Council the 2020/2021 Pay Policy Statement will be published on the transparency section of the Ashford Borough Council website.
33. Internal communications will be undertaken to notify staff that we have increased the rates for 2020/21.
34. **Following the postponement of the March Cabinet**, Members should note that the Chief Executive has exercised her delegations and agreed the changes to the Ashford Living Wage Allowance and Ashford Apprentice Wage Allowance be implemented from 1 April 2020. This was on the basis that officers in receipt of these allowances are the lowest paid in the organisation and were likely to be affected by the wider economic impacts of the Covid-19 crisis.

Conclusion

35. The pay policy statement reflects our current approach to pay and satisfies the requirements of the Localism Act.
36. The Ashford Living Wage Allowance endorses the council's commitment to its lowest paid staff by applying an hourly rate which aims "to be better" than the statutory National Living Wage irrespective of individual's age.
37. The Ashford Apprentice Wage Allowance provides a very positive statement that the council is committed to making apprenticeships accessible to all and encourages its local people to gain worthwhile careers by paying a rate which is comparable with entering any other form of employment; which in turn will benefit the local economy.

Portfolio Holder's Views

38. Cllr Pickering:

“Ashford Borough Council intends to maintain its position an employer with good employment practices and a remuneration structure to reward our staff based on systems to maintain fairness at all times.

We are conscious of the need to ensure the lower paid members of our staff and Apprentices are paid a rate that can sustain family life and make Apprenticeships accessible to all.”

Contact and Email

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Ashford Borough Council

Pay Policy Statement

Financial Year 2020/21

Introduction

ABC is a large and diverse organisation providing a range of statutory and other services to a local community with a population of 129,300. It is responsible for managing a combined annual capital and revenue spend of £183 million.

To ensure the council is effectively led and efficiently managed, it must be able to attract and retain a range of high calibre staff in a competitive job market. The value and composition of the remuneration package offered to senior staff is a key factor in enabling the council to attract, recruit, motivate and retain staff with the skills sets required to deliver the Council's objectives and aspirations, which in turn have a significant impact on the lives of local residents.

Notwithstanding the statutory requirement to produce and publish this policy, the Council recognises the importance and benefits of applying a transparent policy to ensure that its staff are remunerated appropriately, equitably and legally.

Pay Policy

- 1 This policy statement is made in accordance with Section 38 (1) of the Localism Act 2011. The Act requires the authority to set out its policies for the financial year relating to:
 - (a) the remuneration of its chief officers,
 - (b) the remuneration of its lowest-paid employees and
 - (c) the relationship between:
 - i. the remuneration of its chief officers, and
 - ii. the remuneration of its employees who are not chief officers.

- 2 **Definitions:**
 - (a) The Definition of '**Chief Officer**' in the Localism Act reflects that in the Local Government and Housing Act 1989 and so is wide enough to include not only the Head of Paid Service, Monitoring Officer and other statutory and non-statutory Chief Officers but also those senior officers who report directly to them. It is not considered necessary to extend the scope of this definition due to any particular local circumstance or reward structure.

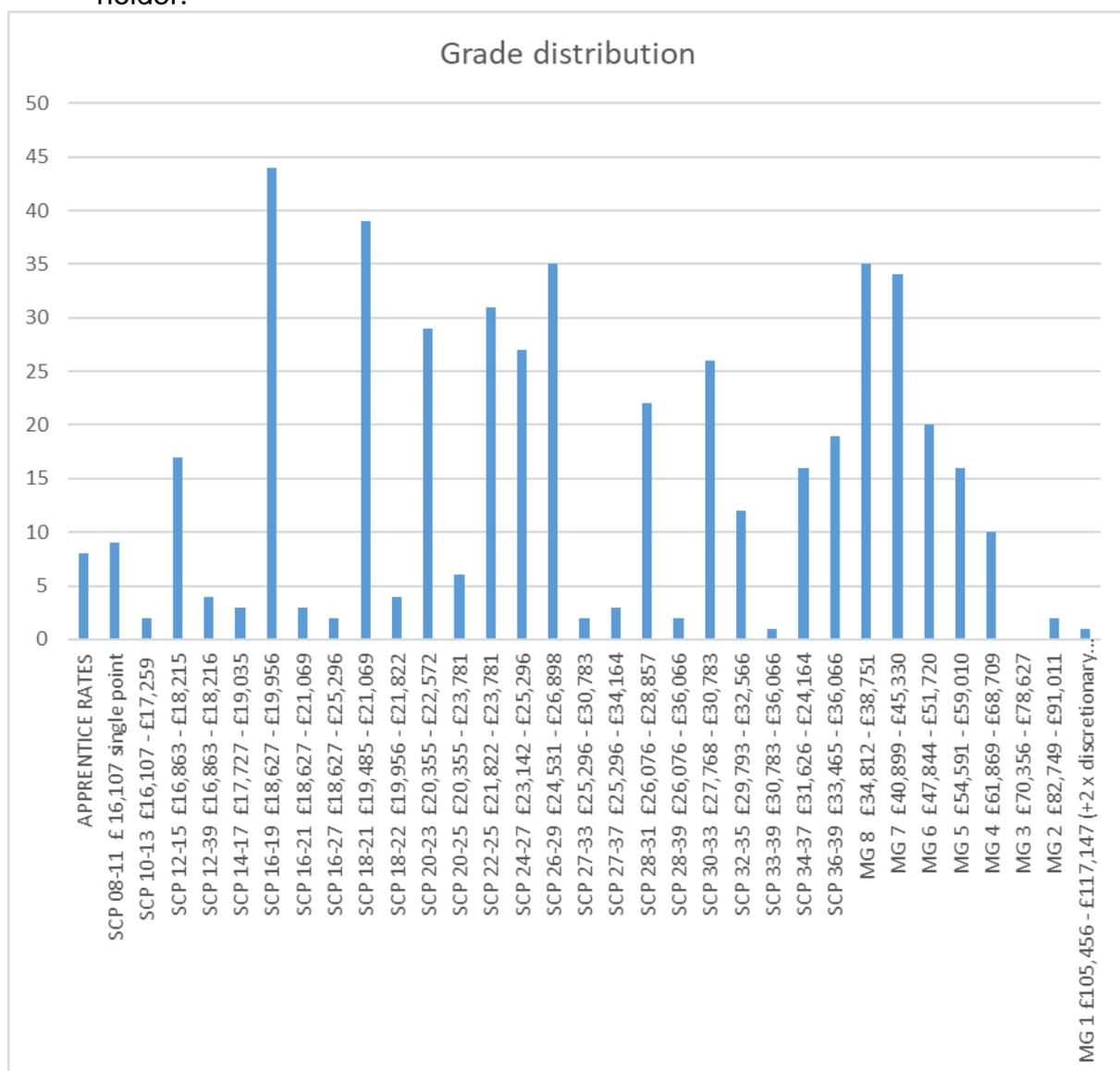
 - (b) A '**Lowest paid employee**' is an employee who is paid on the lowest pay grade used by the council. The definition does not include postholders engaged in apprenticeships or other job creation schemes.

- 3 The policy statement will be reviewed and approved annually by Members and published on the transparency section of the Ashford Borough Council website together with the pay data published in line with the code of recommended practice on data transparency. Data on pay for individuals

employed under a 'contract for services' (opposed to contract of employment) can be found under the data on spend.

- 4 The council's pay framework has been in place for many years and the grade for each role is determined by a job evaluation scheme developed by Inbucon Pay Consultants.
- 5 The basic grade of all officers is determined by job evaluation process. Pay and all other elements of the remuneration package for the Chief Executive (Head of Paid Service), Director or Head of Service posts are approved by Members as part of the recruitment process and other formal approval process such as restructuring reports. The remuneration packages for all other roles are approved by senior managers.
- 6 The incremental progression for all roles, including Chief Officer roles, are automatic unless there are formal concerns over capability.
- 7 Cost of living pay awards are considered on an annual basis and take account of market forces, economic climate measures of inflation and budgetary position. The council is not subject to national pay bargaining. Pay awards are negotiated locally with UNISON and subject to approval by Members.
- 8 The council is committed to ensuring that the pay of its employees can sustain families and individuals and underpin a thriving economy. To support this commitment it is the Council's aim to provide its lowest paid employees (excluding apprentices and those referred to in paragraph 2b) to receive a wage rate which is better than the Statutory National Living Wage rate irrespective of the age of the employee. As a consequence, the lowest paid employees receive the Ashford Living Wage Allowance (ALWA) as a supplement to the employee's hourly pay rate to provide a minimum rate of £9.18 per hour. The Council reviews the application of the ALWA on an annual basis.
- 9 Apprentices are engaged to gain practical training in a job combined with study. The council is committed to making apprenticeships accessible to all and aims to pay a rate that is better than the respective Statutory National Living Wage and National Minimum Wage rates; the Ashford Apprentice Wage Allowance (AAWA) is currently set at 15 pence per hour higher than these rates. The AAWA is reviewed annually and applied to those employed by the Council on an apprenticeship.
- 10 Grades MG1 and MG2 have two additional discretionary incremental points that can be applied for recognition of performance, or as part of a retention package. These points are not automatically applied to all MG1 or MG2 roles, but if they are, they require confirmation from the officer's manager that there has been exceptional performance and the increment should be awarded.
- 11 The organisation's Returning Officer for elections receives election fees in addition to their regular salary. These fees are set by the Cabinet Office for national elections and referendums; or for borough and county elections through a countywide arrangement. The fees vary according to the election taking place. Any election fees paid during the year are included in the salary figure published in the council's annual statement of accounts.

- 12 We are required to publish pay related information. This includes the Code of Recommended Practice for Local Authorities on Data Transparency requirements to publish a Pay Multiple and information on senior salaries. The Pay Multiple is the ratio between the highest paid salary and the median average salary of the whole authority's salaries.
- 13 The current ratio between the highest paid employee and the median earnings across the organisation is **4.7:1** (excluding Returning Officer fees as these are determined by the Cabinet Office, or though a countywide arrangement. The fees are only paid in the event of an election). The council intends to maintain a pay multiple of 5 or less i.e. the highest paid employee is paid no more than 5 times the median salary which is £26,898. The chart below shows the current dispersal of grades amongst the council's employees:
- 14 Ashford pay grades are determined through job evaluation and reflect the breadth of impact the role has for example: the level and complexity of advice given by the postholder as well as the decisions made; the qualifications required to carry out the role, the level of autonomy the postholder has as well as the level of internal and external contacts routinely made by the postholder.



- 15 Salary information for senior staff is published annually on the transparency section of the council's website and total remuneration packages for Chief Officers are published in the council's annual statement of accounts also available on the council's website.
- 16 The Chief Executive and Deputy Chief Executive receive an annual mileage allowance to compensate for up to 3,000 work related miles travelled within Kent and are not allowed to submit mileage claims for the first 3,000 miles travelled in Kent.
- 17 Posts may attract a subsidised lease car or cash alternative. Entitlement is usually determined as part of the recruitment process and the entitlement is intended to assist the officer in carrying out their duties or, in some cases, as a recruitment tool.
- 18 All officers are entitled to be reimbursed for legitimate expenses incurred in the course of their duties. Limits are laid out in the conditions of service and all expense claims must be accompanied by receipts.
- 19 The council does not have a performance related pay scheme or a bonus scheme. Managers do have the ability to make honorarium payments to any level officer in the following circumstances:
- Covering the full/partial duties of a more senior post (other than for annual leave)
 - Taking on additional duties/responsibilities for a limited period
 - Taking on additional responsibilities e.g. project work which would not normally fall within the employee's job description
 - Taking on additional workload, which is not at an additional level of responsibility but which warrants financial recognition
 - One-off merit payments in recognition of exceptional performance.

Where the request for the payment falls outside of the above criteria the Head of Personnel and Development will take the request to Management Team for discussion.

- 20 The council does have a market supplement scheme to address market pressures that cause recruitment and retention difficulties. Market supplements are applied in exceptional circumstances and any proposed payments for a Management Team post must be approved by Members. For all other roles Management Team is able to give approval.
- 21 If a Chief Officer, or any other officer, chooses to end their employment with the authority there are no termination benefits payable.
- 22 If the council terminates an officer's employment then the council's policy on the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 may apply.
- 23 The Council will comply with obligations under the Exit Payment Recovery Regulations.

- 24 Officers may also be entitled to release of their local government pension if they satisfy the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007.
- 25 Employees who are Local Government Pension Scheme members aged 55 or over are entitled to request flexible retirement in accordance with the council's Flexible Retirement policy. This allows an officer to access their local government pension and continue working in a role at either reduced hours or in a lower paid role to help their transition into retirement. Member approval is required where there is a cost associated with the release of the pension. There must be a benefit to the council in agreeing to a flexible retirement request, the benefits may include: assisting with succession planning, delivering savings etc.
- 26 In exceptional circumstances we may find ourselves in the situation whereby an officer who has been previously employed by the council (or another authority) and who, on ceasing to be employed, was in receipt of a redundancy payment and/or a local government pension is subsequently reemployed by the council. It is not the policy of Kent County Council (the pension scheme administrators) to abate pensions in payment in these circumstances.
- 27 In cases where the council shares staff with other authorities/agencies this often results in different pay scales, terms and conditions between the two parties. The council will ensure that for staff employed by Ashford Borough Council that there is internal comparability. This may result in discrepancies across teams with employees working for other employers.
- 28 The council does not intervene in the pay policy of external contractors; remuneration packages are a matter for the external contractor to determine not the council.
- 29 The Council is committed to tackling all forms of tax avoidance and therefore encourages the direct employment of staff and pays them via the payroll system. When a need arises for a temporary appointment, recruitment is normally secured by using the council's employment agency contract arrangement. In a few circumstances where it is necessary to engage self employed people who can provide exceptional skills/experience, the council will offer a contract for services. Such engagements would be in accordance with HMRC guidelines to ensure that the correct employment status has been applied for PAYE purposes.
- 30 This policy is required to be reviewed at least once a year proceeding the next financial year. Proposals to adjust the policy in a financial year must be approved by Members.

February 2020

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Agenda Item No:

Report To CABINET

Date of Meeting: 28th May 2020

Report Title: Anti-social Behaviour Policy

Report Author & Job Title: Laurel Niven
Resilience Team Leader

Portfolio Holders & Portfolios: Cllr B Barrett - Housing
Cllr P Feacey - Community Safety and Wellbeing

Summary:	The report presents for approval the Ashford Borough Council Anti-social Behaviour (ASB) Policy. The policy provides clarity on how the Council meets its responsibilities under the Anti-Social Behaviour, Crime and Policing Act 2014.
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Key Decision: No

Significantly Affected Wards: All Wards

Recommendations: **Cabinet is asked to recommend that Council approve the Ashford Borough Council Anti-social Behaviour Policy.**

Policy Overview: The Crime and Disorder Act 1998 (section 5 and 6) requires local authorities and the police to work together at district level to develop and implement strategies for reducing crime and disorder in their area.

The Policy as presented will guide elected members, officers and external partners in their roles and responsibilities. The Policy sets out the council's commitment to managing ASB. It therefore brings together the Ashford approach for delivering effective ASB solutions across the partnership. It ensures the Council has effective ASB processes in place to meet its legislative and regulatory obligations.

Financial Implications: Increased enforcement in accordance with this Policy will place additional financial pressures on the council. If a matter progressed to court and we are successful then these costs would be recovered on top of any financial penalties.

Legal Implications The Policy confirms and identifies individual roles and responsibilities for ASB throughout the organisation.

Equalities Impact Assessment	See attached
Other Material Implications:	Increased activity in this area will inevitably increase workload for those dealing with Anti-social behaviour. Additional resources are already being directed towards environmental enforcement and wider community safety activity.
Exempt from Publication:	No
Background Papers:	None
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Agenda Item No.

Report Title: Anti-Social Behaviour (ASB) Policy

Introduction and Background

1. Anti-social Behaviour (ASB) is a broad term used to describe incidents of crime, nuisance and disorder that impacts on individual victims or the community as a whole. A number of the council's services deal with ASB on a daily basis, whether this is for housing tenants, private residents or visitors to the borough.
2. ASB can have a significant influence on victim's lives and wider communities; it can impact an individual's feelings of personal safety, make a neighbourhood an unpleasant place to live or work and greatly reduce quality of life. Tackling and preventing ASB is a priority in Ashford Borough Council and we would like every resident of Ashford to feel safe, enjoy living in their neighbourhood and feel confident when reporting incidents of ASB.
3. The primary aim of the ASB policy is to demonstrate the council's commitment to ensuring robust and effective processes are in place to deal with ASB within the borough. The council wants to ensure private and ABC housing residents have a consistent approach in the way that the council and relevant external partners deal with ASB. The Policy aims to ensure a coordinated approach towards tackling anti-social behaviour and nuisance is achieved, wherever possible.
4. The purpose of this report is to present to Cabinet the council's ASB Policy and recommend its approval by the Council.
5. A draft Policy, as presented at Appendix 1. This highlights the individual roles and responsibilities within the organisation and other external agencies to ensure that those with responsibilities act in accordance with the Crime and Policing Act 2014.

Proposal/Current Position

6. The council currently has individual mechanisms in place to deal with ASB. Housing also have an ASB Policy for council tenants but the council does not have an overarching policy. The community safety & wellbeing service, housing service and environment and land management have worked together to produce a policy relevant to whole authority.
7. The Anti-social Behaviour, Crime and Policing Act 2014, gives local authorities increased tools and powers to address ASB and take necessary action to resolve the issues.
8. The adoption of a policy is recognised as best practice and provides the assurance and links between the various operational documents in place. It clearly set out the Council's commitment to ASB as well identifying individual responsibilities.

9. The Policy includes the following elements:
 - Identifies objectives, scope and policy management;
 - Identifies key roles;
 - Identifies responsibilities;
 - Addresses policy awareness; and
 - Review arrangements.
10. The Chief Executive is appointed as having overall responsibility for the Policy with oversight being provided by Members.

Implications and Risk Assessment

11. By having an agreed policy it reduces the risk on the organisation by ensuring members, officers and external partners understand their role and the expectations placed upon them in respects of ASB management.
12. Officer's dealing with the management of ASB need to ensure they are regular up to date with the latest legislation, tools and powers use to tackle ASB. The organisation therefore need to ensure appropriate training is provided to all staff within the area.
13. Additional financial and resource implications may occur. This is due to an increase in the use of our tools and powers which could incur legal and court costs. However, if a matter goes to court and we are successful then these costs would be recovered on top of any financial penalties.
14. The ASB process may highlight and identify vulnerable individuals or locations that need physical improvement as the environment is contributing to the ASB within the community. Therefore, there may be a financial implication as to rectify or reduce the risks.

Equalities Impact Assessment

15. Anti-social behaviour can affect anyone irrespective of gender, sexuality, age, class, religion or ethnicity. The policy covers all groups and recognises that ASB may affect individuals and communities differently. Activities to prevent ASB need to be designed and reviewed to meet the legitimate and particular considerations of gender, age, sexuality, disability and ethnicity. The policy has a positive impact and will enable the council to act quickly and effectively in order to tackle ASB targeted at vulnerable groups using the powers available in legislation.
16. Please see attached Equalities Impact Assessment.

Consultation Planned or Undertaken

17. The policy has been developed in conjunction with relevant council services and external agencies. It is directly relevant to the Community Safety Partnership ASB objectives and has been developed having reference to the annual strategic assessment.

18. The policy has not been consulted upon publically but will be made available on the council's website. It incorporates the existing housing ASB policy which was subject to consultation with the council's tenants.

Other Options Considered

19. The Anti-Social Behaviour Act 2003, Part 2, amends the Housing Act 1996 and inserts Section 218A which states that a Local Housing Authority must prepare a policy in relation to anti-social behaviour and procedures for dealing with occurrences of anti-social behaviour. Furthermore, there is a requirement for the Local Housing Authority to keep its policy and procedures under review.
20. Ensuring that we have robust ASB arrangements is fundamental to the council's operation. The development of an ASB policy is, however, only recommended as good practice other than in the case of our responsibilities as a social landlord.

Reasons for Supporting Option Recommended

21. The policy will ensure a clear organisational approach and commitment to managing and addressing ASB within the borough. The policy will set out the obligations of all stakeholders including the CSU, Housing, Kent Police and Members.

Next Steps in Process

22. Once agreed the policy will be made available to members and officers on the council's intranet and the public on the council's website.

Conclusion

23. Adoption of the Policy provides a clear direction and shows the commitment by the Council in ensuring it has processes and direction in dealing with ASB.
24. The policy provides reassurance for all stakeholders by clearly stating the roles and responsibilities of members' officers' and external partners for ASB.

Portfolio Holder's Views

25. We are committed to improving the quality of life for those living and working within our communities and in providing a safe and secure environment to enable people to live together and free from the negative impact of ASB. The policy provides clarity and encourages consistency in our approach to dealing with ASB and is much welcomed.

Councillor P Feacey

Contact and Email

26. Laurel Niven, Community Safety and Resilience Team Leader
Laurel.niven@ashford.gov.uk 01233 330271

1. An Equality Impact Assessment (EIA) is a document that summarises how the council has had due regard to the public sector equality duty (Equality Act 2010) in its decision-making. Although there is no legal duty to produce an EIA, the Council must have **due regard** to the equality duty and an EIA is recognised as the best method of fulfilling that duty. It can assist the Council in making a judgment as to whether a policy or other decision will have unintended negative consequences for certain people and help maximise the positive impacts of policy change. An EIA can lead to one of four consequences:

- (a) No major change – the policy or other decision is robust with no potential for discrimination or adverse impact. Opportunities to promote equality have been taken;
- (b) Adjust the policy or decision to remove barriers or better promote equality as identified in the EIA;
- (c) Continue the policy – if the EIA identifies potential for adverse impact, set out compelling justification for continuing;
- (d) Stop and remove the policy where actual or potential unlawful discrimination is identified.

Public sector equality duty

2. The Equality Act 2010 places a duty on the council, when exercising public functions, to have due regard to the need to:

- (a) Eliminate discrimination, harassment and victimisation;
- (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it (ie tackling prejudice and promoting understanding between people from different groups).

3. These are known as the three aims of the general equality duty.

Protected characteristics

4. The Equality Act 2010 sets out nine protected characteristics for the purpose of the equality duty:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership*
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

*For marriage and civil partnership, only the first aim of the duty applies in relation to employment.

Due regard

5. Having 'due regard' is about using good equality information and analysis at the right time as part of decision-making procedures.

6. To 'have due regard' means that in making decisions and in its other day-to-day activities the council must consciously consider the need to do the things set out in the general equality duty: eliminate discrimination, advance equality of opportunity and foster good relations. This can involve:

- removing or minimising disadvantages suffered by people due to their protected characteristics.
- taking steps to meet the needs of people with certain protected characteristics when these are different from the needs of other people.
- encouraging people with certain protected characteristics to participate in public life or in other activities where it is disproportionately low.

7. How much regard is 'due' will depend on the circumstances. The greater the potential impact, the higher the regard required by the duty. Examples of functions

and decisions likely to engage the duty include: policy decisions, budget decisions, public appointments, service provision, statutory discretion, decisions on individuals, employing staff and procurement of goods and services.

8. In terms of timing:

- Having 'due regard' should be considered at the inception of any decision or proposed policy or service development or change.
- Due regard should be considered throughout development of a decision. Notes shall be taken and kept on file as to how due regard has been had to the equality duty in research, meetings, project teams, consultations etc.
- The completion of the EIA is a way of effectively summarising this and it should inform final decision-making.

Case law principles

9. A number of principles have been established by the courts in relation to the equality duty and due regard:

- Decision-makers in public authorities must be aware of their duty to have 'due regard' to the equality duty and so EIA's must be attached to any relevant committee reports.
- Due regard is fulfilled before and at the time a particular policy is under consideration as well as at the time a decision is taken. Due regard involves a conscious approach and state of mind.
- A public authority cannot satisfy the duty by justifying a decision after it has been taken.
- The duty must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision.
- The duty is a non-delegable one. The duty will always remain the responsibility of the public authority.
- The duty is a continuing one so that it needs to be considered not only when a policy, for example, is being developed and agreed but also when it is implemented.

- It is good practice for those exercising public functions to keep an accurate record showing that they have actually considered the general duty and pondered relevant questions. Proper record keeping encourages transparency and will discipline those carrying out the relevant function to undertake the duty conscientiously.
- A public authority will need to consider whether it has sufficient information to assess the effects of the policy, or the way a function is being carried out, on the aims set out in the general equality duty.
- A public authority cannot avoid complying with the duty by claiming that it does not have enough resources to do so.

The Equality and Human Rights Commission has produced helpful guidance on "Meeting the Equality Duty in Policy and Decision-Making" (October 2014). It is available on the following link and report authors should read and follow this when developing or reporting on proposals for policy or service development or change and other decisions likely to engage the equality duty. [Equality Duty in decision-making](#)

Lead officer:	Laurel Niven Community Safety and Resilience Team Leader
Decision maker:	Cabinet
Decision: <ul style="list-style-type: none"> • Policy, project, service, contract • Review, change, new, stop 	<p>The purpose of this report is to present to cabinet an Anti-social Behaviour (ASB) Policy in order to ensure a clear organisational approach and commitment to managing and addressing ASB within the borough.</p> <p>This is a new policy, however, it incorporates a currently operational policy relevant to the council's activity as a social landlord. Issues of ASB can affect anyone irrespective of gender, sexuality, age, class, religion or ethnicity.</p>
Date of decision: The date when the final decision is made. The EIA must be complete before this point and inform the final decision.	28 th May 2020
Summary of the proposed decision: <ul style="list-style-type: none"> • Aims and objectives • Key actions • Expected outcomes • Who will be affected and how? • How many people will be affected? 	<p>To adopt an ASB Policy for the Council.</p> <p>This Policy sets out a framework for the Ashford approach for dealing effectively with incidents of ASB across the borough. It ensures the Council has effective ASB processes in place to meet its legislative and regulatory obligations.</p> <p>The policy provides clarity on how the Council meets its responsibilities under the Anti-social Behaviour, Crime and Policing Act 2014.</p> <p>This policy is focussed on getting the best outcome for victims, particularly our most vulnerable residents including those who are elderly, disabled or otherwise vulnerable. Our activities to prevent ASB, support victims and witnesses and deal with perpetrators needs to be designed and reviewed to meet the legitimate and particular considerations of protected characteristics.</p> <p>By ensuring that Ashford Borough Council has a robust approach to dealing with ASB this will contribute to the overall community wellbeing of our borough.</p>
Information and research: <ul style="list-style-type: none"> • Outline the information and research that has informed the decision. • Include sources and key findings. 	<p><u>Community Safety Partnership (CSP)</u></p> <p>Reducing ASB is one of the priorities for Ashford CSP. The CSP produces an analytical document; known as a strategic assessment which aids the CSP in deciding upon their priorities; such as tackling anti-social behaviour. Once the priorities are decided upon then multi agency action plans are created with performance updates given at the CSP meetings.</p> <p>The recommendations from the strategic assessment were:</p>

	<ul style="list-style-type: none"> • To continue to work towards securing a new ASB resource. This has been completed with the Community Safety Officer appointed as of February 2020. • ASB services should be designed to respond to risk, with an ASB panel being established. The vulnerability meeting is addressing ASB where an individual is vulnerable due to a protected characteristic. <p>Ashford Borough Council's resident survey 2018 showed that 29% of residents are very or fairly satisfied with the way the council tackles anti-social behaviour while 40% are dissatisfied to some extent. Just under a third of respondents are neither satisfied nor dissatisfied.</p> <p>There is little difference in satisfaction by area, but dissatisfaction is higher among residents in Ashford town than in the other parts of the borough:</p> <ul style="list-style-type: none"> • Ashford town: 28% satisfied and 44% dissatisfied • Outskirts of Ashford town: 29% satisfied and 37% dissatisfied • Rest of the borough: 29% satisfied and 39% dissatisfied <p>The following themes were common in residents' views of ASB:</p> <ul style="list-style-type: none"> • More enforcement needed • Concern at the level of anti-social behaviour • Slow to deal with issues reported • More facilities and activities for children and young people may help reduce the level of anti-social behaviour <p>The groups most concerned about ASB are 35-44 year olds, as most are dissatisfied with ASB (47%) but 41% 18-25 year olds are satisfied with how ASB is dealt with. Town centre residents are the most dissatisfied (44%) of the location groups.</p> <p><u>Vulnerable victim</u></p> <p>A person is considered vulnerable if they are:</p> <ul style="list-style-type: none"> • Under the age of 18 • Aged 18 years or over and may be in need of community care services by reason of mental, physical, or learning disability, age or illness • Aged 18 years or over and may be unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation. <p>Ashford flagged 208 vulnerable victims in 2017/18, which represents 1.6% of all crime. From April 2018 – January 2019, 249 vulnerable victims were flagged, demonstrating an increase in numbers.</p>
<p>Consultation:</p>	<p>Under section 5 and 6 Crime and Disorder Act 1998 there is a statutory responsibility for local authorities and police to work together to reduce crime and disorder. Therefore, the policy</p>

<ul style="list-style-type: none"> • What specific consultation has occurred on this decision? • What were the results of the consultation? • Did the consultation analysis reveal any difference in views across the protected characteristics? • What conclusions can be drawn from the analysis on how the decision will affect people with different protected characteristics? 	<p>has been shared with the Inspector of Ashford Police Community Safety Unit.</p> <p>The policy has also had input from all relevant services including Community Safety & Wellbeing Service (encompassing the Environmental Protection Team), Housing Service, and Environmental & Land Management Service.</p> <p>The research detailed above and the feedback from key stakeholders evidences that the policy is required.</p> <p>This policy will enable the council to act quickly and effectively to tackle ASB targeted at vulnerable groups using the powers available in legislation.</p>
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Assess the relevance of the decision to people with different protected characteristics and assess the impact of the decision on people with different protected characteristics.

When assessing relevance and impact, make it clear who the assessment applies to within the protected characteristic category. For example, a decision may have high relevance for young people but low relevance for older people; it may have a positive impact on women but a neutral impact on men.

Protected characteristic	Relevance to Decision High/Medium/Low/None	Impact of Decision Positive (Major/Minor) Negative (Major/Minor) Neutral
<u>AGE</u> Elderly	HIGH	Positive
Middle age	LOW	Positive
Young adult	HIGH	Positive
Children	MEDIUM	Positive
<u>DISABILITY</u> Physical	HIGH	Positive
Mental	HIGH	Positive
Sensory	MEDIUM	Positive
<u>GENDER RE-ASSIGNMENT</u>	HIGH	Positive
<u>MARRIAGE/CIVIL PARTNERSHIP</u>	LOW	Positive
<u>PREGNANCY/MATERNITY</u>	LOW	Positive

<u>RACE</u>	HIGH	Positive
<u>RELIGION OR BELIEF</u>	MEDIUM	Positive
<u>SEX</u> Men	MEDIUM	Positive
Women	MEDIUM	Positive
<u>SEXUAL ORIENTATION</u>	HIGH	Positive

Mitigating negative impact: Where any negative impact has been identified, outline the measures taken to mitigate against it.	N/A
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Is the decision relevant to the aims of the equality duty?	
Guidance on the aims can be found in the EHRC's Essential Guide , alongside fuller PSED Technical Guidance .	
Aim	Yes / No
1) Eliminate discrimination, harassment and victimisation	No
2) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it	No
3) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it	No

<p>Conclusion:</p> <ul style="list-style-type: none"> Consider how due regard has been had to the equality duty, from start to finish. There should be no unlawful discrimination arising from the decision (see guidance above). Advise on whether the proposal meets the aims of the equality duty or whether adjustments have been made or need to be made or whether any 	<p>The assessment highlights positive impacts of the decision across the protected characteristics. Therefore there will be no unlawful discrimination arising from the policy.</p> <p>This Policy will be reviewed every three years. It will be amended, if necessary, to take into account new legal requirements, non-statutory guidance from central government and implementation of relevant industry standards.</p>
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<p>residual impacts are justified.</p> <ul style="list-style-type: none">• How will monitoring of the policy, procedure or decision and its implementation be undertaken and reported?	
<p>EIA completion date:</p>	<p>2nd March 2020</p>

Anti-social Behaviour Policy

2020 to 2023

Date: March 2020

Review date: March 2023

1.0 Anti-social behaviour policy overview

This policy was adopted on (insert date) and is managed by the Community Safety and Wellbeing Service and Housing. It will be reviewed every three years.

This policy demonstrates a clear and consistent approach in tackling anti-social behaviour aimed at promoting safer, stronger communities and providing better quality of life for the residents of Ashford.

The policy is underpinned by the collaborative work of the community safety partnership.

1.1 Introduction

Anti- social behaviour (ASB) is defined as:

“Conduct that has caused, or is likely to cause, harassment, alarm or distress to any person, or conduct capable of causing nuisance or annoyance to a person in relation to that person’s occupation of residential premises, or conduct capable of causing housing-related nuisance or annoyance to any person”. Anti-social Behaviour, Crime and Policing Act 2014

ASB can have a significant impact on victim’s lives and wider communities. It can affect an individual’s feelings of personal safety, make a neighbourhood an unpleasant place to live or work and greatly reduce quality of life.

Residents are entitled to live in a peaceful environment and visitors have the right to visit and enjoy a safe and attractive borough.

Ashford Borough Council (the council) recognises that the problems created by ASB need to be dealt with in a robust manner. The council aims to work quickly and efficiently to tackle such incidents.

1.2 Policy objectives

The objectives of this policy is to:

- Detail the responsibilities in responding to and tackling ASB
- Record operational standards and outline our duty to share information with relevant partners
- Outline how victims of ASB will be supported
- Describe how residents report their concerns and how agencies communicate with them
- Detail how agencies work together to utilise all available tools and resources to tackle ASB and support communities

1.3 Equality and diversity

The council is committed to promoting equality of opportunities in its services. The Equality Act 2010 provides a framework to ensure ABC services are not provided in a discriminatory manner by having due regard to eliminating discrimination, harassment, and victimisation, advancing equality of opportunity and fostering good relations.

Under this policy, the council will also:

- Demonstrate that we have considered any vulnerability identified within the Act when deciding to proceed to legal action
- Have concluded that legal action is needed due to the effect of the ASB on either the health of the victim and/or perpetrator
- Ensure that the proposed legal action is a proportionate response to the ASB

1.4 Our responsibilities

Our role as a social landlord

As a landlord, we have a duty to investigate allegations of ASB affecting those living in properties we own and manage. Our landlord duties and powers are different from, and in addition to, the duties and powers we have to deal with ASB in the wider community.

Our role as part of the Community Safety Partnership (the partnership)

Under the Crime and Disorder Act 1998, the council must work with the Police and other agencies to reduce crime and disorder within the borough. In this role, we play a key part in dealing with ASB of all kinds.

Community Safety Unit (CSU)

The CSU is the operational arm of the partnership. Their role is to implement the various projects, programmes and initiatives to meet the objectives set by the partnership. This is done through regular partner meetings and linking with other tasks groups operating within the borough.

It is then the responsibility of the CSU to deal with the ASB cases appropriately by working with partner's agencies and internal departments.

The CSU organises and participates in multi-agency working groups dealing with specific ASB issues that are within certain hotspot areas and key locations. They also work with housing associations, private landlords, letting agents and businesses, providing professional advice and support as required so that these organisation can act confidently to prevent or tackle ASB, making use of their own resources.

Our environmental protection role

The council has a range of responsibilities to deal with “environmental” ASB, such as noise, litter, bonfires, fly tipping and abandoned vehicles. These responsibilities arise from a number of Acts and local byelaws, but in particular from the Environmental Protection Act 1990.

Our working arrangements

Whilst these are four distinct roles, there are very strong links between them and close working arrangements have been developed between teams that deliver the various services. The key services involved in the council’s ASB work are:

- Community safety & wellbeing
- Housing
- Environment & land management

2.0 Victim-centred approach

The council considers the impact on victims crucial and operates a victim-centred approach when dealing with ASB.

Language barriers and certain forms of illness or disability may make it difficult for some people to express themselves or communicate clearly so officers will consider the use of advocates, translation services and/or make reasonable adjustments to meet the needs of the individuals.

2.1 Examples of ASB

- Noise nuisance, e.g. loud music, persistent shouting or excessive noise or frequent loud parties and other domestic noise
- Environmental ASB e.g. dumped rubbish and littering, vandalism, dog fouling, dog control, bonfires, graffiti, fly-posting, abandoned vehicles
- Commercial ASB e.g. construction noise, environmental waste

The council also works closely with the police regarding intimidation, harassment and violence. This joint working can include, but is not limited to threatening or aggressive behaviour, harassment, assault, damage to property, keeping and failing to control an aggressive dog, using or allowing premises to be used for illegal or immoral activity such as prostitution, selling, handling or storing or using illegal drugs or handling stolen goods, Domestic violence.

It should be noted that the above list does not cover every situation that may be deemed to be ASB. Therefore, each case will be assessed and how it is handled will vary depending on the specific circumstances of the alleged victim and the alleged perpetrator.

2.2 When we may not be able to get involved

ASB can be difficult to define and there are some types of behaviour that are not classed as ASB and therefore will not be investigated by the council. Examples include, but are not limited to:

- Children playing in the street or communal areas and young people gathering socially, unless they are being threatening or deliberately intimidating
- Parking issues (not being able to park outside your own home)
- Civil disputes between neighbours e.g. shared driveways
- Complaints about normal household noise
- Disagreements between two neighbours where there are no impartial witnesses or evidence to support either party

3.0 Our Commitments

The council's ASB policy is founded on the following principles:

- Reports of ASB will be investigated and dealt with professionally
- ASB will be dealt with fairly and proportionately
- We will work with partners in order to deliver an effective ASB service across the community

3.1 How do we meet our commitment?

We will meet our commitment by following the principles below:

- We will publicise and promote the various services we provide to deal with ASB
- We will encourage people to report ASB and make it possible for them to do this using a range of reporting methods
- We will record each case that we take on and investigate the complaint
- We will seek to resolve ASB by taking the justified and proportionate response.
- We will use any of the tools and powers available to us under the law, according to our best professional judgement
- We will seek to respond to each report of ASB as quickly as possible in line with best practice.
- We will ensure that any crimes reported to the council is quickly passed to the Police
- We will provide information, instruction, training and supervision for ABC employees to help them understand their role in ASB management
- We will actively promote mediation where appropriate before taking formal action

4.0 Additional Considerations

4.1 Confidentiality and information sharing

Where appropriate, the council will share information with the Police and other key agencies under the Kent and Medway Information Sharing Protocols (KMISP). This ensures all agencies can carry out their functions and duties in accordance with the Crime and Disorder Act 1998.

The council will work within the provisions of the General Data Protection Regulations (GDPR) and Data Protection Act 2018 that provide a background for sharing information and the need for confidentiality and privacy.

4.2 ASB Case Review (The Community Trigger)

An ASB case review gives victims and communities the right to request a review of their situation to examine how local agencies have responded to previous ASB complaints and consider whether further action should be taken.

Across Kent, a common approach has been developed to support all agencies involved in case reviews. This provides victims of ASB with a clear and effective response regardless of where they live in the county.

Further information at: <https://www.ashford.gov.uk/community-trigger/>

4.3 Discretion

This policy commits us to dealing with ASB in a fair and proportionate way. We may occasionally need to exercise discretion to vary our approach when dealing with ASB because each case is unique.

5.0 Links to other corporate strategies and policies

This policy links to and should be read in conjunction with the following:

- Council safeguarding policy
- Council corporate complaints policy
- Council CCTV code of practise
- Housing Letting policy

6.0 Legislation

The legislation listed below will be taken into consideration when implementing this policy:

- Anti-social Behaviour, Crime and Policing Act 2014
- Care Act 2014
- Children's Act 2004
- Clean Neighbourhoods and Environment Act 2005

- Crime and Disorder Act 1998
- Data Protection Act 2018
- Environmental Protection Act 1990
- Equality Act 2010
- Freedom of Information Act 2000
- Harassment Act 1997
- Homeless Reduction Act 2018
- Housing Acts 1985, 1996 and 2002
- Human Rights Act 1998
- Local Government Act 2000
- Mental Health Act 1983 (amended 2007)
- Police and Criminal Evidence Act (PACE) 1984

7.0 Partner Agencies

We work in collaboration with a number of agencies to prevent and manage ASB. Which include but is not limited to:

- Kent Police
- Kent Fire and Rescue Service
- Kent Police and Crime Commissioner
- Kent Resource Partnership
- Housing Associations
- Community Mental Health Team
- Probation Service
- Kent Clinical Commissioning Group
- Kent County Council
- Neighbouring Local Authorities
- Ashford College
- Educational Establishments
- Ashford Partnership Against Crime
- Charitable and Volunteer organisations

8.0 Policy Awareness

This policy will be communicated through multiple channels:

- Cabinet;
- Management Team;
- Audit Committee; and
- Published on the intranet and the external website

9.0 Policy Review

This policy will be reviewed every three years. It will be amended, if necessary, to take into account new legal requirements, non-statutory guidance from central government and implementation of relevant industry standards.

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Agenda Item No:

Report To: Cabinet

Date of Meeting: 28th May 2020

Report Title: Chilham Conservation Area Management Plan

Report Author & Job Title: Daniel Carter, Team Leader Spatial Planning Team

Portfolio Holder Cllr Shorter
Portfolio Holder for: Planning and Development

Summary:

Local planning authorities are obliged to designate, as conservation areas, any parts of their own area that are of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance.

There are 43 conservation areas in the borough. The appraisals that support them were mostly completed in the 1980s and 1990s. In the context of updated guidance on appraisals by Historic England, and the need to remain consistent with both the changing nature of our conservation areas and with the NPPF in its requirement for an up-to-date evidence base, a programme of updating the appraisals continues.

As part of this process, management plans for future preservation and enhancement are suggested based on a clear understanding of the qualities that give the area its distinctiveness. Adoption of this plan would provide solid evidence to support development management decisions, and enable better defence of the council's case at planning appeal.

Key Decision: YES

Significantly Affected Wards: Downs North

Recommendations: **The Cabinet is recommended to:-**

- I. Agree the content and approve the adoption of the Chilham Conservation Area Management Plan (appendix 1)
- II. Recommend that full Council adopt the Chilham Conservation Area Management Plan

Policy Overview:	<p>The Conservation Area Management Plan (CAMP) for Chilham is in accordance with the Local Plan 2030 policy SP1 – <i>Strategic Objectives</i> which aims to “conserve and enhance designated heritage assets...in a way that promotes distinctive places”. In addition, policy ENV14 concerns conservation areas and requires development proposals to “preserve or enhance the character and appearance of the area and its setting”.</p> <p>The NPPF (paragraph 193) requires that “When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset’s conservation (and the more important the asset, the greater the weight should be)”. Paragraphs 194-196 also require development to be considered in relation to any potential harm to designated heritage assets.</p> <p>Officers have provided the parish council with a strategic steer in terms of the development and direction of the CAMP. Chilham Parish Council have led the scoping and research of the CAMP process and the writing of the consultation draft document. The parish council used Historic England advice. This is in the form of guidance for groups seeking to manage change in conservation areas through conservation area appraisal, designation and management (Historic England Conservation Area Appraisal Designation and Management <i>Historic England Advice Note 1 Second Edition, 2019</i>). ABC has led various key stages throughout the project such as the consultation events.</p>
Financial Implications:	<p>The relative cost of producing the document has been small. ABC have supported the parish council by providing officer time in strategic key stages of its development. An up-to-date CAMP is an important evidence document if the council has to defend appeals concerning heritage and conservation issues in Chilham.</p>
Legal Implications:	<p>The periodic formulation of proposals to preserve and enhance conservation areas is a statutory requirement for local planning authorities. The document holds importance if the council has to defend at appeal cases concerning heritage and conservation issues in Chilham.</p>
Equalities Impact Assessment:	<p>An equalities impact assessment has been undertaken and is appended to the report (appendix 3).</p>
Data Protection Impact Assessment:	<p>Data protection issues have been considered. The consultation was held in accordance with the council’s duty under the General Data Protection Regulation.</p>
Risk Assessment	<p>An up-to-date CAMP ensures that the council’s evidence is up-to-date with regards to conservation and heritage issues</p>

(Risk Appetite Assessment):	in the planning process. An up-to-date evidence base means that the council's likelihood of successful appeal decisions is increased. The evidence is also used when considering planning applications, ensuring that conservation and heritage issues are considered appropriately to sufficient detail. The decision recommended would sit within the council's risk appetite.
Sustainability Implications:	The report has neutral implications for sustainability in Chilham parish. It is however, appreciated that the document provides the community with a positive appraisal of the character of the area in relation to conservation and heritage issues. This ensures that more sustainable planning decisions are achieved. The document has been subject to community involvement. A consultation statement is appended to this report (appendix 2).
Other Material Implications:	Conservation area management plans go beyond just the function of the planning system and have relevance to utilities providers, the local highways authority and parish land owners. There are however, no known material implications at this point.
Exempt from Publication:	NO
Background Papers:	Chilham Conservation Area Management Plan (appendix 1), Consultation statement (appendix 2), Equalities Impact Assessment (appendix 3)
Contact:	<u>daniel.carter@ashford.gov.uk</u>

Report Title: Chilham Conservation Area Management Plan

Introduction and Background

1. This report seeks cabinet approval for the adoption of the Chilham Conservation Area Management Plan (CAMP) relating to the conservation area of Chilham and seeks approval for the recommendations of the CAMP. Should cabinet agree to these recommendations, the CAMP would take effect as a material planning consideration for the determination of planning applications.
2. The report will therefore:
 - a. Explain the need for and use of CAMPs in guiding development
 - b. Outline the benefits of conservation area designations including the professional guidance and requirements for their appraisal and management
 - c. Set out the process through which Ashford Borough Council is engaging in the programme of appraisals, and how it fits with the Ashford Heritage Strategy
 - d. Summarise the documents including their recommendations
 - e. Detail the comments and suggested amendments to the CAMP from stakeholders and members of the public as a result of a formal public consultation exercise
 - f. Invite the cabinet to agree the content of the documents and its recommended adoption to full Council.
3. A complete copy of the CAMP is appended to this report (appendix 1) along with the document's consultation responses (appendix 2).
4. Section 69 of the Civic Amenities Act 1967 gives local councils the power to designate conservation areas, as "areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance". Designation gives control over the demolition of buildings and provides the basis for policies designed to preserve or enhance all the aspects of character or appearance that define an area's special interest. Conservation area designation also changes land owner's responsibilities in relation to their permitted development rights.
5. The Planning (Listed Buildings and Conservation Areas) Act 1990 (henceforth 1990 Act) requires local planning authorities from time to time to formulate and publish proposals for the preservation and enhancement of conservation areas. Proposals, for example the CAMP, are required to be submitted to a

public meeting in the area to which they relate and the local authority should have regard to any views concerning the proposals expressed by persons attending the meeting.

6. There are currently 43 conservation areas in the borough. However, the appraisals that support them were mostly completed in the 1980s and 1990s and therefore do not follow the current conservation area appraisal guidance set out by Historic England¹. In order to remain consistent with the NPPF which requires evidence to be up-to-date, it is considered essential that a programme of updating the appraisals continues. To date three conservation areas, Ashford town centre, Woodchurch and Kingsnorth, have been subject to plans for conservation area appraisal and management. These three CAMPs were adopted in 2016 and carry weight as material planning considerations for decision-makers.
7. The CAMP includes an appraisal of the conservation area and this provides a firm basis on which proposals for development within and adjoining a conservation area can be assessed, through defining those key elements that contribute to the special historic and architectural character and which should be preserved or enhanced. They also highlight key elements that together give the area its character and objectively analyse how these interact to enhance their individual impact. The CAMP also provides management suggestions for future policies and improvements based on a clear understanding of the special architectural and historic qualities that give the area its local distinctiveness.
8. CAMPs help the council, those proposing development, and the local community to be able to engage in the conservation and enhancement of the local historic environment and help secure the long-term viability of the conservation area as an important heritage asset. Adopted CAMPs are material considerations in the determination of development proposals.
9. A programme of conservation area appraisals for the remainder of the borough's conservation areas is expected in the near future.
10. The Chilham CAMP has concluded through its appraisal that no alteration to the boundary of the existing conservation area is needed. Therefore the geographic extent of the conservation area is not suggested to change.

The purpose of the Chilham CAMP

11. Change to the built environment is inevitable, however, not necessarily harmful; often it is beneficial. A CAMP therefore sets out ways to manage change in a way that conserves and enhances historic areas through conservation area designation, appraisal and management. An appraisal of the area establishes the evidence on which the designation of special character is based. It explains what might be required of owners, businesses and inhabitants of the area, and acts as an informative document for educational purposes generating an increased understanding of the place. It

¹ Historic England, 2019. "Conservation Area Designation, Appraisal and Management. Historic England Advice Note 1 (Second Edition)"

assists development management decisions in providing an analysis of what is positive and negative, and pinpoints opportunities for beneficial change and enhancement or need for additional protection.

12. The Chilham CAMP will be an essential document for the council to use as part of its evidence base when defending planning appeals affecting the conservation area. The CAMP will be used more frequently by planning officers and members of the planning committee when making decisions on planning applications that affect the conservation area and its setting.

Proposal and Current Position

13. Generally, conservation area designation introduces controls over the way owners can alter or develop their properties, but these are considered to be for the public good in preserving a sense of identity in the place. Owners of residential properties generally consider these controls to be beneficial because they also sustain and/or enhance the value of property within it. It should be noted that given the conservation area boundary is not proposed to change, no new land owners would be directly affected by the CAMP adoption.

Ashford Heritage Strategy

14. The Ashford Heritage Strategy² was adopted by the council in October 2017. This document passed through Planning Policy Task Group, and has been supported by Historic England, to serve as a sound evidence base for future planning decision making, and to enhance the role of heritage in the borough in delivering a sustainable future.
15. The strategy explains that none of the current conservation area appraisals are publicly available, and that furthermore they are outdated, having been produced predominantly in the 1990s. It recommends that, "Rectifying this situation is an area of work that will need to be addressed early in the life of the Local Plan 2030 in order to strengthen the policy protection for the Borough's Conservation Areas and to enable the production of a robust evidence base for determination of applications affecting such significant parts of the Borough's heritage."
16. This recommendation is being taken forward, as officer resources allow, in order to meet the aims of this overarching heritage strategy. Further CAMPs for the remaining conservation areas are expected over the following years.

Who produced the Chilham CAMP?

17. Chilham Parish Council (CPC) have led the scoping and appraisal process. The parish council appointed Clague Architects to appraise the conservation area and produce the management plan. Ashford Borough Council (ABC) have provided strategic and financial support and guidance to the parish

² Ashford Borough Council Heritage Strategy (adopted October 2017), <https://www.ashford.gov.uk/media/5165/adoptedashfordheritagestrategy.pdf>

council at key stages throughout the plan's development. ABC took the plan through the statutory consultation procedure and led the public meeting.

18. It is ABC's role, as local planning authority, to have regard to the views of residents and representations made during the plan's consultation. It therefore falls to ABC to make necessary modifications to the document in light of the consultation process. Comments received during the consultation process are detailed in a following section of this report. For the document to hold weight as a material planning consideration, it falls to ABC cabinet members to recommend the adoption of the Chilham CAMP to full Council.

Legal requirements and project process

19. The 1990 Act defines a conservation area as "an area of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance". Under section 71 of this Act, the local planning authority has a duty to periodically review its historic areas and to publish proposals for their preservation and enhancement.
20. From this legislation has come further guidance on the need to carry out an appraisal of the character and appearance of conservation areas which justify their designation and to develop management plans to deal with issues relating to the preservation and enhancement which affect each area. It is required that such proposals must be submitted for consideration to a public meeting in the area to which they relate, and that the local planning authority has regard to any views concerning the proposals expressed by persons attending the meeting.
21. To meet the statutory requirements of conservation area preservation and enhancements, the Chilham CAMP has been subject to consultation events led by ABC, the local planning authority. The results of these events is detailed more thoroughly below.
22. Adoption of the CAMP by full Council gives weight to the process of conservation area appraisal as evidence for arising planning issues.

Summary of the Chilham CAMP

23. As previously mentioned, the Chilham CAMP has been produced according to the guidance given in Historic England's publication, *Conservation Area Designation, Appraisal and Management* (2019). This document ensures that the CAMP is produced in accordance with the National Planning Policy Framework (NPPF) and government guidance more generally.
24. The management plan gives an outline of the planning context of Chilham and summarises areas of special interest within the conservation area. This section of the document sets out, among others, the setting, impact of historic development and local distinctiveness of the conservation area. A section then makes an assessment of the special interest.

25. Next an assessment of the conservation area's special built form, open spaces and landscaping is made, detailing specific character areas, open spaces and buildings.
26. The document's 'management of change' section details the ways in which the conservation area's unique character should be maintained through a 'policies' concerning a high quality finish to development, maintaining important views, demolition of buildings, among others.

Implications and Risk Assessment

27. The council would be failing in its general duty of the 1990 Act by not conforming to the statutory requirements of periodic conservation area review in terms of preservation and enhancement. For this reason the council is pursuing the production of CAMPs for all 43 conservation areas in accordance with the adopted Ashford Heritage Strategy.
28. By ensuring that conservation areas are reviewed and plans are up-to-date, the council may have a greater success of defending planning appeals that involve heritage issues relating to the conservation area.

Equalities Impact Assessment

29. An equalities impact assessment is appended to the report. No significant issues require attention.

Consultation Planned or Undertaken

30. The CAMP was subject to public consultation in accordance with statutory requirements. A consultation statement is appended to the report. As previously stated, the 1990 Act requires a public meeting to be held where the local planning authority (ABC) is to have regard to any views raised by persons attending the meeting.
31. The consultation was also held online at the consultation portal on the ABC website between 25 November 2019 and 20 January 2020. The consultation featured on the front page of the ABC website (www.ashford.gov.uk), benefitted from a media release and 'news hub' article and was a featured consultation on the dedicated consultation hub (www.ashford.gov.uk/consultations). The consultation was also advertised on the CPC website.
32. Public notices were also displayed on parish notice boards and within the parish magazine directing residents to the online consultation and hard copy documents. Hard copy forms were left for residents in various parish locations. A public 'walkabout' was also advertised on all public notices to take residents through the conservation area, pointing out key views of interest and street scenes referred to within the CAMP and making special reference to the special architectural interest of the conservation area. The 'walkabout' did not go ahead due to only limited interest by residents.

33. Comments and representations arising from the public consultation are detailed below. Informal consultation was also held internally between ABC officers and CPC. The portfolio holder for planning and development and the ward member for Downs North were also made aware of the process.

Representations and public meeting comments received

34. Four representations were received to the online consultation. The public meeting was attended by approximately 15 residents.
35. Of the comments raised and representations received, one comment supported all management of change policies; this has been noted. Other representations received raised general comments identifying potential modifications to the document by identifying objections and areas of omission. Comments identifying objections and areas of omission were also raised at the public meeting.
36. The comments raised and representations received are summarised below:

a. Comments about the Square

Comments are summarised:

- The Square is surfaced in bonded stone and not black tarmac
- Surfacing is poorly patched by utility providers in areas
- Peacock Antiques is viewed to be in a poor condition due to lack of enforcement

The comments rightly highlight that the Square is an important focal point at the heart of the conservation area. It is right that future materials used in the Square are of a high quality. It is considered that the CAMP provides a good description and analysis of the special features of the Square that make it unique to inform planning decision-makers and owners wishing to take forward other developments.

ABC conservation officers have previously made use of enforcement powers regarding Peacock Antiques. Conservation officers will continue to monitor the building and use whatever tools that are considered proportionate and necessary.

b. Comments about conservation area boundary changes, landscape comments and local plan policy HOU3a/HOU5

A respondent raised that the conservation area boundary should be moved to incorporate parts of Mountain Street to offer the Area of Outstanding Natural Beauty (AONB) a greater level of protection. This comment is noted. The council however considers that Mountain Street comprises an area that is generally acknowledged as being within the setting of the conservation area and therefore would be covered by this material consideration should planning applications be forthcoming. Moreover, the AONB is its own landscape designation and is a material planning consideration alongside Ashford Local Plan 2030 policies that afford the AONB an additional level of protection. An

additional comment also questioned the lack of detail within the document regarding soft landscaping. The CAMP does address soft landscaping and it is considered that the level of detail provided would be sufficient for a decision maker to use as a steer in the determination of arising planning issues. In relation to Local Plan 2030 policies HOU3a/HOU5, the inclusion of the decision making table at page 51 could be considered confusing and it is therefore proposed to be removed. Policies HOU3a/HOU5 are relevant to CAMP insofar as the principle of windfall housing development on the conservation area, however it is not relevant to the purpose of the CAMP for such a table to be included.

c. Comments about other identified assets

Some respondents commented about heritage assets that did not feature within the CAMP, namely Chilham Mills, the triangulation pillar in Old Wives Lees, and Elephant House. In relation to the former two features, these both fall outside the conservation area so are outside the scope of a CAMP. It is worth noting that both Chilham Mills and Elephant House are both grade II listed buildings. This different designation would have bearing as a material planning consideration should any planning application come forward in relation to these buildings and their settings.

d. Comments about design detail

Comments are summarised

- Illustrations do not support the text
- Illustrations should provide examples of good design
- There should be reference to services and utilities design, building furniture such as air source heat pumps, PV panels or radio receivers
- Images should show where high quality materials are used and illustrate bad urban development
- The 2005 parish design statement is not out of date and reflects recommended architectural practice

In relation to the use of visual images throughout the text, the photos are intended to give an impression as a whole of the special characteristics of the CA and mirror where appropriate the content being described within the CAMP. It is considered that the CAMP gives a sufficient steer for decision makers to be able to make appropriate choices about the design of residential development, utilities and street furniture without the document needing to express visually good or bad design practices. The planning application process sufficiently provides the decision maker with an opportunity to recommend changes to plans in accordance with the recommendations of the CAMP as the conservation area and its setting would form a material consideration. The Local Plan 2030 holds village design statements in high regard. Policy SP6 – *Promoting High Quality Design* requires proposals to show how they have responded positively to the design policy and guidance including village design statements. Specifically to Chilham, policy S56 – *Chilham, Branch Road*, requires the development to take into account the Chilham Village Design Statement.

Other Options Considered

37. The following options have been considered:
- a. **Do not adopt the updated CAMPs** – Officers do not recommend this option. The national policy position is clear; the NPPF (paragraph 31) requires that “policies should be underpinned by relevant and up-to-date evidence”. Paragraph 193 requires that “When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset’s conservation (and the more important the asset, the greater the weight should be)”. Paragraphs 194-196 also require development to be considered in relation to any potential harm to designated heritage assets. By adopting the CAMP as proposed, the council would therefore have a good evidence base to assess proposals against this national policy.
 - b. **Produce generic guidance for Ashford’s conservation areas** – While all conservation areas in the borough are designated to a greater or lesser degree as a result of their historic interest, there is a wide variety of criteria used to base this designation upon. Without the evidence that establishes the parameters through which this diversity is defined, there is a risk that a generic approach would be inadequate to protect the material and immaterial qualities of these specific areas. However, there would be a potential to ‘cluster’ functionally and aesthetically-similar conservation areas in future assessments.

Reasons for Supporting Option Recommended

38. As discussed, the periodic formulation of proposals to preserve and enhance conservation areas is a statutory requirement for local planning authorities. The adopted 2017 Ashford Heritage Strategy also makes a commitment to produce CAMPs for all 43 conservation areas. This CAMP represents the fourth recently completed document.
39. Should the CAMP be formally adopted, the council would have a greater evidence base for refusing unacceptable development in or within the setting of the conservation area. Moreover, the evidence would also have weight in the planning appeals process for development refused on heritage or conservation area grounds.

Next Steps in Process

40. If the cabinet approve the attached version of the Chilham CAMP, it will go forward to full Council for adoption.

Conclusion

41. In light of the above, it is recommended that cabinet agrees to the adoption of the Chilham CAMP as a key guidance document for informing planning decisions relating to the conservation area.

Portfolio Holder's Views

42. Awaiting views.

Contact and Email

43. Daniel Carter
44. Daniel.carter@ashford.gov.uk



CHILHAM

Conservation Area Management Plan
April 2020

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CHILHAM

Conservation Area Management Plan

April 2020

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How to use this document

We know from the public consultation exercises we have carried out in recent years that growth and development are a major concern to people in Chilham, OldWivesLeesand Shottenden. The Chilham Conservation Area Management Plan (CAMP) and Informal Design Guidance outside the Chilham Conservation Area documents have therefore been prepared in consultation with Ashford Borough Council in order to strengthen the Parish Council's influence in the planning process. These documents together replace the Chilham Parish Design Statement published in 2005 which is increasingly at risk of being challenged as "out of date".

When using these documents, we encourage you to focus on the 'Management of Change' policies in each. These draw together the special qualities of our settlements and seek to ensure that new development proposals respect and, where possible, enhance them. They also reflect policies in the Borough Council's Local Plan, which is the primary planning document covering the Parish and the wider District.

It is the Management of Change policies in these documents that the Parish Council will apply when considering future planning applications. The other sections in these documents provide historical background, describe the unique character and setting of our parish, and establish the special qualities upon which the management policies have been developed.

Chilham Parish Council
2019

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1.0 Introduction

Clague Architects have been appointed by Chilham Parish Council to carry out a review of the current Parish Design Statement that was carried out in 2005 and to prepare a new Conservation Area Management Plan.

The Chilham Conservation Area encompasses the hilltop core of the village of Chilham together with the parks and gardens of Chilham Castle. This designation is on the basis of the high historic and architectural significance of the built environment and its location within the distinctive landscape of the Kent Downs Area of Outstanding Natural Beauty.

Chilham village is located about 7 miles to the west of Canterbury and 10 miles to the north east of Ashford in Kent. The parish of Chilham also includes the adjacent villages of Shottenden to the north east and Old Wives Lees to the north, both situated to the other side of the main road from Canterbury to Charing. Another document has been produced in conjunction with the Conservation Area Management Plan, which provides additional information regarding Shottenden and Old Wives Lees.

This management plan will focus on the area defined by the boundaries of the Chilham Conservation Area within the context of the whole village settlement.

The purpose of the management plan is firstly to investigate the significance of the village in terms of its historical development, architectural and landscape features, socio-economic context and archaeological potential. Secondly this information will help to define the overall value of the built environment and will also identify factors such as pressure for and constraints against future development, detrimental features and opportunities for enhancement. Finally the third aim is to provide a framework for the implementation of this management plan to safeguard what is of high value and to provide guidance on appropriate future development.



Above: Ordnance Survey map of Kent
Left: Chilham Parish map

‘Local planning authorities should set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats. In doing so, they should recognise that heritage assets are an irreplaceable resource and conserve them in a manner appropriate to their significance ...’

‘... When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset’s conservation. The more important the asset, the greater the weight should be. Significance can be harmed or lost through alteration or destruction of the heritage asset or development within its setting.’

Section 12, Conserving and enhancing the historic environment
National Planning Policy Framework

2.0 Planning Policy Context

Conservation Areas are designated for their ‘special architectural and historic interest’ and can vary from a small cluster of buildings to a major district within a town or city. The first conservation areas were designated in 1967 under the Civic Amenities Act, subsequently superseded by the 1990 Act and there are now nearly 10,000 in England of which 43 are within the borough of Ashford. The designation of specific areas is to afford protection to them against falling into disuse and decay as well as from inappropriate development that might destroy their local character.

Many of the properties within a Conservation Area will be individually listed buildings thus giving them specific protection but the Conservation Area designation is more about the special qualities of a collection of buildings, in this instance, the village settlement of Chilham.

Section 16 of the National Planning Policy Framework relates to conserving and enhancing the historic environment and charges local authorities with the responsibility to ‘recognise that heritage assets are an irreplaceable resource and conserve them in a manner appropriate to their significance.’

The impact that the designation will have on property owners is that control on new developments of any scale is stricter than in less sensitive areas, including restrictions on normally ‘permitted development’ such as external cladding and windows, alterations or extensions, and demolitions. It also includes works to trees within a Conservation Area and there is further guidance on these matters on the Ashford Borough Council website.

Clague Architects commenced their research for the Chilham Conservation Area and associated villages at the end of 2017 and prepared the draft report in March 2018 for comment by Chilham Parish Council. The views of the local communities were sought in a public questionnaire issued in March 2018.

3.0 Summary of Special Interest

In essence, Chilham has particular historic and architectural importance because it is founded on the ancient defensive settlement of Chilham Castle which forms the focus for a clustered development that has been preserved almost intact over many centuries. Its landscape setting, overlooking the River Stour, provides a special environment of high aesthetic value which also includes sites of archaeological significance.

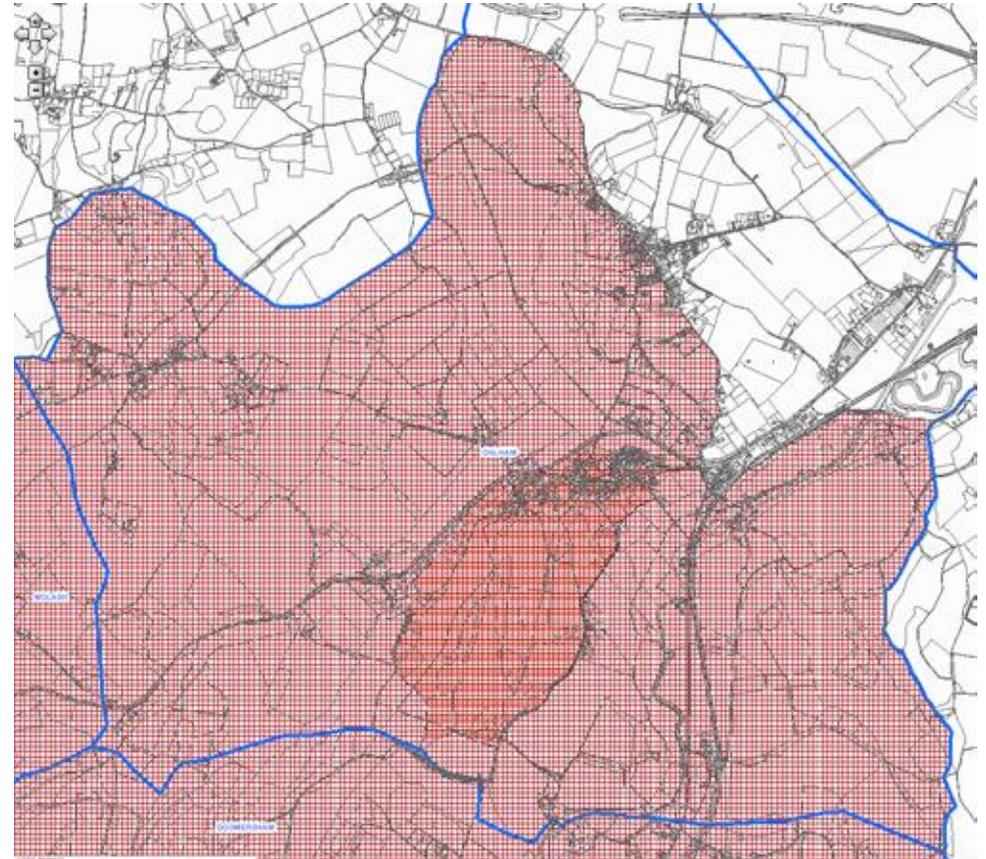
The character and special interest of the Conservation Area will be analysed and evaluated in further detail later in this document but they are summarised in the following section below.

3.0 Setting

The village comprises a compact and tightly knit settlement that occupies the roughly triangular shaped hillside formed at the junction of the A28 to Canterbury which forks southwards towards Ashford and the A 252 which extends westwards towards Charing and continues to Maidstone.

The Chilham Conservation Area and the entire village settlement is situated within the Kent Downs AONB, as shown in the adjacent map.

The high quality of the surrounding landscape provides a special setting and in consequence new developments must be of a design that responds positively to this environment.



Above: Map showing the Chilham Conservation Area within the parish boundaries

Opposite Top: Chilham Castle from The Square

Opposite Left to Right: View of Castle and Gardens, and Castle Keep



Chilham has the major advantage of not having major roads passing directly through it so that it has a relatively tranquil atmosphere, compared with other historic villages in East Kent such as Wingham.

3.1 Impact of Historical Development

This report will demonstrate by analysis of historic maps and photographs that the fundamental plan form, character and architectural style of the Conservation Area was formed many centuries ago with little change in the recent past. The relationship of the historic core of the village with Chilham Castle has also remained essentially the same since the medieval period, and even earlier. Indeed, the boundary wall to the castle grounds forms a major part of the boundary of the Conservation Area today.

3.2 Living in the Conservation Area

Historically the castle and its owners made a major cultural impact on the village, being the main employers and landowners as well as owning many properties within the Conservation Area. The close relationship between castle and village is still maintained today.

The residents of Chilham have both the privilege of living in a beautiful, historic and well kept village and also the responsibility for managing its future whilst maintaining the special qualities that set it apart from other less significant places. Conversely although it does have day visitors, to both the village as well as the castle on open days, there are few commercial premises or employment opportunities.

‘The residents of Chilham have both the privilege of living in a beautiful, historic and well kept village and also the responsibility for managing its future’



3.3 Architectural Quality and Open Spaces

Chilham Conservation Area has many architecturally significant buildings within it including the parish church of St Mary which is Grade I listed and approximately eighty other Grade II listed properties. This, together with the presence of the Grade I listed Chilham Castle and Keep and its Grade II* listed park and gardens shows that the area is of very high architectural value. The built environment is enhanced by a number of significant mature trees and attractive open spaces as well as by the surrounding landscape which is visible from many places within the village and forms an integral part of its aesthetic quality.

3.4 Local Distinctiveness

The palette of traditional materials and colours that are distinctive to this part of east Kent, such as clay tiling, timber framed construction, red brickwork, painted wooden casement and sash windows, creates a consistency of appearance throughout the Conservation Area.

With the exception of the key landmark buildings of the church and castle, linked by an expansive village square which form the heart of the village, the scale of development is modest and mostly limited to two storeys or three at the most. This helps to integrate the built with the natural environment and there are no obvious eyesores that cause visual blight on the area.

The four narrow approach roads that curve up to the village square have an informal semi-rural feel, enhanced by trees and hedgerows that contrast with the busy trunk roads on the periphery of the village. Unusually, there are no separate footways within the Conservation Area.

All of these factors contribute to the sense of place within the Conservation Area and make it unique and worthy of designation.



Top Left: 5 and 6 The Square

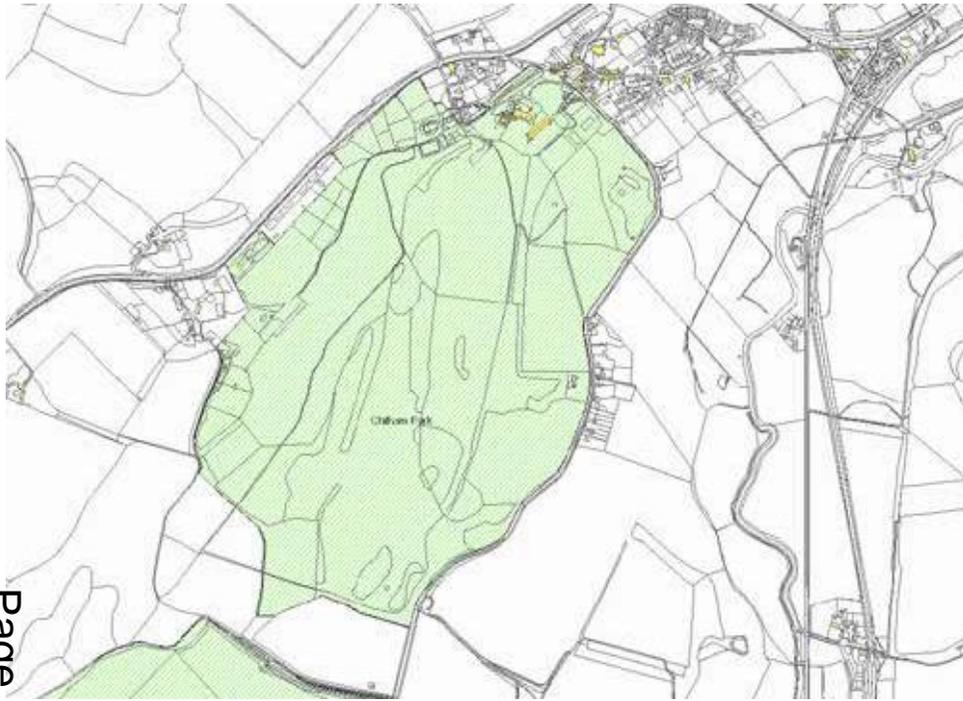
Top Right: 4 The Square

Bottom Left: Alexandria Cottages

Bottom Right: Clements Cottage

Opposite: Aerial photograph of Chilham Village looking North





3.5 Boundaries of the Conservation Area

Introduction

Chilham Castle garden and parkland constitute the major part of the Conservation Area and the estate wall forms most of the eastern boundary. This effectively excludes the Mountain Street settlement, parts of which are of historic importance.

3.5.1 Outskirts of Boundary

To the west north-west of the village and bordering the main A252 road, Dane Street, together with the areas occupied by the Nissen huts and a small pocket of land opposite the Soleshill Road junction are all excluded from the Conservation Area. Adjacent fields along the road are within the Conservation Area, in order to preserve views and the setting of Chilham Castle from the north west.

To the north, Church Hill falls within the Conservation Area and from here the boundary follows the perimeter of the Felborough Close development and this seems to be appropriate. The green area with trees at the entrance to this estate falls within the Conservation Area and it also includes the avenue of trees towards Bagham Cross which first appeared on the 1937 Ordnance Survey map. These form a distinctive landscape feature and are additionally protected by Tree Preservation Orders and by being within the AONB.

The fields that encircle Felborough Close to the north are outside the Conservation Area, but they do form a soft green edge to the north east side of the village and maintain a vital visual separation from Bagham Cross.



Top: Map of Chilham Castle Park and Gardens
 Bottom Left to Right: Dane Street House, and Nissen Huts



The perimeter of the park forms the southern boundary of the Conservation Area, where it almost joins up with neighbouring Godmersham Park, and this seems to be a logical decision.

The rear gardens to Hambrook Lane and the western end of Bagham Lane form the south eastern boundary and the former directly adjoin the Flood Zone 2 and 3 area and both are also within the AONB.

The Bagham Cross area has been excluded from the Conservation Area as well as the AONB and in view of the rather mixed quality of development this is a justifiable decision. However, future development here should preserve and, where possible, enhance the neighbouring Chilham Conservation Area or the adjoining AONB and steps should be taken to enhance Bagham Cross rather than let it deteriorate further in terms of its aesthetic value.



Top: Map of Chilham Conservation Area (red) and Tree Preservation Orders (green)
 Bottom Left to Right: View of Felborough Close and Bagham Lane, and Bagham Cross

3.6 Pressures and Potential for Development

Introduction

The main pressures for development in the parish of Chilham will be to provide housing to meet the needs identified in the Ashford Local Plan to 2030.

Chilham is the largest village in the parish and has the most facilities, including a primary school, parish church, sports hall, doctor's surgery, two public houses, a post office, a café and gift shop. Badger's Hill Farm and the Chilham farm shop along the Canterbury Road both sell a range of basic food provisions and fresh vegetables and fruit. At Bagham Cross, there are commercial businesses as well as a special needs school and the railway station.

3.6.1 Historical Development

Development in Chilham has taken place during the last fifty years on the south-eastern slopes towards Bagham Cross and very recently at the Old Sawmills site. The importance of the nature of this area to the setting of the conservation area is its openness, and any change is likely to be detrimental. Most of the area between the rear gardens of Hambrook Lane properties and the River Stour is within Flood Risk Zone 2 and any development would need to comply with Planning Practice Guidance on Planning Flood Risk and Coastal Change.

The open meadow area between the A252 and Felborough Close, historically shown as woodland, is also outside the Conservation Area but could be vulnerable to pressure from future development, because it is outside the Flood Zone although it is within the Kent Downs AONB. The historically significant physical and visual separation from the village achieved by the A252 turnpike road and this green buffer would be lost if this area was developed.



Top Left to Right: Sports Hall and Sports Field
Middle Left to Right: Chilham Post Office, and Ashford Road Service Station
Bottom Left to Right: Badger's Hill Farm Shop, and Old Sawmill Houses



‘Chilham Park is a registered Grade II* park and garden that lies within the Conservation Area and is also within the AONB’



3.6.2 Chilham Park

As the whole of Chilham Park is a Grade II* registered park and garden, that also lies with the Chilham Conservation Area as well as the AONB, any future development within it would have to be very carefully assessed in relation to the impact it would have on the significance of this important heritage asset.

The area to the east side of Mountain Street, a narrow country lane, is very sensitive in terms of its landscape value and is within the Kent Downs AONB as well as bordering the river Stour and Flood Risk Zone 2. Any development or extension to the small linear settlement at Mountain Street would need to be acceptable in terms of its impact on its setting next to Chilham Park and Julieberrie Down.

An area on the west side of Branch Road adjacent to the surgery has been allocated for a small housing development of 10 units and providing that this is designed to a high standard should not have a detrimental effect on the Conservation Area.

Top Left: View of Chilham Park and Gardens with Kent Downs beyond
Bottom Left: Flood Risk zone between Mountain Street and Branch Road
Right: Julieberrie Down from A252, and views of Dane Court

4.0 Assessment of Special Interest

4.1 Location and Setting

Chilham parish is the most northerly parish in the borough of Ashford and within this area the villages of Chilham, Shottenden and Old Wives Lees border the boroughs of Swale and Canterbury to the north and east. The parish is divided almost in half by the A252 from Maidstone that extends from the south-west corner diagonally in a northeasterly direction to its junction just outside Chilham village with the A28 to Canterbury. The A28 extends from the junction in a southerly direction towards Ashford and Chilham village is situated between these two main roads. The railway line from Canterbury to Ashford roughly follows the route of the A28 main road.

Hasted, writing in 1798, notes that 'the parish is nearly circular, between three and four miles across. The ground in it is very unequal and hilly, the soil of the hills being mostly chalk, and the vales clay. There is some coppice wood in the south-west part of it towards Molash, where it becomes, among the hills, which are bold and romantic, a barren and flinty country. About a mile northward from Chilham church is the common, or small heath, called Old Wives Lees, over which the branch of the turnpike road goes which leads from the Ashford road above mentioned to Faversham.'

Most of the parish lies within the Kent Downs Area of Outstanding Natural Beauty (AONB) with the exception of the furthest north eastern portion to the east of the road that runs through the centre of Old Wives Lees and the low lying area at the junction of the A28 and A252 roads. This AONB was designated in 1968 in order to protect the diverse landscape that comprises chalk uplands, narrow country lanes with scattered historic settlements, ancient woodlands and distinctive wildlife.



'The parish is nearly circular,
between three and four miles
... There is some coppice wood
in the south-west towards
Molash, where it becomes,
among the hills, which are bold
and romantic, a barren and
flinty country'

Hasted, 1798



Top: Chilham Parish map showing A28 and A252 roads

Right: View of Chilham from A252



'The Parish of Chilham is situated exceedingly pleasant, in a fine healthy part of the country ... a vale which comprehends within it a most beautiful scene, ornamented with seats, parks, towns and churches'

Hasted, 1798



Hasted continues, saying that 'The Parish of Chilham is situated exceedingly pleasant, in a fine healthy part of the county the high road leading through it, a little below which the river Stour runs along the eastern part of the parish, on which there is a corn mill, long known by the name of French Mill, belonging to Mr Wildman, and on the height above it the noted mount of earth, usually called Juliberries grave. On an eminence, almost adjoining to the opposite or west side of the road, is the village, built mostly on the summit of the hill, round a small forstal, having the church and vicarage, a neat modern house, on the north side of it, and the ancient castle, with the stately mansion and park of Chilham. On the opposite side from which there is a most beautiful view over the spacious Ashford vale, through which the river Stour directs its course; a vale which comprehends within it a most beautiful scene, ornamented with seats, parks, towns and churches, in the various parts of it, bounded by the majestic tower of Ashford church in front, the fine down hills, the summits of which are well clothed with foliage on one side and the extended range of Wye and Brabourne downs on the other, all together forming a most rich and luxuriant prospect.'

With the exception perhaps of the outlying areas of Ashford, this description would hold today as there many extensive views and unexpected glimpses of the surrounding countryside can still be found.

All three villages are situated on high ground, comprising chalk overlaid by clay with flints, and the A28 road between Canterbury and Ashford roughly follows the route of the Great Stour. Shottenden is the highest village at around the 100 metre contour line, Old Wives Lees lies at approximately 75 metres whilst Chilham is slightly lower on the 60 metre contour line in the square. Distinctive local landscape features include The Mount in Perrywood just to the north of Shottenden and the Julieberrie Downs with a Long Barrow to the east of Chilham. The river is a picturesque feature supplemented by extensive lakes formed by sand and gravel extraction to the north east of Chilham village.

Top Left: *Perrywood*

Bottom: *Julieberrie Hill from Mountain Street*

The clearest view of Chilham is on the approach road from the low lying flat river valley around Canterbury below the 30 metre contour level, to where the hill to the village rises gently from the junction of the A28 with the A252, marking the beginning of the more undulating countryside that is within the AONB. There are also glimpses of Chilham Castle and the grounds from the railway line that runs north from Ashford, turning eastwards to Canterbury at the same point.

The Chilham Conservation Area is the only such designated area within the parish and lies entirely within the AONB. It occupies most of the area bounded by the A252 road that forms its northern boundary, the complete historic core of the village, but excluding late 20th century developments to the north, and almost all of the parks and grounds within the ownership of Chilham Castle. The boundary wall of the castle forms most of the eastern boundary of the area. Although two busy main roads run very close to the village, within it is a network of narrow country lanes that lead up to the village centre at the top of the hill, effectively entering the main elongated square at each of its corners. As these roads only serve the village, there is a lack of through traffic and this helps to preserve a tranquil setting.



Above: Views of Chilham Castle from gardens



'All of the listed buildings within the Conservation Area make a positive contribution to Chilham's character as well as being well maintained.'



Top Left to Right: No. 4 The Square, and The Street approach to The Square

Centre: South view of St Mary's Church

Bottom Left to Right: An example of modern Velux rooflights, and Herons Close

4.2 Assessment of Condition

As a general comment, all of the listed buildings within the Conservation Area make a positive contribution to its character as well as being well kept and maintained. They have retained their integrity as historic structures in spite of later 19th and 20th century alterations and give the Conservation Area a genuine sense of cohesion and visual unity. A number of other unlisted properties that contribute to the high aesthetic value of the area have also been identified, together with just one or two unlisted buildings that clearly detract from it.

A table of listed properties both in the conservation area and the wider village settlement, also including those in Shottenden and Old Wives Lees, has been prepared and is included in Appendix B. This also contains extracts from the detailed listing descriptions of all Grade I listed buildings and Scheduled Ancient Monuments, namely Chilham Castle and Keep, and St Mary's church.

On the basis of an exterior inspection only, there are currently no listed properties that are considered to be at risk or in a serious state of disrepair with the notable exception of Peacock Antiques, and no obvious instances where architectural features or fenestration have been lost through inappropriate replacement. However there are instances where unsuitable replacement windows or rooflights have been installed on unlisted properties within the Conservation Area and these incremental changes will have a detrimental visual impact unless kept under tighter control.

It is regrettable, but not unexpected, that most of the 20th century developments within Chilham village have been built with insufficient reference to historic layout, form, scale, style or materials in relation to the Conservation Area. Whilst none of them are largely detrimental to the area, they are not generally of high enough quality to make a positive contribution or enhance it, with the exception of Herons Close and perhaps Arden Grange.

Chilham is more fortunate than many historic villages as it does not suffer constant through traffic and this helps to conserve tranquillity of the Conservation Area. However, there are some obvious issues related to parking that do need addressing in a carefully managed way.

Although Chilham has lost a number of shops and commercial businesses, this has not resulted in vacancy and disrepair. The village is on the Pilgrim's Way and close to historic Canterbury as well as being in itself an attractive place for tourists to explore. Two properties are holiday lets and the Woolpack Inn, together with other nearby establishments outside the Conservation Area, offer bed and breakfast.

The setting of the village and the important role played by trees and landscaping are instrumental in creating an attractive environment and there should be an assessment of future tree planting and maintenance aimed to preserve this quality.



'The setting of the village and the important role played by trees and landscaping are instrumental in creating an attractive environment'



Top Left to Right: North West and North East views of cars parked in The Square
Bottom Left to Right: The Woolpack Inn, and Bagham Farmhouse Bed and Breakfast

Top Left: Aerial photograph of Chilham Castle and Keep

Top Right: Chilham Castle Gate Lodges

Bottom: North of The Square showing St Mary's Church and Clements Cottage



5.0 Architectural Quality and Built Form

Introduction

The historic analysis shows that there is a strong link between the village and Chilham Castle. The position and orientation suggests a very positive choice on the part of StDudley Digges for his house to have a direct access and positive visual relationship with the village. He could have opted for a more private entrance drive from Maidstone Road (A252) instead and effectively turned his back on the village. Instead, his unique hexagonal house creates an effective visual end to the square whilst embracing open views of the countryside to the south. It is also interesting that he decided to retain the historic keep, at least a century before the picturesque movement popularised the idea of romantic ruins in the landscape. Perhaps it was just too solid a structure to be easily demolished, particularly as Sir Thomas Cheney had removed the enclosure walls in the previous century.

The two gate lodges that were designed by Sir Herbert Baker form a perfect framework to the symmetrical front elevation of the house thus enhancing the visual relationship between the private house and the public square. Similarly, but in a less formal way, The White Horse and Clements Cottage form a frame around the church tower behind. The church is in a key position opposite the gate lodges to Chilham Castle, its flint tower forming a visual full-stop at the northern end of the Square.

5.0 The Square

Thesetwoends of The Square are semi-permeable, permitting views beyond, whilst in contrast the two long sides of The Square each present a solid and continuous boundary. This feature in turn helps to emphasise the constriction at each corner, where narrow roads lead downhill in four different directions. This arrangement could result in an oppressive space, but the elongated and wide square provides a relaxed open area, and the low scale of the buildings serve to enclose but do not overpower it. There is a sense of anticipation in approaching each corner, and conversely in climbing each road up to the central square.

The north-west side of The Square is slightly more visually homogeneous, with mostly two storey buildings of red brick on the ground floor and black timber framing with contrast white painted infill on the first floor and a more or less continuous line of tiled roofing punctuated by sturdy brick chimneys. Windows are generally leaded casements with brick surrounds. The south-east side is dominated by the splendid black and white timber framed Tudor Cottage, Tudor Lodge and Peacock Antiques, with leaded light casements and oriels windows and a varied roof line incorporating a gable and projecting hip. Next to this and to the right are the attractive Georgian red brick Chrisholme and Belke House with sash windows and attic dormers.



5.1 Taylors Hill

Taylors Hill is a narrow, curved lane that leads from the south-west corner down to the main village car park and to the A252 road. The cottage, with the row of three properties opposite form a tight composition on a slight curve down hill, dominated by the black timbers and white rendering of Well Cottage and Vergers Lodge. Further down Taylors Hill, woodland lines both sides of the road before it levels off and leads into the large and rather amorphously shaped car park that is mostly surrounded by mature trees.

Top Left and Right: *Tudor Lodge, and Vergers Lodge*
Centre: *Chrisholme*
Bottom Left and Right: *Woodland on Taylors Hill, and top of Church Hill*



Top Left and Right: *The Old Cottage, and Clovers*
 Centre: *Cumberland House*
 Bottom Left and Right: *Cumberland Cottage, and Wisteria House*

5.2 Church Hill

Church Hill leads off from the north-west corner, again with a constricted beginning with The White Horse opposite Nos 5 & 6, the latter with a rear extension directly on the roadside. After a short distance, the road turns sharply right, with a small group of houses on the north side, in mixed styles and materials mostly of red brick with black and white timber framing. These face the steep and high embankment with mature trees on the south side, which create a definite sense of enclosure which is sustained along the lane until it levels out and reaches the A252 main road.

5.3 The Street

In contrast, The Street seems, after the enclosed area flanked by The Olde Cottage and Clovers at the top of the hill, a more relaxed and architecturally varied route out of the village centre. Again, the slight curve of the road creates visual interest and the set back Alexandria Cottages together with the house behind them, help to create more of a sense of depth. There is something of a visual feast on the south side with red brick Crea House, black and white Burgoynes, red brick Thydons and then white painted Wisteria House, between them incorporating styles from the 15th to the 18th centuries yet remaining harmonious in appearance.

The north side is slightly more restrained, but nonetheless very appealing, with the 19th century frontages of the Bakery and Evern, and Clifton, with hints of its 16th century origins, all with sash windows and render or brick and a little tile hanging. Then there is Cumberland House with unstained timber framing and off white infill panels, followed by Cumberland Cottage both jettied and with hipped tiled roofs and sturdy brick chimneys. There is more planting in this street, as some of the properties have small front gardens that create soft edged foil to the architecture. This quality is enhanced by the wider gaps between the buildings that create vistas of outbuildings or greenery beyond.

Walking down the hill beyond Wisteria House, a high brick wall conceals the Post Office, in a modest outbuilding and accessed via an ornamental iron gateway, and

then a sense of openness is formed on the right with the comparatively modern Belwether set back from the road and surrounded by its garden and trees. On the left side, there is also a sense of openness and greenery, with just a driveway extending up from the street to a house hidden by planting on a continuous bank. Views of the countryside beyond are visible at this point and connect the built with the natural environment. Finally there is an informal cluster of buildings at the bottom of the road on the right hand side formed by the black and white timber framed Forge House, the recessed garage workshop and the very plain cream painted outbuilding before the Woolpack Inn at the corner. This corner gives on to an attractive view of Hatfield House on the opposite side of the road and a tall mature beech tree.

To the left side, the bank becomes higher and conceals a 1980s bungalow and the post war housing in Herons Close behind. The listed 19th century coach house forms a punctuation mark at the end of the road with its three white gables and an intimate area behind with the old red telephone box leads up to the range of post World War II white rendered houses. These gabled semi-detached properties were built in a vernacular, though not specifically Kentish style reminiscent of the Letchworth Garden City homes of the early 20th century, with whitewashed walls, casement windows and hipped tiled roofs. They form an attractive elongated square with mature trees along the road frontage and contrast quite effectively with the much more historic buildings in the central core of the village whilst being sympathetic in scale.

The Woolpack Inn with its semi circular bay and painted rendered walls occupies a prominent position at the junction of The Street and Hambrook Lane and forms a focal point on entry to the village from Bagham Lane. On the south-east side of this road, beyond the Woolpack Inn, is the attractive informal group that comprises the part timber framed and painted Hatfield House and Lodge which are Grade II listed. Together these form a long and relatively high block and an important punctuation mark at the end of The Street. Redthorn House, with its distinctive steeply pitched gables, makes a similar low key end-stop at the corner of Branch Road. Beyond this house the village dissolves into a semi-rural road that leads to Bagham Cross.

'The Woolpack Inn with its semi circular bay and painted rendered walls occupies a prominent position at the junction of The Street and Hambrook Lane and forms a focal point on entry to the village'



Top: Coach House and Phone Box

Bottom: The Woolpack Inn

Opposite: School Hill and Hambrook Lane junction from Mountain Street



However, when approaching the village from the east along Bagham Lane, the modern terraced houses and bungalows seem visually unconnected with the historic buildings of the village both in terms of their layout, design and materials used. Fortunately they are not visible in conjunction with properties within the Conservation Area so this mitigates their negative visual qualities. In contrast the later development of bungalows lower down the slope knit into the surrounding landscape in a more satisfactory way although some of the boundary fencing is rather unattractive.

5.4 School Hill

The fourth road that leads down from The Square is School Hill that leads into Mountain Street beyond the junction with Hambrook Lane. This has a completely different quality from the other roads as it follows the continuous line of the boundary wall to Chilham Castle right down to Mountain Street. This forms a hard edge on the western side of the road and the sense of enclosure is emphasised at the top of the hill where the side of Belke House and the enclosing wall to Little Belke form a visually constricted approach to the Square. The only break in the Castle wall is a small doorway leading to Castle Cottage behind.

Looking out from The Square, one catches a brief glimpse of Julieberrie Down beyond the School buildings but once past these and going down the hill, the boundary walls, hedging and mature trees that surround Castle Oak, a picturesque red brick and tile hung Arts and Crafts house, close the view until reaching the junction with Hambrook Lane. The School itself forms its own enclave with three large buildings of red brick with stone dressings, two of which are in a Victorian Gothic style not typical of the village generally. The courtyard arrangement, irregular plan form, gables and steeply pitched roofs create an interesting and varied building profile which break up its visual mass and prevent it from being overbearing.

Top Left to Right: *Little Berke on School Hill, and Castle Oak*

Bottom Left to Right: *The School, and view from School Hill*



'The School itself forms its own enclave with three large buildings of red brick with stone dressings, two of which are in a Victorian Gothic style not typical of the village generally'





Left: *View from Mountain Street*



Right Top: *Chilham Park gates on Mountain Street*

Right Centre: *Modern housing on Hambrook Lane*

Right Bottom: *Recently cut trees on Hambrook Lane*

The junction of School Hill, Mountain Street and Hambrook Lane was reputedly the location for the village stocks. At the corner, Hambrook House, a red brick house with gables fronted by a white picket fence, forms another attractive focal point before the road continues as Mountain Street round the estate with tall trees on each side and then reaches a small clearing with two modern and rather architecturally uninteresting bungalows at the bend in the road.

At this point, the view opens out across fields, with a splendid view of Julieberrie Down although the wall continues, broken only by a gateway and railings that provide glimpses into the parkland behind, to the rural settlement of Mountain Street, This comprises a small linear settlement on the south east side of the road starting with a group of historic and very attractive timber framed houses followed by a row of late 19th/early 20th century semi-detached brick houses that were built to provide accommodation for estate workers. These are set back from the road and partially screened behind mature trees.

5.5 Hambrook Lane

Hambrook Lane links School Hill with the end of The Street and is the only road that interconnects the main routes out of the village centre. In character, it is very different, firstly because it is level and secondly because the development along it is sporadic and comprises mostly 20th century detached houses instead of the closely built historic houses in the centre. On the south side, there is an informal rhythm of houses set back from the road, interspersed with garages or outbuildings, hedges and gates near to the road verge. The white painted cottages and the outbuildings to the Woolpack Inn form a focal point towards the end of the road.

The ground slopes steeply on the north side, with a bank of trees recently cut down beyond Hambrook Lodge, which is a new house cut into the bank and just slightly out of scale in relation to its constricted plot. Further along, Hambrook Close leads up in a curve behind The Street with views of the backs and rooftops of the houses. The modern housing is inoffensive and an effort has been made to reflect the built up character of the Conservation Area in relation to its layout, building types and materials but it does seem rather suburban in comparison.

5.6 Branch Road, Bagham Cross and Dane Street

Branch Road leads from the Felborough Close junction with Bagham Road across open fields towards Bagham Cross. There is a small modern development of five detached houses in Arden Grange on the north side that are sympathetic in terms of their style, layout and materials. However, the surgery on the opposite side has none of these features and is rather an unattractive building set in an equally unappealing expanse of tarmac hardstanding. This is a key building in the village and deserves better architectural treatment and landscaping. The adjacent Harvest House, a modern building, currently forms the end of development on the south side of Branch Road, whilst the Sports Hall is in the traditional form of a Kentish barn in red brick with a tiled hipped roof which blends in relatively well within the surrounding fields and open landscape.

Further afield to the east, and outside the Conservation Area is Bagham Cross, and this is clustered around the junction of the A28 and A252 and bordered to the south by the railway line. Whilst having a number of Grade II listed buildings, it has a much less cohesive architectural quality in comparison with the village centre, with a mix of residential and commercial buildings in a variety of styles. It is now rather dominated by the recent residential development at the Old Sawmills and although this is in a vernacular style with red brick, tile hanging and pitched clay tiled roofs, it will need time to settle into the local environment. Unfortunately some of the older properties are not so well kept in this area and there has been less control of signage, boundaries, hard landscaping and advertising. These factors have in consequence led to a somewhat scruffy and disparate overall appearance, in particular the access to the railway station.

Dane Street is another small historic area to the west of the village, containing a number of listed properties but as these are tucked away with access off the A252, they do not have much architectural impact on the immediate surroundings.



Top Left to Right: *Branch Road, and Arden Grange*
 Centre: *The Surgery on Branch Road*
 Bottom Left to Right: *Bagham Cross, and the Old Sawmills development*

6.0 Open Space, Parks, Gardens and Trees

Introduction

Firstly looking at the context in which the Chilham Conservation Area is situated, this is clearly defined by the A252 main road to the north and east and more subtly by the A28, River Stour and railway line to the east. The outer edges of the Conservation Area to the north and north-east are relatively soft, and formed by woodland and open fields. All of the approaches to the village lead from these comparatively low levels up the hill to the village centre, largely hidden from view. As a consequence, the Conservation Area has a quality of being slightly isolated from the main communication routes, including the railway, and this is an inherent property that should be preserved.

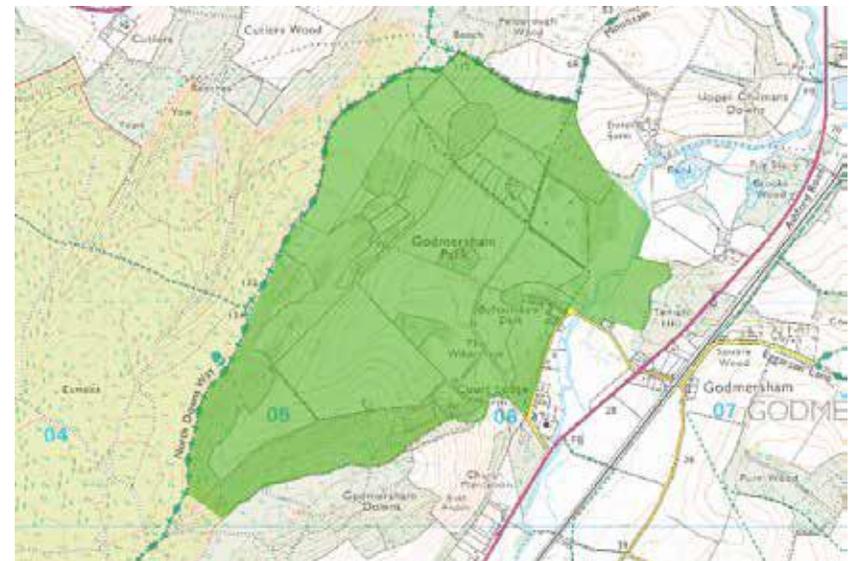
To the south, open countryside with distant views form the backdrop to the Conservation Area, which extends almost seamlessly into Chilham Park. This parkland and the adjacent Godmersham park have a special historic and aesthetic quality which is recognised by their designation as Grade II* parks and gardens. In fact Chilham Castle park and garden make up a major part, possibly over 80% of the Conservation Area. The Castle wall itself forms a clearly defined boundary to the Conservation Area on the eastern edge over which there are views of the trees in the parkland that contribute greatly to the visual quality of the area.

6.1 The Square

Within the core of the village, we have looked at the visual qualities of the built environment and will now consider the contribution of green spaces and trees to its overall quality. Within the confines of the village centre, there are glimpses of grassland and trees between the Castle entrance gate lodges as well as a fine view of the front elevation of the Castle that help to link The Square to the park.

Top: Map of Chilham showing A252 and A28

Bottom: Map of Godmersham Park





'The church is set within a spacious churchyard with mature trees and bounded by hedging and walls.'

Left Top to Bottom: View of cars parked in The Square, The Vicarage from Churchyard, and Churchyard wall
Right: Wooden sculpture depicting pilgrims

The principal open space in the Conservation Area is The Square, with hard surfacing, much patched and little in the way of soft landscaping apart from borrowed views of the churchyard and park. In the south-west corner the thick yew hedge around the garden to Well Cottage forms a dark but soft edge to this corner of The Square. There is an irregularly shaped and visually slightly unsatisfactory small green area to the right of the castle entrance with a wooden sculpture depicting pilgrims, a bench seat, rubbish bins and a rather disfigured lime tree. Some soft and hard landscaping measures to improve the setting of the castle entrance should be considered.

The Square usually has a substantial number of cars parked in and this is obviously a pragmatic solution to provide parking for local residents whose historic houses do not provide space for parking. Also there is a welcome lack of signage and line markings in this area. However, the cars are very visually intrusive and detrimental to its historic and architectural significance. This situation means that tourists who come to visit this 'chocolate box' village must come away slightly disappointed with their overall impression and views of parked cars are not very inspiring for residents in The Square. The borough council have provided a large car park with facilities at the bottom of Taylors Hill, but this is often almost empty and clearly has not prevented non-residents or visitors from using the Square instead. Perhaps some form of permit parking could be introduced in a way that would not lead to a plethora of unwanted 'no parking' signs and double yellow lines. A photograph of The Square in the 1914 Chilham Castle sales particulars shows a surface that looks like gravel and it is possible that a sealed or bound gravel surface would be a visual improvement.

6.2 Churchyard

In contrast to the relatively built up core of the village, the church is set within a spacious churchyard with mature trees and bounded by hedging and walls. The ground slopes steeply away from the north side of the building and a driveway curves round to the elegant 18th century vicarage in the north-eastern corner of the churchyard. A line of mature trees lead down to the North Downs footpath in the north-west corner.

6.3 Hambrook

A variety of trees, shrubs, hedging and climbing plants form an effective foil to the densely packed village centre including the rather architectural pleached hedging in front of Cumberland House. Some noteworthy individual trees include the beech tree at the junction of Hambrook Lane and School Hill, the weeping willow and beech tree in the garden of Castle Oak, with the lime tree behind the Castle wall opposite, and the three beech trees along Hambrook Lane and beyond Hatfield House along Bagham Road. The mixed specimen trees on the triangular green by Felborough Close form a handsome backdrop to the housing beyond. These are all mature trees and some thought needs to be put into how new trees can be introduced into the village setting to ensure that the balance between buildings and soft landscaping can be preserved in the future.

A number of mature trees have recently been cut down from the steep bank along Hambrook lane and the resulting bare bank with close boarded fence behind are unattractive and will hopefully be replanted with at least grass and a hedge to replace the fence. However, the trees and hedges at the bottom of Hambrook Close are a good foil to the buildings and the row of trees in front of the Herons Close houses makes an effective screen.

The mature tree at the corner of the garden at Redthorn, together with hedges and trees along Branch Road form an attractive backdrop to the hills beyond although a single large conifer near the Surgery looks rather out of place. In contrast, the setting of the new Sports Hall is rather bleak with a large expanse of tarmac and lack of planting which could be significantly improved.

Top: Hedging in front of Cumberland House

Left Top to Bottom: Mixed specimen trees at Felborough Close

Right: Beech tree at junction of Hambrook Lane and School Hill





6.4 Bagham Lane

Further afield, the avenue of trees along Bagham Lane are another distinctive feature and are protected by Tree Preservation Orders. These together with trees along the road perimeter of the playing fields help to screen the new housing development at the Old Sawmills site.

6.5 Taylors Hill

The woodland tree planting along the lower part of Taylors Hill and along the main A252 road are also protected by Tree Preservation Orders. However, they are rather scruffy and stifled with ivy growth so some management is needed and probably also a programme of replanting. Individual pine and cedars within the village hall complex have been identified with individual TPOs.

6.6 More Generally

Native species hedging, black painted railings, and brick or stone walls are generally visually sympathetic to their historic context. However there are a couple of exceptions such as the interwoven softwood fencing behind the white picket fence along the main approach to the churchyard from The Square, although no doubt put there for privacy, and also the slightly inadequate screening to the backyard of the White Horse. The large paladins in front of the School playground, whilst no doubt convenient, do detract visually from their setting.

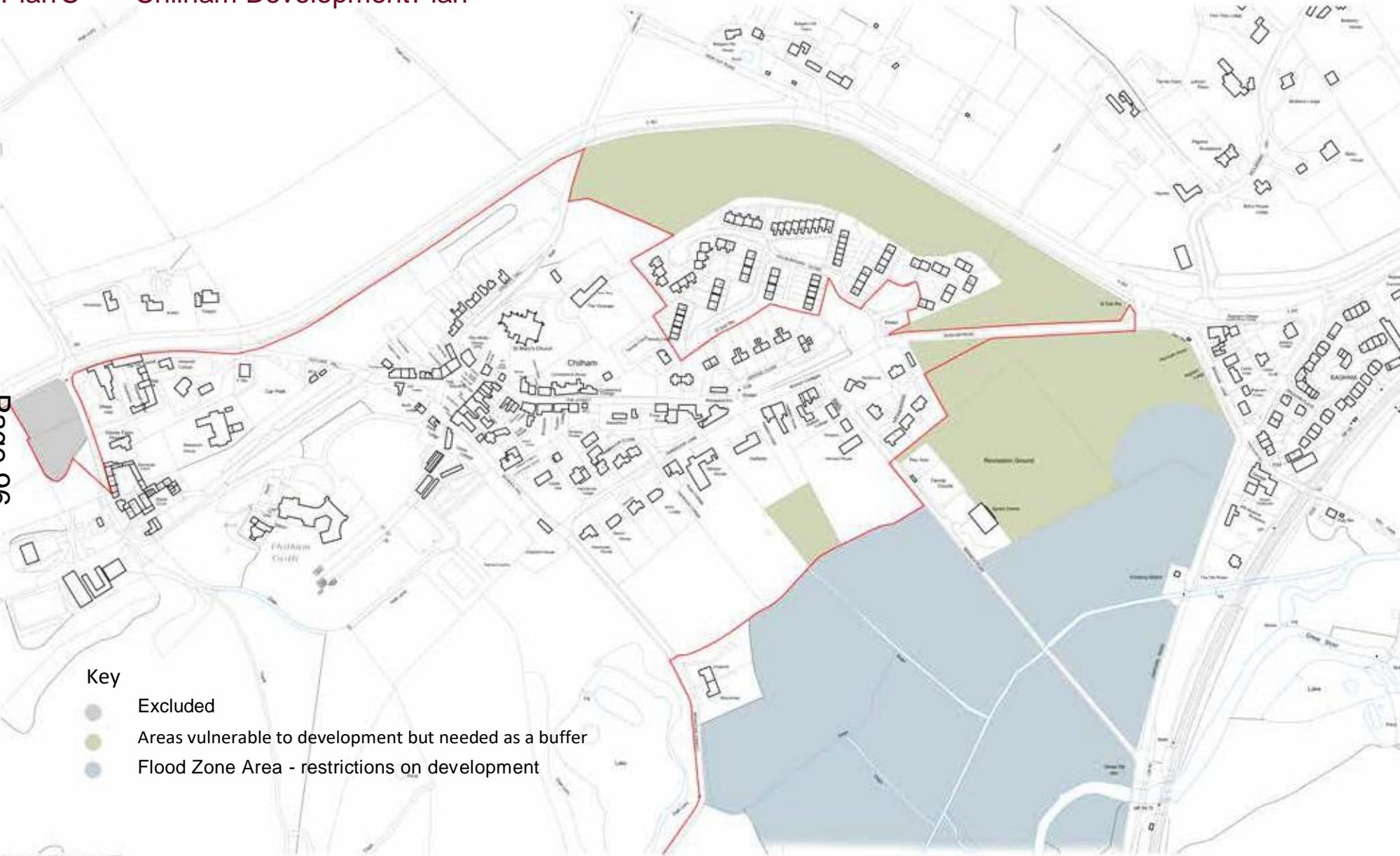
The visual impact of road signs in the village is encouragingly minimal, with the exception of those on the approach to the village from Bagham Lane, just before the Woolpack Inn which could be rationalised to have less visual impact. Similarly the signs and out-of-vertical lamp-post at the corner of Hambrook Lane could be better arranged. There are two seats in The Square, both in awkward positions and again, their setting could be improved.

Top Left to Right: *Mature trees along Bagham Lane, and woodland planting along Taylors Hill*
Centre: *White picket fence backed with softwood fencing on approach to the Churchyard*
Bottom Left to Right: *Paladins to School playground, and signs on approach to the village*



‘Native hedgings, black painted railings, and brick or stone walls are generally visually sympathetic to the historic context.’





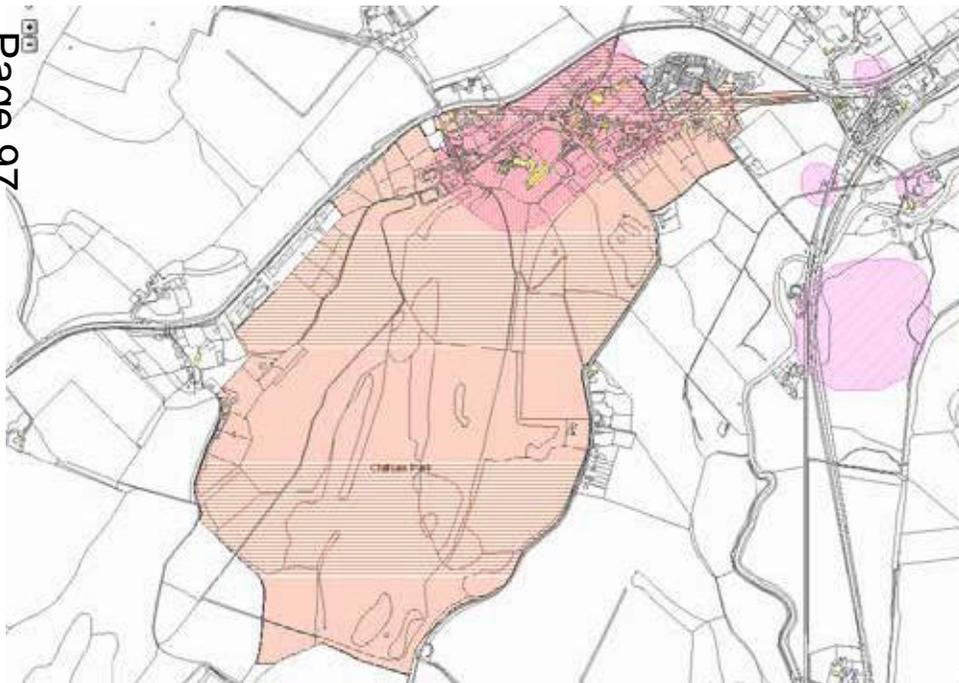
- Key
- Excluded
 - Areas vulnerable to development but needed as a buffer
 - Flood Zone Area - restrictions on development

7.0 Plan for Further Action and Generic Guidance

This appraisal has demonstrated the high historic and aesthetic significance of the Chilham Conservation Area together with its unique relationship with Chilham Castle over several centuries. In addition, the area lies within a defined zone of high archaeological significance, as well as being within the Kent Downs Area of Outstanding Natural Beauty.

The main challenges in the immediate future will relate to the fact that there will be pressure to permit residential development to take place at least in the village and possibly also within the Conservation Area. This management plan identifies the main issues that will need to be considered together with criteria for assessing development proposals that can be achieved without eroding the intrinsic values of this special place.

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Left: Map of Chilham Conservation Area and areas of archaeological interest

Above: St Mary's Church Tower

Right Top to Bottom: The Vicarage, Chilham Park, and 5 & 6 The Square

‘It shall be the duty of a local planning authority from time to time to formulate and publish proposals for the preservation and enhancement of any parts of their area which are conservation areas.

Proposals under this section shall be submitted for consideration to a public meeting in the area to which they relate.

The local planning authority shall have regard to any views concerning the proposals expressed by persons attending the meeting.’

Section 71, General duties of planning authorities
 Planning (Listed Buildings and Conservation Areas) Act 1990
 2002

8.0 Management of Change in Chilham Conservation Area

8.1 Planning Context and Policies Table

Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 places the duty on local planning authorities to prepare and publish their proposals for the preservation and enhancement of conservation areas in their districts through management policies to promote beneficial change.

In order to encourage local support, the local authority should engage owners, residents and amenity groups, businesses and community organisations to discuss the issues faced by Chilham parish and consider how these can be addressed and how they wish to develop the area in the future. In order to inform this document, the Parish Council sent a parish questionnaire to all households in the parish and a summary of the findings is included in Appendix A.

This appraisal has carefully reviewed the designation of Chilham Conservation Area and concluded that this is appropriate. The Article 4 directions of the General Permitted Development Order 2015 that restrict permitted development within conservation areas should therefore be maintained, together with the need for consent for demolition of any buildings over 115 cubic metres and to give prior notice before undertaking works to trees. This is in addition to the statutory requirement to obtain Listed Building Consent for any alterations to the exterior or interior of a listed building.

Utility companies, statutory undertakers and the highway authority need to be made aware of the designation in order to enhance the appearance of the Chilham Conservation Area through sympathetic treatment and maintenance of road and pavement surfaces as well as traffic management.

A flexible approach is recommended in relation to the requirements of the Building Regulations, Equalities Act 2010 and Fire Precautions Act 1971 in order to develop proposals that do not conflict with the preservation or enhancement of the character of the Conservation Area and the individual buildings within it.

Policies Table

ITEM	CRITERIA	NEGATIVE OUTCOMES
8.2.1 - Dane Street and Mountain Street	Apply Conservation Area principles to Dane Street and Mountain Street.	Unregulated development to Dane Street and Mountain Street will have an impact on the Conservation Area
8.2.2 - Conservation Objectives	New development must enhance local environment and facilities	The village must not become a "period piece".
8.3.1 - Built Heritage	Carry out a 5 yearly audit of the condition of listed buildings within the Conservation Area.	Deterioration of listed buildings and Conservation Area.
8.3.3 - Views	Protect and maintain important views and vistas from and within the Conservation Area.	Existing views and vistas would be lost.
8.3.3 - Landscaping	Reduce car parking and improve hard surfacing in The Square.	Too many parking spaces detract from the village setting and Conservation Area.
	Improve public seating such as benches in The Square.	The communal 'feel' of the village is likely to be lost.
	Encourage increased hedging along boundaries.	
	Rationalise signage around the village.	Unnecessary signage will reduce the visual quality of the Conservation Area.
	Carry out tree surveys.	Important trees will not be noted.
	Improve general management of local woodland.	Local woodland and habitats may deteriorate if not protected.
	General enhancement of green spaces within the Conservation Area.	Reduction of green spaces will destroy natural habitats and detract from the Conservation Area.
8.3.4 - Services and Utilities	Alert Parish Council of proposals made by utility companies to alter services.	Alterations to existing services may disrupt existing services to existing buildings. Planning approval will need to be sought for such alterations within the Conservation Area.
	Maintain a limit of and reduce unnecessary street furniture, signage and fittings.	Cluttering of street furniture will lower the visual quality of the village setting.
8.3.5 - Demolition and replacement buildings	Replacement buildings are not to overdevelop the existing site in terms of floor plan and scale.	Large developments will detract the importance of existing buildings and disrupt existing views.
8.4.1 - Village Character	New massings and layouts to reflect and not undermine existing massings and allow for views out.	New developments will detract from the importance of nearby existing and listed buildings and disrupt existing views.
	Steep pitched roof with gables to match existing. Chimneys to be implemented within design.	Shallow and hipped roofs will not match existing buildings and will deteriorate visual quality of Conservation Area.
8.4.2 - Roads and Access	Roads to be as narrow as is consistent with requirements for emergency access vehicles.	Larger and wider roads will detract from the village setting of Chilham.
	Buildings to be close to road frontage and without long open plan gardens.	Open plan gardens for new developments will not fit in with the surroundings in the Conservation Area.
8.4.3 - Parking	Maintain or reduce existing number of public parking spaces.	More parking spaces would reduce quality of Conservation Area.
	Allow for discreet storage of refuse bins, caravans, bicycles and other intrusive items.	These items are an eyesore to the Conservation Area.
8.4.4 - Materials	Materials for new developments to be locally sourced, red brick, clay tiles, tile hanging and white render.	Unmatching and non-traditional materials cause eyesore to Conservation Area.
	Brick bonds to be either Flemish or English bond using lime mortar.	
	Limit use of stone, flint, white weatherboarding for external finishes.	
	Limit use of dark oak joinery, UPVC windows and doors.	
8.4.5 - Windows and Doors	Limit use of slate, concrete tiles or flat metal sheeting for roofs.	Inappropriate finishes, forms and materials detract from the Conservation Area.
	Subtly balanced elevations and windows and doors to reflect patterns and scale of existing buildings.	
	Preferred timber, colour coated aluminium or steel windows.	
	No UPVC frames for windows and doors.	
	No fully glazed, half glazed or plain flush doors and fanlights.	
Doors to have plain beaded panelling or boarding.		
8.4.6 - Boundary Treatments	Garden enclosures to reflect local precedents (no open plan front gardens and limited close boarded fences).	Inappropriate boundaries detract from the Conservation Area.
8.4.7 - Outdoor Advertisements and Signage	Limited signage.	Freestanding outdoor advertisements detract from the Conservation Area.

8.2 Criteria for the Conservation Area

Chilham Parish Council have produced a set of criteria to be applied to the Chilham Conservation Area and should be applied to any further development. This criteria is set out under the following sub-headings.

8.2.1 Dane Street and Mountain Street

Dane Street and Mountain Street are currently not included within the Conservation Area, however due to their importance to the local area, the policies set out within the Chilham Conservation Area Management Plan, must be applied.

8.2.2 Conservation Objectives in relation to social, economic and environmental issues

This report has demonstrated that the controls on development that exist within the Conservation Area have largely succeeded in preserving its high historic, archaeological and architectural significance. Future developments should be evaluated in terms of their impact on this significance on the existing community.

The ability of existing infrastructure to support development should be assessed to ensure that development proposals are designed to enhance the local environment and facilities.

Developments that support or supplement existing local businesses would be beneficial to the economic vitality of the village and ensure that it does not decline into becoming a 'period piece'.

Areas within the zones identified as important for landscape value, including important views and visual buffers, as well as those subject to flood risk should be excluded from any future developments. If any areas within the flood risk zone to the south of Chilham are being considered for development then very robust measures for flood mitigation and management will be required.

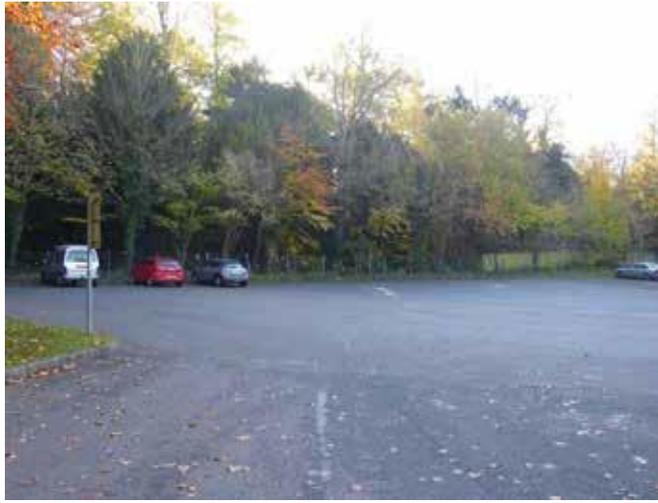
8.2.3 Negative Contributors:

The impact of vehicles on the Conservation Area is a negative contributor and the following issues need further controls:

- Parking in the village centre by visitors, parents and residents should be restricted and parking in Taylor's Hill car park should be encouraged. An agreed plan is awaiting funding.
- Road surfacing in The Square and signs within the Conservation Area should be reviewed.
- The use of Branch Road as a 'rat run' by commuters trying to avoid queues along the A28 and A252 should be controlled.
- Negative contributors in relation to the built fabric within the Conservation Area include incremental changes to windows, doors etc., particularly to unlisted buildings as well as a lack of regular maintenance to a few listed properties or curtilage listed structures such as walls.



Numerous cars parked in The Square



Few cars parked at Taylors Hill car park



Resurfacing required in The Square



View of Branch Road



Signs at Mountain Street



Current bin storage issue

8.3 Management Policies

Development management policies in relation to the Chilham Conservation Area and its wider setting within the Kent Downs AONB should include the following:

8.3.1 Built Heritage

A regular audit of the condition of the listed buildings within the Chilham Conservation Area, as well as the parish as a whole, should be carried out on a five yearly basis. The audit will be a simple but effective means to highlight any specific issues relating to maintenance or alterations to the important heritage assets in the Conservation Area. This report includes a summary of all the listed buildings in the parish in Appendix B with a column for recording condition with a simple 1 – 5 score.

8.3.2 Important Views

Protection of the following important views and vistas from and within the Conservation Area should be maintained:

- The views from The Square towards the church and the gatehouses to the castle.
- The view down School Hill and Mountain Lane towards Julieberrie Down.
- The view down The Street looking towards The Woolpack and over fields.
- The view down Bagham Lane and the avenue of lime trees.

Protection of important views from outside the Conservation Area:

- The view from the A252 looking south over the fields towards the village.
- The view from Ashford Road looking north-west across the meadows to the village.



Top Left to Right: View of The Square and Gatehouses, and view from Mountain Street
Left: View of The Woolpack Inn from The Street
Right Top to Bottom: View of avenue of trees at Bagham Lane, and view from A252

8.3.3 Landscaping

Enhancement of hard landscaping:

- Manage and reduce car parking and improve hard surfacing in The Square.
- Improve landscaping to bench seats within The Square.
- Encourage property owners to replace close boarded fencing with hedging or palisade fencing to match elsewhere in the village.
- Review and rationalise signage at entry points and crossroads in the village.
- Essential repairs to the Chilham Estate boundary wall down Mountain Street.

Enhancement of soft landscaping:

- Carry out a comprehensive tree survey and long term planting programme to replace mature trees.
- Improve management of woodland areas generally.
- It should be noted that the parish questionnaire revealed that preservation and enhancement of green spaces are a high priority in terms of the existing landscape and future development in the parish as a whole as well as in the Chilham Conservation Area.

8.3.4 Services and Utilities

Street lighting is at present discretely fitted to individual properties and this is to be maintained. Standard lighting columns are inappropriate within the Conservation Area.

The parish needs to be made aware of any proposals by Utility companies to alter services within the Conservation Area and to respond to any perceived alterations that might be detrimental.

Street furniture should be reviewed and unified, with the removal of unnecessary or inappropriate signage and fittings.

8.3.5 Criteria for demolition and replacement buildings

There are currently no buildings within the Conservation Area that are in such poor condition that they need to be substantially altered or demolished, however in the future it is possible that some unlisted buildings may need replacement or alteration and in these cases replacement buildings should not overdevelop the site in terms of floor plan or scale.

8.3.6 Sites identified for development in the Local Plan

Topics that might be relevant in briefing information for such sites include retail policies, traffic and parking management, facilities for visitors, employment needs, housing demand and school capacity.

8.3.7 Monitoring development

A programme to monitor progress will be required to assess the effectiveness in achieving the objectives of the community and to ensure that the Conservation Area is being managed effectively.

The Parish Council should, on a five yearly basis, carry out an audit of listed properties within the parish to monitor changes in condition that affect listed buildings. A full list of all listed buildings within Chilham, Shottenden and Old Wives Lees has been provided as a separate report for this purpose. This information should include any alterations to unlisted buildings within the Chilham Conservation Area in order to monitor the detrimental impact on the existing heritage assets that can be caused by incremental changes to their setting.

Chilham residents clearly take pride in their village and this audit is intended as encouragement to maintain a high quality environment although it is accepted that enforcement would be unlikely except in very extreme examples of neglect of listed buildings.



8.4 Design Guidance

Whilst this is primarily focused on the Chilham Conservation Area, the residents throughout the entire parish expressed a desire for high quality design, rating this almost as important as green spaces.

In order to secure good and modern design quality in new development that respects local character, but does not necessarily copy it, design guidance for development proposals covers the following issues:

8.4.1 Respecting the established grain, settlement pattern and character

The massing and layout should reflect the balance of relatively tightly packed dense housing with gaps between blocks to allow for views out and built with curving rather than straight forms. The scale should be commensurate with that which prevails within the conservation area. For example, formal straight terraces or individual detached houses should be placed and designed strategically as not to undermine the existing buildings.

The building heights and roof profiles should relate to existing roofs, which tend to have relatively steep pitches with gables rather than hips. Chimneys, even if not working chimneys for traditional fires, should have a substantial appearance rather than being obviously cosmetic and added just for visual effect.

The mitigation of impact of neighbouring new development on the conservation area should also be considered carefully.

8.4.2 Roads and Access

Roads should be as narrow as is consistent with requirements for emergency access vehicles. Buildings should generally be close to the road frontage and if possible without pavements as these are not a characteristic in the village and create a suburban estate feel. Long open plan front gardens are not consistent with the local character.

Street furniture and lighting should be kept to a minimum and be unobtrusive in design which can be modern in preference to a poor reproduction style.

8.4.3 Parking

Parking in public areas and within the curtilage of properties needs to be controlled in order to preserve the high architectural quality of the village environment.

Similarly careful consideration is needed for the discrete storage of refuse bins, caravans, bicycles and other visually intrusive items within existing and proposed developments.



Above: *Mature trees at Hambrook Close*

8.4.4 Selection of Materials

Materials should be limited to those traditionally associated with the village, and preferably locally sourced, such as red brick, clay tile, tile hanging and white render. Exposed oak framing if carefully detailed, is acceptable, but not stained, for instance in black or dark brown. Where possible, brick bonding patterns should be Flemish or English bond as modern stretcher bond has the wrong appearance. For the same reason, appropriately coloured pointing is also important and where linking to or altering existing buildings, lime rather than cement based mortars must be used.

There is little evidence of stone or flint in the conservation area, although some of the more prominent buildings have stone dressings and there are instances of flint in walling, mostly confined to the church. These materials would not be appropriate in a new building.

Slate, concrete tiles, profiled or flat metal sheeting for roofs should be avoided as there is little precedence for the use of these materials. Colour coated aluminium or cast iron rainwater goods should be used in preference to UPVC.

The use of stained or painted timber or pre-finished fibre cement weatherboarding for cladding exteriors is not acceptable as it is not in keeping with the existing built fabric. White weatherboarding in particular is not characteristic feature in the Conservation Area and traditional clay tile hanging is far preferable.

8.4.5 Windows and Doors

Windows and doors need to reflect the patterns and scale of existing buildings but do not have to replicate these. Symmetrical street elevations with identically sized windows are not characteristic of the conservation area and so subtly balanced elevations are recommended. The use of UPVC frames is not acceptable on the grounds of appearance, sustainability and longevity. Painted timber, colour coated aluminium or steel windows are preferred.



Left: View of rooftops at Taylor's Hill

Right: View of rooftops from Hambrook Close

Bottom: View of The Street looking west



‘Materials should be limited to those traditionally associated with the village, and preferably locally sourced’



Top Left to Right: Red brick properties on Church Hill, and Clifton Cottage on The Street
 Centre: Herringbone brick bond between timber frame at the Village Hall
 Bottom Left to Right: The Smithy and Tudor Cottage, and the Coach House

Most doors in the village are relatively plain and simple with plain beaded panelling or boarding. Fully glazed, half glazed or plain flush doors should be avoided, as well as reproduction factory made panelled doors including those with integral fanlights.

8.4.6 Boundary treatments

Enclosures to gardens should reflect local precedents and open plan frontages are to be avoided. Close boarded fencing is not desirable as it does not reflect the local pattern.

8.4.7 Outdoor advertisements and signage

Freestanding outdoor advertisements will not be permitted and signage should be the minimum possible that is also compatible with the building and associated environment.

8.4.8 Controls on permitted development

These controls are to be maintained with respect to all properties within the Conservation Area.

8.5 Regeneration Strategy

Whilst Chilham does not have problems associated with decay of its built fabric and decrease of property value, it has experienced a decrease in the number of small commercial businesses within the village. This was initially caused by the break up of the historic role of Chilham Castle as the main provider of employment as well as rented housing and more recently by changing social habits such as supermarket shopping with the use of the car taking preference to using local facilities. Although it does appear from the parish survey that local shops are well supported at present, new measures taken to maintain and improve this vital service to the local community would be welcomed.

Measures should be taken to protect and enhance vital remaining services such as the doctor’s surgery and the post office, as well as public transport facilities. Opportunities to provide accommodation for small-scale appropriate businesses should be encouraged. The parish questionnaire indicates that this approach would be supported by a majority of residents in the parish. There are also clearly opportunities to increase the use of existing resources such as the church and school buildings for the wider community. This increased use would have to be balanced with careful management of increased traffic within the Conservation Area.

The Square is frequently used for filming period dramas and this is sustainable provided that the village centre does not become a ‘period piece’ full of holiday homes without a sustainable local population.



‘Most doors in the village are relatively plain and simple with plain beaded panelling or boarding.’

Left Top to Bottom: Door detail at Vergers, boundary treatment at Deepwell House and Felborough Close
Right: Door detail at Quince Cottage



Left: *Shelly's Tea Rooms in The Square*

Right: *Doctor's Surgery on Branch Road*

Bottom: *Film set in The Square for production of Jane Austen's Emma, 2009*

The parish questionnaire also revealed that across the whole parish, about 13% of respondents felt that restricting any new residential development was their highest priority and this was slightly higher within Chilham village at nearly 30% reflecting the sensitivity of the Conservation Area to change. However, the importance of green spaces, high quality design and preserving local character within Chilham scored more highly with about 49% of respondents putting these as their top priority.

Future regeneration strategy therefore needs to take into account these responses from the local community and engage them in decision making.

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Conclusions from Questionnaire to inform Management of Change

A parish questionnaire was sent to all households and completed forms were received from a reasonable 12%.

It is clear that most residents in Chilham Parish are proud of their villages, and in particular those who live in Shottenden.

Transport

Public transport only rates overall 51% satisfaction rate for the parish as a whole, but for Shottenden and Old Wives Lees, this rate is reduced to between 20-30% with a poor rating of 80 – 70% respectively. In contrast, Chilham residents rate public transport at around 20% excellent and 60% satisfactory, reflecting the better bus services and close proximity of the railway station.

However, when asked if facilities such as the village halls were used often or sometimes, the high rate of around 65% who use them often or sometimes suggests that most people use cars as a means of transport.

Local Facilities

Regarding local facilities such as shops, surgery, sports facilities, the church, village hall and the school, there were more mixed responses.

The fact that across the parish an average of 60% often use local shops and 37% sometimes do indicates a very high level of support. Around 82% of residents thought that more local shops and services should be available although this was less of a priority for residents of Shottenden who rated this at 67%.

The use of the local surgery was highest in Chilham and Old Wives Lees with around 65% using it often or sometimes, whilst for Shottenden residents this was lower at 50% so it is possible that more residents in Shottenden use other surgeries. Around 40% of those living in Shottenden felt that facilities were inadequate, compared with 25% in Old Wives Lees and only 8% in Chilham.

Chilham has a purpose built sports centre and it seems that within the parish around 15% of residents use these often and 30% sometimes. Shottenden residents recorded the highest use of the facilities at 80% often and sometimes compared with Chilham and Old Wives Lees residents both at about 40%.

The parish church in Chilham clearly has a high profile in the parish, with an average of around 80% stating that they support it and this was in fact rather higher in Shottenden where 100% support was recorded. Interestingly, about 85% of residents in the parish felt that the building could be used more frequently for the community with about 30% in Old Wives Lees and Shottenden saying a definite yes to this question and only around 18% saying no.

The primary school is located in Chilham but only about 5% of residents in this village have children attending, with the highest proportion of 30% of children from Shottenden. About 70% of Shottenden residents also felt that the school buildings could definitely be used more for other activities, compared with only 20% of Chilham residents making such a positive response although across the parish as a whole, about 80% responded with a 'yes' or 'possibly' to the question.

Perhaps Chilham residents who bear the brunt of peak traffic congestion at the beginning and end of the school day feel more wary of extra use of the school facilities. However, this could be mitigated by better traffic management policies.

The village halls in Chilham and Old Wives Lees were used sometimes by about 50% of residents in all three villages but 50% never use them at all in Shottenden, probably as they are some distance away, whilst in Chilham a surprising 45% never use the hall. This may be a reflection of the types and variety of activities and clubs that take place in each hall rather than easy access which did not seem to be a significant problem for most residents.

Employment

Local employment was another area where the response across the parish varied.

Shottenden has the highest number of residents who work within the parish, at around 67%, and this is probably a reflection of the importance of local farms for employment. In contrast, 41% of Old Wives Lees residents and only 28% of Chilham residents work locally. Chilham may have a higher proportion of non-working residents, thus affecting this response.

However, around 85% of respondents felt that more employment opportunities should or might be provided in the parish, although Shottenden residents placed less emphasis on this.

Future Housing Development

Residents were asked about their priorities for new housing in the questionnaire and their attitude to restricting new development and across the parish about 70% ranked this as one of their top three priorities. Chilham residents recorded the highest percentage of 30% for this as their top priority, compared with 20% of Shottenden residents.

Respondents were also asked to rank affordable housing, maintaining local character, design quality and green spaces in order for new developments. Those living in Chilham and Old Wives Lees ranked all of these more highly than Shottenden residents. About 45% of Chilham residents felt that affordable housing was most important compared to only 25% of Shottenden residents. Nearly 50% of Chilham and Old Wives Lees residents thought design quality was the most important compared to about 30% of Shottenden respondents. Local character, green spaces and design quality also scored highly in Chilham and Old Wives Lees.

Overall however, when all of these responses were collated across the parish, green spaces and good design ranked most highly, together comprising about 25% and 24% scoring respectively, whilst about 23% was allocated to preserving local character and about 15% to affordable housing and 13% to restricting new development. In Chilham the percentages of all the categories were more evenly spread although surprisingly the lowest ranking one was to restrict new development.

Ref	Name of Property	Village and Street	Grade	Date	Listing Description (summary only)	Condition	Use
1 CA	Church of St Mary	The Square (north)	I	C14, C15, C16 & C19	Refer to detailed listing description		Parish Church
2 CA	Chilham Castle & Keep	The Square (south)	I & II & SAM	C12 keep & C17 house	Castle Keep is Scheduled Ancient Monument & Grade II listed, now converted to residential use. Chilham Castle is Grade I listed & dated 1616 with C19 & C20 alterations. Also separately listed Grade II features including ha-ha, terraces, sundial and wall to park. Refer to detailed listing descriptions. For gatehouses see below.		House
3 CA	The Vicarage	Churchyard, The Square	II*	C18: 1746 & C19 rear wing	Built for Revd Dr Knatchbull & James Colebrook of Chilham Castle. 2 storeys & attic. Red brick with stone mouldings, hipped tiled roof with cornice. 5 sash windows with Venetian window in centre.		House
4 CA	Chilham Castle Gatehouses & Gateway	The Square (south)	II	C20	Two identical 2 storey red brick gatehouses in red brick with ashlar dressings. Stone mullioned windows & plank doors in archway. Gate piers with stone urn. Designed by Sir Herbert Baker in 1922.		Gatehouses
5 CA	The White Horse	The Square (north)	II	C15 & C18	Front: timber framed 2 storeys with painted brick ground floor & exposed first floor with plain tiled roof. C19 sash window, central C20 door. Side: C18 2 storeys on pinth with hipped roof & cornice. Wood casement windows, C290 glazed door with flat hood.		Public House
6 CA	Clements Cottage	The Square (north)	II (group value only)	C17 & C19	2 storey red brick ground floor & plastered first floor. Plain tiled roof with hip & gable. 2 rear stacks. Brick mullioned lattice windows ground floor. Centre plank & stud door.		House
7 CA *	Orions Cottage	The Square no 1 (north west)	II	C16 & C18 alterations	Timber framed exposed with painted brick infill on jettied first floor & painted brick ground floor. Plain tiled hipped gable to end of road. 2 C17 stacks. C19 casement ground floor, C20 on first floor & plank door.		House
8 CA	Shelly's (formerly The Copper Kettle & no 2 Haddon Cottage)	The Square no 2 (north west)	II (group value only)	C17 & C20	Restored after fire early C20. Timber framed 2 storey with red brick ground floor & jettied first floor with plastered infill. Gabled roof with end stack. Wood casements, wood & brick mullioned windows & central board & stud door.		Tea Room
9 CA	Haddon Cottage	The Square no 3 (north west)	II	Early C17, C18 & C20 alterations	Exposed timber framed 3 bay 2 storey house with red brick cladding on ground floor, jettied first floor & plain tiled roof. Large C17 stack. C20 windows and plank & stud door.		House
10 CA	Chilham Antiques	The Square no 4 (north west)	II	C17 & C20	2 storeys brick plinth and first floor jetty with close studding. C20 wood mullioned windows & leaded lights, oriel & bay window and 4 centred arch to doorway		House
11 CA	5 & 6 The Square	The Square no 5 & 6 (north west)	II	C16 & C18	Timber framed 2 storeys on basement and clad in red brick with plain tiled hipped roof. Cornice & stack right of centre. 3 C20 casements to first floor & 2 C19 sash windows to ground floor. 2 C20 plank & stud doors. Side elevation facing Church Hill timber framed with painted brick infill. First floor jetty with dragon post.		2 Houses
12 CA	Chantry Cottage	The Square (south east)	II	C17 & C19	Timber framed and rendered 2 storey with plain tiled hipped roof. 2 large gabled dormers & central chimney. C20 plank door.		House
13 CA	The Smithy & Tudor Cottage (formerly Kennets House)	The Square (south east)	II	C17	Pair of cottages with 2 stores & attics. Restored timber frame, red brick plinth & plain tiled roof with central stack. Jettied first floor, hipped dormer at eaves. Irregular windows C20 mullioned casements, oriel on brackets and brick mullioned bay window. C20 central porch and doors.		House

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14	CA *	Peacock Antiques & Tudor Lodge Gift shop (formerly Iffin Cottage & Costen Stores)	The Square (south east)	II	C16 & C17 & C20 alterations	Timber framed Wealden hall house 2 storeys & attic on flint plith with continuous first floor jetty. 5 bays with projecting gabled cross wing to right. Right hand framed bay C17 & close studded cross wing with oriel first floor window & C20 ground floor window. 2 central hall bays infilled with later close studding. Bays 1 & 4 with open panelled Kentish framing. C20 mullioned windows & shop door and C16 2 centred arched doorway.		Gift Shop
15	CA	Chrisholme	The Square (south east)	II	C18	Red brick refacing of earlier timber framed 2 storey house with attic. Cornice to plain tiled roof & large stack. C19 sashes ground floor and C20 door. 3 sashes 1st floor.		House
16	CA	Belke House	The Square (south east)	II	C18	Early C18 2 storeys & attic with chequered brick refacing of earlier timber framed building. Eaves cornice to plain tiled roof, 2 hipped dormers and end stacks. C19 sashes ground floor & C20 casements first floor.		House
17	CA *	Clifton Cottage (formerly Thanet Cottage & Clifton's)	The Street (north)	II	C16 & C18	Timber framed 2 storey clad in red brick, plaster & tile hanging with plain tiled roof. Left cross wing, plastered timber frame & first floor jetty with roof hipped end-on to street. Casements and bay window. Right early C18 red brick ground floor, tile hung first floor with hipped roof & end stack. C20 Sash windows & door.		House (formerly shop & house)
18	CA	The Olde Cottage	The Street (north)	II(group value only)	C18	Red brick 2 storey on flint plinth with plain tiled roof & eaves cornice. Leaded light wood casement. Entry in pentice.		House
19	CA *	Cumberland House	The Street (north)	II	Late C15	Close studded timber framed 2 storey hall house on red brick plinth and continuous first floor jetty. Central bays of jettied floor joists higher than side bays. Plain tiled hipped roof with gablets, cornice & 3 stacks. Irregular fenestration with C20 casements to first floor, segmental bays & central plank door to ground floor.		House
20	CA	Cumberland Cottage	The Street (north)	II	C16	Timber framed 2 storeys with hipped roof & gablets. Ground floor painted brick, continuous close studded first floor jetty. C19 sashes, 2 C19 segmental bays & C20 central door.		House
21	CA	The Old Coach House	The Street (north)	II	C19	2 storey white painted brick early C19 former stable block with hay loft over. Kneelered gables match Woolpack Inn.		House
22	CA	Bakery & Evren House	The Street (north)	II	C19 (group value only)	Mid C19 house of 2 storeys & cellar in red brick with plain tiled roof. Sash windows & 6 panelled door with pilasters. C19 shop in chequered brick with hipped roof. Shop front with fluted pilasters, awning & hood.		House(formerly shop & house)
23	CA	Crea House	The Street (south)	II	C17 (1681)	Timber framed 2 storeys clad in red brick & tile hanging with tiled roof gabled to left with end stack and hipped to right with ridge stack. Left wing with C19 sash windows & 6 panel door with flat hood on brackets. Right wing former shop C18 extension tile hung first floor with sash window. C19 shop front with pentice on cast iron pillars & scrolled brackets.		House (formerly shop & house)
24	CA *	Burgoyne's (formerly Bakery & Burgoyne Cottage)	The Street (south)	II	C15	Wealden house 2 storeys with close studded timber framing part exposed on flint plinth with plain tiled hipped roof with gablets & left stack. Jettied first floor with central recessed bay. C19 bay window, C20 wood casements & central plank door.		House (formerly shop & house)

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25	CA	Clovers	The Street (south)	II	C18	Red brick 2 storey with plain tiled hipped roof & central ridge stack. C20 casements & blocked central door in arched opening.		House
26	CA	Woolpack Inn	The Street (south)	II	C17 & C19	2 storey painted brick with plain tiled roof and plat band with kneelered parapet roof. Large 2 storey battlemented bay window & heavily mullioned windows. 2 storey porch.		Public House
27	CA	Wisteria House (formerly The Post Office)	The Street (south)	II	C18	Painted brick 2 storeys with basement & plain tiled hipped roof with end stacks. Central 6 panelled door with surround, pilasters & pediment. Regular sash windows		House
28	CA	Thydon Cottage (was 3 cottages)	The Street (south)	II	C18	Chequered brick 2 storeys on plinth with plain tiled hipped roof with cornice. Sash windows, C19 central 6 panelled door.		House
29	CA	Forge House	The Street (south)	II	C17 & C20	Timber framed 2 storeys with painted brick infill, plain tiled hipped roof & left centre stack. Lobby entry plan. Leaded light casement window & C19 boarded door. C20 mullioned shop window & glazed door.		House (formerly shop)
30	CA	Hatfield House & Hatfield Lodge (formerly 1 house known as The Avenue)	The Street (south)	II	C16 & C17	Right: Hatfield Lodge C16 projecting timber framed 2 storey cross wing clad in painted brick ground floor with exposed close studding on first floor. Plain tiled hipped roof with large gable dormer & large ridge stack. 2 storey bay window & 6 panelled door with surround and flat hood on brackets. Left: Hatfield House late C17 painted brick 2 storey & attic with plain tiled roof, 3 gabled dormers, eaves cornice & end stack. 3 C19 sash windows. central 6 panelled door with fanlight & flat hood on brackets.		2 Houses
31	CA	Fern Cottage	Taylors Hill (north)	II(group value only)	C18	2 storeys & attic with chequered brickwork & plain tiled roof & hipped dormer. C20 wood casements and C20 door.		House
32	CA *	Vergers Lodge	Taylors Hill (north)	II	Late C15/ Early C16	Exposed timber framed on flint plinth with plaster infills and plain tiled hipped roof. 2 storeys with first floor jetty & original dragon post. C20 close studding on ground floor, casements & door in restored arch.		House
33	CA	Thompsons House	Taylors Hill (north)	II(group value only)	C18 & C19	Red brick 1 1/2 storeys, plain tiled roof, gabled dormers & central stack. C19 extension & front door, C20 wood windows		House
34	CA	Well Cottage (formerly Pilgrim's Cottage)	Taylors Hill (south)	II	C16 & C19 alterations	Exposed timber framed 2 storeys with painted brick infill and continuous first floor jetty. C19 gable to roof, 2 end stacks. C20 casements and plank & stud door in C16 chamfered pointed archway & dated 1549.		House
35	CA	Elephant House	School Hill (south west)	II	C18 & C19	Late C18 red brick 2 storey & attic with gabled dormers and tiled roof. 2 stone mullioned windows. 2 blocked archways (former entrances for elephants) Boarded door in porch.		House
36	CA	Little Belke	School Hill (north east)	II	C16 & C17	Timber framed 2 storey rear wing to Beck House. Plain tiled roof. C17 wall to courtyard. C19 plank & stud door in arch.		House
37	CA	The School Canteen	School Hill (north east)	II (group value only)	C17 & C20	Restored close studded timber frame with red brick infill, tile hanging and plain tiled hipped roof with gablets. 2 storeys with first floor jetty. Central planked doors.		School

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38	CA	St Mary's C of E Primary School & wall	School Hill (north east)	II	C19 1862	Designed by H Blandford. Red brick with yellow brick bands & polychrome arch heads and plain tiled roof. 3 gables to north and 4 gables and projecting gable to south elevation. 3 chimney stacks. 4 tall lancets in centre gable to playground & arched plank door in re-entrant between gabled wings. 6 large windows to south.	School
39	CA	The Old School Masters House	School Hill (north east)	II	Mid C19	Red brick 1 storey & garrets in cruciform plan with rendered quoins & plain tiled roof. Central projecting gable & triple lancet window. Double plank door in right wing. Possibly designed by H. Blandford 1861-2	School Classrooms
40	CA	2 & 3 Church Hill	Church Hill (north)	II	Late C17 & C18	Pair of cottages in flint & red brick with plain tiled gabled roof, 3 gabled dormers & 1 stack. 1 storey with attic. Left English bond & right Flemish bond brickwork. C20 wood casements 2 doors with moulded surround & flat hoods on brackets.	House
41	CA	April Cottage	Mountain Street no 9 (east)	II	Early C18	2 storeys faced with blue headers and red brick window surrounds, quoins & plat band and plain tiled gabled roof. Wood casements with gauged heads. Cat slide outshut with C20 windows. C20 door in porch.	House
42	CA	Village Hall	Maidstone Road	II	C15 & C20	Part of timber framed tithe barn with red brick infill & plain tile hipped roof. 4 aisled bays, crown posts. 1930s additions: pentice & pavilion on left and single storey extension on right, both to match original.	Village Hall
43	CA	K6 Telephone Kiosk	Hérons Close	II	C20	Red kiosk designed in 1935 by Sir Giles Gilbert Scott	Telephone kiosk
44	CA	War Memorial	Churchyard, The Square	II	C20	4 metre high stone cross with octagonal shaft and base unveiled 1920 and commemorating 34 who died in WW1 and 19 from WW2.	Memorial
45	CA	Churchyard Wall	The Street (north side from Olde Cottage to Bakery House)	II(group value only)	C18	Red brick 1.8m high and approx 20 m long. 1960s wrought iron gate	Boundary wall
46	C *	Heron Manor & Monkton Cottage	Mountain Street	II	C16, C18 & C20	Wealden hall house and former cottage row, now pair of cottages. Timber framed c1500 2 storeys on plinth with hipped tiled roof with gablets, 3 stacks & 2 dormers. 6 framed bays part clad in painted brick & C20 catslide outshut. Early C18 left bay. 6 casement & sash windows and 3 C20 plank & panel doors.	Houses
47	C *	Monkton Manor	Mountain Street	II	C15 & C18	Wealden hall house timber framed and part clad in painted brick with rubble plinth. 2 storeys with end jetties, hipped tiled roof & 2 large stacks. 3 bays with rebuilt centre bay. Casement windows Y C20 plan door. Rear wing early C18 2 storey red brick with hipped tiled roof and casement windows.	House
48	C *	Hurst Farmhouse	Mountain Street	II	C14 & C15	Wealden hall house with C14 hall and C15 cross wing. C14 range 2 storey & attic. Timber framed with painted plaster & brick infill. Gabled roof & large centre stack & rear stack. C20 wood casements & C19 4 panelled door. Cross wing 2 storeys & basement. Close studded with painted plaster & brick infill with first floor jetty to 3 sides & moulded dragon posts. Hipped roof with gablet & stack. Large rubble C14 or C13 rubble porch with buttresses, chamfered jambs and stiff leaf capitals. C15 arched plank door. Interior features also described in listing.	Farmhouse
49	C	Dane Court	Maidstone Road (north)	II	C15, C16, C18, C19	Timber framed Wealden manor house clad in painted brick with plain tiled gabled roof with 4 dormers. End stacks including bread oven flue. Regular fenestration with sash windows and central 6 panelled door with semi circular fanlight.	Farmhouse

CHILHAM PARISH LISTED BUILDINGS : CHILHAM
 note: buildings marked with * also described in RCHME publications
 The House Within and Gazeteer of Medieval Houses in Kent

50	C	Young Manor Farmhouse	Maidstone Road (south)	II				Farmhouse
51	C	Young Manor Barn	Maidstone Road (south)	II(group value only)	C18	Timber framed and clad in red brick. Shingled hipped roof with flat roof mid-streys. 5 aisled bays.		Barn
52	C *	4 Tavern Cottage (formerly Dane Street Cottages)	Dane Street (off Maidstone Road)	II	C16, C17 & C18	Timber framed truncated Wealden hall house with plaster infill part clad in red brick with plain tiled hipped roof with gablets and central stack. Jettied bay destroyed by fire C18. 3 bays of 2 storeys. C19 brick mullioned windows to right & centre with casements to left. exposed entrance to original screens passage.		House
53	C	East Stour Farmhouse	Ashford Road (east)	II	C18	Chequered brick 2 storeys with plain tiled gabled roof & 2 stacks. 5 regular sash windows and 2 storey porch. C17 garden wall attached to house.		Farmhouse
54	C	Pilgrims	Mulberry Hill (north of Canterbury Road)	II	C20	Designed by H Baillie Scott in 1912. Timber framed with exposed close studding with plaster infill. 2 storeys with jettied projecting wings with 4 central bays and hipped roof with gablets and end stacks. Wood mullioned windows. Red brick gateway at roadside with 1 storey & attic & hipped roof with dormers. Carriage doors.		House
55	C	Denmark House	Canterbury Road, Bagham Cross	II	C19 (group value only)	Red brick 2 storey on rendered plinth & rusticated quoins and gabled roof. Sash windows & central 4 panelled door with fanlight & flat hood. C20 2 storey flat roof extension.		House
56	C *	Bagham Farmhouse	Canterbury Road, Bagham Cross	II	C16	C 1500 timber framed 2 storey hall house with late C19 brick cladding & plain tiled hipped roof with cornice. 2 large stacks. Brick mullioned windows with lattice panes & central 4 panelled door with moulded surround.		House
57	C	Bagham Cottage	Canterbury Road, Bagham Cross	II	C18	Red brick 2 storeys with plain tiled roof & 2 chimney stacks. Diamond latticed windows & central boarded door with flat hood.		House
58	C	Bagham Barn	Canterbury Road, Bagham Cross	II	C18	Timber framed with plain tiled hipped roof & 2 open end streys. 5 bays with aisles.		Antique shop
59	C	Old White Hill Cottage	Canterbury Road (north side at White Hill)	II	C16	Late C16 timber framed 2 storey cottage with lobby entrance & central stack that has been clad in brick and render externally. 3 gabled dormers & 2 storey gabled porch. Casement windows & C20 square bay. Single storey C19 extension & catslide outshuts. Much surviving interior fabric.		House
60	C	Chilham Watermills		II	C19	Built around 1850 with watermill, mill house, storage building & bridge. Brick and weatherboarded exterior. Converted in mid C20 into residential units.		Houses
61	C	Shalmsford Bridge Cottage	Canterbury Road (edge of parish boundary)	II	C19	2 storey early C19 toll house with painted brickwork and synthetic tiled roof. 2 pointed arched windows to first floor & central door.		House
62	CA	Castle Cottage	School Hill/The Square	II		Listing description not available but referred to in Castle Gardens description		House

CHILHAM PARISH LISTED BUILDINGS: SHOTTENDEN

Ref	Name of Property	Village and Street	Grade	Date	Description (summary only)	Condition	Use
S	Barn at Howlett's Farmhouse	Soleshill Road (south)	II	C18	Timber framed on brick plint & clad in weatherboard with plain tile hipped roof and mid streys. 6 bays with aisles.		Barn
S	Hares Farmhouse	Shottenden Road (at crossroads)	II	C17	Painted brick with tile hanging on first floor 2 storey house C 1600. Hipped tiled roof Later brick rear wings & central C19 door.		House
S	Matthew Farmhouse	Shottenden Road	II	C17 & C20	Timber framed clad in red brick with plain tiled roof. Right part 1 storey with gable & 2 stacks. Left 2 storey cross wing with hip & gablet, exposed corner post. Irregular wood casement windows. C20 2 storey wing to left in red brick & tile hanging.		
S	Barn at Matthew's Farmhouse	Shottenden Road	II	C18	Red brick barn in header bond with plain tiled hipped roof & mid strey, approx 1700. 2 tier double planked doors. 3 bays.		
S	Cock Farmhouse	Denne Manor Lane	II	1776	Red brick symmetrical 2 storeys with attic and basement. Gabled tiled roof with brick cornice and 3 hipped dormers & stack at each end. Sash windows with gauged arches and 6 panel central door with flat hood on brackets.		House
S	Denne Manor	Denne Manor Lane	II	mid C17 & C18	Mid C17 with C18 sash windows with regular fenestration. 2 storeys and garret on basement storey. Painted English bond brickeowrk with plain tiled roof, shaped gables and offset projecting end stacks. Central 6 panelled door and porch with pediment and pilasters.		
S	Barn at Denne Manor	Denne Manor Lane	II	C17	Late C17 timber framed weatherboarded with corrugated iron hipped roof. 6 aisled bays with C19 pentice entrance.		
S	Myrtle House	Stonestile Lane (north)	II	C16 & C18	Timber framed and clad to left in chequered brick, right in red brick (dated 1746)and some mathematical tiling. 2 storeys on plinth with hipped plain tiled roof, end & central stacks. Casement windows.		House

CHILHAM PARISH LISTED BUILDINGS: OLD WIVES LEES

Ref	Name of Property	Village and Street	Grade	Date	Description (summary only)	Condition	Use
OWL	Cork Farmhouse	Chilham Long Hill (west)	II	C18	Chequered brick on plinth 2 storey with plain tiled roof, end stack and 2 dormers. Early C18 and timber windows.		
OWL	Barn at Cork Farmhouse	Chilham Long Hill (west)	II	C18	Early C18 timber framed with rendered plinth and weatherboarding. Thatched hipped roof & mid strey. 5 bays, 1 aisle.		
OWL	Upper Ensign House	Selling Road (east)	II	C18	Timber framed and clad in painted mathematical tiling, rear in painted brick. 2 storeys at front, hipped roof with cornice & 2 stacks. Sash windows & C20 half glazed door with C19 gabled hood on brackets. Main entrance in left side with cornice on ionic columns.		
OWL	Barn north of Upper Ensign House	Selling Road (east)	II	C17	Timber framed on flint & brick plinth and weatherboarding with asbestos corrugated hipped roof and strey. 5 aisles with C20 roof purlins.		
OWL	Phyllis Farmhouse	Selling Road (east)	II	C17	Timber framed and rendered brick 2 storey with clay tile roof & eaves cornice. Lobby entry house with stack left of centre. C17 brick outshot to right of house & tile hung rear elevation. C20 door with flat hood.		
OWL	1-3 Grove Cottages (formerly 3 cottages)	Selling Road (west)	II	C16	Timber framed 2 storey house with hipped thatched roof with 2 stacks. Ground floor plastered and continuous jettied first floor with exposed timbers. Irregular C20 casement windows & plank door.		
OWL	Lower Ensden Farmhouse	Lower Ensden Road	II	C17 & early C18	Red brick 2 storey house on plinth with kneelered cornice and parapet gabled roof & end stacks. 3 sashes to ground & first floor. Rear wing C17 brickwork.		House
OWL	Oasts & Oasthouse at Lower Ensden Farmhouse	Lower Ensden Road	II	Early C19	2 square kilns with cowls and 2 storey stowage in chequered brick with slate roof. 6 metal framed casements and central sliding double doors.		Storage
OWL	Barn at North Court Farmhouse	Lower Lees Road (north)	II	C17	Timber framed with red brick plinth and weatherboarding. Plain tiled hipped roof with mid strey. 2 C20 casements. 5 aisled bays with some passing shores to arcades.		
OWL	Garden Cottages	Lower Lees Road (south)	II	c 1700	Cottage row, formerly public house. Timber framed 2 storeys clad in painted brick & plain tiled roof. C18 and C20 sashes & door. C20 garage extension.		

Appendix C

Historic Development

Kent and Chilham Parish

The first farmers arrived in Kent during the early Neolithic period around 4,000 BC and cultivated crops, domesticated animals as well as going out hunting and gathering for food. Ashford Borough Council has produced a map showing areas that are likely to have archaeological significance within Chilham parish. The most notable of these is Julieberrie Hill about 1 km to the south east of Chilham village. This comprises about three quarters of a Neolithic period (3400-2400 BC) long barrow of which there are about 500 recorded in England and due to its rarity this site is of national importance and listed as a Scheduled Ancient Monument.

The earthen burial mound is about 45m long and 8-10 m wide and its height is between 1m and 1.8m. The hill on which it is situated is clearly visible from the southern part of Chilham village and now forms an attractive landscape feature.

It appears that during the Bronze Age, a predominantly indigenous population evolved in Kent, with strong links to the continent. In the early Iron Age, just prior to the Roman occupation of AD 43, the population was notably dense in East Kent and there were a number of hill forts. It is therefore very possible that there was a settlement in the Chilham area during this period particularly as a late Iron Age cremation was excavated locally and this included a bronze mirror and a pair of brooches.

By the end of the first century AD, the whole of southern Britain had been fully incorporated into the Roman Empire and Canterbury was then the capital town of Cantiana. Settlements were generally dispersed along the coast, river valleys and in areas with well drained soils. The Roman road network became well established across Kent and included a road from Canterbury to Westhawk, near Ashford that formed a route roughly along the course of the Great Stour river, and therefore very close to Chilham.



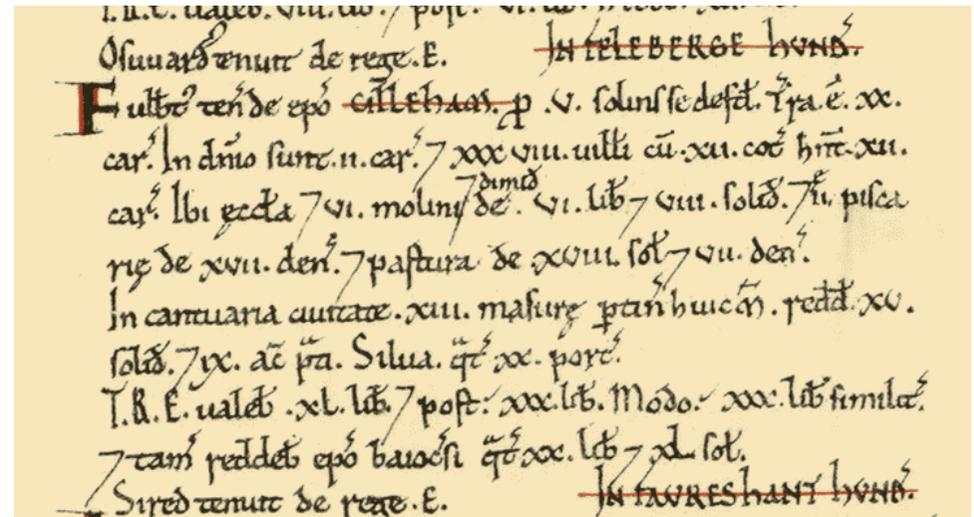
Above: Map showing areas of archaeological interest within the Parish of Chilham

Although there was much speculation by writers such as Hasted and Ireland, there is little substantive evidence of settlements in Chilham parish during the period from the Roman occupation until the 11th century and the Domesday Survey, although there was reputedly a fort at Chilham built by Wihtred, King of Kent, in 709. However, there is the hollowed out trunk of an ancient yew in the churchyard that was struck down in the 1987 storm and has been dated at 690, indicating that the site was historically a place of worship. This would suggest that there was a defined settlement at Chilham village at this date.

Chilham Village

Chilham village itself was according to Hasted, 'called in Domesday, Cilleham; in Saxon, Cyleham; which signifies the cold place;' surely an appropriate name for an area adjacent a main road that is frequently icy during cold snaps in winter. At the time of the Domesday survey in 1086, the village had 38 villagers and 12 cottagers, six mills and a church. In terms of land, it had 20 ploughlands, 2 lord's plough teams and 12 men's plough teams, 9 acres of meadow and woodland for 80 swine as well as 2 fisheries. Each plough team would have needed 8 oxen, and wheat, barley, oats and beans would have been the most common crops, needing a large number of watermills to grind the grains. These mills and the fisheries for catching eels as well as fish, would have been situated along the Great Stourriver.

As only the heads of households were counted in the survey, and nuns, monks or people living in castles were not recorded, it is not possible to extrapolate an accurate size of the population living in the parish, although Chilham was a relatively substantial settlement typical of east Kent which was one of the most densely populated regions of the county at this period. The river would have been crucial in providing trading and transport links with Canterbury and Ashford.



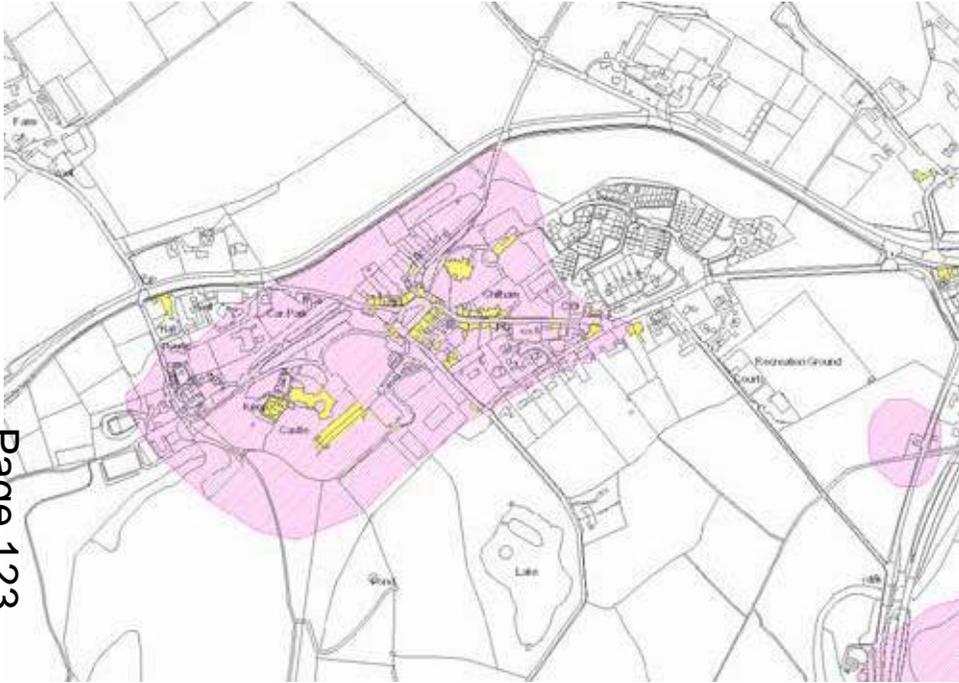
'called in Domesday,
Cilleham; in Saxon,
Cyleham; which
signifies the cold
place'

Hasted 1798

Top: Extract from Domesday Survey, 1086

Right: Extract from Hasted map, 1798





Above: Map showing areas of archaeological interest and listed buildings in Chilham

After the Norman Conquest, William of Normandy gave Chilham parish, at that time in the Hundred of Felborough, which also included Chilham, Molash, Chartham, Godmersham and part of Challock, to Bishop Odo of Bayeux and it was held by Fulbert de Lucy.

The largest area of archaeological potential shown on the map and within the village unsurprisingly coincides with the historic centre and the two principal landmark buildings within the Conservation Area are St Mary's church and Chilham Castle, both of which are grade II listed and situated on opposite sides of the market square. The castle and its owners are an integral part of the historical development of the village, and in particular the Conservation Area.

The castle comprises two main buildings, the first a castle keep on a motte that dates from 1171-1174 and was built in flint with Caen stone dressings to a design by stonemason Ralph for Henry II at a cost of over £400, possibly to replace an early structure of wood. Unusually it is octagonal in shape, with a square stair turret on the east side and the remains of another turret, formerly for garderobes, on the south side and is only one of four polygonal castles in the country. The others are in Orford, Consibrough, Titchill and Odiham. Excavations in 1928 revealed that there was an 11th century unfortified stone hall about 9 metres long and 5.8 metres wide adjacent to the keep. The remains of the unoccupied parts of the keep on its earthen mound, together with the surrounding curtain wall and ditch are listed as a Scheduled Ancient Monument and therefore of national significance. The keep itself, which has been altered to form a residence, is Grade I listed. It is the only remaining building within the Conservation Area of 12th century date.





'The medieval castle is not only commodious for use and beautiful for pleasure, but strong also for defence and resistance'



Edward I granted a charter in 1291 to Alexander de Balliol and Isabel his wife, who then held the manor of Chilham, for a weekly market and an annual fair to be held in Chilham. Later in 1315 Edward II granted these rights to Bartholomew of Badlesmere who owned the manor at this period but met the same fate as Balliol and was beheaded for treason in 1322. We assume that the castle was still occupied by 1381 because there are records that during the Peasants' Revolt of that year, some local peasants attempted to attack the castle before joining the ill fated march to London led by Wat Tyler of Dartford.

By 1476 Edward IV had granted the rights to the fair to his Controller of the Royal Household, Sir John Scott, from Smeeth near Ashford, who owned the manor at this period and was a distant relation of Sir Alexander Balliol. According to Pevsner, Leland, who was writing in the mid 16th century, described the medieval castle as 'not only commodious for use and beautiful for pleasure, but strong also for defence and resistance.' This would suggest that the castle was still occupied as a residence in this period.

Following the Dissolution of the Monasteries, Henry VIII purchased the Chilham estate in 1539. He in turn granted it to Sir Thomas Cheney in 1542, who steadily dismantled the castle to provide building stone for his new residence in Shurland, on the Isle of Sheppey. The ruin was later sold to Sir Thomas Kempe of Olantigh and thence by marriage it was acquired by Sir Dudley Digges.

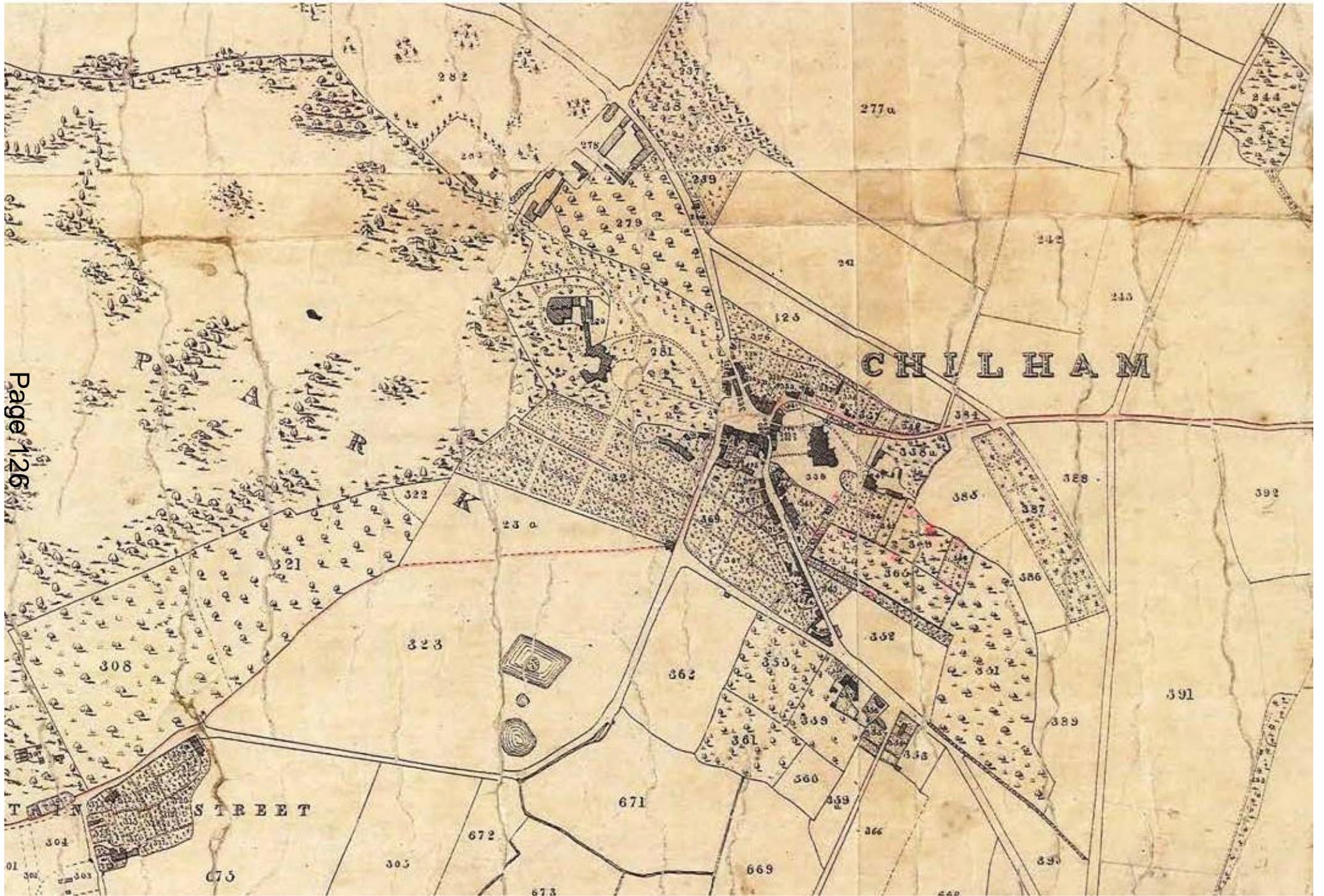
The church is the most important extant medieval building in the village and has Grade I listed status. We know from the Domesday survey that there was a church associated with the 12th century castle but no built evidence exists from this period. The transepts date from the 14th century whilst the nave and aisles are 15th century and the tower dated 1534, representing a continuous period of building over two centuries.

Top Left: *St Mary's Church Tower*

Top Right: *Chilham Castle Keep*

Bottom: *St Mary's Church, South Side*

Opposite *Nation Trust painting of Chilham Castle*





'There were a number of timber framed houses in the village core in the mid to late medieval period'



Top Left to Right: *Burgoyne's, and The White Horse*
 Centre: *The Village Hall*
 Bottom Left to Right: *Cumberland House, and Well Cottage & Vergers Lodge*
 Opposite: *Chilham Tithe map, 1840*

Whilst we do not have accurate map evidence of the size of the settlement at Chilham until the Tithe Map of 1840, it is possible to surmise from the listing descriptions of individual properties that there were a number of timber framed houses in the village core area in the mid to late medieval period, although most have been altered subsequently. Buildings with substantial elements from the 15th century include Burgoyne's, originally a Wealden hall house, in The Street and parts of The White Horse in The Square. Cumberland House in The Street is a notable late 15th century timber framed house.

The Village Hall, situated along the A252 north-west from the village centre, incorporates parts of a large 15th century Tithe barn associated with Chilham Castle. This would have been a significant building in the village at this period.

Early 16th century buildings include Vergers Lodge and parts of Well Cottage in Taylors Hill and Little Belke behind Belke House, Orions Cottage and Nos 5 & 6 on the north west side together with Peacock Antiques & Tudor Lodge Gift Shop which were originally a Wealden hall house on the south east side of The Square. Clifton Cottage and Cumberland Cottage, both timber framed and part of Hatfield House in The Street date from later in the 1500s.

Just outside the Conservation Area is a small group of historically significant properties along Mountain Street that were built as open framed end-jettied hall houses and these include Monkton Manor, parts of which date back to the 15th century as well as Heron Manor & Monkton Cottage which have 16th century elements. Beyond these buildings and set alone at the end of the road is Hurst Farm, which incorporates the hall of an important early 14th century manor house.

In 1616 Sir Dudley Digges who was master of the Rolls for James I completed the building of a new residence to the south east of the keep. This was designed as a hexagon on plan with the southern side omitted to provide open views of the countryside beyond. According to Hasted, Digges demolished an earlier mansion that was on the same site in order to built the 'present magnificent structure'. This act seems to have prompted a relative surge of building in the village as many properties have elements of fabric dating from the 17th century including Clements Cottage in front of the churchyard as well as Shelly's Tea Rooms, Haddon Cottage and Chilham Antiques on the north west side of The Square and on the south east side Chantry Cottage, The Smithy and Tudor Cottage and Peacock Antiques. Development also extended down The Street, with the construction of Crea House dated 1681, Forge House, part of Hatfield House and The Woolpack Inn.

Sir Dudley Digges also commissioned Nicholas Stone in c 1631 to create a south aisle to the chancel in the church as a mausoleum for his wife, Lady Digges, including an impressive sculpture. In addition, the services of John Tradescant the Elder were employed by Digges to carry out landscaping to the gardens and parks surrounding his new house. Most of this landscaping has been lost by subsequent alterations although it apparently comprised a large walled garden laid out in a series of terraces with gazebos at the eastern end. Digges reputedly planted a large holm oak and the garden also has unusual species of trees such as mulberries, a tulip tree and a black walnut.

Many of the listed buildings in the Conservation Area are described as 18th century in date, some possibly a refacing of earlier buildings or altered in this period including The White Horse, Orions Cottage, Haddon Cottage, 5 & 6 The Square. Both Belke House and Chrisholme on the south-east side of The Square are listed as 18th century and are of brick construction, as are Fern Cottage on Taylors Hill, The Olde Cottage, Clovers, Wisteria House and Thydon Cottages in The Street and Nos 2 & 3 Church Hill. The most significant building of this period is The Vicarage, a handsome red brick listed Grade II* house built in 1746 for Revd Dr Knatchbull and James Colebrooke who in 1724 had bought Chilham Castle from the Digges family.



Top: *Chilham Castle*

Bottom Left: *Clements Cottage and The Street*

Bottom Right: *Shelly's Tea Rooms and Haddon Cottage*

'Colebrooke extended the park by about 200 acres by diverting the A28 to enclose the area occupied by the present lake in the south east'

View of Chilham Castle and Castle Lake



There do not appear to be any records of works that Colebrooke may have carried out to the Castle, except alterations to the east front. However, it is known that he extended the park by about 200 acres by diverting the A28 Canterbury to Ashford road to enclose the area occupied by the present lake in the south east and also through diverting the Dane Street to Godmersham road to the north east. It is likely that he was responsible for the building of the eastern boundary wall that extends from The Square, down School Hill and around Mountain Street to the wrought iron gateway and on to Monkton Manor. Part of this wall is also listed Grade II and according to the listing description, these new boundaries are shown on the Andrews, Dury and Herbert map of 1769. Colebrooke also built the first almshouses in the village along The Street and had a family chapel built to the north side of the chancel in the church to a design by Sir Robert Taylor, in 1755.

Thomas Heron purchased the estate from James Colebrooke's son, Robert, in 1774 and carried out much refitting of the interior of the house in fashionable Georgian style. He married Catherine Sawbridge of Olantigh in 1779 at Godmersham, which was her mother's family home. Heron's other major project was the appointment of Lancelot 'Capability' Brown to carry out comprehensive landscaping of the parkland surrounding the castle and as part of this work also enlarged the park to the south west and north east.

James Beckford Wildman purchased the estate in 1794 two years before the death of Thomas Heron. Jane Austen, frequently stayed at Godmersham House as it was then owned by her brother, Edward, with his wife Elizabeth and their family. Clearly she must have visited Chilham on a number of occasions for in 1813 she wrote 'We met only the Brittons at Chilham Castle, besides a Mr and Mrs Osbourne and a Miss Lee staying in the house, and were 14 altogether.... We had music in the evening., Fanny and Miss Wildman played, and Mr James Wildmans at close by and listened, or pretended to listen'. He was then hoping to marry Fanny, who was Jane Austen's niece, but the romance did not flourish and she married Sir Edward Knatchbull instead in 1820.

Map information has been used below to trace the physical development of the village and its Conservation Area from the mid 19th century. The 1840 Tithe Map is the first to show individual properties and can be read alongside the Apportionments that record the ownership and tenants for each property and parcel of land. The parish of Chilham at this date comprised 4,332 acres and the tithe payments were distributed between James Beckford Wildman of Chilham Castle, who then had 2,545 acres under his ownership, Sir John Fagg of Godmersham and the Vicar of Chilham Parish who were due payments of 450, 557 and 604 pounds respectively.

This map shows the principal elongated village square set at about 45 degrees on a north east/south west axis. The south-west side is occupied by the entrance to Chilham Castle which is set back from the square but aligned to face the church on the opposite side. A straight avenue leads from two gate lodges, to a circular carriage area immediately in front of the house. Each side of this avenue has been planted with ornamental deciduous and coniferous trees. The gate lodges were attributed to Lancelot Brown who carried out landscaping work to the park in the late 18th century. Also shown on the map are extensive garden buildings near to the eastern boundary wall behind School Hill including Castle Cottage and the property known as the Elephant House further down both listed Grade II.

The churchyard entrance pathway is flanked on each side by the White Horse public house and Clements Cottage. The south-east side of the village square comprises a continuous terrace of mostly larger properties, whilst the north west side comprises smaller properties and is kinked to accommodate the steep slope down Taylors Hill.

A property marked plot 382 projects into The Square at the south west corner, flanked by Taylors Hill to the north and two properties bordering the Castle grounds to the south with a separate access lane behind the cottage, one of which is Well Cottage. Each of the other three corners of The Square leads to narrow roads that extend down the hill from the village; Church Hill from the north-west corner, The Street from the north-east corner, and thirdly School Hill from the south-east corner.



'The gate lodges were attributed to Lancelot Brown who carried out landscaping work to the park in the late 18th century'

Top: Close up of Chilham Tithe map, 1840

Bottom Left: Castle Gate Lodges



'A fine tall mill, overshadowing the red brick miller's house'

Pevsner, mid 16th century

Left: *Chilham Mill*

Top Right: *Peacocks and Tudor Lodge in The Square*

Centre Right: *Hatfield House in The Street*

Bottom Right: *Orion Cottage in Taylors Hill*



Within the Conservation Area and with reference to the Tithe Apportionments, there are about 27 properties that were owned by Chilham Estate. These included Chrisholme and no 4 The Square, Clements Cottage, Peacocks and Tudor Lodge and Well Cottage in The Square; Burgoyne, The Woolpack, the Forge, the Almshouses, Hatfield House and three other houses beyond this in The Street; The Vergers and Orion Cottage in Taylors Hill. All are Grade II listed. The estate also included a number of farms such as Lower Ensign farm, East Stour farm, Hurst farm in Mountain Lane, as well as many properties and land elsewhere in the parish including Shottenden and Old Wives Lees.

A number of listed houses also date from the 19th century including The Old Coach House, or had alterations carried out in this period, such as Chantry Cottage, some being included for group value such as Clements Cottage, Bakery & Evern House on The Street, Thompsons House on Taylors Hill. Well Cottage and Elephant House were also modified and a large rear wing was added to The Vicarage during this period.

Although it is not shown on the map, Chilham Mill is another significant listed building that dates from about 1850, described by Pevsner as 'a fine tall mill, overshadowing the red brick miller's house' and has now been converted to residential use. It possibly stands on the site of one of the mills recorded in the Domesday Survey.

Hasted records that at this period there 'are about one hundred and twenty houses, and seven hundred and twenty inhabitants in this parish.' and the number of communicants at St Mary's Church as 377. In 1801 the population of the parish was 807 and according to William Ireland there were 185 houses and 1025 inhabitants in the village itself in 1821, whilst by 1841 it had increased to 1,165.

Until Wildman's ownership of the Chilham estate, the church had provided space for the local school with classes being held in the parvise above the south porch in the early 19th century and in the chantry in the north transept. The most significant large building dating from 1861-1862 is the new school together with the schoolmaster's house, both designed by H Blandford, and now incorporating the school canteen that dates from the 17th century but was much altered in the 20th century. The 19th century school buildings are a departure in scale, style and materials from the traditional timber and red brick houses in the village, forming a large complex down School Hill. It is evident that Wildman provided the land for the new school, referenced field referenced 369 on the Tithe Map, between the fields to the rear of Burgoyne's and Crea House and the castle boundary wall. Curiously, the plan showing the site shows the road cut off on each side of the school plot and incorporated within it so perhaps there was an intention to block off Mountain Lane at this point because the school building now sits uncomfortably close to the boundary with the road. This may well have been the intention because at this date Mountain Lane was probably little more than a track as the main turnpike road was along Hambrook Lane. Wildman's declining fortunes meant that he had to sell the estate in 1861 before completion of the buildings.

The 1897 Ordnance Survey Map shows little significant change to the Conservation Area apart from the above-mentioned school buildings. The centre of the village remains clustered around the market square with the church and the castle at each end. The main gateway to the Castle is shown but at this date there are no gate lodges as these were apparently demolished in 1862 at the start of the period when Charles Hardy owned the castle, and who carried out substantial alterations to the property.



Above: 1897 Ordnance Survey Map, Chilham



Top: Castle Lake and bridges

Left: Ornamental tree planting in the Castle Gardens

Right: Statue of the Hardys' sons

The main entrance area in front of the house is now a large square shape and the entrance drive is flanked by a formal avenue of trees. There are also four buildings shown to the south side of the gateway, one of which projects into the square as well as further outbuildings behind. Within the castle grounds, it is clear that the main house has a large extension to the east, and the keep has also been extended. The Elephant house further down School hill opposite Hambrook Lane also seem to have been extended; the listing description notes that the two blocked doorways were formally entrances for elephants that were presumably kept somewhere else on the estate. Extensive ornamental tree planting and tree avenues are shown although the formal woodland walks shown on the Tithe Map under plot 324 are now principally open areas. Interestingly at this date, the Pilgrims Road footpath crossed through the estate and led to the southern end of the stable block. Hardy was also responsible for the construction of the extended lake in Chilham park in 1869 including two islands, the larger of which has a 3 arched bridge, now listed Grade II.

The chancel of the parish church was completely rebuilt in 1863 under the direction of Hardy who appointed architect David Brand to carry out the works here as well as to his house. Part of these alterations included the demolition of the late 17th century Digges family chapel and the Italianate mausoleum built by Robert Colebrooke in the late 18th century. The monument to Lady Palmer, who was Dudley Digges' sister, was relocated to the west end of the south aisle and although the monuments to her brother and her husband were retained, fourteen members of the Digges were re-buried in the churchyard. A marble statue commemorating the Hardys' two young sons still stands in the north transept and there are a number of memorial windows dedicated to members of the Hardy family. The west gallery, added in 1772 has now gone but the battlements, removed in 1784 were also reinstated during the 1863 phase of works.

Charles Hardy, who died in 1867 or his son Charles Stewart, who owned the estate until 1914, must also have been responsible for the extensive stable range and estate cottages that are shown to the west of the keep, adjacent to the home farmhouse. North of these, the large courtyard range of farm buildings including the historic tithe barn with its access from the Maidstone Road, remain unchanged. Stewart Hardy was apparently responsible for much repair and rebuilding in the village as well as on the estate.

Within the centre of the village, the post office occupies the central building along the row facing north-west on to The Square. The two properties nearest the Castle, Belke House and Chrisholme are both shown with small garden frontages, as is No 4 on the opposite side. The layout of the south-west corner of The Square has been altered by the removal of the two buildings to the front of Well House (now Well Cottage) and the provision of a garden with trees in their place. On the north side, it appears that Clements Cottage has been modified as the entrance to the churchyard is shown much wider than on the Tithe Map.

Beyond The Square, development soon peters out with just three properties at the top of Church Hill, and no further houses beyond the terrace at the top of Taylors Hill. The vicarage has rear extension linking a previous outbuilding to the main house and other outbuildings to the north-west have been demolished.

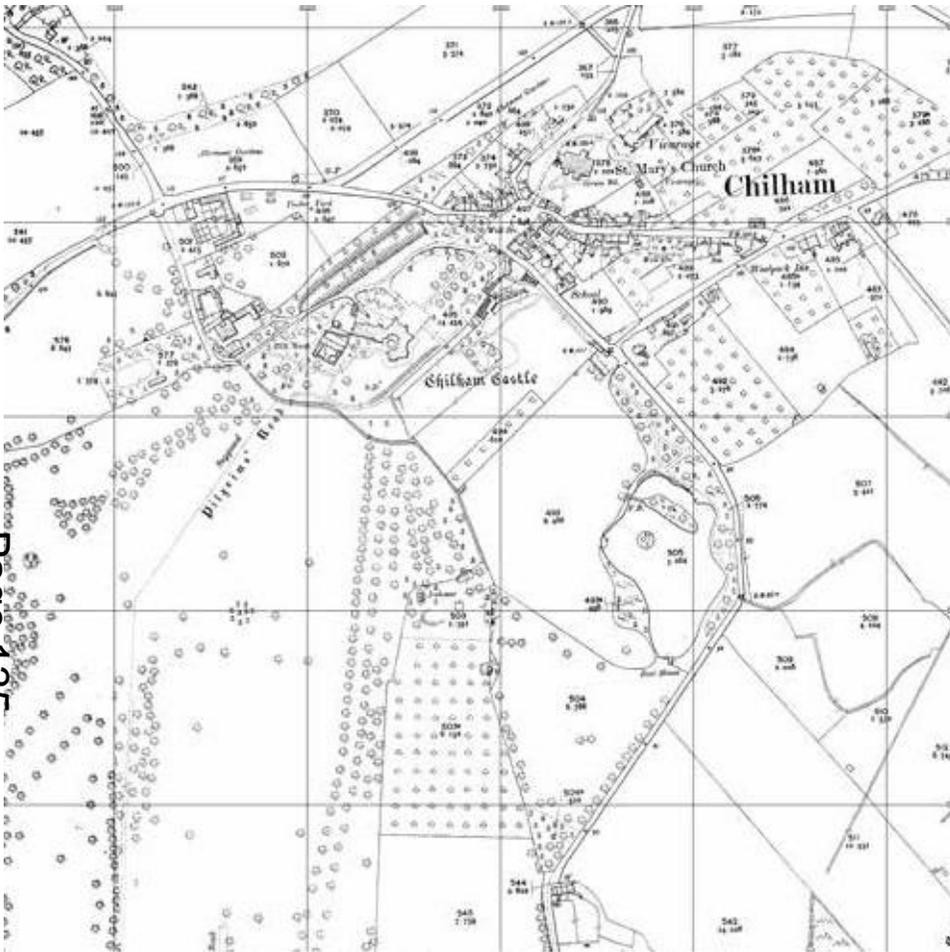
Near the top of The Street, a row of four terraced houses has been built along the south side between Crea House and Clovers to replace a previous building on this plot. Hambrook Lane leads off School Hill and leads eastwards to join up with The Street at The Woolpack. There is no development along the northern side of this road, but on the opposite side, there is one new house at the western corner, called Hambrook House and built in 1871 for the Steward of the estate, and also a pair of cottages at the other end, with an informal arrangement of what could be farm buildings between them. Many of the properties have either wells or pumps shown in their gardens.



Top: Belke House and Chrisholme

Left: Well Cottage

Right: Crea House



Above: 1907 Ordnance Survey Map, Chilham

Ten years later on the 1907 Ordnance Survey map, there is no evidence of new buildings within the core of the village although most of the almshouses have disappeared. However, the major part of the large Tithe barn to the west side of the farm courtyard range has been demolished, leaving only about a quarter of its original length at the northern end with a range of smaller outbuildings built in its place to the south.

After Stewart Hardy's death in 1914 his son Charles inherited Chilham castle and estate, which according to the sale particulars, then comprised almost the entire parish with 3,270 acres, of which 656 acres were woodland and a deer park of 400 acres. The list of properties included 16 farms that were primarily related to fruit, corn, hops, dairy and sheep farming. As well as Home Farm within the estate, Dane Court farm, Young farm, Stile farm and Hurst farm were also owned by the estate. To these were added Stone Stile farm, Cock farm, Howletts farm, Lees farm and Soleshill farm in Shottenden, whilst in Old Wives Lees Phyllis farm, Dicksons farm, Cork farm, Thorpe farm, Bowerland farm, Little Bowerland farm, and Rose farm were also included.

Over 60 houses were rented out or occupied by workers on the estate; 24 of these were let with the farms, 34 let directly by the estate, 8 reserved for estate servants and 9 for labourers at Home farm. The accompanying map shows that within the core of the village, the following properties were all owned by the estate: Well Cottage and all but one of the houses on the north west side of The Square, together with Belke House and Chrisholme of the south east side, three cottages down Church Lane and all properties beyond Wisteria House on the south side of The Street, including the Forge and Blacksmiths as well as the Woolpack Inn together with Redthorn on the corner of Branch Road and the houses along Hambrook Lane. There were also 15 cottages along Mountain Lane and a turnpike cottage. The extensive stable range to the north of the house included accommodation in stalls and boxes for 20 horses, coach houses and a coachman's cottage.

The owners of the Chilham estate were evidently both a major landowner within the parish and a significant landlord within the village at this date. However, the advent of World War I was to mark the end of such large estates across the entire country and by 1918 over half of it had been disposed of in a piecemeal fashion and Sir Edmund Davis bought the remaining parts of the estate in the same year. The population of the parish in 1891 had been 1,377 but by 1921 this had reduced to 1,232, a statistic sadly reflected in the war memorial in the churchyard to the loss of 34 men from Chilham village itself.

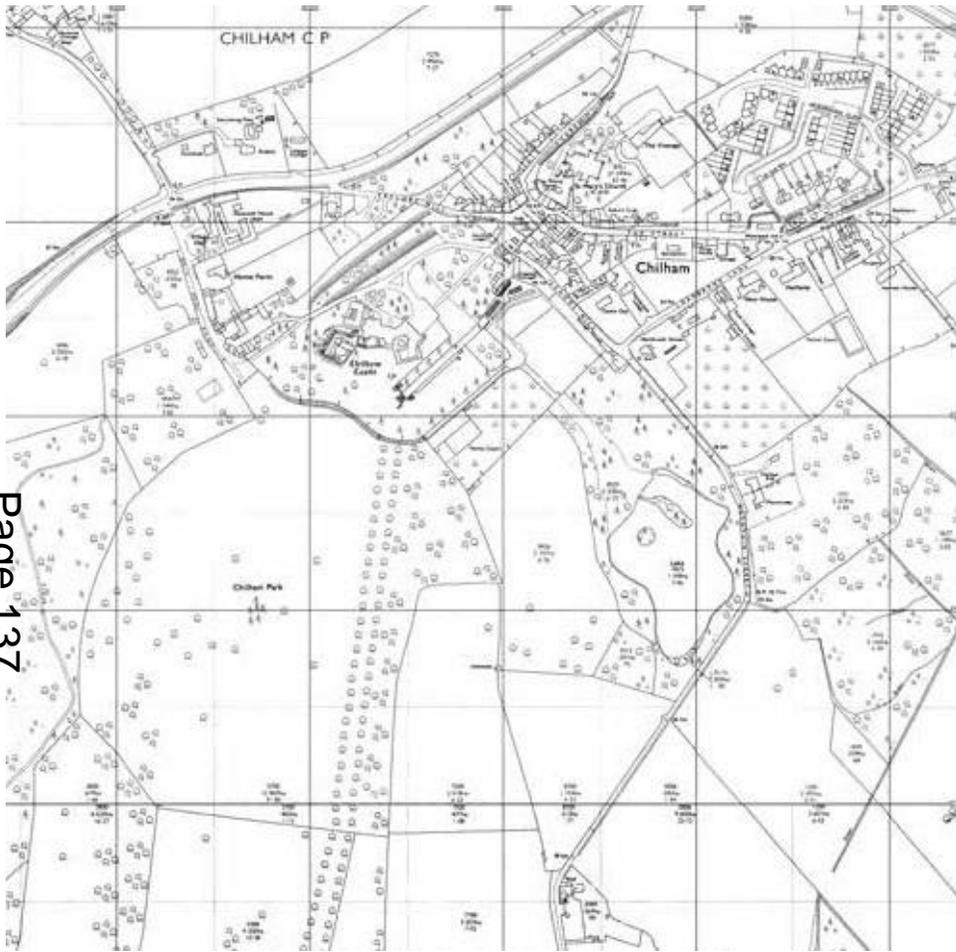
The 1937 Ordnance Survey map is almost identical, the most significant change to the Conservation Area over the ten intervening years being the construction of the two lodges and the gateway to Chilham Castle. It is also evident that the west wing has been modified and extended and that the terraces and tennis courts have been added in the grounds, together with new landscaping around the lake. The eminent architect, Herbert Baker, designed new buildings and alterations for his client Sir Edmund Davis. This work included the reinstatement of the north-east elevation, that faces The Square, to its original 17th century appearance.

Within the village, a new dwelling called Belwethers has been built on the south side of The Street to replace the former almshouses and a road has been created around the coach house to the Woolpack Inn. A pair of semi-detached houses and a detached house have also appeared as infill development on Church Hill, together with a detached house, Castle Oak, on a plot to the south of the school in School Hill. The post office has been relocated to The Street and the smithy is no longer identified on this map.

The other significant change to the buildings in the village is the conversion of the former Home farm courtyard to form a new village hall. This has been achieved by the modification and extensions to the former barn and its separation from the remaining buildings that formed the original courtyard and the formation of a parking area to the west of the entrance.



Above: 1937 Ordnance Survey Map, Chilham



Above: 1973 Ordnance Survey Map, Chilham

Sir Edmund Davies died in 1939 and as he and his wife had no heirs, the estate was sold and held by trustees until the end of World War II. A further 19 men lost their lives in this period and Chilham Castle itself was occupied by the army and four large Nissen huts were built on the north eastern edge of the estate along the A252 road. These are now used for storage of hay and timber and lie just outside the Conservation Area boundary.

For a short period of five years, the estate was owned by Somerset de Chair and then subsequently by Viscount Massereene and Ferrard, who had bought the house with its remaining 400 acres in 1949. His ownership during the subsequent 48 years is remembered mainly for the public events that were held in the park, including tournaments, falconry displays, banquets in the Keep. Giorgiou Petrou owned the estate for just five years from 1997 and it is currently owned by the Wheeler family.

The 1973 Ordnance Survey map shows the most significant growth of the village since the 1840 Tithe map and marks a virtual doubling in size of the number of dwellings in this period. The first development was post World War II with the construction of eight semi-detached houses and four semi-detached bungalows on the site marked as field 352 on the Tithe Map to the north east of the Woolpack Inn, formerly part of the Chilham estate. A line of trees is shown on the embankment in front of the road below.

The next major development was in the land previously marked as woodland in plots 348, 349, 350, and part of 351, which in 1840 were under the ownership of Reverend Tylden. Felborough Close provided 62 two storey terraced houses in a style typical of the 1960s and having little in common in terms of layout or appearance with the existing village properties. Later a further ten single storey sheltered homes were built in the remaining portion of plot 351. Both of these developments are outside the Conservation Area.

Development elsewhere and within the village Conservation Area was in the form of more modest infill homes, notably along Hambrook Lane, where Hambrook Lodge was built on the north side, with New House and Hatfields on the south side, and another property at No 9 Church Hill. The Surgery and Harvest House were constructed along Branch Road that leads southwards from The Street down to the A28. The farm buildings associated with the former tithe barn complex have also been redeveloped to provide two houses.

Later developments not shown on the 1973 map include a further infill scheme in Hambrook Close formed in the plot previously labelled No 367 on the Tithe map between the rear gardens of the houses along the south side of The Street and the north side of Hambrook Lane. These comprise 7 link detached two storey houses and 2 bungalows. A new house has recently replaced Hambrook Lodge.

Along The Street another single storey house has been built, set back from the road and situated between Cumberland Cottage and the bungalows in Heron Close. A small cluster of detached houses, called Arden Grange, has been built on the east side of Branch Road between Redthorn, on the corner of the road, and the sports centre which has also been added. Between the former farm buildings next to the village hall and the fire station, there are three new houses as well as the large Maelstrom House to the west of the car park.

Further afield at Bagham Cross, a new development has recently been completed to provide 40 dwellings at the old sawmills site in a triangular plot bordered by the A28, A252 and the railway line, just beyond the Flood Zone 2 risk area.

The population of the parish today, as recorded in the 2011 census is 1,634, just over doubling the number over two centuries. Chilham probably has more residents of higher income brackets compared with the parish as a whole. Although only four people are now employed at Chilham Castle, there is still a close association with the village when the gardens are open in the summer months, the Chase and Chill weekend with performances by the Globe Theatre and also during the International Horse Events held in the park from March to October.



Top Left: *Hambrook House*

Top Right: *Hérons Close*

Centre: *New House*

Bottom: *Hatfield House & The Woolpack*

Appendix D

Transport Development

In terms of transport links to the village of Chilham, the North Downs Way, which also incorporates the historic Pilgrims Way, runs directly through the parish from Godmersham to the south, following the Chilham Castle Park boundary and up through Chilham village market square, past the church, then downwards along Church Hill to cross the A252 and up again to the centre of Old Wives Lees before heading eastwards towards Canterbury.

This route, probably dating back to the Neolithic period around 2000 BC was used first by drovers moving sheep and cattle and later by pilgrims travelling from Winchester to the tomb of Thomas Becket at Canterbury. Its exact route through Chilham has been modified, mostly by being diverted so that it no longer crosses through Chilham Park, or neighbouring Godmersham Park as was shown on the 1840 Tithe Map. Today, the North Downs way continues to attract walkers, many of whom stop in Chilham village for refreshments or to stay.

Sheshill Road forms a road link between Chilham at a junction opposite the village hall and Shottenden, whilst Long Hill links Old Wives Lees to Chilham, historically via Church Hill, on the Pilgrims Way. Shottenden and Old Wives Lees are connected together by a minor road.

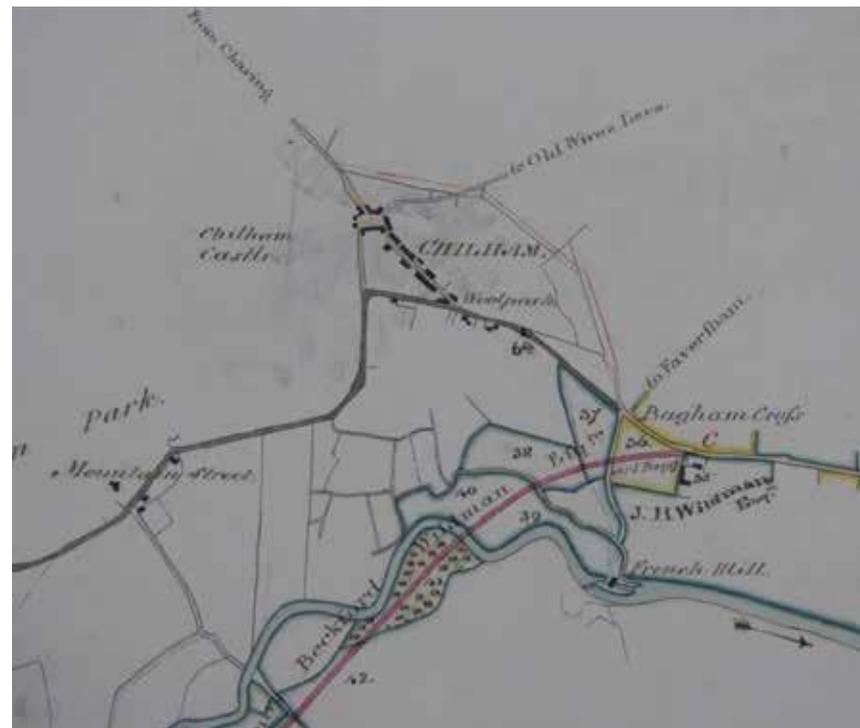
Before the 20th century there was no national or county-based institution responsible for the upkeep of roads in Kent. Individual bodies were established by Acts of Parliament that had powers to exact tolls to pay for the upkeep of what became known as turnpike roads. According to the Kent Turnpikes maps, the road from Chatham to Canterbury had a branch from Faversham to Chilham and was opened in 1730 by the formation of New Cut Road that linked later with the Canterbury to Ashford road dating from 1762.

Top: View of Chilham from Long Hill

Bottom: Kent Turnpikes map detail showing the road from Ashford to Canterbury



'The historic Pilgrims Way dates back to the Neolithic period, used first by drovers moving sheep and cattle, and later by pilgrims travelling from Winchester to the tomb of Thomas Becket'



'Originally the main highway from Canterbury to Ashford entered the village at The Woolpack Inn, then ran along Hambrook Lane'



There was a recognised long-term need to improve the road route from Canterbury to the Weald, and this was not really achieved by the turnpike road from Biddenden to Boundgate, on the A251 to Faversham. A new link from Stokershead, at the top of Charing Hill, to Bagham's Cross received Royal Assent in 1809. This comprised a new route cut through the Longbeech woods to the east of Charing to link up with an existing road to Chilham which at that date went up Taylors Hill to The Square and then down The Street to The Woolpack and thence to the Ashford to Canterbury road and Bagham's Cross.

Originally the main highway from Canterbury to Ashford entered the village of Chilham at The Woolpack Inn, then ran along Hambrook Lane before turning left and following the east side of Chilham Park boundary wall, along Mountain Street and entering Godmersham Park from the north before continuing southwards along the present Godmersham village street.

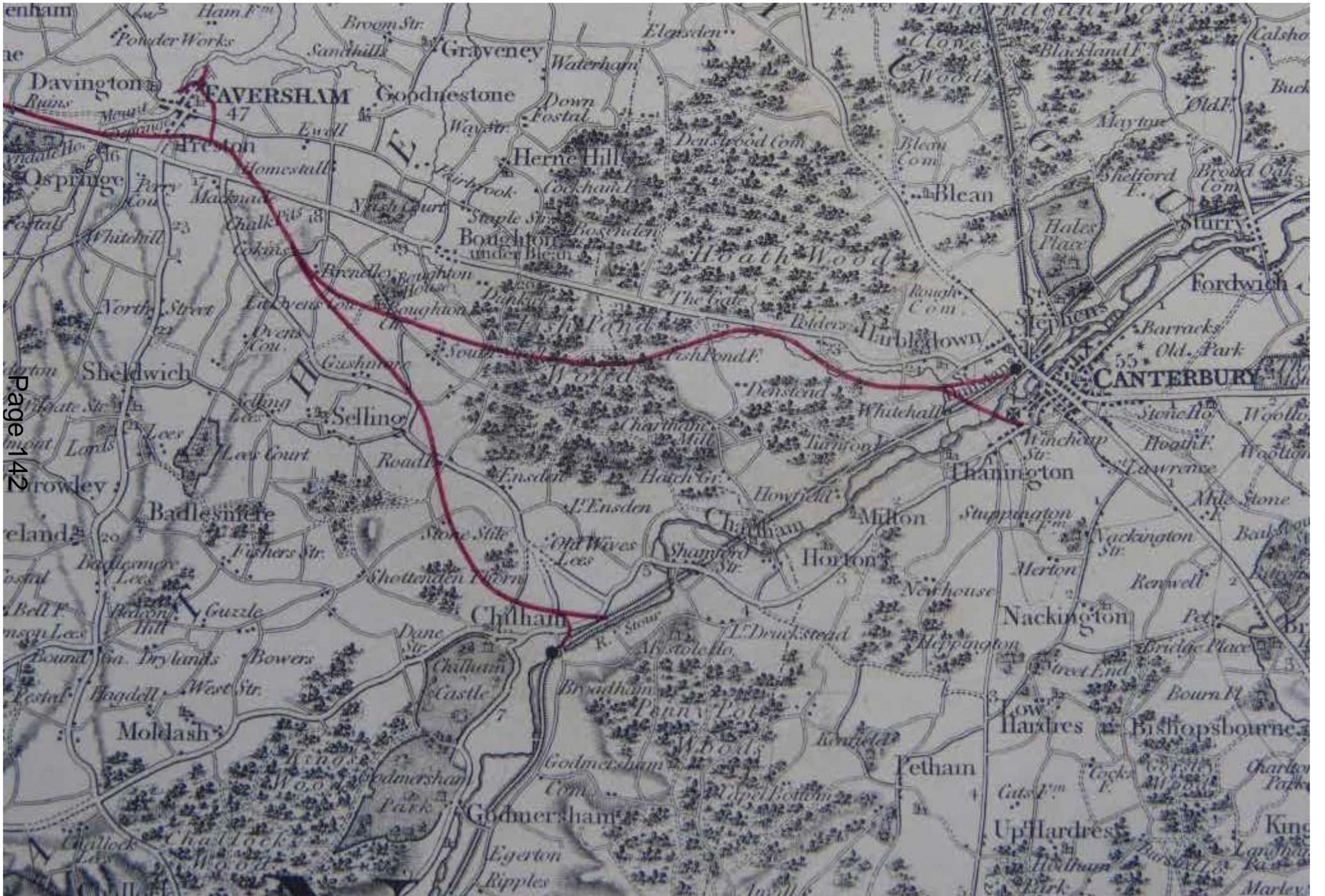
The use of both of these routes meant negotiating the steep hills up into Chilham village and very narrow entrances into The Square, which even today present problems for large vehicles. By 1827, the diversion of the entire road around Chilham was being considered and in May 1830 a new Act was passed whereby land from the Chilham estate was purchased from James Beckford Wildman and which effectively linked the end of Taylor's Hill to the end of The Street. The construction of the half mile of by-pass was carried out by Thomas Thurston of Ashford at a total cost of £662.18s 8d.

In 1828 Thurston had also prepared a map to show a proposal to divert the turnpike road that ran through Godmersham to follow its present route alongside the great Stour river. Both diversions thus avoided going through either Godmersham Park or the centre of Chilham village. The historic route from Chilham to Godmersham was thereby lost and today Mountain Street is a quiet country lane and only a footpath links the end of this lane to Godmersham Park.



Top: The Square and Taylors Hill

Bottom: Kent Turnpikes map detail showing the road from Charing to Canterbury, Thurston 1828

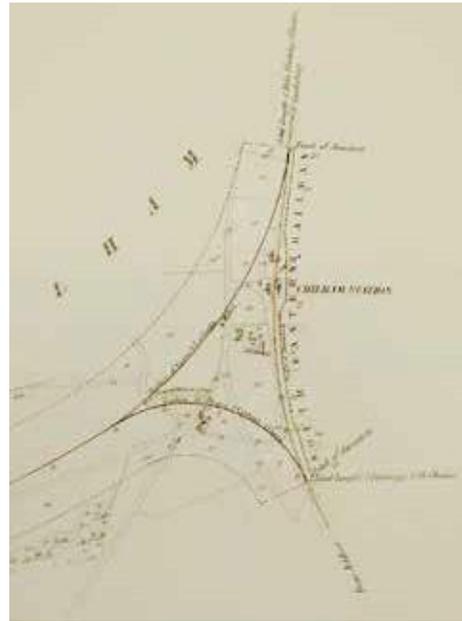




Left: *South Eastern Railway Map, 1845*

Right: *East Kent & Maidstone Railway Map, 1852*

Opposite: *South Eastern Railway Map, 1845*



The construction of both of these new turnpike roads was a significant factor in preserving the historic core of the village and saving it from the later environmental impact associated with private cars and commercial vehicles.

The Tithe map shows that the railway had not yet been constructed but by 1842 the South Eastern railway had completed the line between Tonbridge and Ashford, later extending this to Wye, Chilham and Canterbury West by 1846. The route of the railway runs just to the south east of and roughly parallel to the A28 from Canterbury to Ashford, outside the Conservation Area and the extent of the maps. The station at Chilham is in the area known as Bagham.

Earlier in 1844-5 there had been plans to form a branch link at Chilham between the London Chatham and North Kent railway from Faversham to Canterbury and the proposed South Eastern route from Ashford to Canterbury. The route was more or less along the New Cut Road, the branch line diverging where the road links to the A252 and then crossing over the main Canterbury road just north of Bagham Cross to join the proposed South Eastern railway line to Canterbury at Chilham station. The main line would have continued parallel to the South Eastern line but on the opposite side of the A252 road. In 1849-52 there were more plans for a branch link to Chilham, taking a different route across the Canterbury Road, one option going through Bagham Cross itself and another nearer to Shalmsford Bridge. However, neither of these plans, nor similar ones put forward in 1845 by the London & Greenwich Railway or in 1852 by East Kent Railway were adopted, presumably due to cost or construction problems.

Finally, in 1860, the London Chatham & Dover railway company constructed a line from Faversham that just skirts across the northern edge of the parish from Selling beyond Old Wives Lees, terminating at Canterbury East. Chilham was thus spared the inevitable development that would have arisen from having two lines meeting at the station and the introduction of further level crossings or road bridges. Perhaps this is partly why the advent of the railway to Chilham did not prompt a surge of building immediately around the station, as in other villages, although this must principally have been due to the fact that most of this low lying area is within the flood plain of the Great Stour.

Today Chilham railway station is within walking distance of the village itself, as well as the centre of Old Wives Lees, although no bus service runs to or from this station. There are bus services to Chilham village Monday-Saturday, all running to either Ashford or Canterbury but no services at all on Sunday.

– ENDS –



Above: Approach to Chilham Station

Below: Chilham Station Platform



Chilham Conservation Area Management Plan – Consultation Statement

Online consultation – 25 November 2019 to 20 January 2020

An online consultation was hosted on the council's consultation hub (www.ashford.gov.uk/consultations) between 25 November 2019 and 20 January 2020. Responses to the online consultation are appended to the consultation statement at annex A. Screenshots of the consultation website are provided at annex B. The questions posed within the online consultation are found at annex D. A link to the consultation was also provided on the homepage of Chilham Parish Council website (<http://www.chilhamparishcouncil.gov.uk/>), see annex F.

Advertisements and paper copy consultation

Paper copies of the Chilham CAMP were distributed within the parish for public viewing. The paper consultation took place in tandem with the online consultation. Details of the consultation were found on public notices displayed across the parish on its six public notice boards. The public notices are provided at annex C. A copy of this public notice was published in the parish magazine for the month of January please see annex G.

Public meeting – 9 January 2020

A public meeting was held between 6.30pm and 7.50pm on 9 January 2020 in Chilham Village Hall within the parish. The meeting was attended by approximately 15 residents. The CAMP was introduced by ABC officers and parish councillors. Note that some questions were received about the sister document although these responses will be dealt with by Chilham Parish Council as the sister document is separately brought forward.

Public comments:

- Request for a list of consultees and discussion of consultation procedure within the CAMP to outline who was consulted and the process used
- Asked whether feedback on consultation responses would be clearly visible within the document and whether the public would be able to see how the comments have been received by the council and fed back into the process
- HOU policies should be referred to in the documents in a legible way where public would be able to see that they refer to ALP2030 policies.
- Other questions about HOU policies and the criteria for assessing windfall housing development
- Questions about what the PC/ABC can do to enforce the restoration of deteriorating listed buildings within the CA
- Poor quality of photos

Please note: This consultation statement is appended to the Cabinet report for the Chilham CAMP. The Cabinet report for the Chilham CAMP formally recognises the consultation events that took place. These events, as detailed, indicate the council went beyond its statutory consultation requirements and provided ample opportunity

for community involvement. The Cabinet report details how the council addresses the public representations in the report drafting.

Public walkabout – (CANCELLED) 11 January 2020

A public engagement opportunity for residents to see buildings and streets of interest within the conservation area was advertised on all consultation material. The walkabout was scheduled at 10am and leaving from Chilham Square. The event did not go ahead due to limited community interest.

20 March 2020

Annex A – Online consultation representations received

Part 1 – 1.0 Introduction (pp. 7-8) and 2.0 Planning Policy Context (p. 9)

1.	The whole of mountain street should be included. More emphasis on the surrounding ANOB should also be given its due importance, relating to any development. i.e. left alone.
2.	<p>p.5 Not sure in what aspects the 2005 Parish Design Statement is so out of date. A lot of effort was put into it by local residents to reflect the architectural features required for building and renovation in the parish. This still applies.</p> <p>The CAMP document dwells a lot on description of Chilham and is short of detail on design requirements.</p> <p>The Parish Council's 'management of change' policies in these documents are misleading and imply that Old Wives Lees and Shottenden are included in HOU5. This is not reflected in the Ashford Borough Council Local Plan, which specifically includes only Chilham in HOU5. Chilham and Old Wives Lees are included in policy HOU3A, but only Chilham is included in HOU5. Shottenden is not included in either HOU3A and neither Old Wives Lees or Shottenden are included in HOU5. I therefore question why the Parish Council has deemed it necessary to include Shottenden and Old Wives Lees in HOU5 for its considerations of planning applications under its own policies. This is misleading .Ashford Borough Council is the local planning authority and the Ashford Borough Council has been adopted the Local Plan.</p> <p>1. Introduction 3rd para. Chilham is approximately equidistant from the three market towns of Canterbury, Ashford and Faversham.</p> <p>Felborough Close was included in the conservation area, but was removed from it during a review.by Ashford Borough Council in the mid 1990's.</p>

Part 2 – 3.0 Summary of Special Interest (pp. 10-17)

1.	The area of ANOB should be the area of conservation, that is why it was set up, but lately seems to be ignored.
2.	3.3 I believe there are many small businesses in not just Chilham, but throughout the parish. (Chilham Parish Appraisal research revealed). This scene may have changed somewhat, but I doubt there are fewer small businesses in the parish now. Many day visitors to Chilham. Many arrive also by train and car and stay locally either at the Woolpack or in B&B accomm. and holiday lets. 3.6.1 Felborough Close was removed from the Conservation Area when it was reviewed in the mid 1990's

Part 3 – 4.0 Assessment of Special Interest (pp. 18-22)

1.	NB there is a Trig Pillar in Old Wives Lees at 92.31 metres (300 ft)
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Part 4 – 5.0 Architectural Quality and Built Form (pp. 23-31)

1.	The mill is a very important Architectural part of the area, and very popular with visitors and locals alike.
2.	p.26 typo - 2nd para. - lited = listed p27 photo is of Elephant House, which is worthy of mention. Stabling for elephants when they were working Chilham Castle Estate. p.30 Development old Sawmills - very diplomatic to say it will need time to settle into the local environment. It never will!. The developer squeezed so many houses into the site there was no room for landscaping along A28. Indeed the road profile was changed as one of the houses was built too close to the road. Not built to ABC agreed plan. Black plastic cladding is an eyesore, not to be repeated.

Part 5 – 6.0 Open Space, Parks, Gardens and Trees (pp. 32-36)

1.	p.33 As already pointed out, the Square is covered with bonded stone; not black tarmac! This was done by KCC.
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Part 7 – 8.0 Management of Change in Chilham Conservation Area (pp. 38-49)

1.	Supporting all policies
2.	<p>General Comment: the illustrations used do not support the text. It would be more appropriate to use illustrations that provide examples of, for example brickwork, chimneys and doors etc. to support the text.</p> <p>8..3.3: Soft landscaping: the 2005 Parish Design Statement Design Statement's Design Guidelines at para 5 made reference to the type of tree species that should be plant and other vegetation guidelines. Consider a modern version of the same should be made.</p> <p>8.3.4: Services and Utilities: omission: I suggest there should be some reference to the design of future power cable, copper telephone and internet fibre installations, ideally keeping these services below ground within the Conservation area.</p> <p>8.4.4 Strongly support the recommendations on brick bonding patterns, pointing colour, brick type and weatherboarding. The recent ghastly monotone brick built developments at Bagham (Chilham) and in Selling illustrate what must be not be allowed to urbanise the Conservation Area. Why not provide illustrations of design features to be avoided and recommended?</p> <p>Missing section: referencing building furniture:</p> <ul style="list-style-type: none"> - in new builds, guidelines on design/integration of PV and solar thermal panels into roofs to minimise visual impact - guidelines on the location of air source heat pumps to minimise visual impact - design/location guidelines on the location of radio frequency receivers, ideally kept within building envelopes to minimise visual impact and aid maintenance access.
3.	<p>p. 39 is not legible - font size too small.</p> <p>8.2.1 agree</p> <p>8.2.2. Every effort should be made to retain business premises in the village. A further shop (gift shop) in the Square has been closed and is being marketed as a private dwelling house. It was a successful business on lease.</p> <p>8.2.3 yes these are negative contributors</p> <p>8.3.1. yes</p> <p>8.3.2. yes</p> <p>8.3.3. In retrospect, bonded stone on the surface of the Square is not wearing well as utility companies have not made effort to match stone when doing repairs. Maybe black tarmac would be a better option.</p> <p>8.3.4. - 8.4.8 yes</p>

Any further comments:

1.	<p>The square should be left open, possibly with assigned parking for residents with some sort of restriction of through traffic and encouragement to park at the bottom of Taylors Hill only, except for disabled should be adopted.</p> <p>The "two out of place" seats are very popular with visitors and locals, the parking in front of them, effectively blocking out the view of the square could be dealt with though.</p> <p>Peacocks Antiques is a travesty of lack of enforcement. I've watched this beautiful building deteriorate over the years and it's very sad to see.</p> <p>Making sure Tudor Lodge does not go back to residential, and reopens as a useful form of business for residents and visitors alike, as it recently was.</p> <p>Branch Road could be made one way after the sports hall, which would possibly stop this rat run.</p> <p>The new planning application proposals along Branch Road could be designed more in keeping, if allowed, with a stress on the environmental importance of being in the ANOB area.</p> <p>The recent Mulberry Hill planning proposals could also be included in this, also being in an area of ANOB.</p>
2.	<p>p.51 misleading. Shottenden and Old Wives Lees are not included in HOU5 so why include these mentions. Only Chilham is included in HOU5. It gives the impression that building can take place anywhere in the parish, which is not the case.</p>

The screenshot shows the Ashford Borough Council website. At the top, there is a navigation menu with links: Home, Pay, Apply, Report, Claim, Jobs, Maps, and Contact Us. Below the menu is the Ashford Borough Council logo. The page title is "Chilham Conservation Area Management Plan" and the sub-title is "Ashford Borough Council". The breadcrumb trail reads: "Home > Your Community > Consultations > Chilham Conservation Area Management Plan".

The main content area contains the following text:

Chilham Conservation Area Management Plan.

Ashford Borough Council

Chilham Conservation Area Management Plan

This page refers to Ashford Borough Council's (ABC) consultation on the draft Chilham Conservation Area Management Plan. Chilham Parish Council is assisting ABC in the consultation process.

What is a conservation area management plan (CAMP)?

We are required to periodically formulate and publish proposals for the preservation and enhancement of conservation areas. A CAMP is a document that sets out how we intend to do this. A conservation area is designated to manage and protect the unique architectural and historic interest of a place. Chilham Parish Council commissioned a CAMP for Chilham conservation area and we have to consult on this plan before it is adopted and used.

How can I have a say?

A series of consultation events are being held by ABC in partnership with Chilham Parish Council (CPC). Ways in which you can have a say are set out below:

1. **Fill in the attached form and return to ABC** using the instructions overleaf. An online form is also found at www.ashford.gov.uk/consultations.
2. **You are also invited to attend a public meeting** about the document on Thursday 9 January 2020 at 6.30pm in Chilham Village Hall, Chilham Castle Estate, Chilham, CT4 8DB. The meeting will be attended by ABC officers and you will have the opportunity to ask questions about the proposals and air any concerns. There will also be a workshop style discussion.
3. **You also are invited to take part in a public 'walkabout'** to visit key areas of interest identified within the draft Chilham CAMP. The walkabout will take place on Saturday 11 January 2020 at 10am. Meeting in Chilham Square, please email CPC's parish clerk at clerk@chilhamparishcouncil.gov.uk or call 07923 631596 to book a free place.

At the bottom of the page, there is a sidebar with a list of services: Open, Closed, Search, Calendar, Consultation Home, Housing, Planning and Building Control, Your Community, Parks and Play Spaces, The Arts, Healthy Lifestyle, Visit Ashford and Tenderden, Enjoying the Countryside, Young People, Community Safety, Grants and Funding, Consultations, and Benefits and Council Tax.



The Environment

Licensing

Business

What's On

Councillors, Meetings and Elections

Please note:

There is a separate consultation being ran by Chilham Parish Council on the draft *Informal Design Guidance Outside the Chilham Conservation Area*. To comment on the *Informal Design Guidance Outside the Chilham Conservation Area*, visit www.chilhamparishcouncil.gov.uk or pick up a Chilham Parish Council consultation form from the same locations listed in the box overleaf.

This page concerns the draft **Chilham Conservation Area Management Plan** only.

Where can I find a copy of the draft Chilham Conservation Area Management Plan (CAMP)?

The draft CAMP can be found online at www.ashtford.gov.uk and at www.chilhamparishcouncil.gov.uk. Hard copies can be found at the following locations:

- Chilham Post Office, The Street, Chilham, Canterbury, CT4 8BX
- Woolpack Inn, The Street, Chilham, Canterbury, CT4 8DL
- White Horse, The Square, Chilham, Canterbury, CT4 8BY
- and loaned for up to one week with a returnable deposit of £10. A reference copy will also be available on request at:
- Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, TN23 1PL

You download the draft Chilham Conservation Area Management Plan at the bottom of this page. Please read the document in full before responding to the consultation.

You can respond to this consultation by either completing the online questionnaire below, or downloading a printable copy of the questionnaire and sending it to: Chilham CAMP Consultation, Planning Policy, Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent, TN23 1PL or scan the form and email to planning.policy@ashtford.gov.uk using the reference 'Chilham CAMP Consultation'. **If you are filling in a printed questionnaire, please use black ink.**

For any further questions please write to the above address, contact planning.policy@ashtford.gov.uk or call 01233 331111.

In relation to key sections of the document, you will be asked to respond by notifying us of either your support or objection to document sections, or by identifying if you believe information has been omitted from the draft document. An opportunity to comment is then provided in the boxes below.

Please make all comments by 5pm on 20 January 2020

Privacy Policy

Data Protection - Ashford Borough Council (ABC) is the data controller for any personal information you provide in this form. Your information will be used to inform planning policy and processing is being conducted relying upon the public interest legal basis under the Town and Country Planning Act. The content of your comments may be incorporated into concluding reports or published as supporting evidence. Your name, address and email will however remain confidential and will only be used to validate your consultation reply or to contact you if further consultation is required. Your information will be held until the Chilham Conservation Area Management Plan is next reviewed. For more information about your data protection rights please see the Council's data protection pages which can be found at www.ashtford.gov.uk or contact the Data Protection Officer at The Data Protection Officer, Ashford Borough Council, Civic Centre, Tannery Lane, Ashford TN23 1PL

Annex C – Public notice

Public Notice

Chilham Conversation Area Management Plan

Ashford Borough Council is required to periodically formulate and publish proposals for the preservation and enhancement of conservation areas.

A public consultation is being held on the draft Chilham Conservation Area Management Plan, providing you with an opportunity to have your say on the proposals.

The draft Chilham Conservation Area Management Plan can be found at www.ashford.gov.uk/consultations and at the locations listed below.

Have your say:

A series of consultation events are being held by ABC in partnership with Chilham Parish Council.

- **Fill in a comment form at www.ashford.gov.uk/consultations** or at
 - Chilham Post Office, The Street, Chilham, CT4 8BX
 - Woolpack Inn, The Street, Chilham, CT4 8DL
 - White Horse, The Square, Chilham, CT4 8BY
 - Ashford Borough Council, Tannery Lane, Ashford, TN23 1PL
- **Attend a public meeting** about the document on Thursday 9 January 2020 at 6.30pm in Chilham Village Hall, Chilham Castle Estate, Chilham, CT4 8DB. The meeting will be attended by ABC officers and you will have the opportunity to ask questions about the proposals and air any concerns. There will also be a workshop style discussion.
- **Attend a public ‘walkabout’** to visit key areas of interest identified within the plan. The walkabout will take place on Saturday 11 January 2020 at 10am. Meeting in Chilham Square, please email CPC’s parish clerk at clerk@chilhamparishcouncil.gov.uk or call 07923 631596 to book a free place.

Please comment by 5pm on 20 January 2020.

Annex D – Hard copy consultation form

Ashford Borough Council

Chilham Conservation Area Management Plan

This form refers to Ashford Borough Council's (ABC) consultation on the draft **Chilham Conservation Area Management Plan**. Chilham Parish Council is assisting ABC in the consultation process.

What is a conservation area management plan (CAMP)?

We are required to periodically formulate and publish proposals for the preservation and enhancement of conservation areas. A CAMP is a document that sets out how we intend to do this. A conservation area is designated to manage and protect the unique architectural and historic interest of a place. Chilham Parish Council commissioned a CAMP for Chilham conservation area and we have to consult on this plan before it is adopted and used.

How can I have a say?

A series of consultation events are being held by ABC in partnership with Chilham Parish Council (CPC). Ways in which you can have a say are set out below:

- **Fill in the attached form** and return to ABC using the instructions overleaf. An online form is also found at www.ashford.gov.uk/consultations.
- You are also invited to **attend a public meeting** about the document on Thursday 9 January 2020 at 6.30pm in Chilham Village Hall, Chilham Castle Estate, Chilham, CT4 8DB. The meeting will be attended by ABC officers and you will have the opportunity to ask questions about the proposals and air any concerns. There will also be a workshop style discussion.
- You also are invited to **take part in a public 'walkabout'** to visit key areas of interest identified within the draft Chilham CAMP. The walkabout will take place on Saturday 11 January 2020 at 10am. Meeting in Chilham Square, please email CPC's parish clerk at clerk@chilhamparishcouncil.gov.uk or call 07923 631596 to book a free place.

Please note:

There is a separate consultation being ran by Chilham Parish Council on the draft *Informal Design Guidance Outside the Chilham Conservation Area*

To comment on the *Informal Design Guidance Outside the Chilham Conservation Area*, visit www.chilhamparishcouncil.gov.uk or pick up a Chilham Parish Council consultation form from the same locations listed in the box overleaf.

This form concerns the draft **Chilham Conservation Area Management Plan** only.

Ashford Borough Council

Chilham Conservation Area Management Plan

This consultation form refers to the draft Chilham Conservation Area Management Plan.

An online form is also available and may be submitted at www.ashford.gov.uk/consultations.

If using a hard copy, please fill in the form using black ink.

When completed please send to: Chilham CAMP Consultation, Planning Policy, Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent, TN23 1PL

or scan the form and email to planning.policy@ashford.gov.uk using the reference 'Chilham CAMP Consultation'.

Where can I find a copy of the draft Chilham Conservation Area Management Plan (CAMP)?

The draft CAMP can be found online at www.ashford.gov.uk and at www.chilhamparishcouncil.gov.uk. Hard copies can be found at the following locations:

- Chilham Post Office, The Street, Chilham, Canterbury, CT4 8BX
- Woolpack Inn, The Street, Chilham, Canterbury, CT4 8DL
- White Horse, The Square, Chilham, Canterbury, CT4 8BY

and loaned for up to one week with a returnable deposit of £10. A reference copy will also be available on request at:

- Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, TN23 1PL

For any further questions please write to the above address, contact planning.policy@ashford.gov.uk or call 01233 331111.

In relation to key sections of the document, you will be asked to respond by notifying us of either your **support** or **objection** to document sections, or by identifying if you believe **information has been omitted** from the draft document. An opportunity to comment is then provided in the boxes below.

Please make all comments by 5pm on 20 January 2020

Please provide your contact details.

Name:.....

Address:.....

Email:.....

We will acknowledge the submission of this form on its receipt.

Privacy Policy

Data Protection - Ashford Borough Council (ABC) is the data controller for any personal information you provide in this form. Your information will be used to inform planning policy and processing is being conducted relying upon the public interest legal basis under the Town and Country Planning Act. The content of your comments may be incorporated into concluding reports or published as supporting evidence. Your name, address and email will however remain confidential and will only be used to validate your consultation reply or to contact you if further consultation is required. Your information will be held until the Chilham Conservation Area Management Plan is next reviewed. For more information about your data protection rights please see the Council's data protection pages which can be found at www.ashford.gov.uk or contact the Data Protection Officer at The Data Protection Officer, Ashford Borough Council, Civic Centre, Tannery Lane, Ashford TN23 1PL.

Part 1 – 1.0 Introduction (pp. 7-8) and 2.0 Planning Policy Context (p. 9)

Please refer to sections 1.0 and 2.0 of the CAMP found on pages 7 to 9. These sections highlight the context and setting of Chilham parish, the village and its conservation area. Section 2.0 identifies the planning policy context regarding the designation of conservation areas.

Please make any comments about these sections here, especially if you think there are any omissions.

Comments:

Part 2 – 3.0 Summary of Special Interest (pp. 10-17)

Please refer to section 3.0 of the CAMP found on pages 10 to 17. This section identifies the character and special interest of the conservation area by looking at, among others, the setting, impact of historical development and local distinctiveness upon the designation. The edges of the conservation area and potential pressures for future development are also identified.

Please make any comments about this section here, especially if you think there are any omissions.

Comments:

Part 3 – 4.0 Assessment of Special Interest (pp. 18-22)

Please refer to section 4.0 of the CAMP found on pages 18 to 22. This section makes an assessment of the areas and points of special interest identified in section 3.0, assessing landscape features and the condition of the conservation area.

Please make any comments about this section here, especially if you think there are any omissions.

Comments:

Part 4 – 5.0 Architectural Quality and Built Form (pp. 23-31)

Please refer to section 5.0 of the CAMP found on pages 23 to 31. This section discusses in detail the key architectural features and street scenes that make the conservation area significant.

Please make any comments about this section here, especially if you think there are any omissions.

Comments:

Part 5 – 6.0 Open Space, Parks, Gardens and Trees (pp. 32-36)

Please refer to section 6.0 of the CAMP found on pages 32 to 36. This section discusses the character of open space within the conservation area identifying important areas such as woodland, cemeteries and the Square.

Please make any comments about this section here, especially if you think there are any omissions.

Comments:

Part 6 – 7.0 Plan for Further Action and Generic Guidance (p. 37)

Please refer to section 7.0 of the CAMP found on page 37. This section summarises the previous sections and justifies the need for the CAMP.

Please make any comments about this section here, especially if you think there are any omissions.

Comments:

Part 7 – 8.0 Management of Change in Chilham Conservation Area (pp. 38-49)

Please refer to section 8.0 of the CAMP found on pages 38 to 49. This section sets out the planning context for CAMP policies and lists all policies in the table on page 39, while setting out the policies individually. The section also refers to a regeneration strategy.

Please use the box below to comment individually in relation to any or each of the listed policies. Identify whether you support or object or would like to identify an omission in relation to these policies.

Criteria for the Conservation Area (p. 40)

- Policy 8.2.1 – Dane Street and Mountain Street
- Policy 8.2.2 – Conservation Objectives

Management Policies (pp. 42-44)

- Policy 8.3.1 – Built Heritage
- Policy 8.3.3 – Landscaping
- Policy 8.3.4 – Services and Utilities
- Policy 8.3.5 – Demolition and replacement buildings

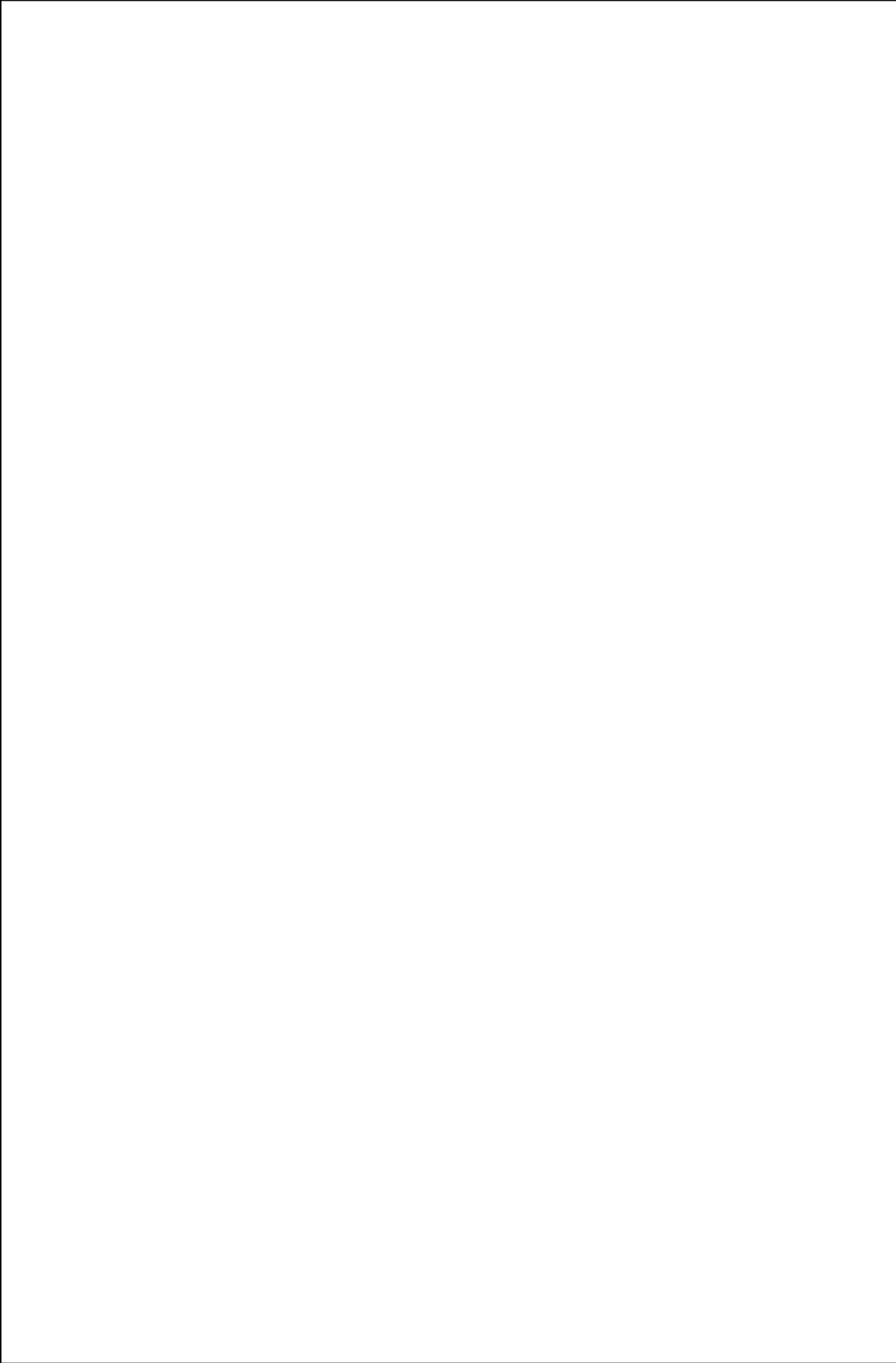
Design Guidance (pp. 45-47)

- Policy 8.4.1 – Village Character
- Policy 8.4.2 – Roads and Access
- Policy 8.4.3 – Parking
- Policy 8.4.4 – Materials
- Policy 8.4.5 – Windows and Doors
- Policy 8.4.6 – Boundary Treatments
- Policy 8.4.7 – Outdoor Advertisements and Signage

Please tell us if you support, object or would like to identify an omission for part 7. If referring to any individual policy (listed above) please remember to specify which one(s). Please provide any corresponding comments below.

Comments:





Part 8 – Any further comments

Comments:

Annex E –Online consultation form

We advise that you read the Chilham Conservation Area Management Plan (CAMP) before making comment. This questionnaire will ask you to comment on the sections of the Chilham CAMP document. This is available on the previous page.

Have you read the Chilham Conservation Area Management Plan?

You must provide an answer to this question.

- Yes
- No

Please provide your contact details.

We will acknowledge submission of this form on its receipt.

Privacy Policy

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Name:

q6077251ft

Address:

q6077283ft

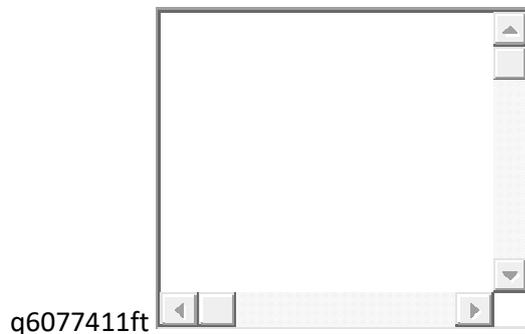
Email:



[Part 1 – 1.0 Introduction \(pp. 7-8\) and 2.0 Planning Policy Context \(p. 9\)](#)

Please refer to sections 1.0 and 2.0 of the CAMP found on pages 7 to 9. These sections highlight the context and setting of Chilham parish, the village and its conservation area. Section 2.0 identifies the planning policy context regarding the designation of conservation areas.

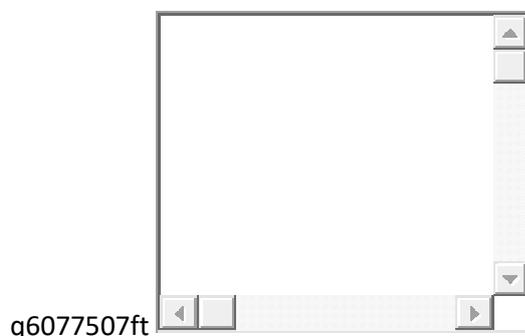
Please make any comments about these sections here, especially if you think there are any omissions.



[Part 2 – 3.0 Summary of Special Interest \(pp. 10-17\)](#)

Please refer to section 3.0 of the CAMP found on pages 10 to 17. This section identifies the character and special interest of the conservation area by looking at, among others, the setting, impact of historical development and local distinctiveness upon the designation. The edges of the conservation area and potential pressures for future development are also identified.

Please make any comments about this section here, especially if you think there are any omissions.

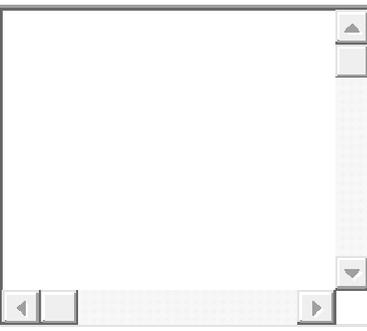


Part 3 – 4.0 Assessment of Special Interest (pp. 18-22)

Please refer to section 4.0 of the CAMP found on pages 18 to 22. This section makes an assessment of the areas and points of special interest identified in section 3.0, assessing landscape features and the condition of the conservation area.

Please make any comments about this section here, especially if you think there are any omissions.

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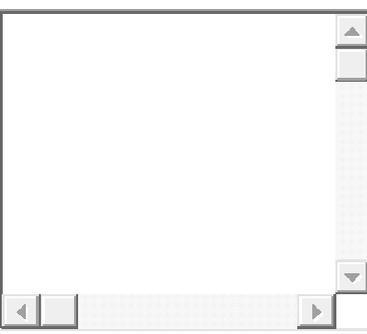


Part 4 – 5.0 Architectural Quality and Built Form (pp. 23-31)

Please refer to section 5.0 of the CAMP found on pages 23 to 31. This section discusses in detail the key architectural features and street scenes that make the conservation area significant.

Please make any comments about this section here, especially if you think there are any omissions.

q6077699ft



Part 5 – 6.0 Open Space, Parks, Gardens and Trees (pp. 32-36)

Please refer to section 6.0 of the CAMP found on pages 32 to 36. This section discusses the character of open space within the conservation area identifying important areas such as woodland, cemeteries and the Square.

Please make any comments about this section here, especially if you think there are any omissions.



[Part 6 – 7.0 Plan for Further Action and Generic Guidance \(p. 37\)](#)

Please refer to section 7.0 of the CAMP found on page 37. This section summarises the previous sections and justifies the need for the CAMP.

Please make any comments about this section here, especially if you think there are any omissions.



[Part 7 – 8.0 Management of Change in Chilham Conservation Area \(pp. 38-49\)](#)

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Please use the box below to comment individually in relation to any or each of the listed policies. Identify whether you support or object or would like to identify an omission in relation to these policies.

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- Policy 8.3.1 – Built Heritage
- Policy 8.3.3 – Landscaping
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- Policy 8.3.5 – Demolition and replacement buildings

Design Guidance (pp. 45-47)

- Policy 8.4.1 – Village Character
- Policy 8.4.2 – Roads and Access
- Policy 8.4.3 – Parking
- Policy 8.4.4 – Materials
- Policy 8.4.5 – Windows and Doors
- Policy 8.4.6 – Boundary Treatments
- Policy 8.4.7 – Outdoor Advertisements and Signage

Please tell us if you support, object or would like to identify an omission for part 7. If referring to any individual policy (listed above) please remember to specify which one(s). Please provide any corresponding comments below.

q6077987ft 

Any further comments:

q6078083ft 

Thank you for taking the time to respond to this consultation. Your response has been recorded.

Annex F – Chilham Parish Council website

PARISH DESIGN STATEMENT REVIEW - PUBLIC CONSULTATION - HAVE YOUR SAY

The Chilham Conservation Area Management Plan (CAMP) and Informal Design Guidance outside the Chilham Conservation Area documents have been prepared in consultation with Ashford Borough Council in order to strengthen the Parish Council's influence in the planning process. These documents together replace the Chilham Parish Design Statement published in 2005 which is increasingly at risk of being challenged as "out of date".

Ashford Borough Council (ABC) are responsible for organising the statutory consultation for the proposed adoption of the Chilham CAMP and will be publishing these arrangements with public adverts throughout the parish. For more information on this consultation, go to the ABC consultations page by clicking [here](#).

Chilham Parish Council are responsible for organising the local consultation for the Informal Design Guidance documents which will run in parallel.

The deadline to respond for both consultations is 5pm on 20 January 2020.

For more information on both consultations, go to the Parish Design Statement Review page by clicking [here](#).

The consultation on both documents will involve a ***Public Consultation meeting at 630pm on Thursday 9th January 2020 in Chilham Village Hall.***

There will also be a ***residents walkabout at 10am on Saturday 11th January meeting in Chilham Square*** to take interested members of the public on a walk through the conservation area to identify key areas of interest or street scenes to help visualise the significance of the Chilham CAMP. (PLEASE NOTE: THE WALKABOUT HAS BEEN CANCELLED DUE TO INSUFFICIENT INTEREST)

This is an important opportunity to shape the future of decision making on planning and development in our parish and we would be grateful if you could take the time to review these draft documents and tell us what you think.

Annex G - Public notice in parish magazine

<p style="text-align: right;">   </p> <h1 style="text-align: center;">Public Notice</h1> <h2 style="text-align: center;">Chilham Conservation Area Management Plan</h2> <p>Ashford Borough Council is required to periodically formulate and publish proposals for the preservation and enhancement of conservation areas.</p> <p>A public consultation is being held on the draft Chilham Conservation Area Management Plan, providing you with an opportunity to have your say on the proposals.</p> <p>The draft Chilham Conservation Area Management Plan can be found at www.ashford.gov.uk/consultations and at the locations listed below.</p> <p>Have your say:</p> <p>A series of consultation events are being held by ABC in partnership with Chilham Parish Council:</p> <ul style="list-style-type: none"> • Fill in a comment form at www.ashford.gov.uk/consultations or at: <ul style="list-style-type: none"> ○ Chilham Post Office, The Street, Chilham, CT4 8BX ○ Woodcock Inn, The Street, Chilham, CT4 8DL ○ White Horse, The Square, Chilham, CT4 8BY ○ Ashford Borough Council, Tannery Lane, Ashford, TN23 1PL • Attend a public meeting about the document on Thursday 9 January 2020 at 6.30pm in Chilham Village Hall, Chilham Castle Estate, Chilham, CT4 8DB. The meeting will be attended by ABC officers and you will have the opportunity to ask questions about the proposals and air any concerns. There will also be a workshop style discussion. • Attend a public 'walkabout' to visit key areas of interest identified within the plan. The walkabout will take place on Saturday 11 January 2020 at 10am. Meeting in Chilham Square, please email CPC's parish clerk at clerk@chilhamparishcouncil.gov.uk or call 07923 631596 to book a free place. <p>Please comment by 5pm on 20 January 2020.</p> <p>If you have any questions email planningpolicy@ashford.gov.uk or call 01233 331111</p>	<p style="text-align: center;">  </p> <h2 style="text-align: center;">Public Notice</h2> <h3 style="text-align: center;">Informal Design Guidance Outside the Chilham Conservation Area</h3> <p>Chilham Parish Council have drafted informal design guidance that sets out the design priorities for future development within the parish outside the Chilham Conservation Area.</p> <p>A public consultation is being held on the draft Informal Design Guidance Outside the Chilham Conservation Area, providing you with an opportunity to have your say on the proposals.</p> <p>The draft Informal Design Guidance Outside the Chilham Conservation Area can be found at www.chilhamparishcouncil.gov.uk and at the locations listed below.</p> <p>Have your say:</p> <ul style="list-style-type: none"> • Fill in a comment form at www.chilhamparishcouncil.gov.uk or at: <ol style="list-style-type: none"> a. Chilham Post Office, The Street, Chilham, CT4 8BX b. Woodcock Inn, The Street, Chilham, CT4 8DL c. White Horse, The Square, Chilham, CT4 8BY • Attend a public meeting about the document on Thursday 9 January 2020 at 6.30pm in Chilham Village Hall, Chilham Castle Estate, Chilham, CT4 8DB. The meeting will be attended by ABC officers and you will have the opportunity to ask questions about the proposals and air any concerns. There will also be a workshop style discussion. <p>Please comment by 5pm on 20 January 2020.</p> <div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> <p>PARISH COMMUNITY LITTER PICKING SCHEME:</p> <p>The Parish Council has agreed to set up a community litter pick scheme in the parish. This entails residents regularly litter picking their chosen route (usually the road where they live) as and when it suits. Hi-viz jackets and litter picking equipment will be provided. <i>Parishioners willing to volunteer should contact the clerk on 07923 631596 or clerk@chilhamparishcouncil.gov.uk.</i></p> </div>
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Equality Impact Assessment

1. An Equality Impact Assessment (EIA) is a document that summarises how the council has had due regard to the public sector equality duty (Equality Act 2010) in its decision-making. Although there is no legal duty to produce an EIA, the Council must have **due regard** to the equality duty and an EIA is recognised as the best method of fulfilling that duty. It can assist the Council in making a judgment as to whether a policy or other decision will have unintended negative consequences for certain people and help maximise the positive impacts of policy change. An EIA can lead to one of four consequences:

- (a) No major change – the policy or other decision is robust with no potential for discrimination or adverse impact. Opportunities to promote equality have been taken;
- (b) Adjust the policy or decision to remove barriers or better promote equality as identified in the EIA;
- (c) Continue the policy – if the EIA identifies potential for adverse impact, set out compelling justification for continuing;
- (d) Stop and remove the policy where actual or potential unlawful discrimination is identified.

Public sector equality duty

2. The Equality Act 2010 places a duty on the council, when exercising public functions, to have due regard to the need to:
- (a) Eliminate discrimination, harassment and victimisation;
 - (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it (ie tackling prejudice and promoting understanding between people from different groups).

3. These are known as the three aims of the general equality duty.

Protected characteristics

4. The Equality Act 2010 sets out nine protected characteristics for the purpose of the equality duty:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership*
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

*For marriage and civil partnership, only the first aim of the duty applies in relation to employment.

Due regard

5. Having 'due regard' is about using good equality information and analysis at the right time as part of decision-making procedures.
6. To 'have due regard' means that in making decisions and in its other day-to-day activities the council must consciously consider the need to do the things set out in the general equality duty: eliminate discrimination, advance equality of opportunity and foster good relations. This can involve:
- removing or minimising disadvantages suffered by people due to their protected characteristics.
 - taking steps to meet the needs of people with certain protected characteristics when these are different from the needs of other people.
 - encouraging people with certain protected characteristics to participate in public life or in other activities where it is disproportionately low.

7. How much regard is 'due' will depend on the circumstances. The greater the

potential impact, the higher the regard required by the duty. Examples of functions and decisions likely to engage the duty include: policy decisions, budget decisions, public appointments, service provision, statutory discretion, decisions on individuals, employing staff and procurement of goods and services.

8. In terms of timing:

- Having 'due regard' should be considered at the inception of any decision or proposed policy or service development or change.
- Due regard should be considered throughout development of a decision. Notes shall be taken and kept on file as to how due regard has been had to the equality duty in research, meetings, project teams, consultations etc.
- The completion of the EIA is a way of effectively summarising this and it should inform final decision-making.

Armed Forces Community

9. As part of the council's commitment to the Armed Forces Community made through the signing of the Armed Forces Covenant the council's Cabinet agreed in November 2017 that potential impacts on the Armed Forces Community should be considered as part of the Equality Impact Assessment process.

10. Accordingly, due regard should also be had throughout the decision making process to potential impacts on the groups covered by the Armed Forces Covenant:

- Current serving members of the Armed Forces (both Regular and Reserve)
- Former serving members of the Armed Forces (both Regular and Reserve)
- The families of current and former Armed Forces personnel.

Case law principles

11. A number of principles have been established by the courts in relation to the equality duty and due regard:

- Decision-makers in public authorities must be aware of their duty to have 'due regard' to the equality duty and so EIA's must be attached to any relevant committee reports.
- Due regard is fulfilled before and at the time a particular policy is under consideration as well as at the time a decision is taken. Due regard involves a conscious approach and state of mind.
- A public authority cannot satisfy the duty by justifying a decision after it has been taken.
- The duty must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision.
- The duty is a non-delegable one. The duty will always remain the responsibility of the public authority.
- The duty is a continuing one so that it needs to be considered not only when a policy, for example, is being developed and agreed but also when it is implemented.
- It is good practice for those exercising public functions to keep an accurate record showing that they have actually considered the general duty and pondered relevant questions. Proper record keeping encourages transparency and will discipline those carrying out the relevant function to undertake the duty conscientiously.
- A public authority will need to consider whether it has sufficient information to assess the effects of the policy, or the way a function is being carried out, on the aims set out in the general equality duty.
- A public authority cannot avoid complying with the duty by claiming that it does not have enough resources to do so.

The Equality and Human Rights Commission has produced helpful guidance on "Meeting the Equality Duty in Policy and Decision-Making" (October 2014). It is available on the following link and report authors should read and follow this when developing or reporting on proposals for policy or

service development or change and other decisions likely to engage the equality duty. [Equality Duty in decision-making](#)

Lead officer:	Dan Carter
Decision maker:	Cabinet
Decision: <ul style="list-style-type: none"> • Policy, project, service, contract • Review, change, new, stop 	<ul style="list-style-type: none"> i. Agree the content and approve the adoption of the Chilham Conservation Area Management Plan ii. Recommend that full Council adopt the Chilham Conservation Area Management Plan
Date of decision: The date when the final decision is made. The EIA must be complete before this point and inform the final decision.	28 th May 2020
Summary of the proposed decision: <ul style="list-style-type: none"> • Aims and objectives • Key actions • Expected outcomes • Who will be affected and how? • How many people will be affected? 	<p>Local planning authorities are obliged to designate as conservation areas any parts of their own area that are of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance.</p> <p>There are 43 conservation areas in the borough. The appraisals that support them were mostly completed in the 1980s and 1990s. In the context of updated guidance on appraisals by Historic England, and the need to remain consistent with both the changing nature of our conservation areas and with the NPPF in its requirement for an up-to-date evidence base, a programme of updating the appraisals continues.</p> <p>As part of this process, management plans for future preservation and enhancement are suggested based on a clear understanding of the qualities that give the area its distinctiveness.</p> <p>Adoption of this plan would provide solid evidence to support development management decisions, and enable better defence of the council's case at planning appeal.</p> <p>The Chilham CAMP will have affect towards residents of Chilham parish who live in or within the setting of the Chilham conservation area, or applicants of relevant planning applications.</p>
Information and research: <ul style="list-style-type: none"> • Outline the information and research that has informed the decision. • Include sources and key findings. 	<p>The recommended decision has been informed by relevant planning and conservation area legislation, namely Section 69 of the Civic Amenities Act 1967 and The Planning (Listed Buildings and Conservation Areas) Act 1990. Research and the requirement to prudce the CAMPs accords with relevant sections of the NPPF and Historic England guidance. Refer to the accompanying report.</p>
Consultation:	<p>Consultation was undertaken in accordance with The Planning (Listed Buildings and Conservation Areas) Act 1990. Consultation included advertisements across both</p>

<ul style="list-style-type: none"> • What specific consultation has occurred on this decision? • What were the results of the consultation? • Did the consultation analysis reveal any difference in views across the protected characteristics? • What conclusions can be drawn from the analysis on how the decision will affect people with different protected characteristics? 	<p>electronic and traditional media. A public meeting was held. Residents had the option of submitting comments in hard copy, at the public meeting or online at the council's designated consultation hub. Please refer to the accompanying consultation statement.</p>
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Assess the relevance of the decision to people with different protected characteristics and assess the impact of the decision on people with different protected characteristics.

When assessing relevance and impact, make it clear who the assessment applies to within the protected characteristic category. For example, a decision may have high relevance for young people but low relevance for older people; it may have a positive impact on women but a neutral impact on men.

Protected characteristic	Relevance to Decision High/Medium/Low/None	Impact of Decision Positive (Major/Minor) Negative (Major/Minor) Neutral
<u>AGE</u> Elderly	Low	Neutral
Middle age	Low	Neutral
Young adult	Low	Neutral
Children	Low	Neutral
<u>DISABILITY</u> Physical	Low	Neutral
Mental	Low	Neutral
Sensory	Low	Neutral
<u>GENDER RE-ASSIGNMENT</u>	None	Neutral
<u>MARRIAGE/CIVIL PARTNERSHIP</u>	None	Neutral
<u>PREGNANCY/MATERNITY</u>	None	Neutral
<u>RACE</u>	None	Neutral
<u>RELIGION OR BELIEF</u>	None	Neutral
<u>SEX</u>	Page 180	

Men	None	Neutral
Women	None	Neutral
<u>SEXUAL ORIENTATION</u>	None	Neutral
<u>ARMED FORCES COMMUNITY</u> Regular/Reserve personnel	None	Neutral
Former service personnel	None	Neutral
Service families	None	Neutral

Mitigating negative impact: Where any negative impact has been identified, outline the measures taken to mitigate against it.	
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Is the decision relevant to the aims of the equality duty?	
Guidance on the aims can be found in the EHRC's Essential Guide , alongside fuller PSED Technical Guidance .	
Aim	Yes / No / N/A
1) Eliminate discrimination, harassment and victimisation	Yes
2) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it	Yes
3) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it	Yes

Conclusion:	
<ul style="list-style-type: none"> Consider how due regard has been had to the equality duty, from start to finish. There should be no unlawful discrimination arising from the decision (see guidance above). Advise on whether the proposal meets the aims of the equality duty or whether adjustments have 	<p>A comprehensive consultation process was undertaken with the community and parish residents. The consultation aimed to appeal to residents through online and hard copy platforms. The consultation was advertised within the parish on parish notice boards and across electronic and traditional media types.</p> <p>The CAMP enables positive planning for the historic environment through uniting compatible aims of conservation of the historic environment with improvements – in particular in the public realm – for those with protected characteristics. This can enable historically-sensitive design that also promotes accessibility for those with mobility issues.</p>

<p>been made or need to be made or whether any residual impacts are justified.</p> <ul style="list-style-type: none"> • How will monitoring of the policy, procedure or decision and its implementation be undertaken and reported? 	<p>The Conservation Area appraisal and management plan provide visions for the improvement of historic public realm (as well as private buildings and spaces) to encourage permeability for all.</p> <p>Adoption of these documents has development management implications and will impact decisions. These impacts are to be reviewed as part of the overall service review of development management in each administration.</p> <p>Guidance provided by Historic England, the statutory body responsible for conservation of the historic environment, recommends regular review of Conservation Areas (CAs) and their appraisals every five years. This set of appraisals, one each to cover all the borough's designated CAs will be completed over the course of the coming years.</p>
<p>EIA completion date:</p>	<p>20th May 2020</p>



Agenda Item No:

Report To: Cabinet

Date of Meeting: 28 May 2020

Report Title: Ashford's Local Cycling and Walking Infrastructure Plan (LCWIP) 2019 – 2029

Report Author & Job Title: Ian Grundy, Team Leader, Spatial Planning
Simon Harris Community Projects Manager

Portfolio Holder Cllr Shorter, Portfolio Holder for Planning and Development
Portfolio Holder for: and Cllr Forest, Portfolio Holder for Culture, Tourism and Leisure.

Summary: The report introduces the Local Cycling and Walking Infrastructure Plan 2020 -2029 (LCWIP) attached as Appendix A, summarises its development and seeks Cabinet approval for adoption. This will enable Ashford Borough Council to bid for appropriate funding from the Department for Transport and other appropriate sources as it becomes available.

The report also updates Members on consultation as part of the Council's adoption of the Ashford Cycling and Walking Strategy (refer Appendix B) which demonstrates strong support for its approach. The DfT also supports this strategy and the emerging Ashford LCWIP and has allocated £500,000 to help deliver these local plans.

Both documents will inform action which the Heads of Planning & Development; Culture, Leisure & Tourism in consultation with their Portfolio Holders will prioritise, monitor and review.

Key Decision: Yes

Significantly Affected Wards: All

Recommendations: **The Cabinet is recommended to:-**

- I. Approve the Ashford Local Cycling and Walking Infrastructure Plan 2020 – 2029;
- II. Note the outcome of the consultation for the Ashford Cycling and Walking Strategy 2019 – 2029;
- III. Provide delegated authority for the Heads of Planning & Development, and Culture, Tourism & Leisure, in consultation with their Portfolio Holders to put in place

all measures that enable the effective delivery of the Ashford Local Cycling and Walking Infrastructure Plan and Ashford Cycling and Walking Strategy 2019 - 2029, developing action plans accordingly; and with the Director of Finance and Economy in consultation with their Portfolio Holder, allocating external spending that has or will be secured.

Policy Overview: The Council's Corporate Plan 2015 – 2020 sets out the Council's direction and key priorities and particularly refers to the development of a "cycle town" strategy as part of establishing an "Active and Creative Ashford". In 2019, the Borough Council adopted the Ashford Cycling and Walking Strategy 2019 -2029 and this LCWIP sets out a series of routes and projects that will help deliver the aspirations set out in the Strategy. Both documents will prove vital to support Ashford's recovery of the coronavirus, and support the Council's carbon neutrality ambitions as well as ensure Ashford is well placed to secure further funding.

Financial Implications: £500,000 has been secured from the DfT to support walking and cycling schemes in Ashford. This funding will enable the priorities informed by both the Ashford Cycling and Walking Strategy and LCWIP to move forward.

Continued support for cycling and walking provision will include working with partners particularly Kent County Council (KCC) to secure external funding for key projects throughout the life of the strategies.

Legal Implications: None identified at this time

Equalities Impact Assessment: See Appendix C

Data Protection Impact Assessment: See Appendix D

Risk Assessment (Risk Appetite Statement): The Council will work with partners to secure funding for new and existing projects from the most appropriate source and in line with the priorities identified in the action plans.

Operationally, the Council is a key partner, with a central role to play in facilitating delivery. Partnership working is recommended as part of the delivery of the LCWIP and Cycling and Walking Strategy and the Council can act as a central point of contact for local cycling and walking messages and help steer action plan implementation. Internally this will involve support from officers across a range of disciplines but mainly from the Culture and Planning teams.

An assessment of adopting the policy has been made against the Council's risk appetite. Adopting the policy will assist the Council in delivering its strategic aims. There are no financial or compliance risks and therefore the adoption is well within the council's risk appetite.

Sustainability Implications:

The promotion of cycling and walking in the Borough are key components of the delivery of sustainable development and will be a key part of the Council's carbon neutrality ambition.

Other Material Implications:

Exempt from Publication:

NO

Background Papers:

Ashford Cycling and Walking Strategy 2019-2029

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Report Title: Ashford's Local Cycling and Walking Infrastructure Plan (LCWIP) 2019 - 2029

Introduction and Background

1. In March 2019 Members approved the Cycling and Walking Strategy 2019-2029 subject to consultation. The strategy provides a framework for supporting relevant Cycling and Walking initiatives that is key to encouraging greater participation in these healthy and environmentally friendly activities.
2. Results of the consultation can be found in Appendix A which shows support for the objectives and aims of the Strategy. Over 500 people responded to the survey and 99.9% agreed with the approach that was being undertaken. The survey was completed by residents across the borough of all ages and backgrounds.
3. One of the strategy's key actions has been to develop a Local Cycling and Walking Infrastructure Plan (LCWIP) that will enable a long-term approach to developing local cycling and walking networks and form a vital part of the Government's strategy to increase the number of trips made on foot or by cycle. It is also timely, as Council's across the country aim to maximise the change in people's thinking and behaviour to both the environment and their mode of transport due to the coronavirus lockdown.
4. Before the coronavirus crisis, Ashford was chosen by the Department for Transport (DfT) as a pilot area to trial the preparation of LCWIPs, which were introduced in the Government's Cycling and Walking investment Strategy in 2017. Ashford has received support from consultant's Mott MacDonald in the preparation of the LCWIP via DfT by agreeing to produce an LCWIP that meets their criteria.
5. It is recognised that Ashford borough has an excellent network of well used cycling and walking routes already in place in the urban area which incorporates parts of the national cycling network that passes through the borough. The main routes are incorporated into the green corridor network that follow the river corridors and converge on the edge of the town centre. There have been significant new routes delivered including the link from Park Farm to the Designer Outlet across the Willesborough Dykes and the route from Godmersham to Chilham in the rural area. Many of the routes are dedicated off-road routes that are shared with pedestrians. There has been a significant increase recorded in the number of cyclists accessing the domestic railway station on a daily basis.
6. The LCWIP, attached as Appendix B, aims to build on the excellent work that has already been achieved by analysing use of local census data to establish the most heavily used cycling and walking routes where key improvements would secure the greatest benefits.

7. The Ashford LCWIP follows the technical guidance around integration of cycling and walking with transport planning and land use planning. It has been prepared in consultation with Kent County Council (KCC) as the highway authority and reflects proposed known development and growth areas.
8. Whilst cycling and walking routes are the responsibility of KCC as the Highway Authority to deliver and manage, Members are asked to adopt this LCWIP as the Council has a key role in enabling collaboration and securing partnership working to facilitate route feasibility work and attract funding for delivery of projects as soon as they are ready. The LCWIP also provides a strong evidence base for approaching developers for contributions to schemes when appropriate.

LCWIP Approach

9. The Ashford LCWIP seeks to deliver a cycling and walking network linked to the main town centre area where there is greatest footfall and links to businesses, schools and commuter routes. The aim will be to provide high quality infrastructure that is safe and accessible, to encourage a greater uptake of cycling and walking.
10. The Ashford LCWIP has been produced in line with DfT guidance and has been ratified by Mott McDonald as DfT lead consultants, ensuring it is compliant and meets the requirements for supporting future funding bids.
11. DfT guidance ensures a consistent approach to developing LCWIP's which have four main aims:
 - Provide a network of primary, neighbourhood and strategic greenway cycle corridors to act as core routes for the highest volumes of journeys.
 - Improve journeys into the town centre for pedestrians and cyclists.
 - Create networks of quieter streets where children play out, neighbours catch up, air pollution is lower, and cycling and walking are the natural choice for everyday journeys.
 - Increase the proportion of active travel journeys in the borough, utilising the economic benefits for business that can come from customers switching from car journeys to more sustainable travel modes.
12. Having undertaken detailed route assessments and considered a range of factors that affect potential routes and their suitability for development, the LCWIP has identified key cycling and walking routes in the Ashford urban area using the key data from a variety of sources including census data and detailed site studies by Mott McDonald personnel and key KCC staff. The town centre remains the main focus of the LCWIP due to the trip generators in and around the town centre.

13. The key route corridors set out in the LCWIP are as follows (not in priority order):
 - Hythe Road – Mace Lane
 - Canterbury/Faversham Road
 - Highworth/A20
 - Repton
 - Victoria Park
 - Ashford Oak (Arlington-Jemmett Road- Victoria Park)
 - Jemmett Road
 - Beaver Road
 - Newtown
14. More detail is provided on each of those routes in the main body of the LCWIP, which then goes on to suggest key changes, improvements and amendments to those route corridors.
15. As has already been noted, the existence of an LCWIP gives the Council some priority in terms of bidding for DfT funding for local cycling and walking projects. In February 2020, the government announced significant funding for cycling and walking projects and specifically indicated that it would be allocated to towns and cities with well-developed plans for cycling and walking networks, such as those set out in Local Cycling and Walking Infrastructure Plans (LCWIPs).
16. The Government has also indicated a significant interest in funding projects, which support active travel plans in light of the current Covid 19 situation, which can both help to reduce social interaction on public transport and encourage engagement in healthy lifestyles and activities. Therefore, Ashford will be well placed to pursue funding for relevant projects by adopting the proposed LCWIP.
17. Officers will continue to work with all major partners in seeking appropriate funding for the borough and work with local communities to ensure a strategic approach to delivering schemes is achieved and is particularly keen to implement interventions at the earliest possible opportunity to ensure the public have access to safe walking and cycling routes.
18. In addition to approving the adoption of the LCWIP, Members are asked to approve a spending plan for use of £500,000 of funding that Ashford Borough Council has already secured from the DfT for walking and cycling projects. It is proposed that ABC commissions a series of feasibility studies of the routes identified above to enable more detailed, costed assessments of each route to be completed in turn. Those assessments will include a review of realistic funding opportunities, so that informed choices can be made on which projects should be actively pursued over the short, medium and long term.

Equalities Impact Assessment

19. Members are referred to Appendix C assessment. The key issues arising are that the strategies under consideration will not have a negative impact on people with protected characteristics. However, work will be required to ensure people of all abilities are able to benefit from projects as they are developed.

Consultation Planned or Undertaken

20. Part of the LCWIP process has meant comprehensive consultation with the highways authority (KCC). Consultation has also taken place with the DfT on the LCWIP report. This report has yet to be shared with the general public. However, it is proposed that consultation takes place as part of the development of the route assessments.
21. It is also suggested that the LCWIP is presented to the Joint Transport Board to help future partnership working.

Other Options Considered

22. The other option would be to develop individual walking and cycling routes on their own and not as part of the overarching LCWIP process. That would lead to development of proposals on a project-by-project basis without the benefit of an integrated approach based on clear DfT guidance that will enable the Council to bid for external funding.

Reasons for Supporting Option Recommended

23. The approval of the LCWIP will enable the Borough Council to bid for significant DfT funding for cycling and walking projects. It has been made clear by the DfT that bids for funding would be allocated to towns and cities with well-developed plans for cycling and walking networks, such as those set out in Local Cycling and Walking Infrastructure Plans (LCWIPs) and that meet their criteria for assessment.
24. By adopting the LCWIP, Ashford will continue to develop a programme for delivering sustainable transport routes that are linked to the Council's emerging Carbon Neutral Strategy, as well as the current Local Plan.
25. This is an exciting opportunity for Ashford to remain at the forefront of developing sustainable transport routes, in partnership with key stakeholders for the benefit of residents and visitors alike.

Next Steps in Process

26. If Members are minded to adopt the Ashford LCWIP, officers will set up an Officer Steering Group and agree a comprehensive spending plan that allows officers to commission individual route assessments as described in paragraph 18 above. Work can then continue on securing funding to implement the proposed projects set out in the detail of the LCWIP on a priority and deliverability basis.

Conclusion

27. The Ashford LCWIP sets out a clear set of proposals to improve cycling and walking in the borough and is an important part of implementing the Ashford Cycling and Walking Strategy 2019 - 2029. This will promote sustainable development and contribute to the Council's carbon neutral ambitions. The approval of the document will enable the Council to bid for significant DfT funding which has recently been announced for cycling and walking infrastructure and other new funds that become available. It will also enable Ashford to continue delivering routes with its partners based on strategic assessment and in line with other relevant strategies.

Portfolio Holder's Views

28. Cllr Shorter - Awaited

Cllr Forest

This infrastructure plan is a crucial step towards the delivery of an active and creative Ashford. Encouraging cycling and walking will deliver advantages in so many areas. It will contribute to the health and wellbeing of residents, benefit the environment, and help to reduce traffic and ease congestion.

With Coronavirus now on our minds, it will also provide an essential framework to integrate cycling and walking into our recovery plans, and I urge colleagues to accept this proposal as a matter of urgency."

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Local Cycling and Walking Infrastructure Plan (LCWIP) 2019 – 2029



Vision for Ashford

We envisage delivering a network of routes, through provision of quality infrastructure, to enable a greater uptake of cycling and walking across the borough.

Our proposed approach to deliver this transformative change is to:

- Provide a network of primary, neighbourhood and strategic greenway cycle and walking corridors to act as core routes for the highest volumes of journeys
- Improve journeys into the Town Centre for pedestrians and cyclists
- Create networks of quieter streets where children play out, neighbours catch up, air pollution is lower, and cycling and walking are the natural choice for everyday journeys
- Increase the proportion of active travel journeys in the borough, easing congestion, supporting the council's carbon neutrality agenda and to improve health.

The LCWIP process undertaken in Ashford follows principles and this document is structured into chapters which reflect this process as follows:

- **Chapter 1** provides a background to the LCWIP and the scope of the area. It will provide details of engagement plans with the community and how the LCWIP will be structured.
- **Chapter 2** covers the 'Evidence Base' upon which the cycle and walking network is to be developed. It provides details of the relevant policies that already exist, active travel patterns in the area and the residents' current patterns of travel. It provides details on the current road safety information and the resident's views of cycling and walking in the area at present.
- **Chapter 3** looks at the network planning for cycling and the route selection providing a background to each route and detail of the proposed schemes with potential costings.
- **Chapter 4** looks at the network planning for walking and the route selection providing a background to each route and detail of the proposed schemes with potential costings.
- **Chapter 5** details the prioritisation of schemes for cycling with explanations and the rationale for the categories.
- **Chapter 6** explains the integration and application of the LCWIP to policy and its links to wider strategies along with funding and monitoring of the schemes.

Definitions



The term 'cyclist' throughout this document refers to any one person who chooses to use a cycle as a mode of transport (including as a mobility aid). This includes children, elderly and inexperienced cyclists, as much as 'commuter' cyclists who tend to be adults who cycle on a regular basis. It also includes those benefiting from electrically-assisted pedal cycles (e-bikes).

When referring to "pedestrians" or "walking" it is intended that this refers to wheelchair, mobility scooter users as well those with prams and pushchairs. When a place works well for people in wheelchairs it works for everyone.



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Chapter 1 – Introduction



1.1 - What is the LCWIP?

On 12th August 2013, the Prime Minister announced his intention to "kick start, a cycling revolution which would remove the barriers for a new generation of cyclists". The draft Cycling Delivery Plan published by the Department for Transport (DfT) on 16th October 2014 demonstrates the significant role cycling and walking can play as a sustainable transport mode and congestion reliever, the trigger for the creation of good quality public realm and liveable communities which bring significant economic returns, and - perhaps most significantly - a major driver to improving the nation's health through its physical activity benefits.

Local Cycling and Walking Infrastructure Plans (LCWIPs), have been introduced in the Government's Cycling and Walking Investment Strategy (2017). They enable a long-term approach to developing local cycling and walking networks, and form a vital part of the Government's strategy to increase the number of trips made on foot or by cycle (i.e. active modes of transport).

Cycling and walking both generally have two main purposes; utility and leisure:

- **Active travel involves making a journey for the main purpose of doing an activity at the journey's end, such as work, education or shopping.**
- **Leisure walking (including running) and cycling, whether undertaken independently, as part of social activities or within competitive sport, delivers substantial health, social and wider community benefits.**

The LCWIP focuses on providing fit for purpose walking and cycling infrastructure as a means of everyday transportation, from point A to B to access employment, education and retail, and leisure opportunities.

The process includes analysing local census data to establish the most heavily used cycling and walking routes where key improvements would secure the greatest benefits.

Ashford Borough Council was selected by the Department for Transport (DfT) as a pilot project to trial the preparation of LCWIPs and has received support from consultants, Mott Macdonald.

The Ashford LCWIP follows the Technical Guidance around integration of cycling and walking with transport planning and land use planning. It has been prepared in consultation with Kent County Council as the Local Highway Authority. KCC will be responsible for implementing the actions within the LCWIP.

Cycling and walking as modes of transport have many similarities, however the LCWIP process outlines separate approaches to planning and identifying walking and cycling improvements.

The key outputs of the LCWIP are:

- ***A network plan for cycling and walking which identifies preferred routes and core zones for focusing the improvements***
- ***A prioritised programme of infrastructure improvements for future investment***
- ***A report which sets out the underlying analysis carried out and provides a narrative which supports the identified improvements and network (This document).***

The LCWIP guidance sets out six stages to achieving cycling and walking improvements through the LCWIP process:

1. **Determine Scope** – define where, geographically, an LCWIP is appropriate and arrangements for governing and preparing the LCWIP plan.
2. **Gathering Evidence / Information** – Identify existing patterns of walking and cycling to understand where people walk and cycle now. Review existing conditions and identify barriers to cycling and walking and where infrastructure investment could strengthen and expand active travel activity.
3. **Network Plan for cycling** – Identify origin and destination points and cycle flows. Convert flows into a network of routes and determine the type of improvements required.
4. **Network Plan for walking** – in many places people and bikes won't mix that well, so define key walking zones and required improvements separately.
5. **Prioritise Improvements** – Prioritise which improvements deliver maximum value for money and develop a phased programme for future investment.
6. **Integration and application** – Integrate outputs and embed LCWIP plans into other local planning policies, strategies and delivery plans.

1.2 - Scope of the Ashford LCWIP

The Town Centre is the main focus of the LCWIP due to the high level of trip generators in and around the town. The evidence based on a 5km cycle and 2km walking distance from Ashford Town Centre as shown in the map on page 10.

Also due to the large geographic physical size of Ashford borough (225 square miles), it was considered important to identify specific areas for targeted improvement, rather than implement isolated schemes on a borough-wide basis.

Residential development and more people living in Ashford's Town Centre is fundamental to the borough council's Local Plan. It will drive vitality, activity and increase footfall to enable regeneration, as well as providing new homes for local people.

The key streets in the Town Centre have already been successfully pedestrianised and enhanced to a good quality.

A number of factors affect the tendency to walk and cycle but if made difficult, people are less likely to do it – particularly if they don't have to. Councils need to make it easy and safe for people to follow the route that they want.



Map 1: LCWIP Area

Safe and secure network

Well designed, reactive pedestrian crossings can benefit all road users. Everybody should be able to cross the road safely, directly and with little delay. Crossings should be positioned in the right place and give everyone enough time to cross the road. Signalised crossings should prioritise people on foot with short wait times and comfortable crossing times.

Footways are provided for pedestrians only. Encroachment by vehicles parking or loading reduces the comfort and ease of use of footways, forcing pedestrians into the carriageway to pass the vehicles (especially people using wheelchairs and pushchairs). Equally where vehicles are parked over a cycleway, the need to avoid results in cyclists going into the road.

Concerns relating to personal security can discourage people from walking and cycling, particularly after dark. There are a wide range of factors which impact on this issue which the key stakeholder has some influence on include:

- **The existence and quality of street lighting**
- **Vegetation and tree cover which can make some paths feel unpleasant and increase the perceptions that they are unsafe places to walk**
- **Considerations of ways to increase footfall along remote underpasses by improving maintenance, sign posting and lighting.**

Quality Network

The desire to cycle and walk is influenced not only by distance, but also by the quality of the experience. A 20-minute walk alongside a busy road can seem endless, yet in an interesting town centre environment, the journey can pass without noticing.

The removal of street clutter, including redundant signing, benefits the pedestrian by reducing confusion and creating a more attractive walking environment. This is the key concept to Ashford Borough Council's shared space in the town centre design.

Accessible network

Ashford's population is getting older and more people have long term illnesses and conditions. Many streets require improvement to the latest accessibility standards so that Ashford's residents and visitors are more mobile.

At many locations across the borough, full height kerbs present a significant barrier to mobility. At locations where pedestrians are expected to cross, dropped kerbs should be provided to enable access to all users.

Existing networks should be upgraded where practical during maintenance or improvement schemes. Section 106 developer contributions and other external funding may also be available in specific locations to support this activity. A key point to achieve is that a resident or visitor can visit any shop in the town centre and leave your cycle in a safe and secure place within 25 metres.

1.3 – Statement of engagement

As schemes included within the LCWIP are developed, it is important that communities are engaged to ensure they have a chance to input concerns and ideas. It will be vital to ensure those that are engaged include under-represented under the Equalities Act 2010 are consulted.

This will in turn support behavioural change and other non-infrastructure plans. It will also be important to promote community-led design as part of cycling and walking projects. This can be achieved with events such as face to face workshops and the use of social media and online questionnaires (using platforms such as Survey Monkey, Microsoft Survey Maker and MS Forms).

In the recent past there has been various commissions of a number of local intervention schemes including Bike to Work, pedal free bikes, bike maintenance and recycling old bikes. This has provided residents and businesses in the area an insight into how cycling can benefit their everyday lives. There has also been a number of healthy walks schemes across the borough, which has increased interest and the number of volunteers taking part over the last decade.

Further engagement on specific issues and proposals are being reviewed for future delivery. The LCWIP will be a live document subject to periodic review and consultation.

Chapter 2 – Evidence Base



2.1 - Related Policies and Strategies

Active and sustainable modes of transport, such as cycling and walking, support good health and wellbeing by reducing inactivity, improving air quality and road safety. They also provide the most efficient use of street space and help to create a more attractive local environment for residents, visitors and businesses.

Ashford Borough Council is not the decision making body on highways and planning policies, these are made by Kent County Council (KCC) as the highway authority. To deliver the LCWIP programs Ashford Borough Council will need an endorsement and support from KCC.

On the 18th of July 2019, Ashford Borough Council pledged to become carbon neutral as a council and as a borough before 2030. This commitment is setting in motion several changes within the council, and the borough, a lot of them directly or indirectly supporting active travel. Indeed, to become carbon neutral, the borough will need to reduce carbon emissions stemming from its transport operations.

The Ashford Cycling and Walking Strategy 2019 – 2029 will be adopted.

The adopted Local Plan 2030 is also ensuring that cycling and walking are fully incorporated into development schemes across the borough. With proposals to build around 13,000 homes in the Chilmington Green, Kennington and Town Centre areas and creation of 11,000 job opportunities, Ashford is presented with a significant opportunity to promote active travel. Improving and increasing the network of cycling and walking routes as well as enhancing facilities for cyclists can be achieved through the planning process.

In the UK, several authorities, including Transport for London, have also adopted a Healthy Streets Approach. Healthy streets are streets with clean air, where everyone feels welcome, that are easy to cross, that provide shade and shelter that have places to stop and rest, are not too noisy, where people choose to walk and cycle, where people feel safe, where there are things to see and do, and where people feel relaxed. The borough will aim to design and create more healthy streets within the borough to increase its residents' well-being, promote active travel, and reduce air pollution.

The network plans and improvement lists created as part of this LCWIP will be considered to be adopted as Supplementary Planning Documents (SPD) (as standalone or part of other emerging SPD projects chosen will benefit both pedestrians and cyclists). Changes will be about giving pedestrians and cyclists priority and improving the safety of all road users. Projects will also balance larger infrastructural projects that may be less popular, with smaller softer non-infrastructural interventions.

Policies include the following:

- **Policy TRA5** – Planning for pedestrians, requires that all development proposals demonstrate how a safe and accessible pedestrian access and movement routes will be delivered in the context of wider movement networks around the sites.
- **Policy TRA6** seeks to improve conditions for cyclists through promoting and developing the cycle network by requiring developments, where opportunities arise, to connect to the networks and to provide cycle parking facilities on-site or financial contributions to those at the town centre, stations and major public buildings.

- **Policy TRA8** requires that all relevant planning applications should be accompanied by a Transport Statement or Transport Assessment and Travel Plans which outline the developer's proposals for walking and cycling infrastructure that will be built as part of the scheme. (KCC Highways and Transportation are consulted routinely on planning applications).
- **The LTP 4 – Delivering Growth Without Gridlock 2016 – 2031** (www.kent.gov.uk/localtransportplan) has 5 Outcomes (1 – Economic growth and minimised congestion, 2- Affordable and accessible door to door journeys 3 – Safer travel, 4 – Enhanced environment, 5- Better health and wellbeing). These outcomes will help deliver the ambition for Kent: **To deliver safe and effective transport, ensuring that all Kent's communities and businesses benefit, the environment is enhanced and economic growth is supported.**

Transport is an essential part of the lives of the community as it connects with jobs, education, healthcare, shopping and a wide range of leisure activities. It is a key component of the economy as it links businesses with their workers, customers and clients, whilst providing for the delivery of goods.

Transport shapes our neighbourhoods and influences our lifestyles. Our choice of transport impacts on us as individuals and on our wider environment.

It is a well-documented fact that cars make poor use of available street space and offer a less efficient means of travel compared to cycling and walking. Motorised transport is also a major cause of harm to the environment including air pollution, noise and its impact on the living environment.

Wheels for Well Being 2017 survey of disabled cyclists showed that 69% of respondent's found cycling easier than walking. The majority, 52% used an ordinary cycle as a mobility aid and 18% used an electric bike.

In 2016, 62% agreed that “It is too dangerous for me to cycle on the roads” (The British Social Attitudes Survey). This rises to 68% for non-cyclists, the people we’re aiming for.



The 2017 ‘BikeLife’ survey commissioned by Sustrans found that:

64% of residents would cycle more if more roadside cycle routes were created, physically separated from traffic

78% of people support building more protected roadside cycle lanes, even when this could mean less space for other road traffic, including 74% of residents who do not ride a bike



2.2 - Existing active travel network

Ashford as a borough is a significant land area and consists of 225 square miles, particularly of rural areas. It is traversed by a number of major trunk routes, railway lines and water courses, which provides a number of challenges and barriers to extending the cycling and walking networks.

Ashford's current cycling network consists of a combination of on and off road routes. In the last survey in 2014 it was reported that there are over 13 miles of surfaced segregated cycle paths and just under 8 miles of unsurfaced paths.

The current network is in most places good and form the foundations for a high quality network for active travel, but there are gaps in network coverage and variations in quality across the current network.

In the past 8-10 years Kent County Council (KCC) and partner agencies have implemented the following into the Ashford borough:

- 1) **Footway / cycleway bridge over the M20 to link Sainsburys on Simone Weil Avenue with The Eureka Leisure Park**
- 2) **Willesborough Dykes footway / cycleway providing a link between Park Farm and Ashford Town Centre**
- 3) **Footway / cycleway into Finberry from the A2070 together with an improved crossing across the A2070**
- 4) **Footway / cycleway between Park Farm East and Finberry to provide a direct route to Finberry Primary School**

Shared use paths – There are many existing shared use paths which form an extensive neighbourhood route network across parts of the Ashford area. Some of these are on purpose built footway/ cycleways such as the Willesborough Dykes footway and within Victoria Park.

Many new-town roads which have been constructed from local development sites have been fitted with a shared use path adjacent to the road. For example, the new paths constructed on the new Repton Park development.

In spring 2008, the shared space area was introduced in Elwick Place in Ashford town centre (see photo on page 16). The scheme replaced a section of Ashford's former four-lane ring road with two-way streets on which drivers, cyclists, and pedestrians have equal priority. Unnecessary street furniture, road markings and traffic lights have been removed and the speed limit cut to 20 mph. The scheme has been claimed to have improved safety records. Between November 2008 and January 2011, there has been four road casualties. Even though the shared space has increased the accessibility to cycling and walking in the town centre area, it is still a very car dominated urban environment.

In places, the combination of shared use paths and greenways provide a good network of traffic free or very lightly trafficked routes.



Transport challenges

Without a transformational change to the way that people travel there is a risk Ashford could become a less desirable place for people to live, work, play and invest in. An aspiration for Ashford is to create an active travel destination that is not dominated by car movements and where streets provide a space for people to gather that is pleasant to be in.

A comprehensive, high quality and well used cycling and walking network will support and enable the developmental aspirations of the Borough. This network needs to be dense and continuous and 'through' traffic needs to be reduced to lessen congestion, encourage active travel, improve air quality and improve perceptions of safety.

It is also important to identify future changes to transport and land use that may be completed within the timescale of the LCWIP. Transport and land use changes will be necessary since additional traffic calming measures may not actually deliver modal shift. Indeed, an example of this can be seen from examples such as Waltham Forest's Mini-Holland programme, where infrastructural changes and traffic management needs to be implemented in order to make streets truly friendly for pedestrians and cyclists. Thus, to achieve significant modal shift, partner organisations will need to implement well-thought out large infrastructure redesign projects linked with behaviour change programmes and the LCWIP is the first step towards identifying these types of projects.

Ashford has an extensive network of cycling and walking routes through the town centre and some semi-rural areas. Ashford's cycling and walking networks have developed over time as funding has become available and as infrastructure development has come forward and so can be disjointed.



Image of shared use path at Repton Park

On-road – There are a number of roads in the Ashford borough that follow historic highway patterns and there is insufficient room to retrofit improved pedestrian cycling and walking infrastructure. Many of these areas are also built up with houses close to the footways so shared paths are also not an option. The main areas that present with this issue are Newtown, Hythe Road and Willesborough.

Low Traffic Neighbourhoods – Recently KCC and partner agencies have closed Highfield Lane in Ashford to vehicular traffic as part of the employment proposals at Junction 10a to provide a better pedestrian / cycle environment between Mersham and Ashford Retail Park.

Public Cycle Parking – Within Ashford Town Centre there is cycle parking in all major hubs and there is also a new cycle parking hub at the Ashford International Train station. All the train stations in the area provide some cycle parking but conditions of these and amount, do vary.

2.3 - Existing Patterns of Travel

Identifying barriers to movement

Barriers to movement were identified to understand how they may impact on potential cycle movements. The existing Ashford cycling network is strongly influenced by several constraints and barriers both natural and man-made. These include:

- **A busy road network that is difficult to cross (for example the M20 motorway).**
- **Main roads with little or no movement to gain cycle lanes**
- **Current cycle routes that do not link up**
- **Poorly maintained routes**
- **Inadequate storage and changing facilities**

Ashford has very high car ownership levels of 81% and this is also well above the 74% national average.

2.3.1 – Active Travel

Data sourced from Active Lives data provided by Sport England and shows Ashford's current cycling and walking rate is slightly lower than the county average. In a report by the Department for Transport, Walking and Cycling Statistics: England 2018; it reported that Ashford has currently between 68 – 71% of adults walking at least once a week. This is classified as mid ground. 12 – 17% of adults reported to cycle at least once a week again seen as mid ground.

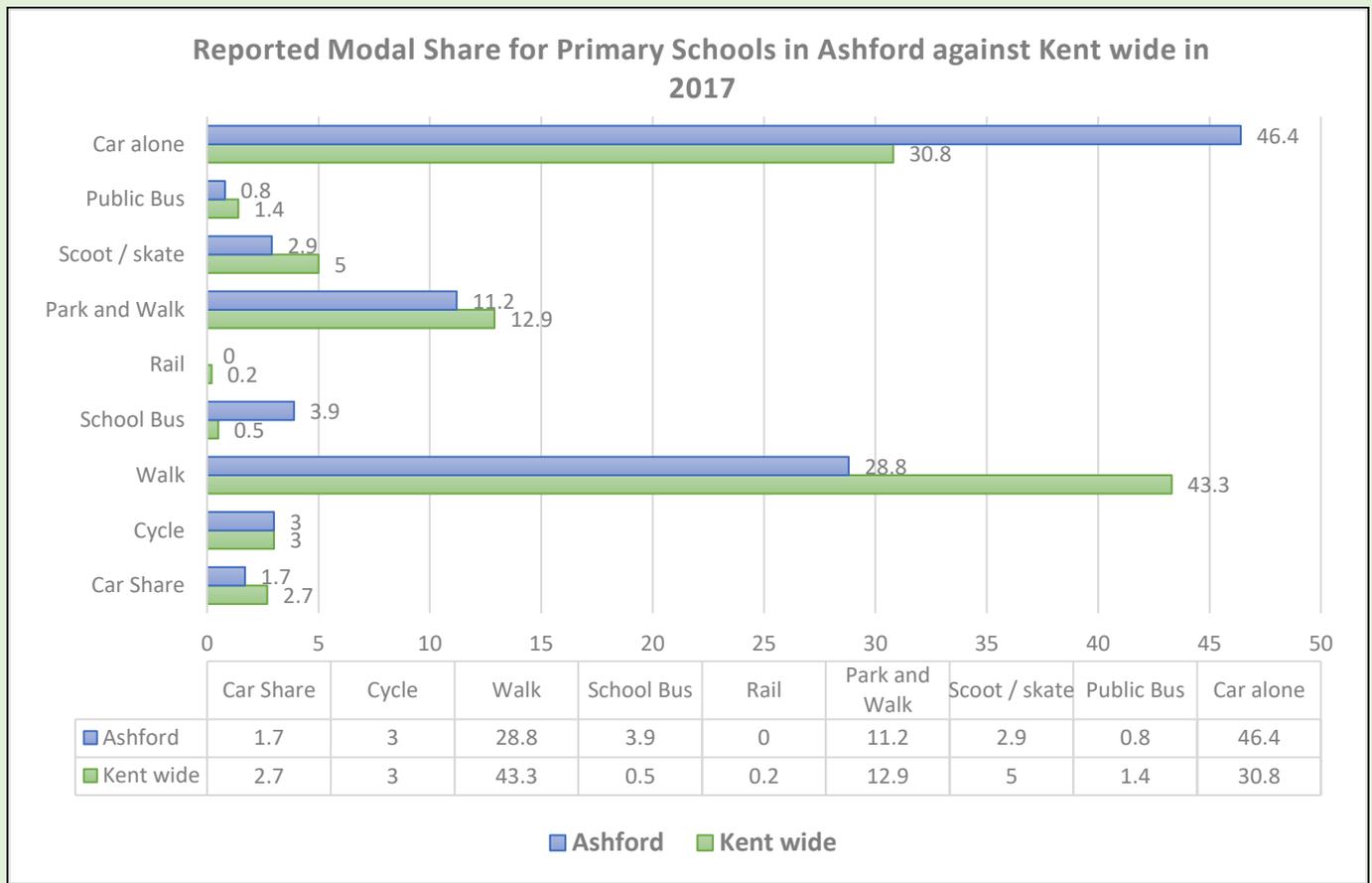
Travel to work

Purely in terms of travel to work, most short journeys are still made by car. The South East is slightly higher at 71% than the national average of 67%.

These car trips contribute to congestion on the roads, poor air quality and contribute to poor health caused by inactivity.

Travel to school / college –

Travel associated with education generates a substantial number of trips. Children can get their daily dose of physical activity without even thinking about it, just by cycling/scooting and walking all or part of their journey.



Above is a chart displaying the modal share for Primary schools in the Ashford area against Kent wide data. Ashford has a high percentage of students that travel to school in a car and a smaller percentage of students that travel to school by foot or other modes of transport

Ashford has 43 primary schools and 7 secondary schools and these are split between the urban town (within 10 minutes' walk of the Ashford town centre), the outskirts of Ashford and the rural areas of Ashford. Ashford is made up of a town centre and suburb areas that present their own travel issues. The Table 3 shows the split of the schools in the area.

Table 3: Schools in Ashford

Type of School	Town Centre (within 10 minute's walk from the town centre)	Outskirts/suburbs which are located 10 minute drive from town centre	Rural
Primary	7	16	22
Secondary included 6th forms	3	2	2
SEN (special educational Needs)	0	1	1
Independent	1	0	3
College	1	0	0
Total	12	19	28

2.3.2 - Public Transport

Cycling and walking in Ashford should also be an attractive option for the first and last mile of a person's longer journey. Within Ashford town centre there are various other means of transport, including trains, buses and bicycle hire (available at the International Station e.g. Brompton cycles cost £3.50 for 24 hours as of October 2019).

Rail – It is estimated that over 3.9 Million people use Ashford International Train Station each year. The station connects to London via the High Speed 1 line and also to the continent via the Eurostar. Services within the borough include; Pluckley, Hamsteet, Appledore, Charing, Chilham and Wye.

There is a contained bike storage area located at Ashford International Station that can house up to 454 Cycles. There are bike storage areas at the station and at other rail stations within the borough.

Bus - Stagecoach is the main bus provider within the Ashford borough and in the year 2016 – 2017 they recorded 3,503,817 passengers. Many services are centred on the town centre interchange providing a circular route. This provides good access to the town centre, but travel across the Borough is less convenient.

2.4 – Road Safety

The safety of people cycling, in terms of actual number of collisions and subjective (how safe a journey feels) clearly has an impact on the attractiveness of cycling and walking in Ashford. Concern about safety on the roads is a key barrier to people getting on their bikes and travelling on foot.

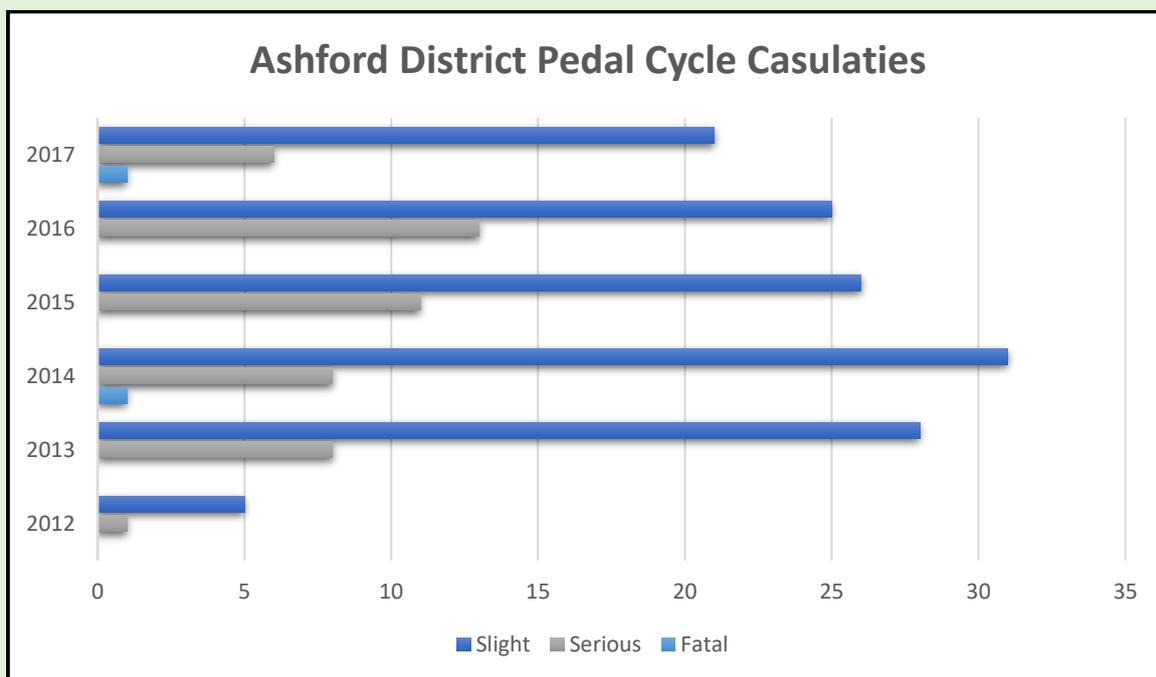


Chart shows KCC Personal injury collision and casualty data for the Ashford Borough for the 5 year period to 30th September 2017

Ashford has seen significant improvements in road safety for cyclists over the last 10 years with a spike in casualties to 2014 and then a gradual downward trend since then. It was reported that there was one pedal cycle cluster site (based on 3 or more collisions within 50 miles over the last three years).

This was at the junction of A2042 Station Road J/W Tannery Lane (601207 / 142553); This cluster site is investigated annually by KCC to identify engineering measures that can apply remedial action to the site.

Nationally, only 6% of deaths and 14% of serious injuries are amongst cyclists, although over four times as many pedestrians (25%) are killed in road collisions.

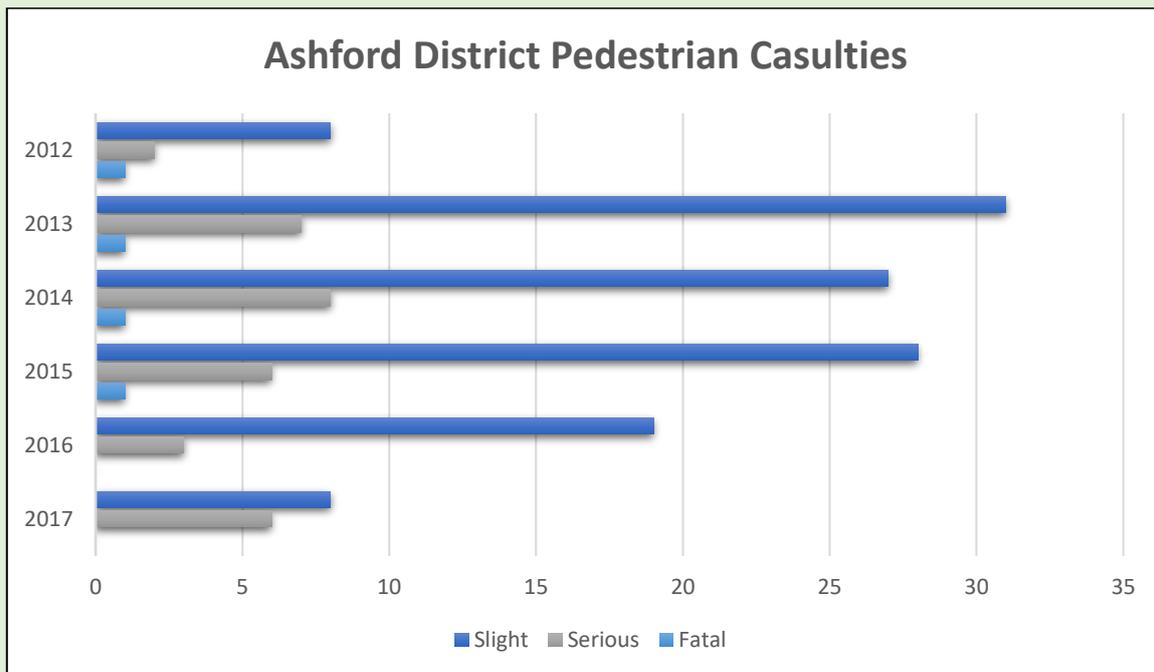


Chart shows KCC personal injury collision and casualty data for the Ashford Borough for the 5 year period to 30th September 2017

The picture is slightly different for pedestrians, with no cluster site there has been a decrease in pedestrian casualties since 2015. The main ward identified in the casualty data is Victoria Ward which encompasses the town centre and identified core walking zone which is explained further in chapter 4.

2.5 – Local residents views on cycling and walking

The initiative to promote Active Modes of travel has been outlined in the recently produced Draft Ashford Cycling and Walking Strategy 2019-2029ⁱ. The objectives of the Cycling and Walking strategy are as follows:

- ***To provide and improve the cycling and walking network***
- ***To increase cycle parking around the borough***
- ***Maintaining the existing cycling and walking network***
- ***Focusing on safer cycling***
- ***Promoting cycling and walking in the borough***
- ***Increasing opportunities for cycling and walking tourism***

The Cycling and Walking Strategy 2019 – 2029 went through a first round of consultation in the summer of 2019. Feedback from 532 residents from this consultation confirmed that most people ride their bike for leisure. The main reasons as to why people do not currently cycle or do not cycle regularly include; safety concerns about sharing the road with cars, particularly in locations where no alternative cycle paths are available, medical concerns, not owning a bike, lack of existing pathways, or a lack of a connected cycle network, especially in more rural locations.

Additionally, the consultation feedback stated that people would be encouraged to walk more often, if safety and visibility was increased with better lighting, therefore potentially reducing crime. Other points stated were; if infrastructure and facilities were improved, and the quality of walking routes were enhanced this could increase people walking. This includes suggestions such as quality pathways, more seating along the routes, and more, sensibly placed crossings. Walkers stated they wish to have attractive and interesting destinations to visit with a variety of routes and paths.

Finally, the consultation clearly identified that residents' desire more paths and routes to cycle and walk. Key to this is a connected network of paths, so that residents can get to where they need to safely and efficiently. New and existing paths are to be well maintained – e.g. free of potholes, debris and overgrown foliage. These paths should be well signed so they can be located easily, and maps should be available. The council should promote the pathways to encourage people to use them.

Key aspirations of the consultation were:

Safety for all: To make cycling and walking an enjoyable, safe and easy way of moving around, Ashford will improve road conditions for pedestrians and cyclists by making routes safer by providing designated car and cycle areas so that the roads can be used more easily by everyone.

Vibrant Town Centre: To ensure the scheme benefits the whole community by reducing traffic congestion in some areas, the scheme will ease parking pressures, reduce pollution and noise levels, and create a greener environment for residents to enjoy. The community will also benefit by being involved in the development of relevant schemes, which in turn could support the local economy, enabling Ashford to become a vibrant and attractive location for businesses, residents and visitors.

Connected borough: To ensure the borough's Town Centre is better connected via cycling routes and improve the way in which all are connected to neighbouring settlements and boroughs. The cycling and walking networks are to be continuous throughout our borough, allowing residents to enjoy Ashford's unique natural assets and better connecting our vibrant rural communities.

Improved well-being: To use the scheme (LCWIP) to increase the levels of cycling and walking amongst residents. Getting more residents to use a bike or walk will improve mental and physical health and fitness levels in the borough. With that in mind, it is important to recognise that people need to feel confident cycling and walking so in addition to making routes safer, it is important to offer a range of activities to increase their confidence levels.

Cycle to work schemes – Kent County Council operate a sustainable travel grant scheme for schools and businesses which informs and promote sustainable travel choices, working with students, employers and employees to understand the barriers to making more sustainable journeys and where possible instigate change. In addition, jobseekers also receive advice on their travel options to different job destinations which can increase their employment opportunities.

The main promotional tool in Ashford to support cycling is a Cycle Route Map. This has been developed by Visit Kent with the help of many partners, and is regularly reviewed and updated when new routes are built. This is accessible in paper form for many outlets in the town centre and also online through the Visit Kent Website (www.visitkent.co.uk). There is also the Kent Connected webpage which gives personalised travel planning options (www.kentconnected.org)

Data from the 2011 Census shows that only 2% of Ashford's residents cycle to work. Ashford Borough Council target is 5% of residents cycling to work by 2029. If this target is to be met and ease the burden of traffic to make it easier for people to use other means of transport. This means having two and a half times more people regularly using their bike to get to work. This will not happen overnight and will not occur without significant and sustained interventions. However, whilst the growth target is ambitious, it is attainable.



Chapter 3 – Network Planning for Cycling



3.1 – Cycle Route Selection

Converting desire lines into routes for inclusion in LCWIPs is an iterative process, and is one of the most important elements of the LCWIP.

In most cases, there will be a clear preferred cycle route, which is usually the most direct. However, in some cases there may be more than one potential route between origin and destination points or a reason why the most direct route is not suitable for cycling. There will always be conflicting demands when it comes to selecting routes. As such, it is important that the needs of all users are considered when selecting routes, and that the wider transport priorities for specific roads, junctions and spaces are understood in unison.

This section presents what the latest datasets, forecasts and models show about potential corridors and locations where current and future cycling demand could justify future investment.

Making Ashford Cycle friendly

Based on an evidence led approach as outlined within this report, the development of a network plan will identify core cycling corridors particularly in the town centre.

This network needs to be appealing, easy to use and safe to increase cycle numbers. Cycle routes only work if they connect places people want to go. The network infrastructure identified in this section will help people make journeys to work, school, shops and for other utility trips as well as for leisure.

There are different types of cyclists and each has their own preferences with regards to cycling facilities.

- **Experienced cyclists generally prefer more direct on-carriageway routes with minimum delays along the route.**
- **New or inexperienced cyclists may only feel confident cycling away from traffic or on quieter roads and place more emphasis on safety rather than directness.**

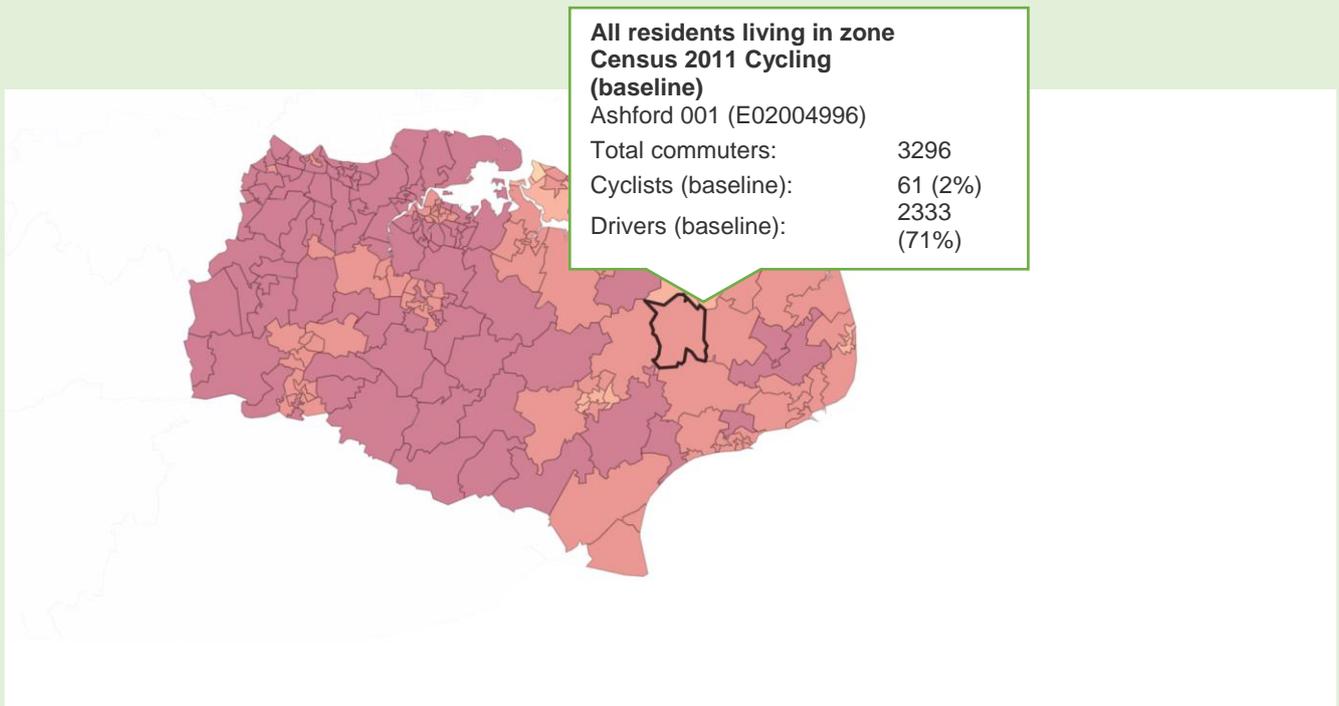
In view of this, providing for the needs of different cyclists within the available resources can sometimes be difficult.

The following sections outline the stages that have been applied to identify a cycle route network. This firstly involved identifying desire lines for travel to work trips using the Propensity to Cycle Tool and then applying these desire lines to the road network. Secondly, non-workplace trip attractors such as retail and schools were identified and, thirdly, potential demand associated with new and future development sites.

3.1.1 Propensity cycle tool and travel to work desire lines

The first step in testing the opportunity is to examine current travel patterns, including the origin, destination and length of short car trips, to gain a better understanding of the potential for cycling across the Borough.

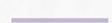
A good starting point to increase cycling in Ashford borough would be to enable cyclists to cycle much more and for a wider range of journeys. The image below, obtained from the Propensity to Cycle Tool, show the percentage of commuters that cycle to work as per the Census 2011.



The Propensity to Cycle Tool (PCT) for England and Wales, provides an evidence base to inform cycling investment. It was designed to assist transport planners and policy makers to prioritise investments and interventions to promote cycling. The PCT answers the question: 'where is cycling currently common and where has cycling the greatest potential to grow?'

Map 2

Government target scenario using the Propensity to Cycle Tool to identify the 30 commuter routes with the most potential

-  PCT Routes 0 - 10
-  PCT Routes 11 - 20
-  PCT Routes 21 - 30



3.1.2 – Non workplace trip attractors

All trips have an origin and a destination. The DfT guidance states that identifying demand for a planned network should start by mapping the main origin and destination points across the geographical area to be covered by the LCWIP.

A variety of major trip attractors within Ashford LCWIP area have been identified through site assessments, assessments of relevant data and consultation with key stakeholders. These strategic locations attract a significant number of trips, and as such they could have the potential to attract a sizeable number of future cycling trips.

The DfT guidance identifies that it may be appropriate to include only the most significant trip generators. Some types of destination were excluded (e.g. schools, individual retail stores) to create a manageable number of destinations.

It was decided to not include primary and secondary schools at the strategic level, but to focus on the larger educational trip generator at Ashford College site located in the Town Centre. Primary and secondary schools will be considered when looking at local connectivity to ensure that there are appropriate connections within local areas and to the strategic network

The following trip generators were plotted onto Map 3 (shown on page 29):

Healthcare – The approach was applied to healthcare establishments such as the William Harvey Hospital and key Health Centres in the area. The smaller providers (such as GP surgeries) sites will be introduced when looking at local connectivity. The William Harvey Hospital is not shown in Map 3 as it is located outside of the town.

Transport - The transport interchange was identified as the Ashford International railway station as this is the major rail station in the area. The other railway stations in the borough of Ashford including Appledore, Charing, Chilham, Hamstreet, Pluckley, and Wye. All these stations are served by Ashford International Station.

Social/leisure – The main leisure centre within the town is the Stour Centre and retail outlets being in Ashford town centre, the McArthur Glen Designer Outlet Centre and Eureka Park.

Map 3

Major Trip Attractors in the Area

- Castle Farm
- Town Centre
- Schools
- Other Attractors
- LCWIP boundary



Clustering

As part of the LCWIP process once the significant trip origin and destination points were identified and mapped, the next step was clustering. This involves grouping trip generators within proximity to each other into clusters allowing for the identification of significant trip generation. However, it is vital that the clustering exercise doesn't exclude some trip types, including:

Leisure/Recreation – Significant focus of the LCWIP is centred on catering for utility trips but leisure cycling will not be neglected as it has been shown that this can encourage future utility trips as well as providing huge health benefits.

Cross Boundary – Although the LCWIP focuses on shorter trips within the urban area, desire lines for longer trips, such as those to/from neighbouring wards are also present. Travel between wards and parishes in Ashford is important and will need to be considered as part of improvements to the overall cycling network.

3.1.3 - Developments

Map 4 (on page 31) highlights that within the Local Plan 2030 the urban developments including housing, commercial, leisure hubs and the green corridor. Within the Ashford Urban area it is expected that over the next 10 years (2018 – 2030) that 2649 housing units will be built. Connections to the development allocations have been considered in the development of the cycle network and the borough council intend to seek extensions to the network to serve these through the planning process.

3.1.4 Identifying routes

The main purpose of the Route Selection Tool (RST) is to assess the suitability of a route against a set of core design outcomes. The RST enables a route to be assessed in both its existing state and potential future state, if improvements were made. These are the routes that were assessed within the area and the RST results will be displayed in the following chapter.

Map 4

Housing site allocations
from the Local Plan 2030

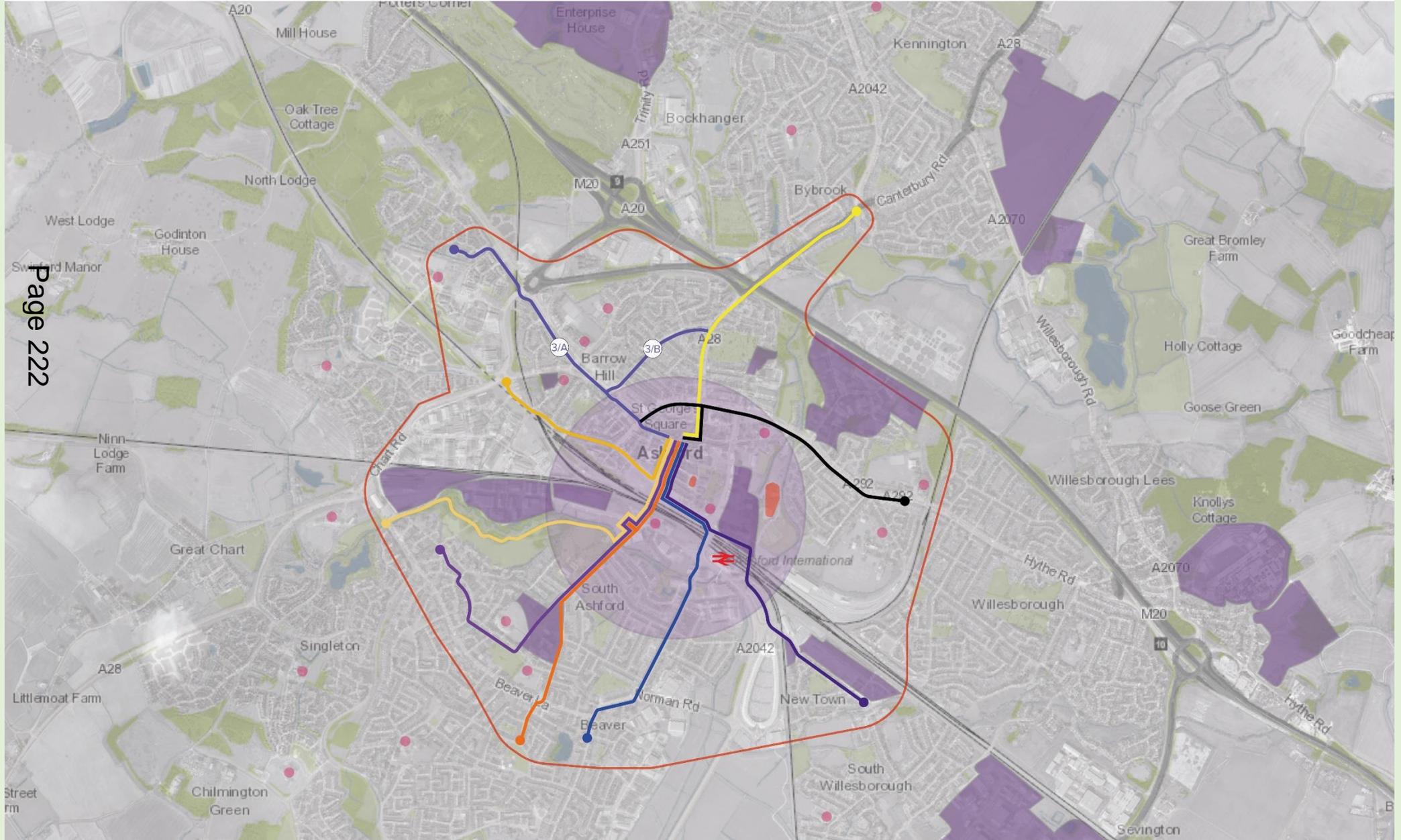
 Housing Site Allocation



Map 5

Cycle routes identified using the Route Selection Tool (RST)

- | | | | | | |
|---|---------|--|----------------|---|--------------------------|
|  | Route 1 |  | Route 6 |  | Town Centre |
|  | Route 2 |  | Route 7 |  | Schools |
|  | Route 3 |  | Route 8 |  | Housing Allocation Sites |
|  | Route 4 |  | Route 9 |  | Other Attractors |
|  | Route 5 |  | LCWIP boundary | | |



3.2 – Cycling Route assessment

An audit was undertaken of the existing infrastructure in areas identified as being key to providing a high quality network to serve existing and potential cycle journeys. Gaps in provision, suitable schemes and additional links were then identified.

Based on this audit a programme of works, including specific ‘cycling’ projects as well as improvements secured as part of new developments, regeneration projects and wider schemes, and will proactively identify funding opportunities.

3.2.1 - Introduction

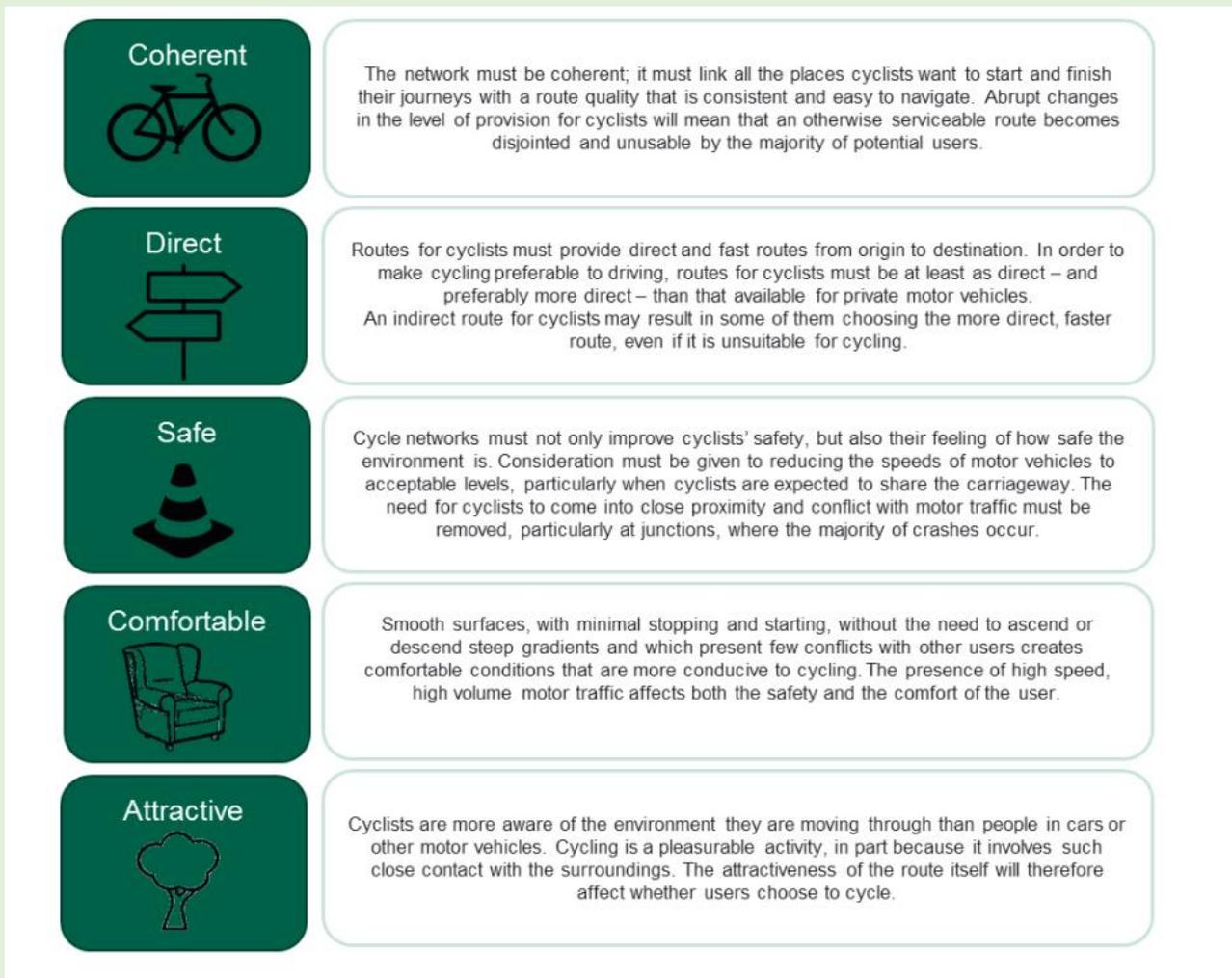
To help assess and compare potential routes for inclusion in the network, a Route Selection Tool (RST) was developed.

The primary function of the tool is to assess the suitability of a route in its existing condition against the core design outcomes and then compare it with the potential future state, if improvements were made. It also enables the merits of alternative routes to be easily compared.

Route Selection Tool Criteria

The RST uses a range of criteria to assess how well a route meets the core design outcomes for cycling ranging from 5, being the highest, to 0, being the lowest. The criteria are:

- directness
- gradient
- safety
- connectivity
- comfort



A number of critical junctions are also recorded to enable a high level evaluation of both links and junctions within one tool.

A Critical Junction is defined as one that has characteristics that are hazardous for cyclists e.g. high volume, lack of priority or segregation, crossing high speed on-off slip roads or large roundabouts.

3.2.2 - RST Score Summaries

Table 4 shows the outcomes of this on the routes identified. The target is to score at least a 3 within each category. Some routes are not achieving this, but future feasibility work may alter this score and ranking.

Route No.	Route Name	Directness		Gradient		Safety		Connectivity		Comfort		Ranking (1 is priority)
		Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	
1	Hythe Road – Mace Lane	5	5	2.25	2.25	2.0	4.51	4.34	2.57	0	2.79	4
2	Canterbury Road	5	5	2.37	2.37	2.51	0	3.31	3.31	0.26	1.79	2
3a	Highworth School – A20 Road	5	5	4.22	4.22	3.78	0	4.49	0	1.00	4.17	7
3b	Highworth – Magazine Road	5	5	4.26	4.26	4.28	4.28	0.96	0.91	0	2.91	2 in conjunction with 3a
4	Repton Way	5	5	3.68	3.68	3.81	3.81	3.62	1.67	2.68	3.79	9
5	Victoria Park	5	5	3.83	3.83	4.64	4.64	1.20	1.20	2.62	3.28	9
6	Ashford Oaks	5	5	3.93	3.93	2.94	4.39	4.00	0.94	3.04	3.02	5
7	Kingsnorth Road – Jemmett Road	5	5	3.73	3.73	3.40	4.33	3.81	0.93	3.79	2.89	6
8	Beaver Road	5	5	4.18	4.39	3.32	3.85	2.70	2.00	3.18	2.22	1
9	Newtown	5	5	3.44	3.44	4.13	5.00	5.00	5.00	2.19	2.19	8

3.23 - Details of proposed cycling route schemes with costings

Route No.	Route Name	Sub Description	Project Description	Estimated cost	Total Cost (including approx. 44% fees (contingency, contractor etc.))
1	Hythe Road – Mace Lane	Bridge – petrol station	20Mph Limit Public Realm Improvements Crossing Points	£132,930.00	£15,500,000.00
		Petrol station – roundabout	20Mph Limit Public Realm Improvements Crossing Points	£143,010.00	
		Roundabout – town centre	Segregated cycle way Public realm improvements	£10,000,000.00	
2	Canterbury Road	Canterbury road crossing – Bridge	Light segregation Toucan Crossing	£79,000	£10,000,000.00
		Bridge - Town centre	Living Street Approach Improvement to bridge Improvements to public realm Traffic flow study Small improvements to pavement	£8,000,000.00	

			Linking bridge to Heathfield Road		
3a	Highworth School – A20 Road	Orchard Heights – Drovers	Widen footpath cycleways Move bus stop Toucan crossing Potentially continue footpath cycleway northbound	£162,828.00	
	Highworth – Magazine Road	Drovers – Barrowhill	Reduce capacity to provide segregated cycle lane North or South bound to be establish which is best. Toucan crossing	£221,320.00	£580,000.00
3b		Barrowhill - Town Centre	Reduce capacity roundabout north bound to provide space Raised table entry Barrowhill Increase width shared footpath Northbound Lidl car park Improve junction car parks Lidl and Barnardos	£146,880.00	£200,000.00

4	Repton Way	Tank RB - Western Avenue JCT	"Toucan Crossing 20 mph Living street Drop kerbs	£150,440.00	£310,000.00
		Western Avenue JCT – Bolt	"Raised table Speed cushion Signage 20mph"	£59,240.00	
		Bolt – Cinema	NA	NA	
		Cinema - Town Centre	NA	NA	
5	Victoria Park	Brookfield road - Hillbrow lane	NA	NA	£105,000.00
		"Hillbrow lane - Victoria park Fountain	NA	NA	
		"Victoria park Fountain - Cinema "	Toucan crossing	£55,000.00	
		Cinema - Town Centre	NA	NA	

6	Ashford Oaks	Arlington - Noakes Meadow	20mph	£17,250.00	£180,000.00
		Noakes Meadow Jemmett Road	NA	NA	
		Jemmett Road - Victoria park Fountain	"Improve shared footpath cycleway Signage + Painting Parking restriction to widen footpath"	£48,590.00	
		Victoria park Fountain – Cinema	NA	NA	
		Cinema - Town Centre	Toucan crossing	£55,000.00	

7	Kingsnorth Road – Jemmett Road	Woolreeds Road Beaver Lane Junction	"20mph 1 raised table Remove guardrail Toucan crossing"	£105,750.00	£305,000.00
		Beaver Lane - Junction Victoria Park "	"Resurfacing 20mph 2 raised tables"	£84,250.00	
		Victoria park Fountain – Picturehouse Cinema"	NA	NA	
		Picturehouse Cinema - Town Centre	Toucan crossing	£55,000.00	
8	Beaver Road	Beaver Lane - Bus Gate	"Reduce carriageway width 20mph"	£92,850.00	£200,000.00
		Bus Gate - Town Centre	"Segregated cycleway or shared use Signage"	£60,880.00	

9	Newtown	Newtown - Outlet Centre	20 mph - not sure if this is acceptable	£17,250.00	£30,000.00
		Outlet -Train station	S106 money allocated for this project	NA	
		Train station - underpass	Unknown	NA	
		Under pass - TC	Unknown	NA	

All costs are indicative at this stage and are subject to feasibility studies, site investigation and detailed design. Initial costs have been based on those made available by Wiltshire County Council. These costs may vary locally and be subject to inflation. Ashford Council at this time in writing does not have access to in-house design and costing experience.

Chapter 4: Network planning for walking



4.1 Walking Route Selection

As active transport modes, many of the benefits of cycling and walking are shared and very often improvements for one will affect the other as large parts of the two networks overlap. For example, pedestrians and cyclists are often in close proximity and may share routes and crossings.

In most places a comprehensive network which accommodates most pedestrian trips already exists. Ashford Town Centre is well provided with paths and footways which offer an extensive network of routes many of which are traffic free and follow greenways and make use of open spaces and parks.

However, main roads which tend to be the most direct routes often have a poorer physical environment including narrow pavements with overgrown vegetation, infrequent crossing points, uneven surfaces and poorer air quality. People may be deterred from using them due to several issues, e.g. need to cross busy roads or because the facilities are poorly designed or maintained.

The main focus of the LCWIP is therefore to improve and in some cases extend the existing walking network in order to encourage people to make more short trips on foot.

With its good public transport connectivity, the Town Centre will be a focus for new business development – putting business at the heart of Ashford. The delivery of this major change programme in the heart of Ashford means that there needs to be a step change in street purpose and design. For each walking audit written comments and notes were taken as well as photos. Following each walking audit the loops were given preliminary scoring and a photo evidence document was created.

Once all the routes had been audited, the scoring was revised, moderated and the audit spreadsheet finalised. The spreadsheet was reviewed by another member of the team to provide unbiased judgement on the final scoring.

The next task involved creating summary tables to provide an overview of the walking routes and identify sections where projects would be implemented. The first summary table (4) provides the final total scoring for each category (attractiveness, comfort, directness, safety, coherence) for each walking loop as well as summarised written comments. This first summary table provides an overview of each walking loop.

A second summary table was produced. This one divided the large 2km walking routes into smaller sections allowing for a review of each route. A scoring for each category for each section was provided as well as a more detailed summary for each section. This second table served as a basis to divide each walking loop by section in order to identify specific projects and interventions.

An intervention spreadsheet was then created for the walking routes. This involved dividing each walking loop into smaller sections (the sections were informed by the summary tables aforementioned). Each section obtained a scoring (using the same methodology as for the walking audit looking at attractiveness, comfort, directness, safety and coherence for each section). This scoring was compared to the overall scoring that the entire walking loop obtained. Out of a total scoring of 40, sections that ranked from 0 to 20 were categorised as

'red', from 20 to 30 as 'amber', and from 30 to 40 as 'green'. This spreadsheet detailed the problems identified for each section as well as the potential interventions

This spreadsheet was used to produce maps representing each walking route and to spatially locate problems and their associated locations.

Finally, the intervention spreadsheet was used to complete the prioritisation spreadsheet which follows a similar format as the one produced for the cycling routes. This prioritisation spreadsheet looks at the proposed projects for each section, their costs, their effectiveness, economic value, deliverability and prioritisation.

4.1.1 - Establishing Core Walking Zones

Map 6 (page 45) show the the CWZs identified for Ashford. It is based on a 400M radius around the Town Centre and Ashford International Train station.

4.1.2 – Walking Network Plan

Walking audits were conducted for five identified loops: four of these loops span 2km outwards starting from the ring road around Ashford's town centre and one loop is our core walking route through Ashford's town centre. Map 6 on page 45 shows main walking routes that were audited using the Walking Route Audit Tool (WRAT)

Map 6

Main walking routes were audited using the Walking Route Audit Tool (WRAT)

- W1 (Core Walking Zones)
- W2
- W3
- W4
- W5
- Town Centre
- Schools
- Other Attractors
- LCWIP Boundary



4.2 – Walking Route Assessment

4.2.1 – Introduction

The audits followed the LCWIP Walking Route Audit Tool (WRAT) which assesses the five core design outputs including, attractiveness, comfort, directness, safety and coherence of a route using a red (0); amber (1); and green (2) scoring system.

Five core design outputs from the WRAT assessment are as follows:

Attractiveness: The audits evaluated the attractiveness of the walking routes by assessing the maintenance of footways, the presence of littering, the condition of street furniture, evidence of vandalism, whether there is natural surveillance or isolated routes, the levels of traffic noise and pollution, the presence of lighting, the use of guardrails and bollards, as well as the use of temporary features.

Comfort: Comfort was evaluated by looking at the condition of footways, the presence of crossovers resulting in uneven surface, fretted or subsided pavement, uneven patching or trenching, by estimating footway width and occasions of 'give and take', as well as looking at footway parking. The width on staggered crossing pedestrian islands and refuges and the gradient of slopes were evaluated. Temporary obstructions, barriers and gates restricting access, bus shelters restricting clearance width, and poorly drained footways were assessed.

Directness: The directness of footway provision and their ability to cater for pedestrian desire lines was evaluated. The location of crossings in relation to desire lines was assessed. The audits also looked at whether or not there were any delays in using the crossings by looking at the gaps in traffic. The impact of controlled crossings, such as single phase pelican, puffin or zebra crossings on journey time were assessed by looking at whether or not any delays were created. Green man time was also assessed to determine if pedestrians would benefit from extended green man time.

Safety: Safety was assessed by looking at traffic volume and pedestrians' ability to keep distance from traffic. Traffic speed was also evaluated as well as visibility for all users.

Coherence: For coherence, the audits looked at the provision of dropped kerbs and tactile paving.

4.2.2 - WRAT score summaries

Table 6 shows the score obtained by the routes using the walking route audit tool (WRAT). The target is to score at least 70%, some routes are not achieving this, but future feasibility work may alter this score and ranking.

Route no	Route name	Attractiveness	Comfort	Directness	Safety	Coherence	Total (Score)	Total (%)	Ranking
W1 – S2	Town Centre High Street – Somerset Road	5	5	5	5	5	25	100	1
W1 – S3	Town Centre Bank Street – Elwick Road	5	5	5	5	5	25	100	1
W4 – S1	Hythe Road – Newtown Road	4	4	4	4	5	21	84	3
W3 – S3	Beaver Road – Beaver Lane	4	5	4	5	3	21	84	3
W2 – S5	Templar Way – Elwick Road	4	4	4	5	4	21	84	3
W1 – S4	Town centre – Beaver Road	5	3	4	4	4	20	80	6
W2 – S3	Maidstone Road – Repton Manor	5	4	4	3	3	19	76	7
W3 – S2	Beaver Road – Beaver Lane	5	3	4	4	3	19	76	7
W3 – S5	Jemmett Road – Victoria Park	4	4	4	3	4	19	76	7

W1 – S1	Town Centre – East Hill	4	4	3	3	4	18	72	10
W5 – S1	Kennington – Canterbury Road	4	4	4	3	2	17	68	11
W3 – S4	Beaver Road – Beaver Lane via Cryol Road	4	4	3	3	2	16	64	12
W2 – S2	Maidstone Road - Repton	3	3	3	4	3	16	64	12
W2 – S4	Repton - Repton	3	3	3	4	3	16	64	12
W5 – S3	Kennington – Bybrook	2	2	3	3	3	13	52	15
W3 – S1	Beaver Road – Beaver Lane	3	3	3	2	2	13	52	15
W5 – S6	M20 Road – Maidstone Road	2	2	4	3	2	13	52	15
W4 – S4	Hythe Road - Newtown	3	3	2	3	2	13	52	15
W5 – S5	Kennington – Bybrook Road	3	3	2	2	2	12	48	19
W5 – S4	Kennington – Park Vale Road	3	2	2	3	2	12	48	19

4.2.3. Details of proposed schemes and costings (Table 6)

Included in the total cost is allowances for design, project management, public consultation and road safety audits.

Route	Description	Sub-Description	Projects details	Estimated cost	Total cost (including approx. 44% of on costs, contingency, contractor etc.)
W1	Town Centre Core Walking Route	High Street- North Street- Somerset Road Crossing	Resurface cobblestones on High Street (200 meters total) 3 CCTV Camera on High Street and clean tags to increase safety Remove broken/bended guardrails on end of North Road- 2 guardrail Add 1 refuse bin on end North Road/Somerset Road crossing and organise collection	£76,000 (£380/meter) £1,500 £5,000 £200	£125,000

W1	Town Centre Core Walking Route	Bank Street- Tufton Street- Vicarage Lane- Church Road- Elwick Road	<p>Resurface Tufton Road (50m each side)</p> <p>Resurface Vicarage Lane (50m each side)</p> <p>Resurface Church Road (75m each side)</p> <p>Add tactile paving and dropped kerb on Tufton Road (for 4 crossings)</p> <p>Add tactile paving and dropped kerb on Vicarage Lane (for 4 crossings)</p> <p>Add tactile paving and dropped kerb on Church Road (for 8 crossings)</p> <p>Place-making interventions shared space (rethink shared space and increase safety/comfort of pedestrians add colourful crossings modal filter or Copenhagen crossings)</p>	<p>£18,000 (£180/meter)</p> <p>£18,000 (£180/meter)</p> <p>£27,000 (£180/meter)</p> <p>£10,000 (£105 for 10 Surface Mounted Tactile Paving Tiles & Adhesive and £360 for 2 dropped kerbs for a 2-2.5m footway)</p> <p>£10,000 (£105 for 10 Surface Mounted Tactile Paving Tiles & Adhesive and £360 for 2 dropped kerbs for a 2-2.5m footway)</p> <p>£20,000 (£105 for 10 Surface Mounted Tactile Paving Tiles & Adhesive and £360 for 2 dropped kerbs for a 2-2.5m footway)</p> <p>£100,000</p>	£303,000
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W4	Hythe Road to Newtown Road	Start Tesco at Mills Court- Hythe Road to M20 Junction including Criquet Footway and Footway Hythe Road to Highfield Road	<p>Add 5 highlighted crossing and traffic calming measures along Hythe Road with dropped kerbs and tactile paving</p> <p>Add 5 refuse bins on Hythe Road.</p> <p>Resurface Hythe Road (beginning) (50 meters each side)</p> <p>Remove guardrails- minimum 15 guardrails</p> <p>Add dropped kerbs on Hythe Road crossing and pedestrian islands (Mabelton Avenue and Romney Road) (for 5 crossings on each side/total 10)</p> <p>Remove 2 signage for public footways</p> <p>Clean public footways-maintenance</p>	<p>£38,000</p> <p>£1,000</p> <p>£18,000</p> <p>£15,000</p> <p>£10,000</p> <p>£500 (£250 for removal signage)</p> <p>£3,000</p>	£125,500
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W3	Beaver Road Stanhope and Beaver Lane	Stanhope Road to Athol Road	<p>Cut overgrown vegetation on Stanhope Road before roundabout- maintenance</p> <p>Add 4 highlight crossing and pedestrian island on Stanhope Road Roundabout with dropped kerbs and tactile paving and remove existing pedestrian island. Use continuous footway crossing if possible.</p> <p>Add dropped kerbs and tactile paving for Stanhope Road Roundabout crossing (for 8 crossings 4 crossings each side)</p> <p>Remove guardrails on Stanhope Road- old guardrails at least 30-50 meters</p>	<p>£500</p> <p>£30,000</p> <p>£5,000</p> <p>£30,000</p>	£95,500
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W5	Conningbrook Kennington Faversham Brybrooke Canterbury Road	Start Council- Green Path from Mill Court to Raymond Fuller Way	Paint lines on walking cycling shared path (removal and repainting) for 200 meters (use colourful crossing with community input) Cut overgrown vegetation along walking cycling shared path- maintenance Add 1 CCTV in tunnel Add permanent lighting in tunnel Address desired crossing lines before tunnel- place- making intervention Remove tags on bins at start of path- maintenance	£7,200 (£29 per meter for removal and £7 per meter for painting) £1,000 £500 £3,000 £5,000 £500	£34,500
W2	Maidstone Road to Orchard Heights and Repton Manor	Orchard Heights Residential Streets: Landburry Walk- Warren View- Orchard Heights	Cut overgrown vegetation- maintenance Add minimum 3 signs through residential streets	£1,000 £1,200	£3,200

W3	Beaver Road Stanhope and Beaver Lane	Beaver Road- Kingsnorth Road until Stanhope Corner	Resurface Beaver Road - especially in front of Beaver Inn (100 meters each side) Resurface Kingsnorth Road (100 meters each side) Remove guardrails (especially crossing to Kingsnorth Road and intersection Christchurch Road)- minimum 20 guardrails Add 5 highlighted crossings on Beaver Road with dropped kerbs and tactile paving	£36,000 £36,000 £20,000 £30,000 (£5,000 per crossing £360 for 2 dropped kerbs and £105 for paving)	£232,000
W3	Beaver Road Stanhope and Beaver Lane	Jemmett Road- Victoria Park- End Victoria Park Bridge	Plant 10 tree on Jemmett Road for shading Remove tags on Victoria bridge- maintenance Change cycle counter in Victoria Park	£10,000 £500 £10,000	£30,500
W1	Town Centre Core Walking Route	Elwick Bridge to Victoria Road- Leacon Road- Victoria Road- Beaver Road Crossing- End Curious Brewery	Clean tags on Elwick Bridge- maintenance Resurface stairs Elwick Bridge (10 meters total) Add 3 CCTV camera to Elwick Bridge to increase safety Plant 10 trees along Victoria Lane for shading and add bees patch on bus shelters. Add zebra crossing on Victoria Road (Aldi) Add 2 pedestrian islands along Victoria Road with highlighted crossings	£1,000 £1,800 (£180/meter) £1,500 £10,000 (£100 per tree) £30,000 £30,000 (£10,000 per pedestrian island and £5,000 for pedestrian island)	£115,000

W2	Maidstone Road to Orchard Heights and Repton Manor	Templer Way- Godinton Road- Carlton Roundabout- Sackville Crescent- Godinton Road- End Elwick Road	Place making intervention for Carlton Roundabout (link with Chilmington Green junction improvement introduce play streets modal filters and colourful crossing) Add dropped kerbs and tactile paving on Godinton Road crossings for 10 crossings (5 each side) Resurface potholes Godinton Road (100 each side) KCC	£1,500,000 (see Chilmington) £30,000 £36,000	£2,066,000
W4	Hythe Road to Newtown Road	Residential Roads: Highfield Road- Sevington Road- Church Road	Add highlighted crossing end of Church Road to reach church courtyard with dropped kerbs and tactile paving Add dropped kerbs and tactile paving at Julien Place Luckhurst Road and Pemberton Road (3 crossings)	£7,000 £5,000	£22,000
W5	Conningbrook Kennington Faversham Brybrooke Canterbury Road	Residential Streets: Raymond Fuller Way- Clarke Crescent- George Williams Way to Canterbury Road- Willesborough Road	Cut overgrown vegetation on George Williams Way- maintenance Add 3 pedestrian islands with tactile paving and dropped kerbs on George Williams Way roundabout crossing	£500 £40,000 (£10,000 per pedestrian island)	£60,500

W1	Town Centre Core Walking Route	Start Council- East Hill	Pedestrianise East Hill (place-making interventions such as colourful crossings or the use of modal filters or school speed restrictions) Remove guardrails (if pedestrianised everywhere- if not pedestrianised everywhere except in front of school) - 1 to 15 guardrails	£50,000 £1,000-£15,000	£71,000 - £95,000
W4	Hythe Road to Newtown Road	Bentley Road- Hunter Avenue- Tunnel New Town Road	Add 1 zebra crossing on Hunter Avenue with dropped kerbs and tactile paving Plant 10 trees on Bentley Avenue for shading	£35,000 £10,000	£65,000
W2	Maidstone Road to Orchard Heights and Repton Manor	Repton Manor Residential Streets: Barley Mow View- Sir John Fogge Avenue- Repton Avenue	Add 1 zebra crossing on Repton Avenue (Waitrose) Remove guardrails at crossing with Templar Way- minimum 10 guardrails	£30,000 £10,000	£60,000

W4	Hythe Road to Newtown Road	New Town Road to Tunnel to Train Station- End Train Station	<p>Add 3 highlight crossing for Newtown Road lateral crossing with dropped kerbs and tactile paving Add 1 zebra crossing on Newtown Road reaching Ellison Road Add 3 refuse bins on Newtown Road Remove broken street furniture on Newtown Road- maintenance Add CCTV tunnel to station Add permanent lighting in tunnel to station Remove tags tunnel- maintenance artwork by community</p>	<p>£20,000 £30,000 £600 £3,000 £500 £2,000 £2,000</p>	£90,000
W2	Maidstone Road to Orchard Heights and Repton Manor	Start High Street- New Street- New Street and Chart Road Roundabout- Maidstone Road to Templar Way Roundabout	<p>Resurfacing paving around Chart Road Roundabout (50 meters total) Remove tags on street furniture on Chart Road- maintenance Remove guardrails on Chart Road and Maidstone Road- up to 20 guardrails</p>	<p>£9,000 (£180/meter) £500 £20,000</p>	£40,000

W3	Beaver Road Stanhope and Beaver Lane	Residential Streets Athol Road- St Stephens Walk- Cryol Road- Beaver Lane	Add 2 refuse bins on Cryol Road Modify crossing at the Athol Road/St Stephens Walk and at Cryol Road/Beaver Lane: remove pedestrian islands and add four highlighted crossings with dropped kerbs and tactile paving per crossing use continuous footway crossing if possible Resurface Beaver Lane (100 meters each side) Plant 10 trees on Beaver Lane for shading	£500 £60,000 £36,000 £10,000	£160,000
W2	Maidstone Road to Orchard Heights and Repton Manor	Maidstone Road - Orchard Heights Roundabout	Add 3 double highlighted crossings on Maidstone Road to reach bus stops with dropped kerbs (total 6 crossings due to length of road and tactile paving Add 4 signage to indicate end of path Add 4 CCTV for security along Maidstone Road	£36,000 (£5,000 per highlighted crossings with £360 for 2 dropped kerbs and £105 for paving) £1,600 (£400 per signage) £2,000	£60,000

W5	Conningbrook Kennington Faversham Brybrooke Canterbury Road	Canterbury Road from Willesborough Road crossing to M20 Crossing	Add 4 highlighted crossings on Canterbury Road especially near bus stops with dropped kerbs and tactile paving Add traffic calming measures on Canterbury Road- minimum 2 splitter islands and think about using modal filters Resurface Canterbury Road (start/end) (500 meters each side)	£30,000 £20,000 (£10,000 per splitter islands) £180,000	£330,000
W5	Conningbrook Kennington Faversham Brybrooke Canterbury Road	Canterbury Road from M20- Magazine Road- Malvern Road- Quantock Drive - End Maidstone Road	Add 1 puffin crossing at Magazine/Canterbury Road crossing Add traffic calming measures on Canterbury Road- minimum 2 splitter islands and add of modal filters and colourful crossings	£55,000 £20,000 (£10,000 per splitter islands)	£125,000
W5	Conningbrook Kennington Faversham Brybrooke Canterbury Road	Brybrooke Road- Kinney Lane	Plan 10 trees for shading on Brybrooke Road and add bee patch on bus stops Place-making Kinney Lane, pedestrianise for access to shared path (private road ownership issue) Add dropped kerbs and tactile paving on Brybrooke Road crossings (for 10 crossings 5 per sides) Resurface Brybrooke Road (100 meters per side)	£10,000 £50,000 £12,000 £36,000	£158,000

W3	Beaver Road Stanhope and Beaver Lane	Start Train Station- Beaver Road and Jacques Fauchaux Crossing- Beaver Road until Bond Road corner	Address lights at Jacques Fauchaux crossing (red light shorter/green light longer for pedestrian) Resurface Beaver Road (100 meters each side)	£500 £36,000	£56,500
W5	Conningbrook Kennington Faversham Brybrooke Canterbury Road	Faversham Road from crossing with Canterbury Road- Park Road-Park Vale	Remove guardrails on Faversham/Canterbury crossing- minimum 10 guardrails up to 20 guardrails Add 3 zebra crossing across Faversham/Canterbury crossing Add dropped kerbs and tactile paving on Park Road (for 6 crossings) Add dropped kerbs and tactile paving on Park Vale (for 4 crossings)	£30,000 £10,000-20,000 £5,500 £3,500	£69,000 - £89,000

All costs are indicative at this stage and are subject to feasibility studies, site investigation and detailed design. Initial costs have been based on those made available by from Wiltshire County Council. These costs may vary locally and be subject to inflation. Ashford Council at this time in writing does not have access to in-house design and costing experience.

Chapter 5: Prioritisation of schemes



This chapter sets out the approach of prioritising the cycling and walking infrastructure improvements in the short, medium and long term.

- Short term (typically <3 years) – improvements which can be implemented quickly or are under development
- Medium term (typically <5 years) improvements where there is a clear intention to act, but delivery is dependent on further funding available
- Long term (typically > 5 years) more aspirational improvements or these awaiting a defined solution.

All planned infrastructure changes that impact on residents will go through the appropriate consultation process required with direct discussion with affected users groups and with reference to relevant design guidance, e.g. consultation with mobility groups such as RNIB (Royal National Institute of Blind People), Ashford Access Group and use of documents such as the “Wheels for Wellbeing guidance”.

5.0 - Ashford Walking and Cycling Prioritisation and rationale of schemes

Cycling schemes have been prioritised against a range of criteria as follows:

Effectiveness Criteria

Existing **Route Comfort and attractiveness** were assessed during the route project/scheme selection process. An identified project which improves the route comfort and attractiveness for users is likely to attract and encourage increased future usage and therefore where a benefit is identified, a project/scheme is scored positively.

Links with existing route/network is an important consideration when assessing whether a project is likely to make improvements which will encourage increased usage of cycle paths and pedestrian footpaths.

Whether a project/scheme leads to creating a **Road safety improvement** is an important aspect of assessing its effectiveness. Where projects are likely to improve security and safety measures for cyclists and pedestrians by raising awareness of cyclists/pedestrians in the area, reducing speeds of other modes of transport, or segregating the active mode from traffic, this project will score more positively.

Policy Links - The Ashford Green Corridor Network is an important aspect of the towns green infrastructure, but also a key movement network for pedestrians and cyclists which is mostly vehicle free. The recently adopted Green Corridor action plan^[1] and Local Plan Policy ENV2^[2] encourages improvements and enhancements to the network.

^[1] <https://www.ashford.gov.uk/media/5476/green-corridor-action-plan-2017.pdf>

^[2] <https://www.ashford.gov.uk/media/7542/adopted-ashford-local-plan-2030-2.pdf>

Improving links to schools and local services such as transport hubs, retail, community and leisure facilities for the active travel mode is a key aim of the project. Determining the purpose of users' journeys, and in particular between children and adults is identified as an important aspect of prioritisation assessment within the AMAT tool (2.5). When undertaking the route selection process, which are located around the Town Centre, it was identified that many of the active mode users were school children accessing the several schools with the routes, and adults accessing the town centre shops and services or commuting to work or the train station, which links several of the routes. Part of the assessment therefore scores projects positively where they will be likely to improve accessibility by active mode to one of these key areas, and have safety and time saving impacts.

Table 7 shows the prioritised cycling schemes

Scheme Description					Effectiveness					Economic		Deliverability			Prioritisation	
Route	Description	Sub-Section	Sub-Description	Projects details	Route Comfort and attractiveness improvement	Links with existing route/network	Creates Road safety improvement	Link to Green Corridor network	Links to Schools and local services	Value for money	Funding potential	Political Support	Timescale	Feasibility	Total Score	Ranking
Page 1 254	Hythe Road - Mace Lane	B	Petrol Station - Roundabout	20mph public realm improvements crossing points	0	2	2	1	2	2	0	2	1	1	13	9
	Hythe Road - Mace Lane	C	Roundabout - Town Centre	Segregated cycleway and public realm improvement	2	2	2	2	2	0	2	0	0	0	12	11
	Hythe Road - Mace Lane	A	Bridge - Petrol Station	20mph public realm improvements crossing points	0	0	2	0	2	1	0	2	1	1	9	18
2	Faversham - Canterbury Road	A	Faversham Road - Bridge	Light segregation Toucan	2	2	2	2	1	2	0	2	1	2	16	2

2	Bridge - Town centre	B	Bridge - Town centre	Living street Approach Improvement to bridge Improvement to public realm Traffic flow study Small improvement to pavement linking bridge to Heathfield Road	2	2	2	0	1	2	0	1	0	0	10	17
3	Highworth/ A20	B	Drovers - Barrowhill	Reduce capacity to provide segregated cycle lane North or South bound to be establish which is best. Toucan crossing	2	2	2	0	2	0	0	2	0	2	12	11
3	Highworth/ A20	C	Barrowhill - Town Centre	Reduce capacity roundabout north bound to provide space Raised table entry	2	2	2	0	2	2	0	1	0	1	12	11

				Barrowhill Increase width shared footpath Northbound Lidl car park Improve junction car parks Lidl and Barnardos													
Page 256	3	Highworth/ A20	A	Orchard Heights - Drovers	Widen footpath cycleways Move bus stop Toucan crossing Potentially continue footpath cycleway northbound	1	2	0	0	0	0	1	1	0	2	7	19
	4	Repton Way	B	Western Avenue JCT - Bolt	Raised table Speed cushion Signage 20mph	1	1	2	0	2	1	0	2	1	2	12	11
	4	Repton Way	A	Tank RB - Western Avenue JCT	Toucan Crossing 20 mph Living street Drop kerbs	1	0	0	0	0	0	0	2	1	2	6	21

4	Repton Way	C	Bolt - Picturehouse	NA	0	0	0	0	2	0	0	0	0	0	2	22
4	Repton Way	D	Cinema - Town Centre	NA	0	0	0	0	0	0	0	0	0	0	0	28
5	Victoria Park	C	Victoria park Fountain - Pitcurehouse	Toucan crossing	1	2	2	2	2	2	0	2	1	2	16	2
5	Victoria Park	A	Brookfield road - Hillbrow Lane	NA	0	0	0	0	2	0	0	0	0	0	2	22
5	Victoria Park	B	Hillbrow Lane - Victoria park Fountain	NA	0	0	0	0	2	0	0	0	0	0	2	22
5	Victoria Park	D	Picturehouse - Town Centre	NA	0	0	0	0	0	0	0	0	0	0	0	28
6	Ashford Oak	A	Arlington – Noakes Meadow	20mph	1	2	2	0	2	2	0	2	2	2	15	4
6	Ashford Oak	B	Noakes Meadow- Jemmett Road	NA	0	0	0	0	1	0	0	0	0	0	1	27
6	Ashford Oak	C	Jemmett Road – Victoria Park Fountain	Improve shared footpath cycleway, signage and painting parking restriction to widen footpath	2	2	1	2	2	2	2	2	2	2	19	1
6	Ashford Oak	D	Victoria Park fountain – Picturehouse	NA	0	0	0	0	2	0	0	0	0	0	2	22

6	Ashford Oak	E	Pitcurehouse – town centre	Toucan crossing	1	2	2	2	0	2	0	2	1	2	14	5
7	Jemmett Road	A	Woolreeds Road – Beaver Lane Junction	20mph 1 raised table Remove guardrail Toucan crossing	1	1	2	0	2	2	0	1	1	1	11	15
7	Jemmett Road	B	Beaver Lane – Junction Victoria Park	Resurfacing 20mph 2 raised tables	2	1	2	2	2	0	0	1	1	2	13	9
7	Jemmett Road	C	Victoria Park fountain – Picturehouse	NA	0	0	0	0	2	0	0	0	0	0	2	22
7	Jemmett Road	D	Picturehouse – town centre	Toucan crossing	1	2	2	2	0	2	0	2	1	2	14	5
8	Beaver Road	A	Beaver Lane – Bus gate	20mph	1	2	1	2	2	0	2	2	0	2	14	5
8	Beaver Road	B	Bus gate – town centre	Segregated cycleway or shared use Signage	2	2	2	0	1	0	2	2	1	2	14	5
9	Newtown	A	Newtown – Outlet Centre	20mph	1	2	1	0	0	0	2	1	0	0	7	19
9	Newtown	B	Outlet Centre – Train station	Tidy and signage	1	2	1	0	0	0	2	1	0	0	11	15

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Table 8 Walking Scheme Prioritisation

Scheme Description				Effectiveness					Economic		Deliverability			Prioritisation	
Route	Description	Sub-Section	Sub-Description	Route Comfort and attractiveness improvement	Links with existing route/network	Creates Road safety improvement	Link to Green Corridor network	Links to Schools and local services	Value for money	Funding potential	Political Support	Timescale	Feasibility	Total Score	Ranking
W Page 259 W 1	Town Centre Core Walking Route	S 2	High Street- North Street-Somerset Road Crossing	2	2	1	0	1	2	1	2	1	1	38	1
W 1	Town Centre Core Walking Route	S 3	Bank Street- Tufton Street- Vicarage Lane- Church Road- Elwick Road	1	2	2	0	0	2	1	2	1	1	37	2
W 4	Hythe Road to Newtown Road	S 1	Start Tesco at Mills Court- Hythe Road to M20 Junction including Criquet Footway and Footway Hythe Road to Highfield Road	2	2	2	0	2	2	1	1	0	1	34	3

W 3	Beaver Road Stanhope and Beaver Lane	S 3	Stanhope Road to Athol Road	2	2	2	0	0	2	1	1	1	1	33	4
W 5	Conningbr ook Kenningto n Faversham Brybrooke Canterbury Road	S 1	Start Council- Green Path from Mill Court to Raymond Fuller Way	2	1	1	2	0	2	2	2	2	2	33	4
W 3	Maidstone Road to Orchard Heights and Repton Manor	S 3	Orchard Heights Residential Streets: Landbury Walk- Warren View-Orchard Heights	1	1	1	0	0	2	2	2	2	2	32	5
W 3	Beaver Road Stanhope and Beaver Lane	S 2	Beaver Road- Kingsnorth Road until Stanhope Corner	2	2	1	0	2	2	1	1	1	1	32	5

W 3	Beaver Road Stanhope and Beaver Lane	S 5	Jemmett Road- Victoria Park- End Victoria Park Bridge	2	1	0	0	0	2	2	2	2	2	32	5
W 1	Town Centre Core Walking Route	S 4	Elwick Bridge to Victoria Road- Leacon Road- Victoria Road- Beaver Road Crossing- End Curious Brewery	2	1	1	0	1	1	1	1	2	1	31	6
W 2	Maidstone Road to Orchard Heights and Repton Manor	S 5	Templer Way- Godinton Road- Carlton Roundabout- Sackville Crescent- Godinton Road- End Elwick Road	2	2	2	0	0	1	1	0	0	0	29	7
W 4	Hythe Road to Newtown Road	S 2	Residential Roads: Highfield Road- Sevington Road- Church Road	1	1	1	2	1	1	1	1	2	1	28	8
W 5	Conningbr ook Kenningto n Faversham Brybrooke Canterbury Road	S 2	Residential Streets: Raymond Fuller Way- Clarke Crescent- George Williams Way to Canterbury Road- Willesborough Road	1	1	1	1	0	2	2	2	1	2	28	8

W 1	Town Centre Core Walking Route	S 1	Start Council- East Hill		2	1	1	1	2	1	0	0	1	0	27	9
W 4	Hythe Road to Newtown Road	S 3	Bentley Road- Hunter Avenue- Tunnel New Town Road		2	2	1	1	0	2	1	1	2	1	26	10
W 2	Maidstone Road to Orchard Heights and Repton Manor	S 4	Repton Manor Residential Streets: Barley Mow View- Sir John Fogge Avenue- Repton Avenue		1	2	1	0	1	1	0	1	1	1	25	11
W 2	Hythe Road to Newtown Road	S 4	New Town Road to Tunnel to Train Station- End Train Station		2	2	2	0	0	1	1	1	1	0	25	11
W 2	Maidstone Road to Orchard Heights and Repton Manor	S 1	Start High Street- New Street- New Street and Chart Road Roundabout- Maidstone Road to Templer Way Roundabout		2	2	1	0	1	0	0	1	1	1	24	12

W 3	Beaver Road Stanhope and Beaver Lane	S 4	Residential Streets Athol Road- St Stephens Walk- Cryol Road- Beaver Lane	2	1	1	0	0	1	1	1	0	1	24	12
W 2	Maidstone Road to Orchard Heights and Repton Manor	S 2	Maidstone Road - Orchard Heights Roundabout	1	2	2	0	0	1	0	0	0	0	22	13
W 5	Conningbr ook Kenningto n Faversham Brybrooke Canterbury Road	S 3	Canterbury Road from Willesborough Road crossing to M20 Crossing	1	2	2	0	1	2	0	0	0	0	21	14
W 5	Conningbr ook Kenningto n Faversham Brybrooke Canterbury Road	S 6	Canterbury Road from M20- Magazine Road- Malvern Road- Quantock Drive -End Maidstone Road	1	2	2	0	1	1	0	0	1	0	21	14

W 5	Conningbrook Kennington Faversham Brybrooke Canterbury Road	S 5	Brybrooke Road-Kinney Lane		2	1	1	0	0	2	1	0	0	0	20	15
W 3	Beaver Road Stanhope and Beaver Lane	S 1	Start Train Station- Beaver Road and Jacques Faucheux Crossing- Beaver Road until Bond Road corner		1	2	2	0	0	0	0	0	1	0	19	16
W 3	Conningbrook Kennington Faversham Brybrooke Canterbury Road	S 4	Faversham Road from crossing with Canterbury Road-Park Road-Park Vale		1	2	1	0	0	1	0	1	1	0	19	

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The following details how prioritisation of the categories was decided on walking routes:

- **Attractiveness:** The audits evaluated the attractiveness of the walking routes by assessing the maintenance of footways, the presence of littering, the condition of street furniture, evidence of vandalism, whether there is natural surveillance or isolated routes, the levels of traffic noise and pollution, the presence of lighting, the use of guardrails and bollards, as well as the use of temporary features.
- **Comfort:** Comfort was evaluated by looking at the condition of footways, the presence of crossovers resulting in uneven surface fretted or subsided pavement uneven patching or trenching, by estimating footway width and occasions of 'give and take', as well as looking at footway parking. The width on staggered crossings pedestrian islands and refuges and the gradient of slopes were evaluated. Temporary obstructions, barriers and gates restricting access, bus shelters restricting clearance width, and poorly drained footways were assessed.
- **Directness:** The directness of footway provision and their ability to cater for pedestrian desire lines was evaluated. The location of crossings in relation to desire lines was assessed. The audits also looked at whether or not there were any delays in using the crossings by looking at the gaps in traffic. The impact of controlled crossings, such as single phase pelican puffin or zebra crossings on journey time were assessed by looking at whether or not any delays were created. Green man time was also assessed to determine if pedestrians would benefit from extended green man time. Other directness aspects inspected included routes to and from bus not accommodated, steps restricting access for all users, and confusing layout for pedestrians.
- **Safety:** Safety was assessed by looking at traffic volume and pedestrians' ability to keep distance from traffic. Traffic speed was also evaluated as well as visibility for all users.
- **Coherence:** For coherence, the audits looked at the provision of dropped kerbs and tactile paving.

The process undertaken to prioritise the identified projects follows the principles set out in the Department for Transport's (DfT) Local Cycling and Walking Infrastructure Plan Technical guidance (Chapter 7) ¹ whilst also taking into consideration the DfT Active Mode Appraisal guidance (AMAT)² and a range of local assessments. This includes assessing the effectiveness of the project when assessed against a range of criteria, including links to local policies.

The prioritisation process also makes an assessment of each project based on an economic assessment which considers whether the project is value for money and can attract funding and overall deliverability. This assesses the timescales for delivery of the project over the short, medium and long term, and deliverability of the projects based on likely political support and feasibility.

¹https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/607016/cycling-walking-infrastructure-technical-guidance.pdf

² <https://www.gov.uk/government/publications/webtag-tag-unit-a5-1-active-mode-appraisal-may-2018>

The scoring method is below:

0	No Positive Impact
1	Low Positive Impact
2	High Positive Impact

The scoring criteria assessments are explained in more detail below:

Effectiveness Criteria

Existing **Route Comfort and attractiveness** were assessed during the route project/scheme selection process. An identified project which improves the route comfort and attractiveness for users is likely to attract and encourage increased future usage and therefore where a benefit is identified, a project/scheme is scored positively.

Links with existing route/network is an important consideration when assessing whether a project is likely to make improvements which will encourage increased usage of cycle paths and pedestrian footpaths.

Whether a project/scheme leads to creating a **Road safety improvement** is an important aspect of assessing its effectiveness. Where projects are likely to improve security and safety measures for cyclists and pedestrians by raising awareness of cyclists/pedestrians in the area, reducing speeds of other modes of transport, or segregating the active mode from traffic, this project will score more positively.

Policy Links - The Ashford Green Corridor Network is an important aspect of the towns green infrastructure, but also a key movement network for pedestrians and cyclists which is mostly vehicle free. The recently adopted Green Corridor action plan³ and Local Plan Policy ENV2⁴ encourages improvements to the network

Improving links to schools and local services such as transport hubs, retail, community and leisure facilities for the active travel mode is a key aim of the project. Determining the purpose of users journeys, and in particular between children and adults is identified as an important aspect of prioritisation assessment within the AMAT tool (2.5). When undertaking the route selection process, which are located around the Town Centre, it was identified that many of the active mode users were school children accessing the several schools with the routes, and adults accessing the town centre shops and services or commuting to work or the train station, which links several of the routes. Part of the assessment therefore scores projects positively where they will be likely to improve accessibility by active mode to one of these key areas, and have safety and time saving impacts.

Value for money and funding potential assesses the cost of the project, either low, medium or high.

Political support (elected members, members of the public and government agencies) is crucial for a number of reasons when agreeing suggested improvements.

Delivery Timescales and whether realistically the scheme can be delivered within a short, medium or long term aspiration

³ <https://www.ashford.gov.uk/media/5476/green-corridor-action-plan-2017.pdf>

⁴ <https://www.ashford.gov.uk/media/7542/adopted-ashford-local-plan-2030-2.pdf>

Feasibility of delivery is one of the key aspects, there are a number of factors including land ownership, impact on other users, costs, ongoing maintenance, and the quality of the land, heritage factors and demand.

5.1 – Route Rationale with stakeholders

This section categorises each route as high, low and medium priority. This reflects the above prioritisation exercise, together with review by KCC as the Highway Authority with responsibility for implementing these measures.

Route 1 - Hythe Road – Mace Lane

Priority = High

Timescale = Long

Feasibility = Medium

Link 1: Somerset Road/Mace Lane (between Forge Lane – Mill Court Roundabout)

Little design scope (even for shared use facilities) within the existing highways configuration, particularly between Forge Lane and Wellesley Road) for improving cycle facilities. This section would need significant investment and re-design to deliver high quality cycle infrastructure. Space for protected cycle facilities and improved cycle facilities could be gained from reducing existing lane widths and removal of central median. Complimentary junction improvements would also be required along the route.

Link 2: Hythe Road (between Mill Court Roundabout – Mabledon Avenue (Esso Garage)

The design for the whole route is most constrained between the roundabout and Esso Garage, and there is little scope for installing segregated facilities. An alternative approach could be to focus on streetscape improvements that improve the overall environment for pedestrians and cyclists without protected cycle facilities. Any improvements for cycling would require modifications to existing kerbside restrictions.

Link 3: Hythe Road II (Mabledon Avenue (Esso Garage) – Railway Bridge)

Introduction of new on-street cycle facilities could be created through removal of existing central hatching between Esso Garage and the Railway Bridge. Any improvements for cycling would require modifications to existing kerbside restrictions.

Link 4: East of Railway Bridge

Connect route beyond the railway bridge

Essella Road – Osbourne Road link has been considered as a complimentary feeder route.

Route 2 - Canterbury / Faversham Road

Priority = High

Timescale = Medium

Feasibility = Medium

Link 3: Canterbury Road to road bridge at junction with Simone Weil Avenue

The Junction would need upgrading to incorporate cycle facilities. Junction with Bybrook Road would also need improving.

Link into Kinney's Lane should also be upgraded and made easier to connect too.

Convert existing NB cycle facilities into permanent protected facilities. Design would include floating bus stops, revised kerbside restrictions and treatments of side-entry arms.

Existing SB cycle facilities could also be upgraded to segregated cycle facilities. There is scope to introduce protected cycle facilities within the existing SB bus lane by reducing width of central hatching/median.

Existing footways over M20 bridge would need upgrading to shared use as there isn't sufficient width available for protected facilities. Junction with M20, slip would require incorporation of cycle facilities e.g. ASLs.

Link 4a: Bridge to Town Centre

Existing shared use facilities are substandard and not wide enough to be comfortably shared by cycles + pedestrians.

Section between M20 junction and Magazine Road could incorporate protected cycle facilities through removal of central hatching. Side-entry junctions, including Heathfield Road, will need lightening.

Link 4b: Bridge to Town Centre

Design scope is limited by narrow carriageway and narrow footways. Recommendation to consider 'Healthy Streets' measures to calm traffic and reduce speeds = sinusoidal humps + reduce speed limit.

Consider cycles negotiating the Somerset Road junction? Existing crossings are toucans but the islands are very narrow on the junction.

Recommendation - Consideration to the onward connection into the town centre. Cyclists will use Park Street. Improvement needs to take place to be more amenable environment for cycling.

Route 3 - Highworth /A20 = Long Term

Priority = Medium

Timescale = Long

Feasibility = Low

Link 1: A20 (Orchard Heights – Drovers Roundabout)

Scope for improvement on cycle/footway.

- North side - as route appears to end and narrow after Orchard Heights. This gap in route should be filled. Headway treatments at junctions with Champion Close should be considered.
- South side – install new path to connect between bus stop and Orchard Heights junction.

Link 2: A292 (Drovers to Barrow Hill)

Existing shared use facilities require significant investment to be considered comfortable for pedestrians and cycles to use, and the alternative for introducing dedicated cycle facilities will require redesign of existing corridor.

Existing shared use facilities on north side are of poor quality – they would require widening and headway treatments. South side is not currently labelled as shared use and is not suitable for conversion either.

Any significant improvements for cycling on Link 2 would require reconfiguration of existing highways layout including the Gyratory system around the Barrow Hill Veterinary School.

Link 3: A292 (Barrow Hill to Forge Lane Junction)

Existing shared use facilities are narrow and part of popular walking route to town centre. Similarly, to Link 2, significant rethink of existing highway layout would be required to introduce protected cycle facilities.

Link 4: Magazine Road (Barrow Hill – Canterbury Road)

Existing shared use facilities are narrow and compromised by frequent vehicle crossovers and side entry junctions. Small improvements could be made at junctions and pinch points but the route would still not generate a high score from the RST. The design scope for wider improvements depends on the available widths

Route 4 - Repton

Priority = Medium

Timescale = Short

Feasibility = High

Link 1: Carlton Road (Tank Roundabout - Western Avenue)

Improve entry treatment of Bridge Road/Carlton Road and continue cycle facility north towards Tank Roundabout. Remove existing verge and convert to shared use path.

Install crossing facility on Carlton Road to connect existing cycle facilities from railway bridge.

Link 2: Godinton Road (Western Avenue – West Street)

Improve tie-in of existing cycle link at junction of Gasworks Lane. Reduce corner radii and

consider raised table. Consider 'Healthy Streets' measures to calm traffic and reduce speeds = sinusoidal humps + reduce speed limit.

Link 3: Elwick Road (West Street – Bank Street)

Existing on-street conditions are sufficient

Link 4: Bank Street

Route 5 - Victoria Park

Priority = High

Timescale = Short

Feasibility = High

Improved scores for Comfort for park sections as I think existing facilities should be considered as 3- 3.5m wide.

Route 6 - Ashford Oak

Priority = Low

Timescale = Medium

Feasibility = High

Link 1: Arlington – Noakes Meadow

Cyclists could be on carriageway - Route would benefit from traffic calming to reduce vehicle speeds and make more comfortable for cycling. Junction of Noakes Meadow/ Jemmett Road should be upgraded to raise awareness of cycle manoeuvres at junction.

Route would require wayfinding as otherwise could be quite hard to find in residential area.

Link 2: Noakes Meadows – Jemmett Road

Cyclists could be on carriageway - Route would benefit from traffic calming to reduce vehicle speeds and make more comfortable for cycling. Good existing connection from Noakes Meadow across playing fields.

Link 3: Jemmett Road – Victoria Park

Cyclists could be on carriageway - Route would benefit from traffic calming to reduce vehicle speeds and make more comfortable for cycling. Existing shared use path on western footway is very narrow and cycling on carriageway would be more comfortable.

Route 7 - Jemmett Road

Priority = High
Timescale = Short
Feasibility = High

Link 1: Woolreeds Road

Considered raised table at junction with Cryol Road to provide link into park, and at junction with Arcon Road to improve link into shared use path. Consider traffic calming on Woolreeds Road to improve cycle comfort. Reduce speed limit to 20mph. De-clutter shared use path between Arcon Road and Beaver Lane. Install toucan/parallel zebra crossing across Beaver Lane and convert adjoining footways to shared use.

Link 2: Jemmett Road – Noakes Meadow

Cyclists could be on carriageway - Route would benefit from traffic calming to reduce vehicle speeds and make more comfortable for cycling

Route 8 - Beaver Road

Priority = Medium
Timescale = Medium
Feasibility = High

Introduce segregated cycle facilities on Beavers, possibly as part of wider corridor improvements on Beavers Lane and Brookfield Road. No cycle facilities at Beaver Lane/ Beaver Road/ Norman Road junction.

Link 1: Beaver Road North – Bus Gate

Narrow carriageway and on-street parking restrict design scope for Beaver Road. Traffic calming such as Sinusoidal Humps would help to create more comfortable conditions for cycling and reduce vehicle speeds.

Link 2: Bus Gate – Bridge

Existing streetscape is very industrial and not conducive to cycling, and the current shared use facilities are of poor quality. Unclear of the extents of the shared use facilities at junction with Victoria Road and how cyclists join them. Carriageway is very wide.

Route 9 - Newtown

Priority = High
Timescale = Medium
Feasibility = Medium

Link 1: Newtown Road (Turner Close to Outlet Entry)

Junction improvements at junction of Turner Close/Newtown Road to raise profile of junction and merging cycle routes. Raised junction would help achieve this.

Consider 'Healthy Streets' measures on Newtown Road to calm traffic and reduce speeds = Sinusoidal humps + reduce speed limit. Scope for protected cycle facilities is limited by existing narrow carriageway dimensions and bus facilities further complicate.

Existing roundabout is not suitable for cycling and crossing facilities are also poor for pedestrians.

Link 2: Station Access Road (Outlet Entry to Town Centre)

Existing facilities could be improved by incorporating adjoining verge within shared use. Consider junction improvements at junction of Station Access Road/ Park/ Car Park Access to raise awareness of pedestrians and cycles using the junction.

Link 3: Station onwards to town centre

Chapter 6: Integration and application



6.1 - Policy integration

6.1.1 - Links to wider strategies and complementary measures

Recommendations

- Council will consider adoption of LCWIP as a Supplementary Planning Document (SPD) (As standalone or as part of other emerging SPDs)
- To consult on LCWIP and promote its adoption by elected members as supporting evidence to the Development Plan
- Linking the LCWIP to the Carbon Neutral by 2030 Pledge
- Linking the LCWIP to the Corporate Plan objectives. Recommendation would be that if and when the LCWIP is adopted it is reviewed every 5 years
- Linking the LCWIP to the implementation of the Ashford Cycling and Walking Strategy 2019 - 2029.

6.2 - Funding and implementation

Delivery of key elements of this cycle network is dependent on available funding. A variety of funding sources are available to us, but at time of publication there is no specific government funding for delivering LCWIPs. All applications for external funding will be sourced alongside key stakeholders.

Securing substantially increased funding for cycling in Ashford is key to truly integrating cycling into all local transport and planning projects, to ensuring that cycling provision is ambitious and designed to a high standard, and to ensuring that cycling is integral to other transport networks.

The identified infrastructure will be delivered via a variety of mechanisms, including delivery by the Council and its partners and through development proposals. As well as its own internal resources, the Council will pursue external funding, particularly given that many of the proposed actions will have positive benefits for many stakeholders

The Community Infrastructure Levy (CIL) is a mechanism introduced under the Planning Act 2008 which aims to provide a more consistent approach to determining financial contributions from new development towards local infrastructure provision. The proceeds of the levy can contribute towards local and sub-regional infrastructure to support the development of an area in line with local authorities' development plans, which can include roads and transport schemes. These projects are identified in an Infrastructure Delivery Plan.

The Council is considering how to bring forward CIL in the borough of Ashford, and intend to consult on proposals in early 2020 but projects identified in the LCWIP could be included in the Infrastructure Delivery Plan and funding statement.

These mechanisms together will assist to enable ABC to seek appropriate contributions to the provision of walking and cycling infrastructure identified in the LCWIP through CIL funding or planning agreements in the form of Section 106 obligations or Section 278 highway agreements.

6.3 - Monitoring

The Ashford Local Plan 2030 was adopted in February 2019. It includes requirements under policies TRA5 and TRA6 to plan for pedestrians and cyclists as part of development schemes. Policy TRA8 of the Local Plan 2030 requires Transport Assessments or Statements to be submitted as part of larger schemes, which would need to address walking and cycling and local and wider connections to active travel modes. The effectiveness of these policies are monitored annually as part of the Authority Monitoring Report, through indicators set out in Appendix 6 of the Local Plan.

Ashford will also consider incorporating an adopted LCWIP and/or identified projects from the LCWIP into emerging Supplementary Planning Document/s (SPD) where it is able to support adopted Local Plan policies, but this will be required to go through public consultation stages. It is also recommended that this LCWIP will be updated periodically, to ensure that the identified projects are still relevant. This will enable the review of the relevant Local Plan policies to incorporate recommendations and/or projects contained within the most up to date LCWIP.

As important as building a route itself, is maintenance post construction. The value of an enhanced network of facilities is greatly reduced if the network is not maintained.

Arrangements for ongoing maintenance should be included when considering the design detail, e.g. materials used, extreme weather, landscaping.

Active travel corridors need special consideration in terms of ongoing maintenance. With sufficient funds this could include regular sweeping, surface repairs, gritting in cold weather, drain clearance and lighting repairs.

Monitoring and evaluating the benefits of investment in delivering the cycle network will be critical, and will enable organisations such as councils to make the case for future investment in the area. Monitoring will be carried out for individual schemes and the whole programme of network improvements.

Chapter 7 – Bibliography

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ASHFORD CYCLING & WALKING STRATEGY 2019-2029





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INTRODUCTION

The Ashford Cycling and Walking Strategy brings together policies and related actions to promote walking and cycling and the delivery of related infrastructure in Ashford Borough with the aim of increasing the proportion of journeys made by these active travel modes

The Strategy provides a basis for making bids for improvements to walking and cycling infrastructure in Ashford Borough.

The Strategy will help to secure support for walking and cycling for other possible funding streams eg. Developer funding via s106 obligations and CIL

The emphasis of the Strategy has been on identifying the improvements required to deliver a comprehensive and well connected walking and cycling network which will help to make both cycling and walking more attractive for journeys within the borough.

The Ashford urban area is served by an excellent network of cycleways and footpaths, many of which are based along the existing river corridors and have been delivered as part of the green corridor project

The number of cyclists using the routes to commute to the station has increased significantly so there is already a significant amount of existing infrastructure in place and a key challenge is to increase awareness and promote its use whilst also making sure the infrastructure is improved and extended where possible.

The Strategy also seeks to increase cycling participation for recreation and leisure and daily journeys by promoting cycling as a key priority, providing new facilities and enhancing existing facilities and promoting local participatory events.



BENEFITS OF CYCLING AND WALKING

In towns and cities across Britain, increasingly cycling and walking are becoming more and more popular and is regarded as the preferred means of travel – it is a quick, easy and green way of getting around – whether for work, going to school, or simply leisure and fitness.

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HEALTH – by making cycling and walking the norm and incorporating it into everyday life, particularly in making short trips, this improves physical activity and fitness, and contributes to the promotion of healthy lifestyles.



SUSTAINABLE GROWTH – building cycling and walking infrastructure into new developments can make sure that they are fully integrated into the developments from the outset and ensure that they are linked to the wider network of existing and proposed routes.



SAFETY – the more people who travel by bike, the more it helps to change the perception of cycling as a means of travel.



TOURISM – promoting cycling and walking tourism benefits related businesses – cafes and pubs, local attractions benefited such as museums and historic houses and accommodation providers. It can also lead to the promotion of local businesses catering for the needs of cyclists.



TRANSPORT – travelling by bike can help to reduce congestion and free up road space for businesses and other road users.



SOCIAL INCLUSION – cycling and walking provide an affordable way of getting around for people who do not have access to a private car.

4%

In 2013, 4% of UK residents said they cycled at least once a day

43%

This compares to 43% in the Netherlands where 27% of all trips are made by bike



and where in cities such as Utrecht that has a population of 345,000, 125,000 people use a bike on a daily basis

3%

Currently only 3% of trips in Ashford are made by bike

6%

The target for the Strategy is to increase that to 6% over its lifetime

The Government's targets to reach by 2025 are:

- Double cycling from 0.8 billion to 1.6 billion stages (a stage is a unit of travel when there is a change in the mode of transport ie. a journey cycling to a railway station to catch the train to work is one cycle stage. This allows cycling and walking to be included and counted in journeys when they are not the main mode.)
- Increase walking to 300 stages per person per year
- Reduce the number of cyclists killed or injured each year
- Increase the percentage of school children (5-10 years) that walk to school from 49% to 55%

By 2040 the government's ambition for cycling and walking is to deliver,

BETTER SAFETY

'A safe and reliable way to travel for short journeys'

- streets where cyclists and walkers feel they belong, and are safe
- better connected communities
- safer traffic speeds, with lower speed limits where appropriate to the local area
- cycle training opportunities for all children

BETTER STREETS

'Places that have cycling and walking at their heart'

- places designed for people of all abilities and ages so they can choose to walk or cycle with ease
- improved public realm
- better planning for walking and cycling
- more community-based activities, such as led rides and play streets where local places want them
- a wider green network of paths, routes and open spaces

BETTER MOBILITY

'More people cycling and walking – easy, normal and enjoyable'

- more high quality cycling facilities
- more urban areas that are considered walkable
- rural roads which provide improved safety for walking and cycling
- more networks of routes around public transport hubs and town centres, with safe paths along busy roads
- better links to schools and workplaces
- technological innovations that can promote more and safer walking and cycling
- behaviour change opportunities to support increased walking and cycling
- better integrated routes for those with disabilities or health conditions

THE LOCAL TRANSPORT PLAN

The Local Transport Plan – Delivering Growth Without Gridlock 2016-2031 – identifies the transport priorities for Kent through appropriate strategies, policies and action plans. The LTP specifically seeks to deliver a safer road, footway and cycleway network to reduce the likelihood of casualties, to deliver schemes that reduce the environmental footprint of transport, and to provide and promote active travel choices for all members of the community to encourage good health and wellbeing, and implement measures to improve local air quality.

The LTP aims to make active travel – which means walking or cycling as a means of transport rather than for leisure purposes – an attractive and realistic choice for short journeys. It can benefit health and wellbeing by incorporating physical activity into everyday routine as well as reduce the number of vehicles on the road and improve air quality.

KCC manages a network of 7,000km of public rights of way. People use this network to access the countryside, as a means to enjoy beautiful landscapes, to improve their health and wellbeing,

and to support the rural economy. Much of the network still fulfils the purpose from which it evolved: providing motor-vehicle free access to schools, public transport hubs and local amenities. It has been demonstrated that walking, cycling and access to green spaces improves overall health – including lowering blood pressure, reducing stress, and improving mental health. Further, the attraction of these routes draws visitors to Kent, and countryside recreational activities benefit the local economy, which in turn supports essential services in rural areas.

The LTP specifically identifies Ashford as a Cycling Town. The delivery of an improving cycle network and the doubling of cycle parking at Ashford International Station in 2015 (as well as its 2010 Station of the Year award in the National Cycle Rail Awards) provide opportunities to capitalise on the use of this mode of transport.



ASHFORD'S CORPORATE STRATEGY

Ashford's Five Year Corporate Plan 2015 – 2020 sets out the Council's direction and key priorities and specifically highlights the importance of sustainable modes of transport and in particular includes two priorities below.

PRIORITY 3 - ACTIVE AND CREATIVE ASHFORD – Healthy Choices through Physical, Cultural and Leisure Engagement – develop a "cycle town" strategy.

PRIORITY 4 – ATTRACTIVE ASHFORD – Countryside and Townscape, Tourism and Heritage – Develop cycle town strategy and connections between green spaces via cycle and footpath links.



LOCAL CYCLING AND WALKING INFRASTRUCTURE PLANS (LCWIP)

Local Cycling and Walking Infrastructure Plans (LCWIPs), as set out in the Government's Cycling and Walking Investment Strategy, are a new, strategic approach to identifying cycling and walking improvements required at the local level.

They enable a long-term approach to developing local cycling and walking networks, ideally over a 10 year period, and form a vital part of the Government's strategy to increase the number of trips made on foot or by bicycle.

The Borough Council was part of a Department of Transport pilot project to trial the preparation of LCWIPs and received support from consultants to analyse local census data to establish the most heavily used cycling and walking routes where key improvements would secure the greatest benefits. The key routes are set out in the delivery plan.

While the preparation of LCWIPs is non-mandatory, it has been indicated by the DfT that those local authorities who have plans will be well placed to make the case for future investment.



OUR AMBITIONS

- Ashford Borough is recognised as a cycling and walking friendly borough
- Cycling and walking routes are high quality, safe, accessible, well maintained, integrated, signed and promoted
- More people are cycling and walking for everyday journeys
- There are more opportunities for sustainable travel to work, school and key services and reliance on cars is reduced
- Drivers are more aware of and considerate towards cyclists and walkers
- Cyclists and walkers are more aware of their rights and responsibilities to other road and path users
- Off road cycling and walking networks are maintained and improved
- Cycling and walking contribute to the visitor economy
- To secure a significant modal shift from cars to cycling and walking to reduce air pollution and carbon emissions and improve overall air quality.



OVERALL AIM OF THE CYCLING AND WALKING STRATEGY

“ To encourage walking and cycling as the natural choices for shorter journeys in Ashford Borough – or as part of a longer journey – regardless of age, gender, fitness level or income. ”

OVER-ARCHING PRINCIPLES

1 PROVIDING AND IMPROVING THE CYCLING AND WALKING NETWORK

New routes will be provided as safe, continuous links between communities and popular destinations such as shops, schools, leisure centres and work places. New developments will be expected to deliver cycling and walking routes within them and provide linkages to the wider network including sections of the National Cycling Network.

Principle 1 – A network of high quality cycling and walking routes will be completed or improved in Ashford town, Tenterden, Charing, Hamstreet and Wye. This will connect with the Borough-wide network of cycle and pedestrian routes including the National Cycling Network. Detailed recommendations for new and improved routes can be found in the Appendix (p24) of this report.

Principle 2 – Wherever possible measures will be provided which give cyclists and pedestrians priority over motorised traffic in terms of accessibility and journey time.

2 CYCLE PARKING

Cycle parking needs to be convenient, safe and secure and there is a specific requirement in the Ashford Local Plan (policy TRA6) that it is provided as part of new development. Cycle parking can be complemented by related facilities for cyclists including secure storage or drying facilities for clothing and equipment and can incorporate showers and changing facilities.

Cycling can form part of longer journeys if there is good integration with public transport and high quality, safe and secure cycle parking is essential to this. There is substantial cycle parking provision at Ashford Station that was extended and increased in 2015. The existing station cycle parking is extremely well used on a daily basis and this has been complemented by the Brompton Dock cycle hire scheme. Cycle parking at other public transport hubs should be well provided and should be kept under review.

Principle 3 – Cycle parking/storage will be provided in all developments in accordance with Policy TRA6 of the Ashford Local Plan and at key public transport links and all public buildings.

3 MAINTENANCE OF THE EXISTING NETWORK

There is extensive existing network of cycleways and pedestrian routes throughout the Borough that unless they are maintained to an appropriate standard will quickly fall into disrepair and will be difficult to use. It is imperative that the network is maintained with structural maintenance and more regular cleansing and cutting back of vegetation. This also includes ensuring that roads frequented by cyclists are maintained, with whipping branches and vegetation kept cut back. Similarly, there is a need to improve and provide appropriate signage and way-marking and lighting that is appropriate for its location.

Principle 4 – The Borough Council will work with its partners to ensure the regular maintenance of all cycle tracks and pedestrian routes within the Borough.

4 SAFER CYCLING

A key barrier to the increase in cycling within the Borough is the perception of relative safety of bicycle users on existing routes and roads. There are a number of ways in which this can be tackled including considering detailed design and layout of new routes or adapting existing routes. Cycling to school is an important consideration as it promotes healthier lifestyles, can reduce congestion and establishes a long term commitment to cycling so paths and routes to schools are important as well as traffic calming around schools. Equally bike handling training for children is important to increase confidence and Bikeability training comprises three levels of competency based training and has been supported for some time by the Borough Council.

Principle 5 – The Borough Council will ensure that the safety of cyclists is considered as a priority in the provision of new routes and the adaptation and re-configuration of existing routes, particularly around existing and proposed schools. The Borough Council is committed to its support of the roll out of Bikeability training within the Borough.



5 PROMOTING CYCLING AND WALKING IN ASHFORD

Ashford town has one of the best developed network of cycleways/footpaths in Kent that has developed over a number of years but the perception is that the network is not as well used as it should be and is not being used to its full potential. It is essential therefore that there is more promotion of the positive benefits of cycling and walking and alternative means of travel.

It is essential that cycling and walking are actively promoted otherwise the use of cycle routes and footpaths is unlikely to increase. The 'Explore Kent' and 'Visit Kent' initiatives provide useful information on cycling and walking routes in the Borough. The Borough Council's website will be kept up to date with information regarding cycling and walking within the Borough. All cycleways and footpaths will be fully signposted and local clubs and cycle shops could help to promote cycling within the borough. The Council will ensure that its published information regarding cycling and walking is kept up to date.

Principle 6 – Ensure cycleways and pedestrian routes are fully advertised and appropriately signposted and cycling and walking mapping is available for all routes.

6 TOURISM

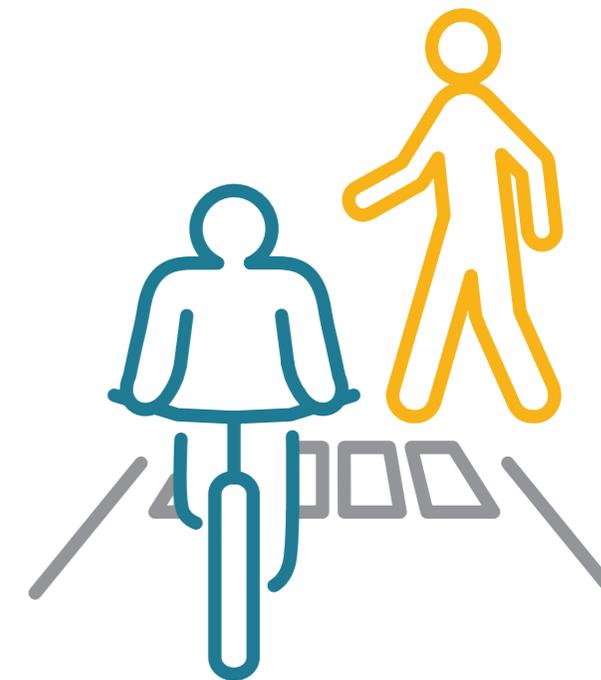
Cycling and walking can be an important source of tourism and in particular there are cycling opportunities within the Borough that could be exploited as part of an improved visitor offer.

The proposal to upgrade the existing public right of way which runs parallel to the Royal Military Canal to a shared path/cycleway, is an ambitious project that will provide a unique opportunity to travel through the rural Romney Marsh area in a healthy and sustainable manner. By upgrading and promoting the route it will encourage healthy lifestyles for people of all abilities; encourage managed access to the countryside by working with local landowners and partner agencies; encourage visitors and tourists to the area which will benefit existing local businesses and potentially encourage new businesses to develop; help to celebrate and promote the unique heritage of the area and enjoy the unique and diverse wildlife in the area.

This multi-faceted project that will deliver against the following corporate priorities: **Corporate Priority 1 – Enterprising Ashford** by stimulating interest in the rural economy and support for allied businesses. **Corporate Priority 3 – Active and Creative Ashford** by encouraging physical activity and engagement in cultural and leisure activities. **Corporate Priority 4 – Attractive Ashford** by strengthening the local tourism offer for the Romney Marsh and surrounding areas, as well as linking to associated tourism providers further afield in the Borough.

Ashford Borough Council is keen to work with landowners and stakeholders to ensure a sympathetic and sustainable route is created that can eventually join with existing and proposed sections of the Royal Military Canal shared pathway along its entire 28 mile length.

Principle 7 – The Borough Council will support and promote cycling and walking projects that contribute to the overall tourism offer in the Borough.





THE DELIVERY PLAN

The delivery plan sets out the proposed projects that are required to enable the Strategy to be implemented and sets out the long term, local approach to deliver cycling and walking projects in the Borough over the lifetime of the Strategy.

It focusses on enabling cycling and walking for everyday journeys to reduce the reliance on car travel and create confident, active and healthy communities. It is focused on the six over-arching principles set out previously.

- Providing and Improving the cycling and walking network
- Cycle Parking
- Maintenance of the Existing Network
- Safer Cycling
- Promoting Cycling and Walking in Ashford
- Tourism

FUNDING

The draft Strategy proposes the initial funding of projects in the town centre and rural areas. In recent years there have been significant central government initiatives to promote cycling and walking with substantial funding available to identified locations. The Council's Strategy and in particular the Council's participation in the DfT Local Cycling and Walking Infrastructure Plan process means that the Council will be best placed to take advantage of further central government funding for cycling and walking infrastructure.

PARTNERSHIPS

There are clearly some keep partner organisations that can assist with project implementation.

- Department for Transport
- Sustrans
- Parish and Town Councils
- Kent County Council
- Relevant landowners

A PICTURE OF CYCLING AND WALKING IN ASHFORD TODAY

Ashford has shown the greatest percentage increase in the number of residents cycling to work over the period 2001-2011 at 8%. In overall terms, the total number of residents cycling to work was second only numerically to Canterbury – a university city of course which typically has higher numbers of cyclists.

In 2017, nationally the average person made 1.3 cycling trips and cycled 60 miles, made 2% of all their trips by cycling and covered just 1% of all their distance. Nationally, interestingly the most common purpose for cycling trips was commuting/business (37%) followed by cycling for leisure (36%).

Ashford actually has one of the best developed network of cycleways in Kent with a mixture of off road dedicated routes and on road segregated road space.



The Ashford Local Plan 2030 in policy TRA5 states that

Development proposals shall demonstrate how safe and accessible pedestrian access and movement routes will be delivered and how they will connect to the wider movement network. Opportunities should be proactively taken to connect with and enhance Public Rights of Way whenever possible, encouraging journeys on foot.

of residents cycling to work over the 10 years between 2001-2011

The Ashford Local Plan 2030 in policy TRA6 specifically seeks to improve conditions for cyclists through the following measures

- Promoting and developing a Borough-wide network of cycle routes
- Developments should, where opportunities arise, include safe, convenient and attractively designed cycle routes, including, where possible, connection to the Borough Wide cycle network
- Promoting and providing cycle parking facilities in town centres, at railways stations and at major public buildings, and requiring new development to provide cycle parking facilities in agreement with the Council
- Taking opportunities to consider active travel when designing new routes and establishing connections with existing routes, encouraging journeys by bike

The green corridor network of routes in the Ashford urban area has enabled the establishment of key pedestrian and cycleway links through the town. There has been an increase in cycling commuting principally to the station taking advantage of the

network of off road routes. National Cycle Route NCN18 crosses the Borough in a linking rural Tenterden to the Ashford urban area and then out to the north and Wye in the direction of Canterbury. National Cycle Route 17 also is within the Borough boundary.

There have also been significant off-road dedicated cycle routes built and provided which have helped to improve connectivity and accessibility. Principally the South Willesborough Dykes route now links Park Farm to the international Station and in the rural area there is an off-road link from Godmersham and Chilham (part of NCN18).

The Council has worked closely with Sustrans who have carried out an extensive audit of the existing routes in the Ashford, Tenterden, Charing, Hamstreet and Wye. Those audits form the basis of the proposed improvements and projects in the delivery plan.

There are four dedicated cycle clubs within the Borough with large memberships promoting recreational cycling at all levels together with sporting activities related to two triathlon clubs.

APPENDIX – DELIVERY PLAN

1. Providing and Improving the Cycling and Walking Network

Project	Delivery Lead and Partners	Priority (H/M/L)
<p>Audit and assess priority routes, networks in smaller settlements and key routes linking them using DfT's Local Cycling and Walking Infrastructure Plan, and Living Streets School Route and Community Street Audits</p> <p>Routes including:</p> <ul style="list-style-type: none"> Ashford Town Centre Wye Charing Hamstreet – provision of a network of pedestrian/cycle routes for the village as part of the SUSTRANS report findings – linking to the Royal Military Canal project <p>Ashford circular route – long term project to provide a linked network of pedestrian/cycle routes around the Ashford urban area that builds on existing routes but provide new routes as part of new development – Chilmington Green / Court Lodge / South of Kingsnorth / Park Farm / Park Farm South East / Cheesemans Green / Finberry / Waterbrook/ Sevington / Willesborough Lees/ Conningbrook/ Kennington site S2 / Eureka</p>	ABC, Parish and Town Councils, KCC, Sustrans,	H

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Project	Delivery Lead and Partners	Priority (H/M/L)
<p>Carry out feasibility and outline design for LCWIPs in and between key settlements focussing on key routes as follows:</p> <ol style="list-style-type: none"> 1 Beaver Road, Victoria Way and Jemmett Road areas 2 Repton – tank r/b through Godinton Road 3 Highworth School r/b to Lidl and off to Magazine Road areas 4 Canterbury Road to Magazine Road and Green Corridor (Ashford Rugby Club) areas 5 Hythe Road to Mace Lane and green corridor to Mabledown Road areas 6 Newtown Road from Outlet Centre to and from the station areas 	ABC, Parish and Town Councils, KCC, Sustrans,	H
Conningbrook – Wye cycleway – provision of a dedicated off road cycle / pedestrian route linking the Conningbrook country park and associated residential development and the village of Wye that will improve accessibility to and from Wye and link into the wider rural network and connect to cycleway links to Canterbury	ABC, KCC, Wye PC	H
Charing Heath – Charing Greenway – provision of a dedicated cycle/ pedestrian “green-way” between Charing Heath and Charing to improve accessibility to the village	ABC, KCC, Charing PC	H
Replace expired monitoring-counters at 10 sites and install permanent counters at 10 additional sites	KCC	H
Produce LCWIP for Ashford Town Centre	ABC	H
Embed LCWIP in the Ashford Planning tool	ABC, KCC, Charing PC	H
Secure funding through LCWIPs from developers via Section 106	ABC, KCC	H

Project	Delivery Lead and Partners	Priority (H/M/L)
Require that new developments and new roads include best practice pedestrian and cycling routes which are direct, well designed and permeable, take priority over motor traffic and are well connected to surrounding networks	ABC, KCC, developers	H
Require new workplace buildings to have Travel Plans which are active travel friendly, with sufficient cycle parking and facilities for showering/changing	ABC, KCC, Workplaces	M
Use best practice design guidelines to attract users of all ages and abilities and ensure a good quality and consistent experience	ABC, KCC	H
Construct priority routes identified in LCWIP for the town centre and sustans work in rural areas	ABC, KCC, Town Council and Parish Councils	H

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Cycle Parking

Project	Delivery Lead and Partners	Priority (H/M/L)
Delivery of cycle parking in accordance with Policy TRA6 of the Ashford Local Plan – policy TRA6 of the Local Plan requires (amongst other things) the promotion and provision of cycle parking facilities – in particular there is a requirement that new development provides appropriate levels of cycle parking	ABC, KCC	H
Ensure all staffed Council buildings have sufficient cycle parking which complies with modern standards	ABC	H
Ensure all railway stations have sufficient cycle parking which complies with modern standards	ABC, KCC, Charing PC	H



3. Maintenance of the Existing Cycling/Walking Network

Project	Delivery Lead and Partners	Priority (H/M/L)
Establish a system for management of the cycling and walking network through maintenance and inspection, and assist in the reporting of maintenance and signage issues to ensure resolution	ABC, KCC, Parish Councils	H
Ensure all new routes have required permissive access and lease agreements	ABC, KCC	H
Improve existing key routes as part of a prioritised programme identified through route assessments	ABC, KCC	H
Audit and upgrade NCN routes	ABC, KCC	H
Signage – provision of improved signage where appropriate and maintenance of existing route signage	ABC, KCC	H
Line marking/segregation – maintenance of surface markings to ensure clear segregation	ABC, KCC	H
Legible Cycling wayfinding	ABC, KCC	H

4. Safer Cycling

Project	Delivery Lead and Partners	Priority (H/M/L)
Implement enforcement practices that contribute to the safety and attractiveness of cycling and walking to make sure that <ul style="list-style-type: none"> drivers are more aware of and considerate towards cyclists and walkers and cyclists and walkers are more aware of their rights and responsibilities to other road and path users 	ABC, KCC	M

5. Promoting Cycling and Walking

Project	Delivery Lead and Partners	Priority (H/M/L)
Ensure the Borough's commitment to cycling and walking is recognised regionally and nationally	ABC	H
Work with cycling and walking groups, forums and partnerships as a mechanism for providing information, monitoring progress and budget allocation and consulting on proposals. Eg establishment of Cycling Forum or Bicycle Users Group	ABC	H
Support the production and actions of Travel Plans, support promotional campaigns, challenges and events	ABC	H
Continue rolling out Bikeability training for children	KCC	H
Produce town cycling maps which include guidance on safer cycling to include information for drivers on safe conduct, via the website	ABC, KCC	H
Provide cycle maintenance training	ABC	M
Establish the Borough Council as an active travel employer with the provision of adequate showers, changing, bike storage and parking	ABC	H
Work with local schools to promote active modes of travel for travel to school trips	KCC	M
Encourage development and usages of related apps to promote cycling and walking on a regular basis	ABC, KCC	M



6. Tourism

Project	Delivery Lead and Partners	Priority (H/M/L)
Produce borough wide cycling maps and available online via the Council's dedicated and tourism website	ABC	H
Promote newly improved and new routes	ABC	H
Encourage e bike tourism by working with local businesses and entrepreneurs to promote rental/bike hire schemes	ABC, private businesses	H



https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/736909/walking-and-cycling-statistics-england-2017.pdf

<https://www.cyclinguk.org/statistics>

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ASHFORD
BOROUGH COUNCIL



ASHFORD CYCLING & WALKING STRATEGY 2019 - 2029

OUR VISION

“ To encourage walking and cycling as the natural choices for shorter journeys in Ashford Borough – or as part of a longer journey – regardless of age, gender, fitness level or income. ”

OUR AMBITIONS

2019

- Ashford Borough is recognised as a cycling and walking friendly borough
- Cycling and walking routes are high quality, safe, accessible, well maintained, integrated, signed and promoted
- More people are cycling and walking for everyday journeys
- There are more opportunities for sustainable travel to work, school and key services and reliance on cars is reduced
- Drivers are more aware of and considerate towards cyclists and walkers
- Cyclists and walkers are more aware of their rights and responsibilities to other road and path users
- Off road cycling and walking networks are maintained and improved
- Cycling and walking contribute to the visitor economy
- To secure a significant modal shift from cars to cycling and walking to reduce air pollution and carbon emissions and improve overall air quality.

2029

POLICIES – LOCAL CYCLING AND WALKING INFRASTRUCTURE PLANS (LCWIP)

Local Cycling and Walking Infrastructure Plans (LCWIP), as set out in the Government’s Cycling and Walking Investment Strategy, are a new, strategic approach to identifying cycling and walking improvements required at local level.

They enable a long-term approach to developing local cycling and walking networks and form a vital part of the Government’s strategy to increase the number of trips made on foot or by bicycle.

The Borough Council was part of a Department of Transport pilot project to trial the preparation of LCWIPs and received support from consultants to analyse local census data to establish the most heavily used cycling and walking routes where key improvements would secure the greatest benefits.

OUR STRATEGY

The Ashford urban area is already served by an excellent network of cycleways and footpaths, many of which are based along existing river corridors and have been delivered as part of the green corridor project. The number of cyclists using the routes to commute to the station has increased significantly due to the extensive existing infrastructure in place, but the key challenge going forward is to increase awareness and promote its use to local residents and visitors to the borough, whilst also ensuring the infrastructure is improved and extended where possible.

The Ashford Cycling and Walking Strategy therefore brings together policies and related actions to promote walking and cycling and the delivery of related infrastructure around Ashford Borough with the aim of increasing the proportion of journeys made by these active travel modes.

The Strategy also seeks to increase cycling participation for recreation and leisure and daily journeys by promoting cycling as a key priority, providing new facilities, enhancing existing facilities and promoting local participatory events.

4%

In 2013, 4% of UK residents said they cycled at least once a day

43%

This compares to 43% in the Netherlands where 27% of all trips are made by bike

3%

Currently only 3% of trips in Ashford are made by bike

6%

The target for the Strategy is to increase that to 6% over its lifetime

CYCLING TRENDS IN ASHFORD

In overall terms, in Kent the total number of residents cycling to work was second only numerically to Canterbury.

Ashford has one of the best developed network of cycleways in Kent with a mixture of off-road dedicated routes and segregated road space.



The Ashford Local Plan 2030 in policy TRA6 specifically seeks to improve conditions for cyclists through the following measures

- Promoting and developing a Borough-wide network of cycle routes
- Developments should, where opportunities arise, include safe, convenient and attractively designed cycle routes, including, where possible, connection to the Borough Wide cycle network
- Promoting and providing cycle parking facilities in town centres, 7 at railway stations and at major public buildings, and requiring new development to provide cycle parking facilities in agreement with the Council
- Taking opportunities to consider active travel when designing new routes and establishing connections with existing routes, encouraging journeys by bike.

WHERE ARE WE NOW?



The green corridor network of routes in the Ashford urban area has enabled the establishment of key pedestrian and cycleway links throughout the borough.



National Cycle Route NCN18 crosses the Borough, linking rural Tenterden to the Ashford urban area and then out to the north and Wye in the direction of Canterbury. National Cycle Route 17 is also within the Borough boundary.



There has also been significant provision of off-road cycle routes, which have helped to improve connectivity and accessibility. Principally, the South Willesborough Dykes route now links Park Farm to the International Station and in the rural area there is an off-road link from Godmersham and Chilham (part of NCN18).

The Council has worked closely with Sustrans, who have carried out an extensive audit of the existing routes in Ashford, Tenterden, Charing, Hamstreet and Wye. Those audits form the basis of the proposed improvements and projects in the delivery plan.

THE BENEFITS

In towns and cities across Britain, cycling and walking are becoming increasingly popular modes of transport and are regarded as the preferred means of travel; they are quick, easy and green ways of getting around – whether for work, going to school or simply leisure and fitness.



HEALTH – by making cycling and walking the norm and incorporating it into everyday life, particularly in making short trips, this improves physical activity and fitness, and contributes to the promotion of healthy lifestyles.



ENVIRONMENT – cycling and walking are low impact, zero emissions means of getting from A to B and by replacing car journeys with trips by bike it will help to improve air quality and create a better living environment.



SUSTAINABLE GROWTH – building cycling and walking infrastructure into new developments can help to ensure that they are linked to the wider network of existing and proposed routes.



TRANSPORT – travelling by bike can help to reduce congestion and free up road space for businesses and other road users.



SOCIAL INCLUSION – cycling and walking provide an affordable way of getting around for people who do not have access to a private car.



SAFETY – the more people who travel by bike, the more it helps to change the perception of cycling as a means of travel.

TOURISM – promoting cycle tourism also has benefits for local businesses – local cafes, pubs and local attractions can all benefit from increased cycle tourism

1. PROVIDING AND IMPROVING THE CYCLING AND WALKING NETWORK

New routes will be provided as safe, continuous links between communities and popular destinations. A network of high quality cycling and walking routes will be completed or improved in Ashford borough, Tenterden, Charing, Hamstreet and Wye.

2. CYCLE PARKING

Cycle parking needs to be convenient, safe and secure and there is a specific requirement in the Ashford Local Plan (Policy TRA6) that is provided as part of new development. Cycle parking/storage will be provided in all developments in accordance with this policy and at key public transport links and all public buildings.

3. MAINTENANCE OF THE EXISTING NETWORK

There is extensive existing network of cycleways and pedestrian routes throughout the Borough that unless they are maintained to an appropriate standard will quickly fall into disrepair and will be difficult to use. The Borough Council will work with its partners to ensure the regular maintenance of all cycle tracks and pedestrian routes within the Borough.

4. SAFER CYCLING

A key barrier to the increase in cycling within the Borough is the perception of relative safety of bicycle users on existing routes and roads. The Borough Council will ensure that the safety of cyclists is considered as a priority in the provision of new routes and the adaptation and re-configuration of existing routes, including those around existing and proposed schools.

5. PROMOTING CYCLING AND WALKING IN ASHFORD

Ashford borough has one of the best developed network of cycleways/ footpaths in Kent that has developed over a number of years, but the perception is that the network is not as well used as it should be and is not being used to its full potential. It is essential therefore that there is more promotion of the positive benefits of cycling and walking as alternative means of travel, and that cycleways and pedestrian routes are fully advertised and appropriately signposted.

6. TOURISM

Cycling and walking can be an important source of tourism and in particular there are cycling opportunities within the Borough that could be exploited as part of an improved visitor offer. Ashford Borough Council is keen to work with landowners and stakeholders to ensure sympathetic and sustainable routes are created which will encourage healthy lifestyles for people of all abilities.



ASHFORD
BOROUGH COUNCIL

**Cycling and walking
strategy**

RESULTS REPORT

For more information, please contact:
tellusyourviews@ashford.gov.uk

Summary



Most respondents ride their bike for leisure (84%) and to keep fit (64%). Most respondents walked for leisure as well (81%) and to keep fit (62%).

Respondents who do not currently cycle cited problems with the roads (such as potholes and traffic) as the main issue, as well as personal reasons (e.g. lack of confidence when cycling). Popular locations to ride bikes were "around Ashford," near to the respondents home and to Ashford Town Centre.



Respondents would be encouraged to walk more often if crime was reduced and visibility was improved (e.g. through lighting and signage), if there was more, better quality infrastructure in place and a greater number of routes.

Respondents thought the strategy was "somewhat clear" (45%) or "very clear" (28%). Most respondents "strongly support" the proposed strategy (59%). Most respondents either "agree" (42%) or "strongly agree" (29%) with the proposed approach to cycle and pedestrian routes



The main issues and concerns around cycling and walking in Ashford were about safety, visibility and crime. There were also concerns about the routes not being connected sufficiently and the lack of maintenance of the paths and roads. In order to increase cycling and walking the council should address these concerns, as well as deliver more education, run events and clubs, increase and maintain the infrastructure, and better promote and sign the routes.

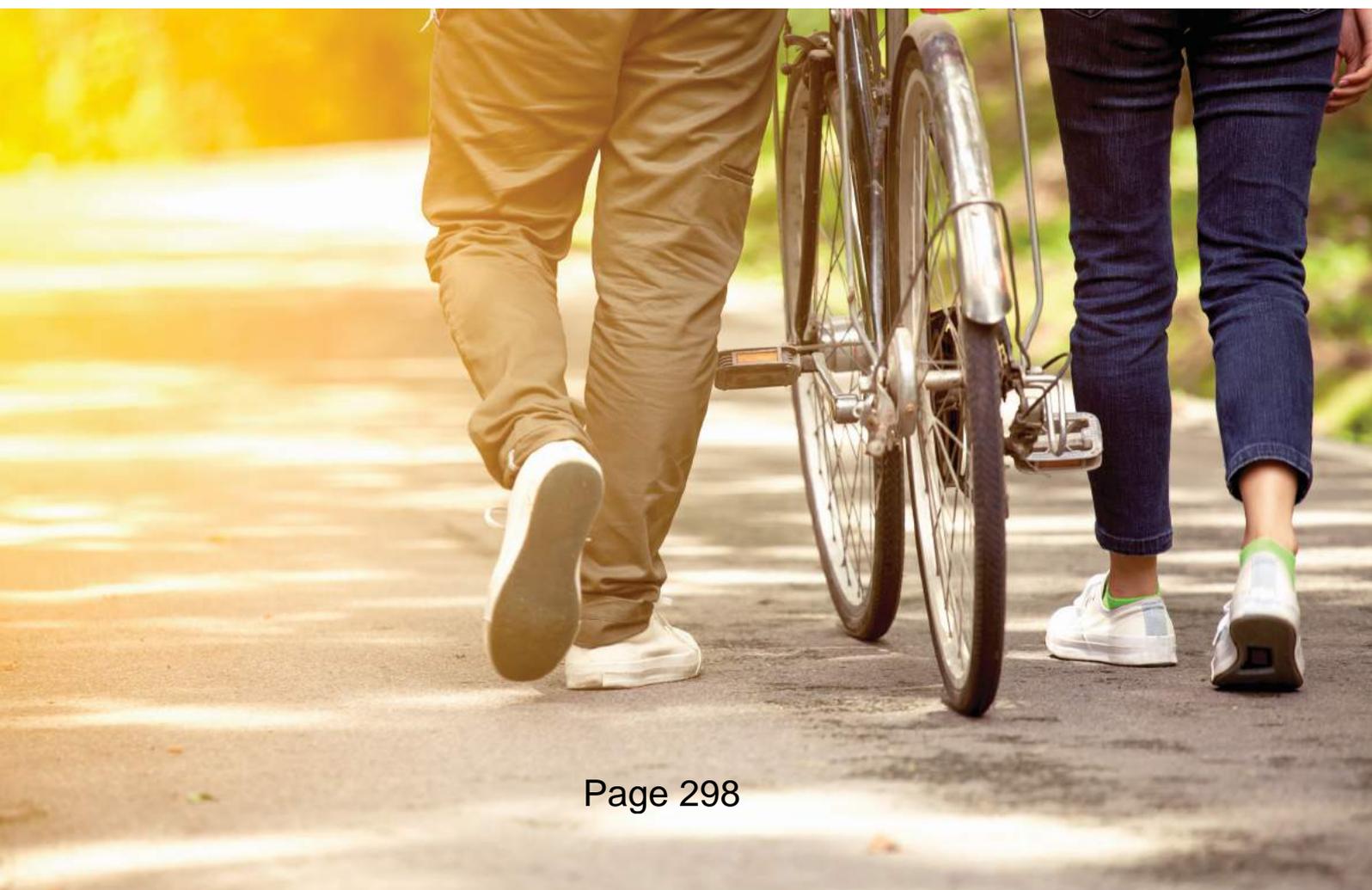
Background

The Cycling and Walking Strategy is a joint strategy which revises the council's previous Cycling Strategy approved in 2015. The strategy now focuses on both cycling and walking, which aims will bring benefits in health, transport and the economy. It is part of a wider strategy to improve overall sustainable transport, in particular making the town centre more accessible.

The Cycling and Walking Strategy has six main aims:

- To provide and improve the cycling and walking network
- To increase cycle parking around the borough
- Maintaining the existing cycling and walking network
- Focusing on safer cycling
- Promoting cycling and walking in the borough
- Increasing opportunities for cycling and walking tourism

The draft strategy was approved by the council's Cabinet to go out to consultation, to gather public views, gauge the level of support and make any changes to the strategy accordingly. The consultation ran from 10 May 2019 to 21 June 2019.



Methodology

The council ran an online questionnaire that was open to responses from members of the public and organisations. Some organisations were invited to take part via email. Residents could also comment on the strategy by emailing the TellUsYourViews inbox. The consultation ran for a period of 6 weeks, and was advertised on the website and council's social media pages. In total, 532 responses were received.

Section 1: About you

We asked for some personal information so we could assess which demographics within the borough have taken part, as well as which groups are cycling and walking the most at present.

Q1: What is your age group? Respondents were mainly from the 45-54 age group, with 150 respondents stating they were in this group. This was followed by 124 respondents in the 35-44 age group. Engagement was low in under 18s and 18-24 year olds.

Q2: Do you consider yourself to have a disability? A large majority of respondents do not consider themselves to have a disability (486 respondents). There were a few respondents who consider themselves disabled (25 respondents) and 11 individuals preferred not to say whether they consider themselves to have a disability.

Ward	Number of respondents
Biddenden	65
Furley	19
Victoria	18
Tenterden St Michaels	17
Willesborough	15

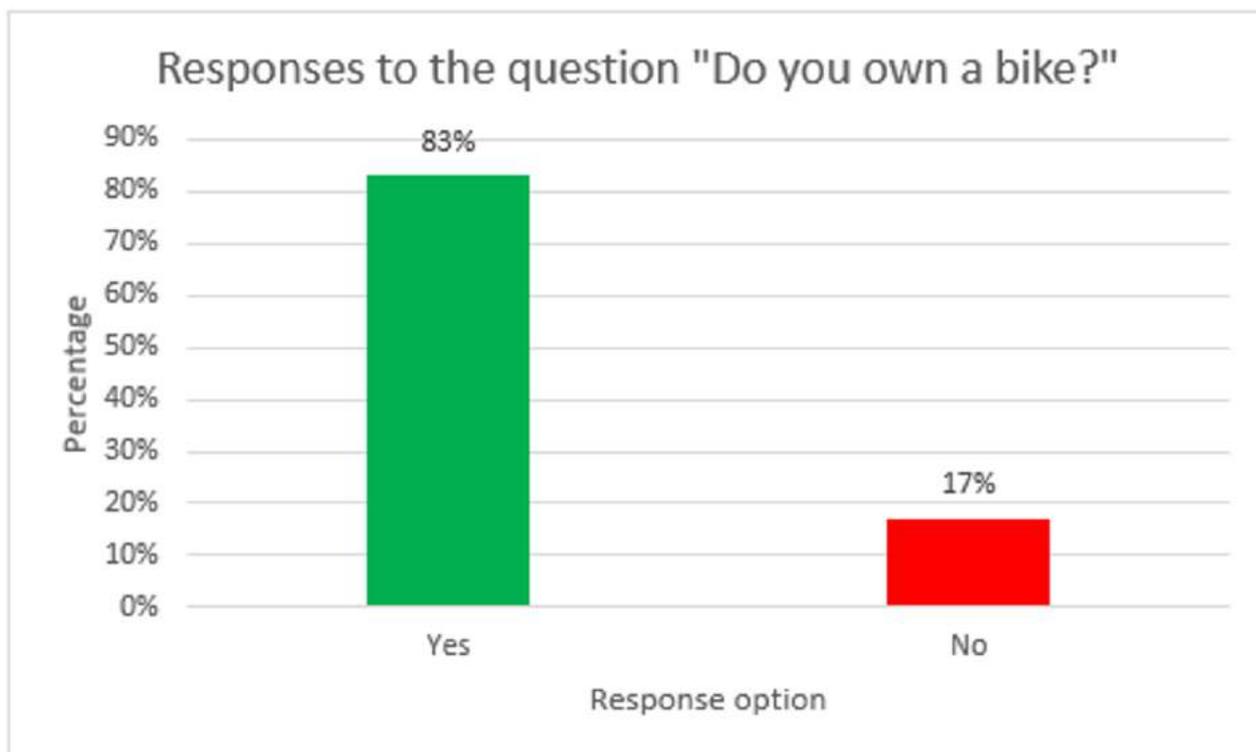
Q3: What is your postcode? A large number of respondents were from Biddenden ward. The consultation attracted responses outside of Ashford, from neighbouring districts such as Folkestone, Tunbridge Wells and Canterbury.

Q4: Are you responding as an individual or on behalf of an organisation? Most respondents were responding as an individual, but several organisations also responded.

Q5: Which organisation are you responding on behalf of? Of the organisations, 2 were clubs and trusts, 7 were miscellaneous or commercial organisations, and 4 were council organisations.

Section 2: Cycling

Q6: Do you own a bike? Most respondents who took part in the survey own a bike (83%). Respondents who selected "no" (17%) were routed to question 9.



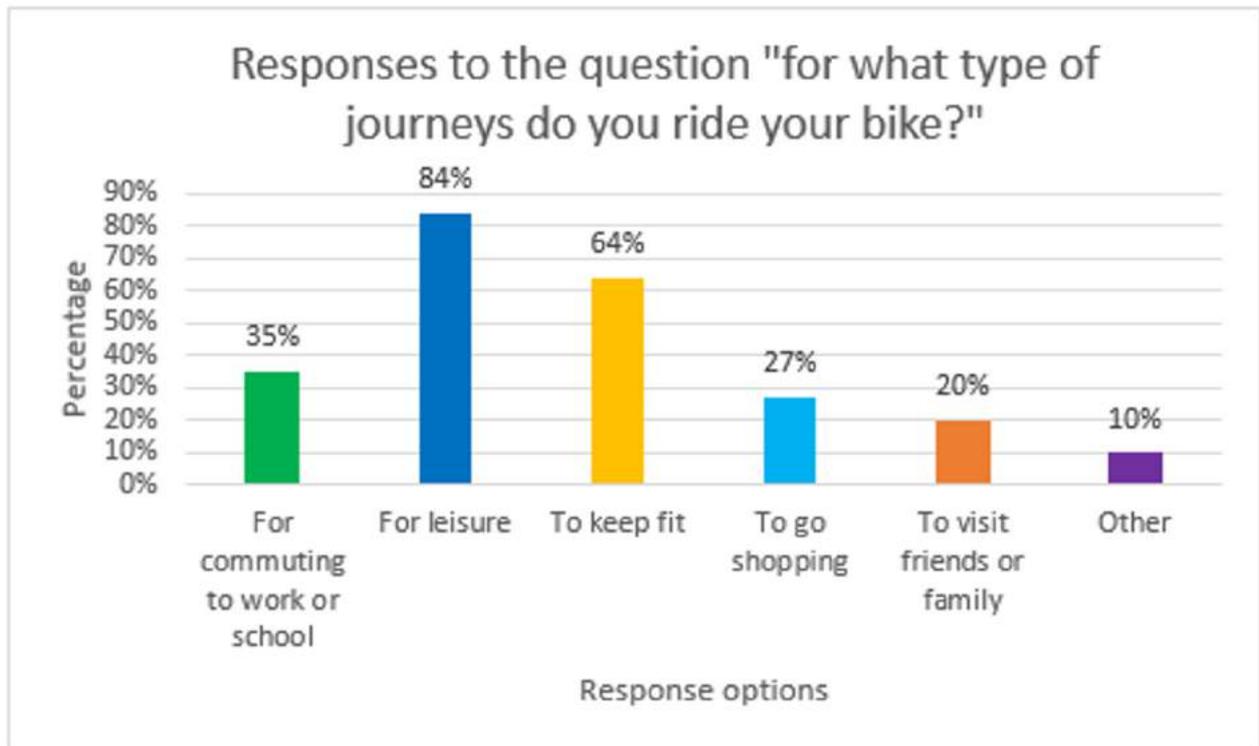
n=516

Q7: Where do you currently ride your bike? Answers to this question varied from giving a specific location to more general answers. "Around" Ashford was the most common response, followed by Near Home/Locally. The Town Centre was also a popular destination to cycle to. Some riders choose to cycle on roads, but others opted to use existing paths where they could.

Response given	No. of respondents
"around" Ashford	64
Near home or locally	44
Town Centre	43
All over Kent	39
On existing paths	36
On roads	35
Tenterden	32
In the countryside and rural areas	26
Off road	23
All over Ashford borough	16

n=406

Q8: For what type of journeys do you ride your bike? Respondents could select more than one option for this question. The most popular option was to ride a bike for leisure, followed by “to keep fit”. If the respondent chose “other” they could state other reason for riding their bike; such as errands, training and as part of club activities.



n=413

Q9: If you do not currently cycle or do not cycle regularly, please let us know why this is? Most comments on this topic identified problems with the roads as a main reason for not cycling. These were mainly safety concerns about sharing the road with cars, particularly in locations where no alternative cycle paths were available.

Personal reasons was also a major cause of discouragement from cycling. These ranged from medical concerns to not owning or being able to ride a bike.

Problems with the routes related to a lack of existing pathways, or a lack of a connected cycle network, especially in more rural locations.

Personal safety and crime concerns were also a major concern. Many respondents were fearful of mugging, theft of their bike and being harassed by other cyclists or vehicles.

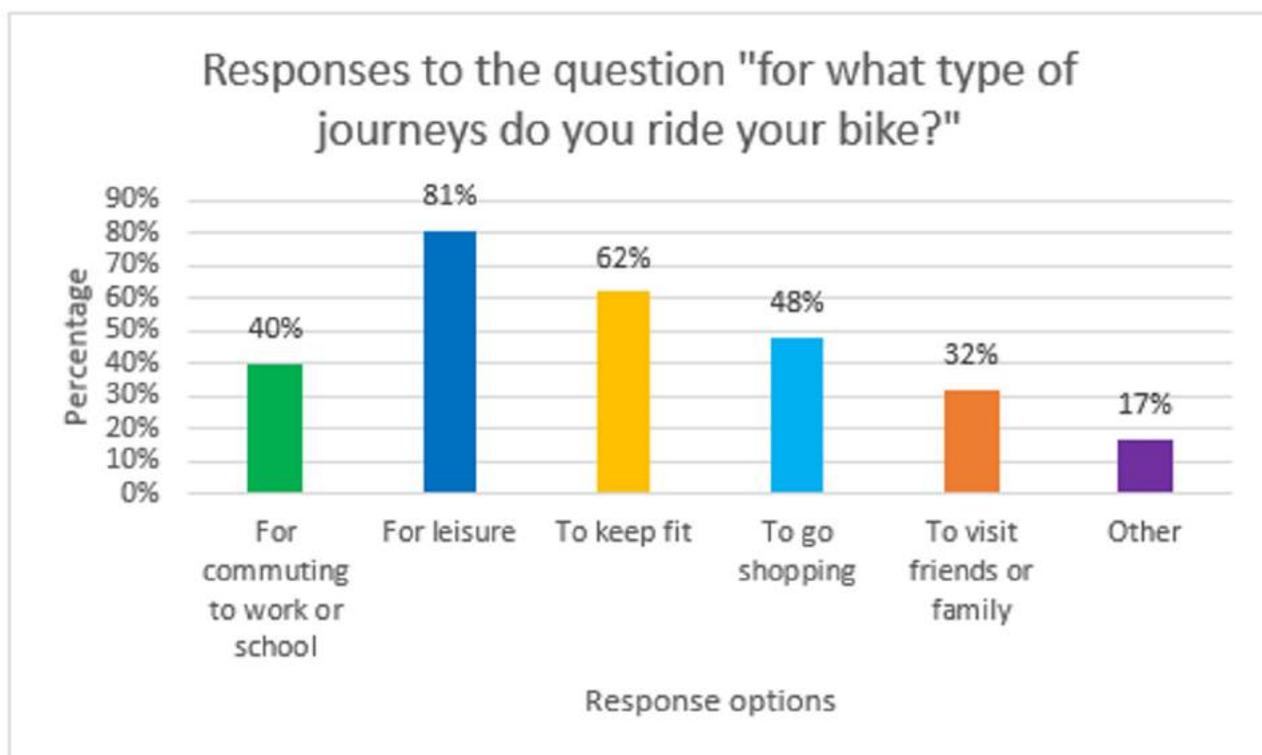
“I do not cycle as regularly as I like as we have young children and it is impossible to cycle out of the village without going on roads, which are too dangerous for children our age and we cannot transport all 4 bikes by car to somewhere suitable.”

“The condition of the country lanes is very poor in places. The roads around Biddenden have become increasingly busy and drivers do not expect anyone else to be using the roads making it feel very unsafe. I do not take my children out on their bikes. I think that you need to open the disused rail line between Tenterden and Headcorn as this would create a road free link for many communities to shops, schools and public transport.”



Section 3: Walking

Q10: For what types of journeys do you walk? As with cycling, the main reasons behind journeys made on foot is for leisure, followed by keeping fit. It should also be noted that walking was a more popular option than cycling overall. When respondents selected “other” as an option, they could elaborate on activities missed by the multiple choice. The most popular other suggestion was “dog walking”.



n=496

Q11: What would encourage you to walk more often? Safety, visibility and crime reduction were the main responses given. Respondents don't feel safe on the roads or existing paths, as consistent with responses to other questions. Safety concerns arise from fear of being mugged or harassed, and poor lighting on some of the routes.

Improvement to infrastructure and facilities was also key to encouraging more people to walk. This includes suggestions such as quality pathways, more seating along the routes, and more, sensibly placed crossings.

Better routes overall were a popular idea, as walkers stated they want attractive, interesting destinations to go to. More routes and paths overall were desired for variety and convenience. Information about the routes should be communicated and promoted.

Addressing traffic concerns and segregated pathways were also suggested, but was less important in regards to walking than in regards cycling.

“Better maintained and flagged footpaths, with solid stiles or gates and waymarkers.”

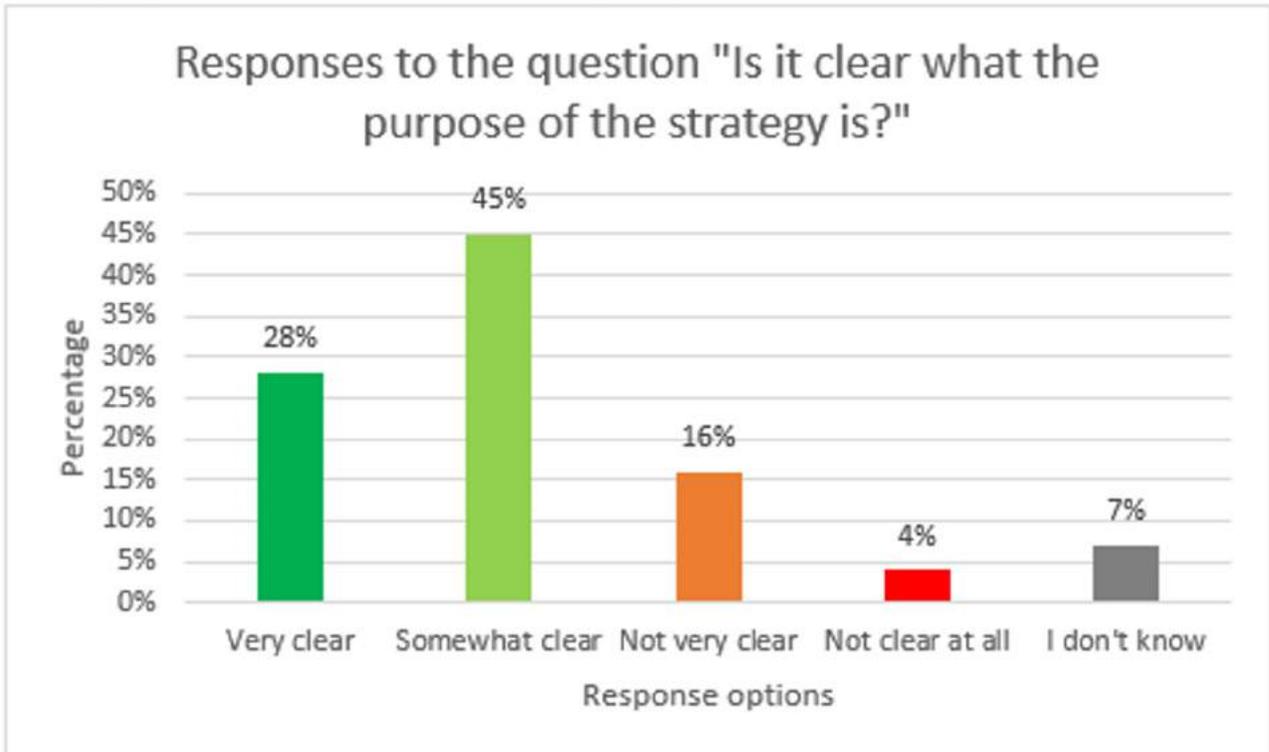
“Better rider shared paving. Traffic calming. Trim back hedgerows on corners that obstruct walkers seeing on-coming traffic.”

“Proper walking paths. From where I live to go to Ashford there are no pavements. I would need to go on the road. If there were proper paths my whole family would definitely walk more to go and see their friends or to go to town.”



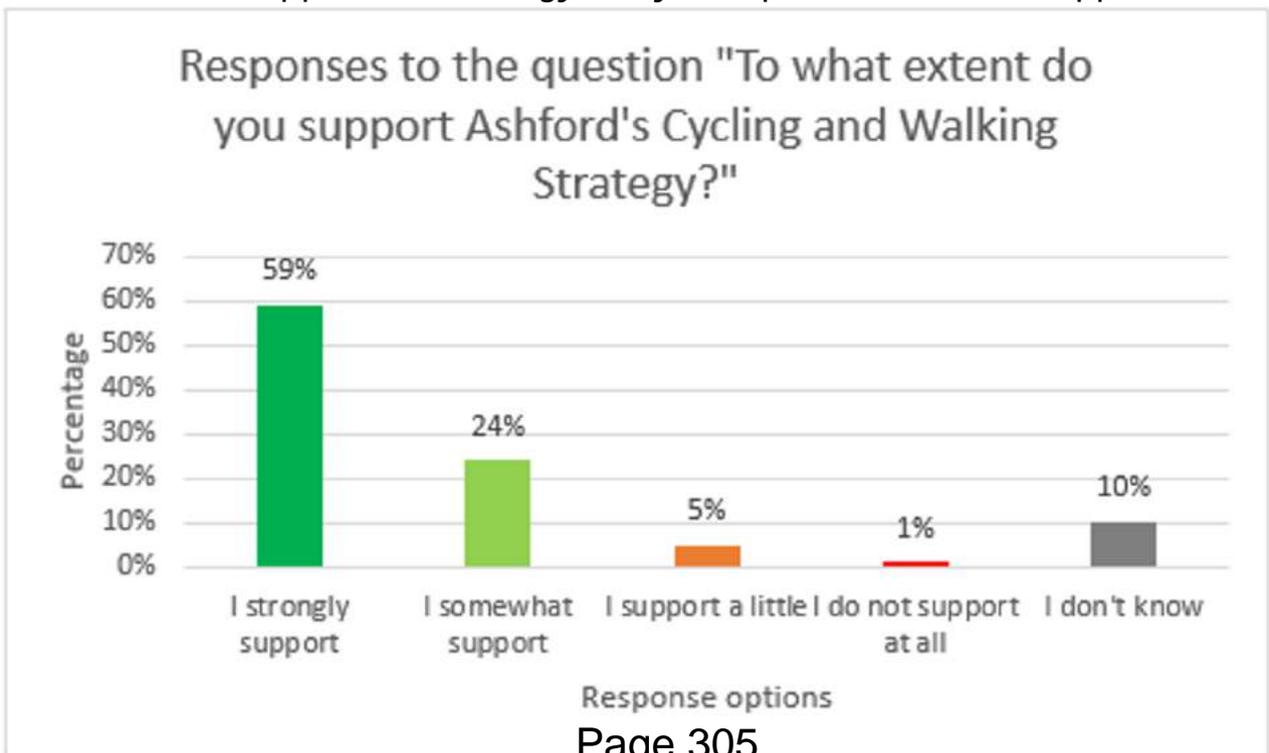
Section 4: The Strategy

Q12: Is it clear what the purpose of the strategy is? Somewhat clear was the most selected response, followed by very clear. Overall the strategy has a clear purpose and was understood by respondents.



n=448

Q13: To what extent do you support Ashford's Cycling and Walking Strategy? Respondents mostly "strongly support" the strategy, with 109 selecting that the somewhat support the strategy. Only 4 respondents do not support at all.



n=448

Q14: What do you think the main issues and concerns are about

cycling and walking in Ashford? Issues and concerns with cycling and walking seem to be mainly routed in the lack of available paths, or the lack of a connected network of paths. This means that some cyclists and walkers will walk on the road, which they regard as putting themselves in danger and acts as a deterrent. Vehicles are identified as particularly dangerous, with a poor cyclist-vehicle relationship (e.g. not giving enough space when overtaking), and the volume and speed on some roads put cyclists at risk. Some suggested that better education and enforcement would make them feel more comfortable cycling on the road. Others felt that cyclists and cars should be segregated (although some also felt that there should be entirely separate paths for walkers and cyclists).

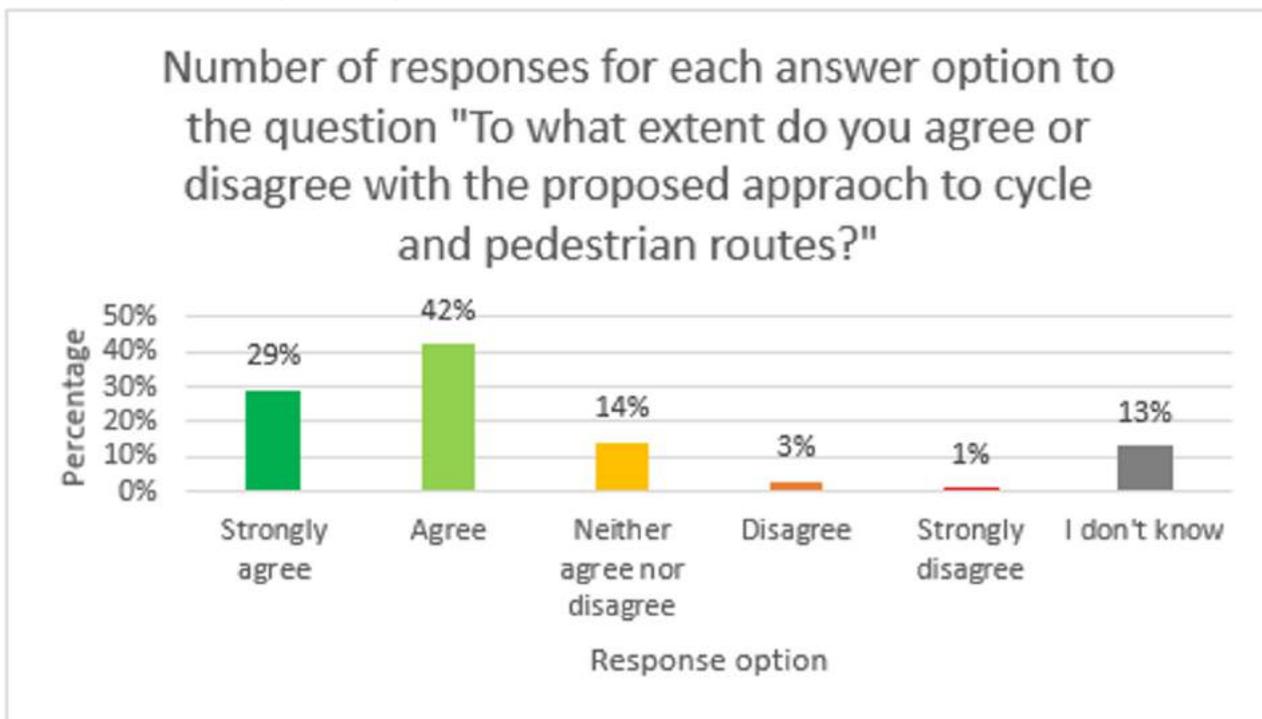
Poor infrastructure also acted as a deterrent. Many commented on the maintenance of the pathways, including the number of cracks and potholes, and overgrown hedgerows. Some were concerned about the lack of good lighting, which makes them feel unsafe when using the pavements. There were a number of concerns around poor signage of the paths, as well as the faded colour of the tarmac on shared pathways. Infrastructure was suggested to favour car usage instead of alternative transport.

A connected, well-signed and well maintained network of pathways were recommended, as a few respondents stated that it will make cycling and walking more efficient as a mode of transport and will encourage residents to use the routes.

“Safety, signage, convenience, lack of appropriate/direct routes, confidence on or near roads, infrastructure that is not designed with the needs of walkers or cyclists in mind, attractiveness of routes.”

“Making sure that all routes are clearly marked and say to follow. Existing paths are not always maintained and where one path joins another the division between walkers and cyclists changes sides which can be confusing. Too often walkers walk in the cycle designated areas often with dogs on long leads. Some of the paths are loose gravel. A lot of bikes cannot be used on this surface. It is also a poor surface for children or inexperienced riders to ride on.”

Q15: To what extent do you agree or disagree with the proposed approach to cycle and pedestrian routes? Most respondents either agreed or strongly agreed with the proposed approach to cycle and pedestrian routes. Only 2 respondents strongly disagreed with the proposed approach.



n=446

Q16: What else can be done to encourage more people to cycle or walk in the borough? Again, safety, visibility and crime reduction were the main responses given. Respondents stated that they would feel more comfortable walking and cycling if they felt safe (on the roads or on existing paths). Storage for bikes fell within this somewhat – more, secure storage would mean the threat of bike theft, currently a deterrent, is reduced. Some stated that there should be more enforcement, e.g. speed restrictions, policing.

More paths and routes would encourage people to cycle and walk more, according to respondents, mainly as this would give more options to residents, and would mean more convenience. Key to this is a connected network of paths, so that residents can get to where they need to safely and efficiently. New and existing paths are to be well maintained – e.g. free of potholes, debris and overgrown foliage. These paths should be well signed so they can be located easily, and maps should be available. The council should promote the pathways to encourage people to use them.

“Better facilities/infrastructure for walking and cycling - accessible, safe, good flow, good signage, direct routes, better public transport availability that can take bikes, more affordable public transport, training for people of all ages, make it less convenient to use a car/motorised transport, easier to access affordable bikes/schemes.”

“A direct cycle path running into the town centre from each residential area of Ashford e.g. Willesborough Kingsnorth Kennington South Ashford Singleton etc.”

“Provide safer, properly segregated cycle paths in a more joined up network, and convenient but safe parking. Encourage the use of e-bikes for day-to-day cycling not just tourism, with electric charging points. Encourage services, cafes, pub, restaurants etc. to have cycle parking. Better cycle parking in healthcare e.g. the hospital and GP surgeries, so people are more likely to pop somewhere on their bike rather than get in the car. You have to make it easy for them to make the shift.”

Q17: What else can be done to encourage more children and young people to cycle or walk in the borough?

Safety was an even greater issue here than for children than adults. In the absence of existing paths, some said that they would not allow their children to cycle on roads due to the dangers of traffic. Many respondents felt there should be more paths and routes, particularly near schools, and that traffic should be kept away from schools, with enforcement. Respondents were also keen to have segregated pathways to keep children away from traffic.

Schemes, education and groups and events were popular suggestions. For instance, schemes where children could borrow or buy bikes cheaply, and have discounts on repairs. A cycling proficiency test and education in schools about road safety were also popular suggestions. Clubs and groups such as walking and cycling clubs were also suggested to encourage children. Getting schools on board to help deliver this was important.

A response unique to this question was related to parental responsibility and encouragement of the parents. A number of respondents felt that it was ultimately down to the parents to encourage their children to walk or cycle.

One way of ensuring this occurs is to encourage parents to do these activities with their children. A few respondents mentioned parents may feel more comfortable with the idea of their children walking and cycling if they are convinced it is safe.

“Probably comes down to safety: parents may be more comfortable letting their children cycle to school or to friends if they are cycling on off-road segregated cycle paths. For walking, there needs to be more crossings in strategic places.”

“Good routes to schools etc. Publicity campaign to encourage parents not to drive to schools - often they drive as they think it is safer. In the past it was much more common for children to walk, cycle, or take the bus or train to school on their own. Culture to encourage this.”

“It is parents of children who really need convincing. This will only be achieved if the parents feel it is safe, which requires infrastructure. Where infrastructure is not possible or practical (such as on narrow, residential roads), then 20mph limits make a big difference.”

Q17: Would you like to suggest any other initiatives which could help to support the actions in the draft Cycling and Walking strategy? The main suggestion for this question was to ensure good infrastructure is in place, such as a greater number of quality pathways, good signage and bike storage to prevent theft. These should be integrated into all new developments, rather than added later.

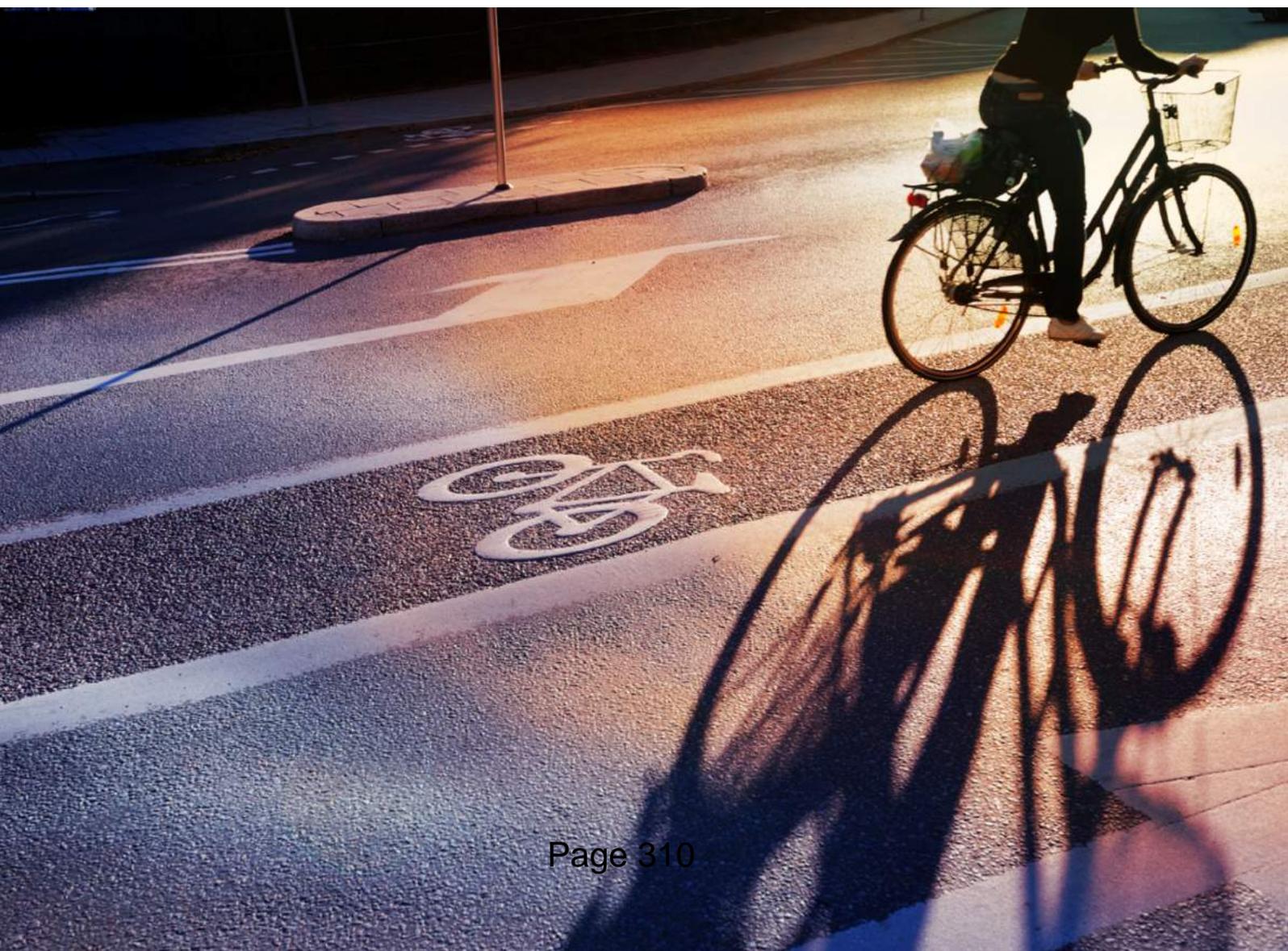
Schemes were also suggested again, such as discount and rental schemes – integral to this was getting employers on board to ensure that workplaces can accommodate bike-riders. As with responses to previous questions, the importance of clubs, groups and events was highlighted to encourage people to cycle and walk.

Education (of cyclist, car drivers) and enforcement (of speed restrictions, policing) were highlighted in the responses. Education will enable cyclists to feel more confident on the road, and may influence drivers to be more careful, increasing a feeling of safety.

“Train planning officers and other relevant staff on how to design and implement excellent facilities for cycling and make it a priority to ensure that cycling and walking are not an afterthought by having a masterplan for the Borough. Gain inspiration from successful schemes like Waltham Forest. Implement changes to infrastructure that make it easier to walk or cycle than drive.”

“More cycle paths integrated along green infrastructure, new housing developments with cycle/foot path connections to existing routes.”

“Help to buy bike scheme, incentives for the walks like with the snow dogs people had incentive to walk places so there should be trails along walks like the Gruffalo or other kid book basis to make people and family’s want to walk and explore.”



Next steps

Your feedback has demonstrated strong support for the proposed Cycling and Walking Strategy. Many of the concerns mentioned and initiatives suggested are already addressed in the draft strategy. With the public's support, we can begin taking steps towards implementing the strategy. Keep an eye on the council's website or social media pages for updates!

For more information on Cycling and Walking in Ashford Borough, please go to: <https://www.ashford.gov.uk/your-community/visit-ashford-and-tenterden/cycling-and-walking-in-the-borough/>

For more information about the Cycling and Walking Strategy, please go to: <https://www.ashford.gov.uk/your-community/consultations/cycling-and-walking-strategy-consultation/>



Equality Impact Assessment

1. An Equality Impact Assessment (EIA) is a document that summarises how the council has had due regard to the public sector equality duty (Equality Act 2010) in its decision-making. Although there is no legal duty to produce an EIA, the Council must have **due regard** to the equality duty and an EIA is recognised as the best method of fulfilling that duty. It can assist the Council in making a judgment as to whether a policy or other decision will have unintended negative consequences for certain people and help maximise the positive impacts of policy change. An EIA can lead to one of four consequences:
 - (a) No major change – the policy or other decision is robust with no potential for discrimination or adverse impact. Opportunities to promote equality have been taken;
 - (b) Adjust the policy or decision to remove barriers or better promote equality as identified in the EIA;
 - (c) Continue the policy – if the EIA identifies potential for adverse impact, set out compelling justification for continuing;
 - (d) Stop and remove the policy where actual or potential unlawful discrimination is identified.

Public sector equality duty

2. The Equality Act 2010 places a duty on the council, when exercising public functions, to have due regard to the need to:
 - (a) Eliminate discrimination, harassment and victimisation;
 - (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it (ie tackling prejudice and promoting understanding between people from different groups).
3. These are known as the three aims of the general equality duty.

Protected characteristics

4. The Equality Act 2010 sets out nine protected characteristics for the purpose of the equality duty:
 - Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership*
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation

*For marriage and civil partnership, only the first aim of the duty applies in relation to employment.

Due regard

5. Having 'due regard' is about using good equality information and analysis at the right time as part of decision-making procedures.
6. To 'have due regard' means that in making decisions and in its other day-to-day activities the council must consciously consider the need to do the things set out in the general equality duty: eliminate discrimination, advance equality of opportunity and foster good relations. This can involve:
 - removing or minimising disadvantages suffered by people due to their protected characteristics.
 - taking steps to meet the needs of people with certain protected characteristics when these are different from the needs of other people.
 - encouraging people with certain protected characteristics to participate in public life or in other activities where it is disproportionately low.
7. How much regard is 'due' will depend on the circumstances The greater the potential impact, the higher the regard required by the duty. Examples of functions and decisions likely to engage the duty include: policy decisions, budget decisions, public appointments, service provision, statutory discretion, decisions on individuals, employing staff and procurement of goods and services.
8. In terms of timing:
 - Having 'due regard' should be considered at the inception of any decision or proposed policy or service development or change.
 - Due regard should be considered throughout development of a decision. Notes shall be taken and kept on file as to how due regard has been had to the equality duty in research, meetings, project teams, consultations etc.
 - The completion of the EIA is a way of effectively summarising this and it should inform final decision-making.

Armed Forces Community

9. As part of the council's commitment to the Armed Forces Community made through the signing of the Armed Forces Covenant the council's Cabinet agreed in November 2017 that potential impacts on the Armed Forces Community should be considered as part of the Equality Impact Assessment process.
10. Accordingly, due regard should also be had throughout the decision making process to potential impacts on the groups covered by the Armed Forces Covenant:
 - Current serving members of the Armed Forces (both Regular and Reserve)
 - Former serving members of the Armed Forces (both Regular and Reserve)
 - The families of current and former Armed Forces personnel.

Case law principles

11. A number of principles have been established by the courts in relation to the equality duty and due regard:
 - Decision-makers in public authorities must be aware of their duty to have 'due regard' to the equality duty and so EIA's must be attached to any relevant committee reports.
 - Due regard is fulfilled before and at the time a particular policy is under consideration as well as at the time a decision is taken. Due regard involves a conscious approach and state of mind.

- A public authority cannot satisfy the duty by justifying a decision after it has been taken.
- The duty must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision.
- The duty is a non-delegable one. The duty will always remain the responsibility of the public authority.
- The duty is a continuing one so that it needs to be considered not only when a policy, for example, is being developed and agreed but also when it is implemented.
- It is good practice for those exercising public functions to keep an accurate record showing that they have actually considered the general duty and pondered relevant questions. Proper record keeping encourages transparency and will discipline those carrying out the relevant function to undertake the duty conscientiously.
- A public authority will need to consider whether it has sufficient information to assess the effects of the policy, or the way a function is being carried out, on the aims set out in the general equality duty.
- A public authority cannot avoid complying with the duty by claiming that it does not have enough resources to do so.

The Equality and Human Rights Commission has produced helpful guidance on “Meeting the Equality Duty in Policy and Decision-Making” (October 2014). It is available on the following link and report authors should read and follow this when developing or reporting on proposals for policy or service development or change and other decisions likely to engage the equality duty. [Equality Duty in decision-making](#)

Lead officer:	Simon Harris, Community Projects Manager
Decision maker:	Cabinet
Decision: <ul style="list-style-type: none"> • Policy, project, service, contract • Review, change, new, stop 	Agreement to adopt the Ashford Cycling and Walking Infrastructure Plan 2019 -2029
Date of decision: The date when the final decision is made. The EIA must be complete before this point and inform the final decision.	28 th May 2020
Summary of the proposed decision: <ul style="list-style-type: none"> • Aims and objectives • Key actions • Expected outcomes 	The Report seeks Cabinet endorsement and adoption of the proposed plan. The Council’s Corporate Plan 2015 – 2020 sets out the Council’s direction and key priorities and particularly refers to the development of a “cycle town” strategy as part of establishing an “Active and Creative Ashford”. In 2014 the Borough Council adopted its Cycling

<ul style="list-style-type: none"> • Who will be affected and how? • How many people will be affected? 	<p>and Walking Strategy and this LCWIP sets out a series of actions and projects that will deliver the aspirations set out in the Strategy.</p> <p>The entire population and visitors to the area/borough could be affected by the changes in infrastructure.</p>
<p>Information and research:</p> <ul style="list-style-type: none"> • Outline the information and research that has informed the decision. • Include sources and key findings. 	<p>In 2019 the Council adopted its Cycling and Walking Strategy having worked closely with key partners, including Sustrans who have carried out detailed route assessments and in particular the Council has worked with consultants Mott MacDonald, appointed by the Department for Transport (DfT) to enable a comprehensive cycling and walking strategy to be produced and endorsed by the DfT.</p> <p>The key route corridors set out in the LCWIP are as follows:</p> <ul style="list-style-type: none"> • Hythe Road – Mace Lane • Canterbury/Faversham Road • Highworth/A20 • Repton • Victoria Park • Ashford Oak (Arlington-Jemmett Road- Victoria Park) • Jemmett Road • Beaver Road • Newtown <p>See attached report for methodology.</p>
<p>Consultation:</p> <ul style="list-style-type: none"> • What specific consultation has occurred on this decision? • What were the results of the consultation? • Did the consultation analysis reveal any difference in views across the protected characteristics? • What conclusions can be drawn from the analysis on how the decision will affect people with different protected characteristics? 	<p>Part of the LCWIP process has meant exhaustive consultation with the highways authority (KCC). Consultation has also taken place with the Department for Transport (DfT) on the LCWIP report. This report until now has not been shared or consulted with the general public and other stakeholders until sites have been given the go ahead for viability work and from those results further consultation will take place.</p>
<p>Assess the relevance of the decision to people with different protected characteristics and assess the impact of the decision on people with different protected characteristics.</p> <p>When assessing relevance and impact, make it clear who the assessment applies to within the protected characteristic category. For example, a decision may have high relevance for young people but low relevance for older people; it may have a positive impact on women but a neutral impact on men.</p>	

Protected characteristic	Relevance to Decision High/Medium/Low/None	Impact of Decision Positive (Major/Minor) Negative (Major/Minor) Neutral
<u>AGE</u> Elderly	High	Positive (major)
Middle age	High	Positive (major)
Young adult	High	Positive (major)
Children	High	Positive (major)
<u>DISABILITY</u> Physical	High	Positive (major)
Mental	High	Positive (major)
Sensory	High	Positive (major)
<u>GENDER RE-ASSIGNMENT</u>	High	Positive (major)
<u>MARRIAGE/CIVIL PARTNERSHIP</u>	High	Positive (major)
<u>PREGNANCY/MATERNITY</u>	High	Positive (major)
<u>RACE</u>	High	Positive (major)
<u>RELIGION OR BELIEF</u>	High	Positive (major)
<u>SEX</u> Men	High	Positive (major)
Women	High	Positive (major)
<u>SEXUAL ORIENTATION</u>	High	Positive (major)
<u>ARMED FORCES COMMUNITY</u> Regular/Reserve personnel	High	Positive (major)
Former service personnel	High	Positive (major)
Service families	High	Positive (major)

Mitigating negative impact: Where any negative impact has been identified, outline	Unknown at this stage. Once agreed and viability work can take place, any negative impacts will be identified.
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the measures taken to mitigate against it.	
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Is the decision relevant to the aims of the equality duty?	
Guidance on the aims can be found in the EHRC's Essential Guide , alongside fuller PSED Technical Guidance .	
Aim	Yes / No / N/A
1) Eliminate discrimination, harassment and victimisation	N/A
2) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it	N/A
3) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it	N/A

<p>Conclusion:</p> <ul style="list-style-type: none"> Consider how due regard has been had to the equality duty, from start to finish. There should be no unlawful discrimination arising from the decision (see guidance above). Advise on whether the proposal meets the aims of the equality duty or whether adjustments have been made or need to be made or whether any residual impacts are justified. How will monitoring of the policy, procedure or decision and its implementation be undertaken and reported? 	<p>Due regard has been made to the equality duty, throughout the development of the masterplan and will continue during the delivery phase</p> <p>There will be no unlawful discrimination arising from the decision</p> <p>The proposal meets the aims of the equality duty as all sections of the community including those with protected characteristics will benefit from the enhancements to the boroughs networks.</p> <p>Monitoring of the policy, procedure or decision and its implementation will be undertaken and reported by a possible stakeholder group</p>
EIA completion date:	30 th April 2020

DATA PROTECTION IMPACT ASSESSMENT

Project Name: Local Cycling and Walking Infrastructure Plan 2019 - 2029	Approved by: Cabinet tbc 28 May 2020
Author: Simon Harris	Date: 18 May 2020

Data protection impact assessments (DPIAs) are tools which can help Ashford Borough Council (ABC) identify the most effective way to comply with its data protection obligations and meet individuals' expectations of privacy. An effective DPIA will allow ABC to identify and fix problems at an early stage, reducing the associated costs and damage to reputation which might otherwise occur. DPIAs are an integral part of taking a privacy by design approach, and are a legal requirement under the General Data Protection Regulation (GDPR) whenever a 'process is likely to result in a high risk to the rights and freedoms of natural persons'.

Overview

Explain what the project aims to achieve, what the benefits will be to ABC, to individuals and to other parties.

The Ashford LCWIP seeks to deliver a cycling and walking network, through provision of high quality infrastructure, to enable a greater uptake of cycling and walking across the borough. The proposed approach to deliver this transformative change is to; firstly provide a network of primary, neighbourhood and strategic greenway cycle corridors to act as core routes for the highest volumes of journeys. Secondly to improve journeys into the town centre for pedestrians and cyclists. Thirdly; to create networks of quieter streets where children play out, neighbours catch up, air pollution is lower, and cycling and walking are the natural choice for everyday journeys. Fourthly, to increase the proportion of active travel journeys in the borough, utilising the economic benefits for business that can come from customers switching from car journeys to more sustainable travel modes.

Data Protection Impact Assessment Screening

These questions are intended to help ABC decide whether a DPIA is required to be conducted. If the answer is yes to any of the questions a DPIA will be required.

Will the project involve the collection of new data about individuals?	No
Will the project compel individuals to provide data about themselves?	No
Will data about individuals be disclosed	

to other organisations not previously privy to the data?	N/A
Will data about the individuals be used for purposes it is not currently used for?	N/A
Does the project involve new technology that might be perceived as being privacy intrusive?	No
Will the project result in making decisions or taking action against individuals in ways which could have a significant impact on them?	No
Is the data about individuals of a kind particularly likely to raise concerns e.g. health records, criminal records which may be considered private?	N/A
Will the project require contact to individuals in ways they may find intrusive?	No

Data Protection Impact Assessment

Data Protection Impact Assessment Need	Summarise why a DPIA is required, this can draw on your answers to the screening questions.
Information flows	Describe the information flows of the project. Explain what information is used, what it is used for, who it is obtained from and disclosed to, who will have access, and any other necessary information.
Consultation outcome	<ul style="list-style-type: none"> • Consultation is an important part of the DPIA and allows people to highlight privacy risks and solutions based on their own area of interest or expertise. • Consult internally with a range of internal stakeholders to ensure that all relevant perspectives are taken into account. • Consult externally providing the

	<p>opportunity to get input from the people who will ultimately be affected by the project and to benefit from wider expertise.</p>
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Identify Privacy and Related Risks

Risk	Solutions	Result	Approved Solution	Approved by	Evaluation
<p>ABC should identify any privacy risks to individuals, compliance risks and any related risks for the council; such as fines for non-compliance with legislation or reputational damage leading to loss of business.</p>	<p>ABC needs to identify possible privacy solutions to address the risks that have been identified.</p>	<p>Possible solutions for addressing each risk that have been identified and state whether each option would result in the risk being:</p> <ul style="list-style-type: none"> • eliminated, • reduced, or • accepted. 			<p>Is the final impact on individuals after implementing each solution a justified, compliant and proportionate response to the aims of the project?</p>

Assessment carried out by

Agenda Item No:

Report To: Cabinet

Date of Meeting: 28 May 2020

Report Title: **Financial Impact of Covid19 on the Council**

**Report Author &
Job Title:** Lee Foreman
Senior Accountant

**Portfolio Holder
Portfolio Holder for:** Cllr. Bell
Finance & IT



Summary:

This report provides an update of the forecast impact that Covid19 will have on the Council's financial position. Our base forecast allows for a 3 month lockdown phase, 3 months partially lifted restrictions phase, and further 3 month period for confidence to return.

The Council is forecasting direct additional expenditure of £589,232 for the initial response, detailed in **Appendix A**.

Service income is forecast to reduce by almost £4m detailed in **Appendix B**.

Council Tax and Business Rates forecast an overall reduction in net collection of £2m.

The initial estimate is that the Housing Revenue Account (HRA) could see rental income drop by £2.5m.

Some of these losses are partially offset by:

- Salary savings of £330,000 net of temporary staff to support the day job.
- Savings to borrowing costs of £450,000, due to changes to the 2020/21 strategy.
- Reduction in HRA programmed capital works of £1m.
- Government grant of £1.359m.

To support the anticipated pressure in the General fund, see the summary at **Appendix C** for detail; it is recommended that the following reserve contributions are earmarked to support the 2020/21 budget:

- General Fund Risk Reserve – £1m
- Project Fund - £3m
- Economic Resilience Reserve - £500,000

NB: In the event that Government cover these losses, the amount will be reallocated to their sources.

There is a real risk that this crisis undermines our previous financial strategy and the Council will need to develop a new one to maintain the viability of the Council going forward.

The Medium Term Financial Plan (MTFP) is currently being updated; assumptions and reserves will be reviewed during this process.
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Key Decision: Yes

Significantly Affected Wards: All

Recommendations: **The Cabinet is asked to:-**

I. Note the report and the emerging financial pressures arising from the Covid19 pandemic.

Recommend that

II. The following reserve allocations be earmarked to support the 2020/21 budget:-

- **General Fund Risk Reserve - £1m**
- **Project Fund - £3m**
- **Economic Resilience Reserve - £500,000**

III. All projects should be paused, and reassessed.

IV. Review Service Budgets to identify controls on expenditure and identify saving opportunities

V. All current reserve allocations should be reviewed to determine priorities and protect levels of reserves to support the MTFP.

VI. Develop corporate priorities for Recovery Delivery Plan.

Policy Overview: The Budget is a key element supporting the delivery of the Council's wider policy objectives.

Financial Implications: The expenditure incurred in dealing with the Covid19 directly, and the economic environment caused by restrictions on movement and trade, are expected to see the Council require reserve funding of £4.5m to balance the 2020/21 general fund budget.

Legal Implications N/A

Equalities Impact Assessment N/A

Exempt from Publication: N/A

Contact: Lee.Foreman@ashford.gov.uk – Tel: (01233) 330509

Financial Impact of Covid19 on the Council

Introduction and Background

1. This paper provides information on the expenditure incurred to support the Covid19 response, the forecasted impact upon the council's 2020/21 budget, details of support provided from Central Government, savings on expenditure and thoughts on how reserves can be deployed if Government support does not fully, or only partially supports Local Authorities through this crisis.
2. The Covid19 pandemic has caused a significant disruption to the income flows of the Council for the period April to May and it is forecast to continue for June. The Council is projecting that the lockdown remains most in force until the end of June, seeing some pickup in the following 3 months (July-September) as some restrictions are lifted allowing some areas of the economy restart. The base forecast is that it will take a further 3 months (October-December) for confidence to grow before income levels for return to anticipated levels.
3. Areas such as rental income will be subjected to a longer impact timeline not only due to the current crisis, but also due to the global economic outlook, which will continue to be felt for some time, in terms of restrictions on movement have been lifted. Whilst some restriction have been lifted, it is felt that uncertainty remains in the market.
4. It is anticipated that the long term economic impact of Covid19 on the Council's commercial interests, strategic investments, and future funding from Central Government, will need to be considered in the Council's MTFP. The Plan will be updated to identify what the future budget gaps could look like and how the Council will manage these pressures whilst leading the recovery effort for its community.

Covid19 expenditure incurred in emergency response

5. The full severity and impact upon the council was recognised in mid-March 2020. In response to the crisis all but essential onsite staff were directed to remote working, the emergency response was fully implemented, and the Council's industrial site at Carlton Road was adapted into a food hub to enable essential food parcels to be delivered to the most vulnerable members of our community.
6. The direct costs of the emergency response totalled £239,232 (as at 15 May 2020) with an additional £65,000 (£25,000 from the 2019/20 current budget) earmarked to support local Community Groups through Grant funding.
7. Further expenditure is forecast to expand remote working platforms and a grant is being considered to support the Council key leisure facility operation through this challenging time.
8. Overall, the assumption is that the Council is forecasting to spend £589,232 as summarised at **Appendix A** to support the Covid19 response. These costs will be met from Government grant of £1.359m and the remaining grant will be a contribution to lost income.

9. The costs above do not factor in the considerable amount of core employee hours (overtime is included in the spend total) and facilities that have been dedicated to the response, seeing many of the Council's usual business on hold, which at some stage will need to be resumed.
10. Some services, such as Revenues and Benefits and Housing are seeing significant increases to workloads and the impact on some services might not be fully felt until lockdown ends.
11. There will be a need to continue the Covid19 response services as some members of the community must continue to self-isolate and many are experiencing challenges around hardship, domestic abuse, mental wellbeing and homelessness, the Council is developing the Corporate Priorities for Recovery Delivery Plan.
12. Looking forwards, from a business perspective the changes that have occurred in working practices need to be considered to see whether they should be continued into the future.

Government Support

13. The Government initially announced a £1.6bn support package for Local Authorities; £1.39bn was committed to social care, from the remaining funding an allocation of £50,680 was awarded to Ashford Borough Council.
14. On the 18 April 2020 the Government allocated a further £1.6bn for Local Authorities A population-based formula was used for allocation and Ashford received £1,308,321 increasing the Government support to Ashford Borough Council totalling £1,359,001.
15. While this amount is welcomed, there are indications from Government that this could be the last funding round. This amount will cover the direct costs arising from the Covid19 response, but will only offset a small proportion of the lost income (circa £6m). The Council therefore has a current shortfall of potentially £4.5m to cover in the 2020/21 budget.
16. Local Authorities have requested that Government trigger a 'Bellwin' type scheme that will come into force to protect Councils from exceptional levels of additional costs. The Bellwin model only compensates for costs incurred not income lost and is yet to be formally implemented by Government and currently there seems to be some difficulty in getting agreement to this between MHCLG and HMT.
17. The Council's MTFP projections and the 2021/22 budget build will need to be reviewed. Government have confirmed that the Fair Funding Review, Spending Review and the Business Rate Retention Schemes are likely to be delayed until 2021/22 for financial year 2022/23. This could be an advantage to the Council due to expected cuts forecast from the reviews taking place. However all other assumptions will need to be reviewed in light of the impact, this crisis has on the economy and the need to drive the recovery process.
18. The Council submitted data submissions to MHCLG (Ministry for Housing, Communities and Local Government) highlighting the financial impact that the Covid19 Pandemic is having on Local Authorities both directly and indirectly, and also captured anticipated losses to income. These returns are being

used to help departments across Central Government make informed decisions as to where the greatest pressures lie and the likely ongoing costs going forward, but is in no way an indication that support will be given in the future.

19. Government confirmed that business rate payments to them could be deferred, potentially for the next 3 months. This positive move will support the Council's cash flow whilst struggling with the loss of income receipts.

Impact on the 2019/20 Corporate Budget

20. It is forecast that £115,000 of fees and charges were at risk at the end of 2019/20, the Outturn report will be submitted at the June Cabinet detailing any losses.

Impact on the 2020/21 Corporate Budget

21. This section of the report focuses on likely impact Covid19 will have on the 2020/21 budget and is split into predominant income streams.

Impact on Corporate Fees and Charges and Investment Income

22. Early indications are that the impact of COVID-19 could result in a reduction of around £4m in fees and charges to the Council in 2020/21.
23. A table showing the impact on significant income budgets for the Council is shown at **Appendix B**; this does not factor in smaller income pressures, which will only add to the overall pressure.
24. There are four significant areas generating this pressure, Commercial Property, Garden Waste, Parking and Enforcement, and Planning Income, covered in more detail below:

Commercial Property Income

25. The loss of commercial income is considered against current occupancy levels of commercial properties, and the likelihood of filling those units given the economic decline and financial impact on businesses.
26. Early indications show a pressure on commercial property income of just over £1m. This figure not only reflects lost rental income but also the increased costs in service charge and business rates, which will now be borne by the Council for empty units.
27. International House is showing a possible loss of just under £129,000 although this is only 10% of the £1.29m budget, and represents the risk to the smaller tenants in the building.
28. Park Mall has many small independent traders that will find it difficult to survive in these conditions. Park Mall is forecasting a reduction of £324,000 against budget.

Garden Waste Service

29. A pressure of £150,000 has been assumed for the garden waste service, as there is a possibility of a suspension in service.
30. Currently the contractor has managed service delivery well during this difficult time and is in regular dialogue with Council Officers. Whilst there has not

been a need to suspend Garden Waste collections at present, this position is finely balanced.

Parking and Enforcement Income

31. Parking income is a significant income streams to the Council with budgeted income of just under £2.4m for 2020/21. Given the current restrictions on movement, it is anticipated that car parking income will see a significant decline in April, May and June and then a very slow recovery over the next 6 months. Overall, it is anticipated that car parking income could be down by £1.2m in 2020/21.
32. With less parking enforcement income is also reduced and the Council is forecasting a reduction of £222,000.

Planning Income

33. It is difficult to model the impact on planning applications at this time but there will be an impact related to personal wealth because of Covid19.
34. Our baseline assumption and early indications show that a 50% reduction in planning fee income for 2020/21, and that this will add pressure to the budget of just under £653,000.

Investment income

35. The Council had a £31.852m long-term strategic investment portfolio as at the 31 December 2019. Following the impact of Covid19, the value of the holdings was £27.586m as at 31 March 2020 representing a reduction in capital value of £4.266m. These are however 'Long Term' placements and it is anticipated that over a protracted period they will recover, the only way to crystallise these losses (incur the losses) would be to sell the investment which would be against the Council's strategy and against the advice of our advisors at this time.
36. The real issue is income returns which were due to generate the Council £1.25m in 2020/21, however due to the economic contraction we are anticipating a 50% reduction in income from equity funds, 25% reduction in multi-asset funds and 20% from our corporate property fund. Overall, this will create a pressure of £363,000 on the 2020/21 budget.

Reduction in Council Tax, Business Rates and HRA Rental income (table at Appendix A)

Income from taxes

37. Net of all of the deferrals and reliefs that government has announced and funded, the Council is anticipating a 10% reduction in Business Rate and Council Tax income as people struggle to pay and debt is accrued/written-off. This is in-line with other districts.
38. At this level, the Council's share of the losses would be £1m for Council Tax and £1.08m for Business Rates.

HRA (Housing revenue Account) rental income

39. As with the rates a default rate of 10% of the net amount collectable has been assumed for the MHCLG report, these figures are currently being further

analysed to take into account rents paid by benefits, but a straight-line 10% would see a shortfall in rental income of £2.54m for the HRA.

40. Further work is being done to develop a more sophisticated forecast on this area and early signs indicate that the pressure is not as significant as first projects.

Additional Expenditure not considered in this forecast

41. This section of the report considers areas where the Council may incur additional expenditure as a result of COVID-19, that have not yet been considered elsewhere
42. Public Health Burials – The Council has a responsibility to make provision for burials for individuals who have no means to pay for their burial.
43. Support for service providers – the Council has a number of service providers that are fundamental in the delivery of Council Services, most notably Biffa the Council's refuse and recycling, and the leisure operator providers for the Stour Centre, Julie Rose Stadium and Conningbrook Country Park and Tenterden Leisure Centre.
44. Additional pressure will be felt from these operators, which could undermine and jeopardise the ability of operators to deliver on contracts and pre Covid19 service levels. For example, Biffa's contractual indexation uplift could be significantly reduced following the drop in oil prices, which accounts for part of the uplift.

Savings on Expenditure

45. Work has started on savings resulting from Covid19 with salary costs being the first area. This is the largest expense to the Council and with current pause to recruitment, savings against budget will be realised.
46. The budgeted monthly salary bill for the Council is circa £1.6m and the April salary payment was £1.48m representing a monthly saving of £145,000. With the current partial lockdown in place the pause on recruitment expected to continue for May and June this could realise a total saving of £450,000 against budgets.
47. This saving could increase depending on when recruitment starts again, it is therefore possible that this saving could be extended to a six month period representing a potential saving of £900,000. Services have been asked to review vacancies, those not yet required, work to be conducted elsewhere and no longer required.
48. As a result of not being able to recruit, some services are needing to use agency staff/consultants where necessary to 'support the day job'. This support is largely focused in the Planning Service where recruitment issues and the use of consultants has been necessary in the last few years. These engagements will, and should be reviewed as planning application numbers fall because of Covid19 enabling staffing levels to be reassessed.
49. An estimate of £120,000 has been forecast for agency/consultant related expenditure, which will need funding from the salary underspend.

50. The information above is tabled below:-

	April Budget	April 20 Actual	Variance	1st Quarter
GF	1,413,709	1,267,422	146,287	453,861
HRA	213,126	214,329	(1,204)	(3,611)
	1,626,835	1,481,752	145,083	450,250
Agency/consultants for day job				120,000
Net Employee Saving				330,250

51. Borrowing costs for Council debt has benefited from reductions in the Bank of England Base Rate.

52. To support the Council's financial position, the borrowing strategy will use short-term borrowing only for 2020/21 (subject to ongoing review and opportunities). This strategy change and the active management of a short dated (1-3 months) portfolio will save circa £450,000 in interest payable.

53. Other expenditure budgets considered include public transport; £50,000 was spent on public transport for 2019/20 and assuming a similar trend, this could see savings of £15,000 to £25,000 in 2020/21.

54. The HRA has a programmed capital works budget of £4.435m for 2020/21, due to restriction this programme will slip likely realising in year saving to the HRA in excess of £1m. Work to more accurately quantify this figure will be conducted and reported accordingly.

55. In terms of corporate budget monitoring, it is recommended given the current economic climate that the first corporate budget monitoring position be brought forward 31 May 2020.

56. This report will more accurately assess the impact of Covid19 based on actual data and trends for the first two months of the year, and give the Council a clear steer on the actions necessary, and what reserve allocations that will be needed to balance the 2020/21 budget.

Reserve and potential funding

57. This section looks at available reserves and how they could be utilised to offset the forecast pressure emerging.

58. These pressures undermine the Council's current financial strategy therefore, there is a need to develop a new plan moving forward to maintain the viability of the Council in the long term.

59. To fund this overall pressure the following allocations from reserves should be earmarked for 2020/21:

- a. General Fund Risk Reserve - £1m**
- b. Project Fund - £3m**
- c. Economic Resilience Reserve – £0.5m**

60. Corporate projects currently approved will be paused, allowing time for the projects to be fully reassessed and understand where they fit in terms of both financial affordability and economic benefit in a post Covid19 economy.

61. The proposed General Fund Reserve allocation from risk reserves will maintain the policy for General Fund Reserves, being the 15% of the Net Budget Requirement for the current year.

62. This approach will ensure that the economic resilience reserve has a balance of £1.3m, which will provide the Council some room to manage impacts from a revised MTFP over the medium term.

Portfolio Holder's Views

63. Whilst the Council's response to the Covid19 pandemic has been outstanding, this report is a sobering read and highlights the real financial pressures this Council faces. These pressures are not only for 2020/21, but also need to be considered over the medium term as the consequences of the pandemic are realised.

Contact and Email

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Emergency response expenditure

Expenditure Category	Forecast Expenditure 2020/21
Housing - homelessness services	100,000
COVID-19 Response Expenditure (Shielding, PPE etc.)	139,232
Grants to Community Groups	65,000
Cultural & related - Sports, leisure and community facilities	200,000
Finance & corporate - ICT & remote working	85,000
Total emergency response expenditure	589,232

Table of anticipated losses to Fees and charges as a result of the COVID-19 Pandemic

Description	2020/21 Budget £'000	2020/21 Forecast £'000	2020/21 Anticipated Loss £'000	Comments
Aspire Commercial Work	(120)	(120)	0	Under contract with Parish Councils
Aspire KCC Grass Cutting	(90)	(90)	0	KCC Highways Work
Pitchside Courtside Facility Hire	(60)	(30)	(30)	Reduction in Facility usage
Commercial Property Income	(5,265)	(4,228)	(1,036)	Reduction across the board, significant impact on Carlton Road Depot
Bulky Waste Collections	(60)	(15)	(45)	Half Booking to support wider refuse contract
Garden Waste Bin Service	(595)	(446)	(149)	Suspension of Garden Waste service for 3 months
Cemeteries Income	(111)	(111)	0	No impact on the ability to reach the 2020/21 forecast budget
Land Charges Income	(237)	(237)	0	No impact as ring fenced account with surplus balances
Planning Fee Income	(1,323)	(670)	(653)	Expect around 50% reduction over the year
Building Control Income	(480)	(480)	0	Not expecting impact as remote working capability
Parking Season Tickets	(323)	(275)	(48)	Reduction in need due to job losses, economic uncertainty
Parking fees	(2,397)	(1,198)	(1,198)	No income for 3 months, then tapering over next 6
Parking Fines	(443)	(222)	(222)	No income for 3 months, then tapering over next 6
Rolvenden Rocket	(26)	(7)	(20)	Community Bus Scheme - Reduction in use due to social isolation
Residents Scratch Card Permit	(17)	(9)	(9)	Less movement between friends and need to Parking
Licensing	(257)	(204)	(53)	Reduction in demand
Monitoring Centre	(129)	(129)	0	Fixed Contracts, no impact anticipated
Advertising In Ashford for You	(14)	(11)	(4)	Reduction, as events not being advertised
ABC Lettings Management Fee	(128)	(122)	(6)	Still Managing the Properties
HMO Licensing Fee	(18)	(18)	0	Licence fee income should not be effected
General Fund Housing Rents and Charges	(552)	(552)	0	Demand for accommodation should not be impacted
Shared Payroll service income	(48)	(48)	0	Recharge of payroll to another LA
Legal Fees Recovered	(129)	(77)	(52)	Link to reduction in planning as key source of income
External Printing Work	(9)	(5)	(5)	Reduction in external printing
Hire Of Committee Rooms	(6)	(1)	(5)	Elections contribute who are main client and Elections Cancelled
Temporary Accommodation	475	575	(100)	Additional TA costs due to financial hardship and threat of eviction.
Reduction in investment interest due	(3,063)	(2,700)	(363)	Reductions due to impact of COVID19 Financial Markets (does not include Capital movement)
	(15,425)	(11,428)	(3,997)	

Description	2020/21 Budget £'000	2020/21 Forecast £'000	2020/21 Anticipated Loss £'000	Comments
Council Tax	(7,556)	(6,551)	(1,005)	10% loss in collection
Business Rates	(4,146)	(3,066)	(1,080)	10% loss in collection
HRA Rental Income	(25,369)	(22,832)	(2,537)	10% reduction in rent collection
	(37,071)	(32,449)	(4,622)	

High Level Summary of Covid19 Movements

General Fund	2020/21
	£'000
Direct expenditure in response to Covid19	589
Lost income from fees and charges	3,997
Lost income from Council Tax and Business Rates	2,000
Agency staff/Consultants to undertake 'the day job'	120
Savings on interest payable	(450)
Savings on salary budgets	(450)
Impact on General fund budget	5,806
Government funding received	(1,359)
Pressure on ABC General Fund Reserves	4,447
Housing Revenue Account	2020/21
	£'000
Reduction in rent collected	2,500
Reduction in capital programmed maintenance	(1,000)
Pressure on HRA reserves	1,500

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Joint Transportation Board

Minutes of a Meeting of the Joint Transportation Board held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **3rd March 2020**

Present:

Cllr. B Heyes (Chairman);
Mr P W Bartlett (Vice-Chairman);

Cllrs. Forest, Krause, Michael, Rogers, Spain
Mr M J Angell, Mr D Farrell, Mr S J G Koowaree,

In accordance with Procedure Rule 1.2 (c) Councillors Rogers and Spain attended as Substitute Members for Councillors T Heyes and Ward respectively.

Apologies:

Cllrs. Burgess, T Heyes, Ward, Mr Hill and Mr Simkins

Also Present:

Interim Highway Manager East Kent – (KCC), Community Safety and Wellbeing Manager – (ABC), Parking, Highways and Transportation Team Leader – (ABC), Parking, Highways and Transportation Technical Officer - (ABC), Member Services Liaison Manager – (ABC).

328 Declarations of Interest

Mr Bartlett	Made a 'Voluntary Announcement' as he lived close to Junctions 10 and 10A of the M20.	331
Cllr. Heyes	Made a 'Voluntary Announcement' as he lived in Kings Avenue.	330

329 Minutes

Resolved:

That the Minutes of the Meeting of this Board held on the 10th December 2019 be approved and confirmed as a correct record.

330 Parking and Waiting Restrictions – update summary

The report provided an update and summarised parking and waiting restriction schemes that had been through the Joint Transportation Board. The Parking, Highways and Transportation Technical Officer referred to the Halstow Way consultation and advised that one objection had been received to the scheme. Following consideration of the response to the objection the matter would be referred

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to the Chairman and Vice Chairman of the Board for decision. In response to a comment, he said that the opportunity to renew the existing lining in this area would also be taken. In terms of the Ashford (various) Amendment, there had been a small number of objections, with the end of the consultation period being 12 March.

In response to a question from the Chairman about the proposals for Kings Avenue in the vicinity of the new dwellings, the Parking, Highways and Transportation Technical Officer explained that if it was possible that the overall extent of the restrictions could be reduced.

In response to a question about Thomson Road, Kennington and the possible displacement of parking from that location into residential areas, the Parking, Highways and Transportation Technical Officer said that following the introduction of restrictions in 2018 there was now only limited parking available and therefore the number of displaced vehicles would be relatively small.

Resolved:

That the update on schemes be noted.

331 M20 J10A Construction Programme Update

The report advised on progress on the above scheme since the last meeting in December 2019.

The major tasks completed included:- the opening of the London facing slip roads making junction 10a fully operational to traffic; the opening of the Barrey Road junction; earthworks on the A20 and activity at the A2070 Roundabout, the link road itself and the gyratory finishing works such as permanent signs, topsoiling and completing utility diversions.

The Chairman advised that representatives from Highways England were no longer able to attend meetings as the scheme was moving to completion but said that if any Members of the Board had any questions or concerns over the report they could be forwarded to them after the meeting.

The Vice Chairman explained that he had concerns in respect of the quality of the road sweeping in Kingsford Street and he said he had some photographs which could be sent to Highways England.

A Member asked for more information about the proposals for traffic signals on the A2070 and Junction 10a. The Vice Chairman said that he believed that the installation of traffic signals on Junction 10A was important as it was often difficult to access the new gyratory from the A20.

The Chairman asked the Member Services Liaison Manager to convey the above issues to the Junction 10a team from Highways England.

Resolved:

That the report be received and noted.

332 Highway Forward Works Programme 2019/20 onwards

The report updated Members on the identified schemes approved for construction in 2019/20.

In response to a question about the apparent lack of the durability of pothole repairs, the Interim Highway Manager – East Kent explained that there had been no changes to the materials used or to the method of repair and said that the problems were generally attributable to the level of incessant rain the County was currently experiencing. The problem was widespread throughout the County and staff were being redeployed across the various districts to deal with essential highway safety repairs.

A Member said that he believed that the use by heavy vehicles of side roads was causing damage to the highways concerned and considered that steps should be taken to classify such roads as unsuitable for use by HGV's. The Member also asked for further information on the nature of the works planned for Trinity Road, Boughton Aluph and, in particular, whether they were in respect of Upper or Lower Pemberton Road. The Interim Highway Manager undertook to advise the Member accordingly and to also check the position in terms of the damage to the drainage system in Victoria Crescent.

In response to a comment about the poor condition of the Shared Space area in the town centre, the Interim Highways Manager explained that for reasons of safety temporary repairs were being undertaken using black aggregate. The Community Safety and Wellbeing Manager also advised that KCC were undertaking a review of the Shared Space and the Council was awaiting further details.

The Chairman referred to the discussion at the previous meeting regarding consultations on changes to speed limits and said that he had not been informed of any forthcoming changes. The Parking, Highways and Transportation Technical Officer explained that he had not been notified of any speed limit consultations since the last meeting in December.

Resolved:

That the report be received and noted.

333 Pollution caused by traffic calming

The report set out for information the various issues associated with the removal of speed bumps with a view to improving air quality and pollution.

The Chairman advised that he had requested that this item be added to the agenda as he had been made aware of research undertaken by Kings College London upon the harmful impact of dust from worn brake pads which he said was released when vehicles braked before travelling over speed bumps. In view of this he questioned whether speed bumps were the most appropriate and healthiest method for restricting the speed of vehicles. By way of an example he drew attention to the use of extended pavements in Beaver Road which he believed quite effectively controlled vehicle speeds.

The Vice Chairman said that speed bumps could also be quite a source of nuisance to neighbours with vehicles braking heavily and then accelerating after passing over them and was sure that there were other ways by which vehicle speeds could be reduced. He referred to the 20mph scheme for Bybrook Road which was at the outline design stage and said that it would be interesting to see what came forward.

A Member referred to the use of speed bumps in Park Farm and said that they were essential in that location to control vehicle speeds. Furthermore, he explained that the cost had been met by the developers as part of the Section 106 agreement.

In response to a request from another Member, the Chairman said he would ask Officers to circulate details of the resource material used to compile the report.

Resolved:

That the report be received and noted.

334 Date of Next Meeting

2nd June 2020

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Regeneration, Masterplanning and Project Co-Ordination Board

Notes of a Meeting of the Regeneration, Masterplanning and Project Co-Ordination Board held on the **29th January 2020**.

Present:

Cllr. Clarkson (Chairman)

Cllr. Clokie (Vice-Chairman)

Cllrs. Barrett, Buchanan, Farrell, Forest, B Heyes, Ovenden, Shorter

In accordance with Procedure Rule 1.2 (c) Councillors Forest and B Heyes attended as Substitute Members for Councillors Feacey and Bartlett.

Apologies:

Cllrs. Bartlett, Feacey.

Also Present:

Cllrs. Wedgbury, White.

Chief Executive, Head of Community Safety and Wellbeing, Head of Corporate Policy, Economic Development and Communications, Head of Corporate Property and Projects, Head of Culture, Head of Environment and Land Management, Head of Planning and Development, Commercial Development and Regeneration Manager, Compliance and Data Protection Manager, Economic Development Manager, Town Centre Regeneration Manager, Senior Accountant, Member Services Manager (Operational).

1 Terms of Reference

- 1.1 The report set out proposed Terms of Reference for this Board and the new Vicarage Lane Redevelopment Advisory Committee that reported to it. Terms of Reference for the new Elwick Road Phase II Redevelopment Advisory Committee would follow at a future meeting. The re-named Victoria, Conningbrook and Discovery Parks Advisory Committee would work to the Terms of Reference of the existing Task Group, with the addition of Discovery Park.
- 1.2 The Leader directed attention to the structure diagram on page 4 of the Agenda, showing how the three Advisory Committees would feed in to this Board. The Minutes of the Advisory Committees would routinely come to this Board for information and they had the ability to report any specific issues to the Board or ultimately the Cabinet/Full Council.

- 1.3 In response to a question about the make-up of the Vicarage Lane Redevelopment Advisory Committee, the Leader said all Members were welcome to attend meetings, but he would be happy to add a couple of non-Cabinet Members to the Committee. Accordingly it was proposed to add Councillors Farrell and Ovenden to the membership of the Vicarage Lane Redevelopment Advisory Committee. The Commercial Development and Regeneration Manager would also be added to the Core Officer Group for this Committee.

Recommended:

- That (i) **the Terms of Reference of the Regeneration, Masterplanning and Project Co-Ordination Board, as appended to these Notes, be approved and adopted.**
- (ii) **subject to the additions in membership listed above, and the Terms of Reference of the Vicarage Lane Redevelopment Advisory Committee, as appended to these Notes, be approved and adopted.**

2 Update from Task Groups

- 2.1 The Head of Corporate Property and Projects introduced the report which advised that in March 2019 the Cabinet had approved the initiation of work to develop the masterplan for the Vicarage Lane/Bingo site into a planning application and to develop out the project to an approved budget. The Cabinet had also approved the delivery route; namely the appointment of a Development Manager to progress the development on the Council's behalf. The report updated the Board on the progress of the project since March 2019. Updates on progress would be regularly reported to the newly formed Advisory Committee which in turn would report to this Board.
- 2.2 The Leader gave an update on the appointment process for the architects and the strong Member involvement in this. Whilst this project had to be viable and stand up financially, he stressed the need for quality and something special in this part of the Town Centre.
- 2.3 In response to questions about third party land and a pedestrian route from the Churchyard to the Lower High Street, the Leader advised that negotiations were at an early stage but it was hoped that they would not have to pursue the compulsory purchase route. The Head of Planning and Development further advised that the masterplan had been generally well received by the design review panel – Design South East and it was considered that a pedestrian route through to the Lower High Street would add significant benefit to the project.
- 2.4 In terms of an update on the Elwick II Redevelopment Project, the Head of Corporate Property and Projects advised that a report was coming to the Cabinet on the 27th February. The Terms of Reference of the new Advisory

Committee would also come to the next Meeting of this Board, at which point it was hoped that the Committee could begin to start meeting.

Resolved:

That the project updates contained within the report be received and noted.

3 Developing a Programme of Future Projects

3.1 The Compliance and Data Protection Manager introduced the report which advised that a programme of projects was being developed to support the delivery of the Council's ambitions in the emerging Corporate Plan. This included the Council's new "Big 8" Projects which would be overseen by the Ashford Strategic Delivery Board and a fuller list including projects encompassing: - the Town Centre programme; cost neutral projects; income generator/invest to save projects; the Housing Revenue Account; and the Infrastructure Fund. The report sought the views of the Board on the proposed projects in order to determine if they provided the right balance to deliver the Council's ambitions. Of course, the list was not definitive, it was indicative and needed to remain flexible as new opportunities arose and priorities changed. Comments were welcomed and any future changes to the programme would be brought to this Board, together with a regular update on the programme for monitoring.

3.2 During discussion on this item the following points were raised: -

- There was concern about a potential abundance of Community Centres and an increase potentially saturating a market that was already struggling in some existing areas. Specific reference was made to Finberry, when there were already Community Centres nearby in Kingsnorth and Singleton. Whilst the point was understood, it was also noted that there were many areas that were reporting they did not have enough community space so it was a delicate balance. Many were provided as part of a Section 106 agreement, but the Council would always look at the need of an area. Perhaps the focus should be on providing more, but smaller, meeting places than larger Community Centres.
- In terms of transport infrastructure modelling, which was one of the new "Big 8", a Member considered there needed to be a focus on capacity at Ashford International Station. The congestion at peak times was becoming a real problem and he considered that the space, particularly at the station forecourt, was simply far too small. The Economic Development Manager said that the problems were well recognised and this had been identified as a potential 'cost neutral' project, however it was such a complex issue because of land ownership and franchising. Discussions were just getting underway with Southeastern to understand their ambitions, and there was a lot going on behind the scenes in terms of the forecourt areas as well as

sustainable travel and walking/cycling schemes, but this would inevitably be a longer term project.

- When considering the Town Centre programme, the Board considered the figure set aside for high profile events over the next two years was a little high and could be reduced. There was support for something similar to the Illuminities event and making this a regular timetabled event that people would look out for on the calendar, but the allocated budget was currently too high. An update on the Illuminities 2019 events would be given later at this Meeting.
- There was support for the continuation of the Create Platform events, in the run up to the Create Festival, as this was an opportunity to showcase a wider variety of arts and music than the festival itself. Perhaps some thought could be given to ways to better utilising the existing Town Centre bandstand for this purpose and others.
- A grant scheme to support retailers to improve their shop frontages was welcomed. There was also some discussion about the rear of shops and their storage of rubbish which was also an issue. The Head of Environment and Land Management said that this was an issue that could be covered under the Duty of Care and the new Enforcement Team.
- With regard to the re-surfacing of the road in the Lower High Street, it was agreed that this should be an absolute priority, but it had to interact with other developments in the Lower High Street and Vicarage Lane. It was also noted that the re-surfacing of the road was only a small part of the issue for traders in the Lower High Street and there did need to be a management of the decline in that area.
- In addition to the planned elements of the Town Centre Programme, Board Members also thought there would be merit in undertaking a wider review of traffic lights and priorities around the Town Centre and the Shared Space. The Leader said that a Strategic Transport Assessment would form part of the Integrated Transport Strategy in the Big 8.
- The project contingency of £270k was seen as very high. The Head of Corporate Policy, Economic Development and Communications advised that this was a figure of £90k per year for three years. The money had not yet been spent though so much of it could be reallocated to different projects.
- The Board discussed monitoring of the Town Centre and whether any Officers were responsible for undertaking regular inspections or 'walkabouts'. It was explained that there were various Officers across the Council who were regularly in and around the Town Centre such as those in Economic Development, Corporate Property, Facilities, BIFFA,

Aspire, along with the KCC Safety Inspectors and reports from members of the public. The Council had a Town Centre Regeneration Manager, but this was more of a dynamic role than the previous Town Centre Partnership and it was considered that their time was better spent in other areas of work. A dedicated inspection process would require another additional resource. There was a feeling that the reporting of problems and incidents was a joint responsibility of all, and the on-line reporting tools should also make this process easier. The Head of Corporate Property and Projects said he would give his Officers a checklist to report back on obvious issues when they were in the Town Centre.

The Board considered that, subject to the comments above, the project list appended to the report did provide the right balance to deliver the Council's ambitions. Members were encouraged to continue to have a close look at the list and feed back to the Head of Corporate Policy, Economic Development and Communications if they had any specific comments by Friday 7th February 2020. It was acknowledged that the list was a work in progress and would come back to each meeting of the Board for regular monitoring, but work should begin on developing the individual projects at the appropriate times. Each project would be subject to the normal approvals process set out in the Terms of Reference.

Resolved:

- That (i) **subject to the comments above, the proposed project list set out at Appendix A to the report, be agreed as providing the right balance to deliver the Council's ambitions. Any additional comments should be fed back to the Head of Corporate Policy, Economic Development and Communications by Friday 7th February 2020.**
- (ii) **the delivery of projects within the proposed programme be regularly monitored by this Board.**

4 Ashford Town Centre Framework – Progress Report

- 4.1 The report provided an update on the progress made towards the delivery of the Ashford Town Centre Framework 2019 – 2025, which was adopted by the Cabinet in March 2019. The Leader thanked the Compliance and Data Protection Manager for the report and asked Members to feed back any particular comments to her.

Resolved:

That the progress made towards the delivery of the Ashford Town Centre Framework 2019 – 2025 be noted.

5 Illuminities – Initial Feedback

- 5.1 The Town Centre Regeneration Manager gave a presentation which updated on the collection of Illuminities events in December 2019 – Glow International; the Ashford Winter Festival; and the Carnival of the Baubles. The presentation contained more detailed attendance and engagement figures for the events and the Town Centre in general, and the message was a positive one in terms of attendance, footfall, business feedback and the sense of pride and community that the events had engendered. The Carnival of the Baubles event had included engagement with six local Primary Schools and resulted in a procession of giant, illuminated baubles, decorated by the children. The Council had worked with Emergency Exit Arts and the intention was for that relationship to continue and be part of the calendar of events in the future. The first weekend of events had also coincided with the opening of the Coachworks and brought additional visitors to that development.
- 5.2 A Member asked if he could be provided with more information on the Coachworks development. Whilst he welcomed the idea of the development, as somebody who worked in the area, he had received a lot of questions about what was going on there and opening times. There appeared to be little consistency at the moment and he was concerned that a potentially good opportunity for the town could end up not being used to its full capabilities. The Chief Executive accepted this point and said the Coachworks was still a work in progress.
- 5.3 The Chairman asked for copies of the presentation to be sent to all staff and Members. Illuminities was an extremely positive news story and a cause for celebration and congratulations. ***(N.B. The presentation is appended to these notes for information).***

Resolved:

That the update be received and noted.

6 Date of Next Meeting

- 6.1 Wednesday 29th April 2020, 2pm, Council Chamber.

Councillor Clarkson
Chairman – Regeneration, Masterplanning and Project Co-Ordination Board

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Civic and Ceremonial Programme Board

Notes of a Meeting of the Civic and Ceremonial Programme Board held on the **19th February 2020**.

Present:

Cllr. Clarkson (Chairman)

Cllrs. Buchanan, Burgess, Feacey, L Suddards, Webb (ex-officio)

In accordance with Procedure Rule 1.2 (c) Councillor Buchanan attended as Substitute Member for Councillor Dehnel.

Apologies:

Cllrs. Dehnel, Ovenden.

Also Present:

Head of Culture, Head of Corporate Policy, Economic Development and Communications, Tourism and Heritage Manager, Grounds Maintenance Operations Manager, Heritage Development Officer, Civic Engagement Officer, Cultural Services Graduate Trainee, Member Services Manager (Operational).

Stephen Israel – The Company (for item 7 only).

1 Notes of the Previous Meeting of the Board – 20th November 2019

1.1 The notes of the Meeting held on the 20th November 2019 were approved and confirmed as a correct record.

2 Plans for VE Day – May 2020 - Update

2.1 The Tourism and Heritage Manager gave an update on developments since the last meeting and an outline of plans to mark the 75th Anniversary of VE Day in May 2020.

2.2 She advised that the Council's website now included dedicated VE Day 75 pages which included information and guidance on all aspects of the celebrations including how to hold street parties and applying for road closures etc. Parish Councils had also been contacted separately, including a specific reference to the 'Ring out for Peace' event at local churches on the evening of Friday 8th May. This could be found at <http://www.ashford.gov.uk/ve-day-celebrations>. A feature on Ashford's plans would also be included in the Spring edition of Ashford For You magazine and a proof of the article was circulated for the Board's attention.

- 2.3 In terms of more specific details, she advised that Aspire would be placing a VE Day 75 logo on the mound in the Memorial Gardens as well as hanging bunting and installing panels displaying a small photographic exhibition there. Local residents were being asked to send in their photos of VE Day celebrations across the Borough in 1945 for inclusion in the photographic exhibition, and indeed some had already been received. A press release would be issued on this shortly. Work was underway with Ashford Museum who would be hosting a range of VE Day children's activities in the museum on Friday 8th May and who would be providing the artefacts for a Victory Trail in the town centre. Meetings had taken place with town centre businesses to encourage them to get involved, including putting up bunting, decorating shop windows, taking part in the Victory Trail and supporting the Toast to the Nation. She advised that Ashford would also be hosting the Flame of Remembrance VE75 Lanterns Tour on Thursday 7th May, with a short service in the Memorial Gardens at 11am. This would involve two lanterns being carried from Twickenham to Dover and then across the Channel to France, with various stops on the way, remembering all people affected by the Second World War.
- 2.4 The Tourism and Heritage Manager advised that the focus of the events would clearly be over the weekend of Friday 8th to Sunday 10th May. On the Friday, (now a National Bank Holiday), there would be: - Second World War themed music on the town centre bandstand with three acts between 12 noon and 3pm; the Toast to the Nation at 3pm; the 'Ringing Out For Peace' of church bells across the Borough in the evening; and an afternoon concert in the Memorial Gardens including a welcome from the Mayor, and music, readings and representation from the Army, Air and Naval Cadets and the Ashford Concert Band and the Kent Wing Air Cadets Band. The concert would close with the Last Post and the Mayor reading 'The Cry For Peace'. The rest of the weekend would hopefully see street parties across the Borough on the Saturday and Church Services on the Sunday morning, including a VE75 Service at St Mary's which would be attended by the Mayor who would read out the Nation's Tribute to the Millions poem.
- 2.5 The Board was extremely encouraged by the plans and thought they provided a fitting base for VE Day commemorations. There was some discussion about street parties and Members using their Ward Member grants for this purpose. Clearly, the new grant year did not start until 1st April and preparations for street parties would have to be made before then. A number of Members had already contributed towards such events from their 2019/20 grants. There was also a discussion about the potential location of street parties and it was stressed that these could be held on green spaces as well as in streets, and in some areas this may be preferable than having to close roads to through traffic.

Resolved:

That the progress be noted and supported.

3 Ashford Borough Heritage Plaque Scheme

- 3.1 The Heritage Development Officer gave an update and advised that since the last Board Meeting a letter had been sent to the building owners of the four plaque recipients agreed at that Meeting. There had been positive responses from the Diocese of Kent regarding Dr John Wallis and Smallhythe Place for Ellen Terry. Responses were awaited regarding Sir John Fogge and Sir Norton Knatchbull. The Council's Housing Department had also confirmed it was happy for plaques to be placed on the wheel at Newtown to mark three individuals involved in the development of Ashford's Railway. Legal Services were currently working on a second draft of a licence between the Council and the building owners. Meetings had also taken place with the Council's Conservation Architects regarding Listed Building Consent and they had agreed to visit the various selected buildings to identify suitable locations for the plaques to be placed, to submit the Listed Building applications and to notify Historic England.

Resolved:

That the progress be noted.

4 Holocaust Memorial Day - Update

- 4.1 The Heritage Development Officer advised that this had taken place on the 27th January and this year had marked 75 years since the liberation of Auschwitz. To commemorate this, a small exhibition had taken place at the Ashford Gateway between the 3rd January and the 3rd February which had been attended by the Mayor and other Senior Councillors. Afterwards the Mayor had laid a posy at the Anne Frank tree in the Memorial Gardens. Members considered the exhibition had been well presented and simple to follow, but also touching and proportionate. It had been generally well attended and the printed literature had all been taken away.
- 4.2 In response to a question it was confirmed that the Council intended to adopt the International Holocaust Remembrance Alliance definition of Anti-Semitism as part of its new Equalities Policy later in the year.

Resolved:

That the update be noted.

5 Proposed Warship Week – HMS Albacore

- 5.1 The Mayor introduced this item and advised that many would not be aware of Ashford's Naval connections and the involvement that Ashford had in the Second World War. On 16th June 1942 the minesweeper HMS Albacore had been adopted by the civil community of Ashford following a successful week of fundraising and public relations events in the Borough, raising money and awareness for the war effort. This was called "Warship Week". The forming of

the Sea Cadet Unit in June 1942 had followed on from the successful Warship Week and had been formally affiliated to HMS Albacore. The Mayor circulated some handouts which gave some more background on the battle honours of HMS Albacore as well as photos of the ship itself and of the two shields which had been presented to Ashford in 1942 by the Lord Commissioners of the Admiralty to commemorate Ashford's adoption of HMS Albacore. It had been proposed, in order to mark Warship Week and the 80th Anniversary of the Sea Cadets in Ashford, to hold a new Warship Week in Ashford in June 2022. This would encourage a re-engagement with Ashford's Naval and Sea Cadet history and the part that the Borough contributed to the war effort, of which she considered all should be extremely proud. The Mayor said she was excited about the particular project as it would encourage and entrust the youth of the Borough with the opportunity to celebrate this momentous episode in Ashford's history.

- 5.2 In terms of taking the project forward, the Mayor advised that she had already held meetings with Ashford Sea Cadets who were passionate about the project and were actively undertaking investigation into the history of this important link to the Borough. There were some elements that required further investigation and research with the museum, including a potential family link to Tenterden for the Ship's Commander and some original uniform potentially being in the museum. The shields which had been presented in 1942 were in the Ashford Museum and it was hoped that there could be some sort of ceremony to "re-dedicate" these and place them in a more prominent position from 2022. This could be accompanied by a celebration day with a parade, stalls, entertainment and military activity either in the Memorial Gardens or the Civic (North) Park.
- 5.3 The Board was extremely supportive of this project and agreed that it should be taken forward and investigated further, with a view to putting something significant together for June 2022. The Chairman considered it would also be worth pursuing the production of a replica of the photograph of HMS Albacore and perhaps some sort of landmark for the Memorial Gardens to go along with the re-dedicated plaques, such as an obelisk or similar. He thought the potential for VIP involvement in the event should also be explored (Government or Royalty).

Resolved:

That the Board support the proposal moving forward and would support further research being undertaken as well as the development of a Project Initiation Document.

6 Anniversary and Events Calendar

- 6.1 The Board noted the calendar which would be a live document and remain on the Agenda for each Board Meeting.

- 6.2 Officers then gave brief updates on some other projects which were in the pipeline: -

Spitfire Installation – Battle of Britain Memorial

- 6.3 The Grounds Maintenance Operations Manager reminded the Board that the proposed Aspire flower display for 2020 was a commemorative Spitfire in the Memorial Gardens. At the last Meeting Officers had been asked to investigate possibilities for extending the installation to include a ‘poppy drop’ around the Battle of Britain anniversary in September, and an event similar in nature to the ‘Battle’s Over’ installation in 2018, with the Spitfire installation also being moved to that event. Working with a Company on some sort of ‘Last Night of the Proms’ event had been suggested. Since the last meeting he had worked with the Portfolio Holder and it had become clear that as there was no budget for this project, in order to fund such an event and installation it would be necessary to again sell a product such as ceramic poppies or spitfires to the public, which could be collected after the event.
- 6.4 The Board considered that on balance this was not something they wished to pursue. There were inevitably comparisons to be drawn with the ‘Battle’s Over’ event in 2018 which had been impeccable, but that had been done properly and if that quality could not be reproduced at a reasonable cost, then it should not be done. It was considered that asking both sponsors and the public (through poppy purchases) to fund such an event rather than the money going to charity, relatively close to the last time, was probably not appropriate. There was also a feeling that the Battle of Britain was perhaps an event more worthy of ‘reflective commemoration’ than ‘celebration’. The existing plans for the Spitfire installation and some smaller scale events in Memorial Gardens were seen as sufficient and more fitting. It was however noted that it would be important to make the most of the Spitfire installation, which was going to be extremely impressive. It would be going into the Memorial Gardens in June/July and remain for the rest of the summer so it would be about publicising that it was there and encouraging people to bring a picnic and come and see it, with perhaps one or two light touch events on specific weekends. The Leader wondered that rather than creating the ‘poppy drop’ effect with actual poppies, it would be possible to produce some sort of netting to sit under the Spitfire and create the same effect.

Conserving Ashford’s First World War Tank

- 6.5 The Tourism and Heritage Manager advised that the Council’s Corporate Property team had sent out a brief for a detailed structural survey of the tank to suitably qualified conservation specialists. The deadline for submissions was the 26th February 2020. In response to a question the Leader said that there were longer term intentions to relocate the tank to a more suitable location.

Resolved:

That the calendar of events be received and noted.

7 Ashford Railway Theatre Project – Presentation from ‘The Company’.

- 7.1 Stephen Israel from ‘The Company’ gave a presentation on the current position with plans to put on a large scale multi-media theatre project detailing the history of Ashford and the Railways. A progress report had been circulated with the papers for the meeting and he expanded on points regarding: - recruitment to key posts; development of the script and creative following the collection of various oral histories; implementation of the project plan; the various venues that would be used for the shows; the legacy of the oral histories; and performance dates and how to buy tickets. He said that the support of the Council had been appreciated and he hoped that would continue in terms of publicity and being ambassadors for the show and perhaps obtaining volunteer stewards, which would all be vital to making the event a success. Despite not wanting to give too much away, Stephen concluded by advising that he and his team were very excited about the project and said that the final show would be something to be proud of.
- 7.2 Board Members said they were excited about the project and the energy and enthusiasm of Stephen and those involved. The initial idea for this project had come from the previous History and Heritage Task Group who had wanted to see the history of Ashford and the Railways documented and animated in some way, so it was pleasing to see it come to fruition. The legacy of this project was also an important consideration. It was pleasing to see that the oral histories would be retained and it was hoped that recordings of the performance and the music could be kept and perhaps made available for screening around the Borough as a real legacy of community participation. Officers advised that there were various avenues to pursue volunteer stewards, including Cadets, and they would liaise with Stephen over this.

Resolved:

That the progress be noted and supported.

8 Date of Next Meeting

- 8.1 Wednesday 20th May 2020 at 12.00 noon in the Council Chamber.

Councillor Clarkson
Chairman – Civic and Ceremonial Programme Board

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Climate Advisory Committee

Notes of a Meeting of the Climate Advisory Committee held on the **6th February 2020**.

Present:

Borough Councillors

Cllr. Howard (Chairman);
Cllr. Feacey (Vice-Chairman);

Cllrs. Anckorn, Blanford, Campkin, Mulholland.

Apologies:

Cllr. Wright

Project Manager (Environmental)

Also Present:

Head of Corporate Policy, Economic Development and Communications, Head of Environment and Land Management, Member Services Officer.

1. Declaration of Interest

- 1.1 Cllr. Feacey made a Voluntary Announcement as he was on the Management Committee of UK LPG.

2. Minutes of Previous Meeting

- 2.1 The Minutes of the Meeting held on 10th September 2019 were agreed as an accurate record.

3. Draft Carbon Neutral Strategy

- 3.1 The Head of Corporate Policy, Economic Development and Communications introduced this item and explained to Members that the Leader had reviewed and supported the strategy and was keen for the Committee to begin working on it. The first step for the Committee would be to identify any gaps and priorities within the strategy. The Project Manager (Environmental) had produced a list of Actions for the Committee to scrutinise.
- 3.2 The discussion was then opened up to the Committee and the following questions/comments were raised:
 - A request was made and agreed for a glossary of abbreviations.

- A Member asked what consideration would be given to rural parishes as it was imperative that they 'bought in' to the strategy. The Chairman explained that the Council would be working alongside all partners including Parish Councils, and said that raising awareness was a key factor. He went on to say that the Borough Council could directly influence up to 41% of the Borough's total emissions, but inevitably there were significant factors outside of the Council's control such as aviation and national infrastructure. The Head of Corporate Policy, Economic Development and Communications added that the Strategy was based upon the SCATTER (Setting City Area Targets and Trajectories for Emissions Reduction) Model.
- A Member commented that the target of installing 100 electric vehicle charging points by 2023 had already nearly been met, therefore it seemed logical to be more ambitious with this target. Members agreed and spoke about the technology now available to assist with selecting the best times for charging electrical vehicles.
- The need to explore government grants accessible to the Council for undertaking the work included in the strategy was discussed.
- In response to a question asking whether there were plans to replace the windows at the Civic Centre, the Head of Corporate Policy, Economic Development and Communications confirmed that this was contained within the Action Plan. She added that although costly, lighting and heating were a priority.
- The Committee discussed the tree survey that was currently being undertaken in and around the Borough. The Head of Environment and Land Management confirmed that Aspire were carrying out the survey on behalf of the Council, and it was easier at this time of year since the trees were not in leaf. The aim was to establish a baseline figure and gain awareness of what tree stock the Council had, before carrying out risk assessments. A Member enquired whether Google Earth could be used to assist with the survey; this would be followed up with the Grounds Maintenance Operations Manager.
- A Member asked about wastage from tree pruning. The Head of Environment and Land Management explained that core wood was recycled by Aspire, whilst mulch was generally left to soak into the soil. However, there were occasions where it was necessary to transfer waste off site for use at other locations. Although this did carry some carbon emission, it was not burnt or sent to landfill.
- The Action regarding promotion of lower carbon parking ratios was discussed by the Committee. A Member pointed out that it would not

be wise for the Council to penalise people for using their cars, but instead should concentrate on improving and promoting public transport. Members agreed that they would prefer to see any parking ratios or charges introduced later down the line, and at that point, it would be prudent for the Council to specify where the extra funds gained from parking charges would be spent. Improvements to rural networks were necessary also to enable greater connectivity.

- A Member asked about the Council initiative of purchasing residential properties close to the Town Centre to rent to Council tenants, and if there were any plans to make those houses more energy efficient. The Head of Environment and Land Management advised that she would seek more information from the Head of Housing.
- There was discussion about veganism and Members agreed that its popularity was increasing at local and national levels through its own momentum. They agreed it was wise to include vegan options wherever possible, and the positive impact would be felt not just at an environmental level, but also on the NHS.

3.3 The Chairman went onto explain that the Leader had expressed his full support and backing to this Committee and confirmed that it would be able to make suggestions and proposals concerning policies to the Cabinet and directly to the Leader. Members were asked to feedback any ideas and suggestions before the Strategy was submitted to Cabinet in April.

Action: Members to forward any final ideas regarding the draft strategy to the Chairman.

4. Draft Terms of Reference

4.1 The Chairman distributed draft Terms of Reference for Members to review. He explained that since the focus of the Committee had changed and was now about formulating and implementing the Carbon Neutral Strategy, this consequently meant that external representatives would no longer be invited to attend the Committee Meetings. The Head of Environment and Land Management had already written to the external representatives informing them of this decision. It was hoped that in the future, they would be invited to participate in an alternative Task Group Meeting, and therefore the Council would retain its connection to the work undertaken by the external partners.

Action: The Committee agreed the draft Terms of Reference with an amendment to Term 1.3 to remove ‘...and it’s biodiversity together with the Borough’s heritage rich historical architecture’

5. Date of Next Meeting

- 5.1 The Date of the next Meeting was expected to be at the end of March. This would be confirmed and circulated to Members.

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Local Plan & Planning Policy Task Group

Notes of a Meeting of the Local Plan & Planning Policy Task Group held on the **15th January 2020**.

Present:

Cllr. Bartlett (Chairman)
Cllr. Shorter (Vice-Chairman)

Cllrs. Mrs Bell, Blanford, Clokie, Ledger, Michael, Spain, Walder.

Apologies:

Development Partnership Manager.

Also Present:

Cllrs. Burgess, Harman, Pickering, White, Wright.

Spatial Planning Manager, Principal Policy Planner, Head of Planning and Development, Planning Policy Officer, Graduate Planner, Principal Solicitor (Strategic Development), Member Services and Ombudsman Liaison Officer.

1 Notes of the Previous Meeting

- 1.1 The Notes of the Meeting held on 29th November 2019 were agreed as a correct record.

2 Maintaining a five year housing land supply and meeting the housing delivery test

- 2.1 The Chairman reminded Members that confidentiality was required regarding the detailed discussions at the meeting.
- 2.2 The Spatial Planning Manager and the Principal Policy Planner introduced this item and gave a presentation which covered:
- Maintaining a five year housing land supply
 - Windfall sites
 - Settlement confines
 - Policy HOU5 interpretation
 - Potential to bolster housing land supply
 - Housing Delivery Test (HDT) – definition and sanctions on non-delivery of targets
 - HDT results 2018 and expected results for 2019
 - HDT Action Plan.

2.3 The Chairman opened up the item for discussion and the following questions/comments were raised:

- A Member commented that there appeared to be a number of suggested actions to protect and increase the five year housing land supply figure and she urged that these should be explored fully, rather than relying on windfall sites and the HOU5 policy. She also questioned why this issue would not be discussed by the Task Group again until June. The Chairman explained that there was a full list of items for discussion by the Task Group, which were already programmed into future meetings. He pointed out that once the HDT figure for 2019 had been received, the Council would have 6 months to produce an Action Plan, which removed some of the immediate pressure. The Spatial Planning Manager added that Officers were liaising actively with developers on every site to facilitate the process from the pre-planning stage through to completion. In order to bring as many sites forward as possible Officers would continue to unlock all possible avenues to expedite development. He also explained that Officers were reviewing how the residential Windfall Policies in the Local Plan could be implemented to ensure that applications were considered in a consistent way on a site by site basis.
- In response to a question, the Spatial Planning Manager clarified that the figure for windfall sites provided in para 24 included currently permitted sites as well as a projection of delivery from future sites. It was possible to predict a healthy future supply based on historical trends.
- A Member asked whether a site had to satisfy each part of the HOU5 policy in order to be approved. The Spatial Planning Manager confirmed that this was the case, although some parts of an application may meet the policy more closely than others.
- A Member suggested that the Council should lobby central Government. It appeared that many factors contributing to the five year land supply figure and the HDT were outside of the Council's control, but the Council was held accountable for delivery. The Spatial Planning Manager said he expected every planning authority was feeling the same pressure over what was a challenging system, but that it was important to apply the rules and guidance as they stood currently. The Chairman commented that in the recent election both main parties had committed to a significant increase in the house building programme and that lobbying central Government was unlikely to achieve the desired outcome.
- Members expressed concern about the option to call for sites as they felt it may portray the Council in a weak light. They would prefer to see positive activity to encourage the build out of existing and future planning permissions in accordance with the adopted Local Plan. The Spatial Planning Manager said that it was important to grant planning permission,

wherever possible and appropriate, to maintain a deliverable housing land supply and achieve housing delivery targets.

- A Member asked whether containers, or any other independent dwelling, could be counted in the housing supply. The Spatial Planning Manager said that the nature of occupancy dictated whether a dwelling could be included in the supply figure and he gave various examples to illustrate what could and could not be included.
- Members considered that it may be useful to review sites which came forward in the last call for sites, but which were considered marginal in respect of potential allocation. It may be possible to review these sites to see if areas of concern could be resolved so that the sites could be developed satisfactorily.
- In response to a question, the Spatial Planning Manager explained that derelict or empty properties could not be included in the count once they were brought back into use because they were already part of the base housing stock.
- A Member said she considered that more Council and social housing was required, rather than larger private properties, and that developers should be encouraged to concentrate on this area of the market. Modular houses had proved very effective and smaller maisonettes were popular with many house buyers. A shortage of aggregates and materials, together with the price of land in the South East, made it much more expensive to develop in this area than in the North East and a Member suggested that this matter should be raised with central Government.
- Members discussed the future difficulties which may arise in the next 5 years at the Chilmington site. The Spatial Planning Manager said that this was the largest development site in the Borough, and that failure to unlock the proposed A28 road improvements could lead to a restriction in the number of units that might be expected to be delivered in the area over the next five years, which would be difficult to replace elsewhere. Members noted that this issue was already a topic of discussion at strategic level.
- A Member pointed out that the perception of residents was that Ashford was becoming over-developed, and that the challenges facing the Council in terms of meeting housing targets should be more widely publicised. She agreed that social housing was essential and that any new dwellings should be built to full sustainability standards in a mix of styles using alternative materials. She also requested that community use be considered for some windfall sites. Another Member felt that the Council needed to lobby for more powers to put pressure on developers to build more appropriately for the existing market, to encourage smaller houses and fulfilling targets.
- A Member said he welcomed development in his rural ward but pointed out that it had an impact on the character of the village. He considered that confines were important and that the Council should not be flexible in this

matter. He also considered that the Council should prioritise and target development in those rural areas with less development to date.

- A Member said that the Council's Property Company had a role in demonstrating how to perform as a responsible social developer, and he suggested that this example might influence other developers. Another Member agreed and said that the actions of the Property Company needed more publicity throughout the Borough.
- A Member considered that the issue of infrastructure was critical in future development, although he acknowledged that it was often outside the Council's control. He cited the over-subscription to local GP surgeries in the Borough and questioned what the Council's role was in managing development when it added to the problem without providing solutions. Another Member explained that this was a main topic for consideration at the Health & Wellbeing Partnership. He also said that GP surgeries were consulted on planning applications.
- A Member asked what actions the Council could take to deliver on the current time frame, in particular if it was possible to bring some of the later development forward. The Spatial Planning Manager replied that the larger sites typically did not deliver housing quickly as they often required more time to set sites up and put in the necessary infrastructure. He said that where it was possible to bring any sites forward, Officers would do everything to expedite development and encourage developers to build out a mix of units. However, it was ultimately in the hands of developers, and the Council had limited power to influence the pace of development through the planning process.
- Members noted that the Waterbrook site was out of use until March 2021, so it was not possible to bring this forward. Until the future plans for the site were known, it was not expected that the site would be marketed for housing. It was hoped that this would be resolved within the next 12 months.
- The Chairman concluded the meeting by saying that a number of points had arisen at the meeting for Officers to action, as follows:
 - Report on modular housing.
 - Clarification on how to account for serviced accommodation.
 - Clarification of the Ashford and Tenterden built confines – deferred to a future date.
 - No agreement on a call for sites now. This would be covered by a formal review of the Local Plan.
 - HDT Action Plan to be delivered in 6 months, with a report to the June Task Group.

Resolved:

That the Local Plan and Planning Policy Task Group notes the result of the 2019/20 HDT and requests Officers prepare a draft HDT Action Plan to be considered by the Task Group by June 2020.

3 Date of Next Meeting

3.1 Tuesday 11th February 2020 at 10am in the Council Chamber.

3.2 Proposed items for discussion at future meetings

- Policy on Cobbs Wood
- Approach on SUDS on new developments over 10 dwellings
- HOU3a and HOU5 Policy reviews
- Policy on Tall Buildings.

Councillor Bartlett
Chairman – Local Plan & Planning Policy Task Group

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Local Plan & Planning Policy Task Group

Notes of a Meeting of the Local Plan & Planning Policy Task Group held on the **11th February 2020**.

Present:

Cllr. Bartlett (Chairman)
Cllr. Shorter (Vice-Chairman)

Cllrs. Mrs Bell, Blanford, Clokie, B. Heyes, Ledger, Michael, Spain.

Apologies:

Cllr. Walder.

Spatial Development Manager, Development Partnership Manager.

Also Present:

Cllr. Burgess.

Team Leader – Spatial Planning (DC), Team Leader – Spatial Planning (IG), Acting Senior Policy Planner, Graduate Planner, Policy Planner, Economic Development Officer, Principal Solicitor (Strategic Development), Member Services and Ombudsman Liaison Officer.

2 Declarations of Interest

- 2.1 Cllr B. Heyes declared that he lived near the Cobbs Wood Industrial Estate.
- 2.2 Cllr Spain declared that he lived in Charing and had recently commented on the Charing Neighbourhood Plan preparations.
- 2.3 Cllr Clokie declared that his Portfolio covered item 5 on the agenda.

3 Draft Fibre to the Premises SPD

- 3.1 The Team Leader – Spatial Planning (DC) introduced this item and drew Members' attention to the key features of the report.
- 3.2 The Chairman opened up the item for discussion and the following questions/comments arose:
 - A Member considered that this SPD was an excellent idea. However, he had concerns about ensuring that the fibre provided was long enough to serve the purpose intended as spare cabling could be required in order to be flexible. He also questioned whether fibre cabinets would be provided in

all rural areas. He considered that the ducting should be in communal ownership to ensure ease of access for maintenance purposes.

- Another Member suggested that the capacity provided would be far more than was needed by the average household, but that fibre cabling was effective future-proofing.
- A member questioned why a minimum figure of 10 dwellings had been specified in the SPD. She said that in rural areas there were often developments of less than 10 dwellings, and she considered that this specified figure disadvantaged people in those areas. She asked whether the figure could be lowered. The Team Leader advised that the current Policy stated a figure of 10 houses in rural areas as the minimum for automatic provision of fibre to the premises, and the SPD was limited to adhering to what was stated in the Policy. He considered that the Council was pushing the market as far as possible at present, but acknowledged that the SPD would not capture all schemes in the rural areas. At the moment there was a limit to what could be covered in the SPD.
- The Team Leader explained that the aim of the SPD was to encourage applicants to liaise with telecom providers at an early stage and detailing around layout and connectivity needed to be addressed as part of this process. He said that the Government was taking steps to move in the same direction, although through different means.
- Members expressed concern over whether the proposed speed provision was sufficient and noted that KCC had set a standard at 30Mbps. Members agreed that they wished to see the SPD require speeds of at least 30Mbps. The Team Leader said that part of the problem of introducing specified speeds was that they quickly became outdated. However, he agreed that the figures stated could be changed and that a speed of 30Mbps could be requested in the SPD.
- In response to a question, the Team Leader explained that where fibre to the premises could not be delivered, developers would have to provide an alternative, or explain clearly why they could not do so.
- Member asked about provision of cabinets and the Team Leader confirmed that all the cabinets in the town of Ashford were fibre enabled. He explained that the option of using copper to premises in rural areas was not ideal and something the SPD was trying to move away from

Resolved

That the Task Group

- i) Approves the broad contents and structure of the draft FTTP SPD**
- ii) Delegates authority to the Head of Planning and Development to finalise and amend the draft FTTP SPD, in agreement with the**

Portfolio Holder for Planning and Development and the Chairman of the Local Plan and Planning Policy Task Group.

- iii) **Agrees that, once finalised, the draft FTTP SPD can be published for public consultation for a minimum of 6 weeks.**

4 Planning policy for Cobbs Wood and other industrial estates

4.1 The Team Leader – Spatial Planning (IG) introduced this item and highlighted the key points in the report.

4.2 The Chairman opened up the item for discussion and the following questions/comments arose:

- A Member said he considered that there had been a number of inappropriate planning applications on the Cobbs Wood industrial site over the previous decade. This was a highly populated area and he favoured a specific planning policy to provide guidance on the type of development which might be considered appropriate. Another Member said other estates were similarly affected and he had concerns about focusing on any estate in particular. He considered that the same principles should apply generally across all industrial sites.
- In response to a question, the Team Leader explained that Eureka Park had a masterplanning process and a development brief, and in that sense it had been approached differently from the older existing industrial estates.
- A Member asked about the proposed timeline for the review of the Local Plan. The Team Leader explained that statutory work on a review was likely to commence later this year but that the whole exercise would take considerable time as it involved various time-consuming stages. Members agreed that policies for industrial estates should be undertaken as part of this larger review, but they wished to see an element of urgency in the process.

Resolved

That the Local Plan and Planning Policy Task Group agrees that site specific policies for existing industrial estates in the Borough will be considered as part of the next formal review of the Local Plan.

5 Neighbourhood Plans

5.1 The Acting Senior Policy Planner introduced this item and outlined the key points within the report.

5.2 The Chairman opened up the item for discussion and the following questions/comments were raised:

- A Member said he welcomed this summary and found it very useful. He asked whether it could be made public to parishes. The Acting Senior Policy Planner said that the status of all Neighbourhood Plans was available on the Council's public website. However, it was not possible to publish or circulate the report in its current format as it contained sensitive information. A Member requested that an amended version be made available publicly, and also suggested that a brief presentation should be given to the Kent Association of Local Councils.
- A Member asked about the draw on officer resources both now and in the future. The Acting Senior Policy Planner said that this was not an issue at present, but if many Neighbourhood Plans came in simultaneously, there could be knock-on effects for staff resources in the Spatial Planning Team.
- With regard to the costs of the process, the Acting Senior Policy Planner advised that it was an expensive undertaking. The Council had a duty to provide whatever evidence was already in the Council's possession and furnish parishes with a clear statement of what the Council would provide under the Duty to Support and well as guidance on the roles and responsibilities of parishes. Officers would also meet with parishes at the start of any Neighbourhood Plan process to offer guidance and advice. The Government agency 'Locality' also provided advice, technical guidance and grants, and the Council covered the cost of Examination and Referendum. However, parishes were responsible for meeting all the costs of evidence gathering.
- In response to a question, the Acting Senior Policy Planner explained the position regarding the degree of protection provided by a Neighbourhood Plan. Where a five year housing land supply could not be established by the Council, less weight would be attached to the Council's policies as the presumption in favour of development from the NPPF replaced them. However, if a Neighbourhood Plan had provided allocations for housing, and had been adopted in the past 2 years, and the Council could prove a three year housing land supply, there would be better protection for those parishes from speculative development proposals than if they had no Neighbourhood Plan.
- The Acting Senior Policy Planner explained to Members that new changes in the NPPF require the LPA to allocate designated Neighbourhood Plan parishes with an amount of housing from the Local Plan requirement which must be delivered in that parish. A Member asked whether parishes should be concentrating on this number now in order to avoid spending time in the

future on further consultation. The Acting Senior Policy Planner said that as the Local Plan review had not yet commenced, it was not possible to advise parishes on any particular amount of housing in this regard and no methodology for establishing the amount of housing each area would be assigned had been established. At present parishes were only obliged to conform to the current Local Plan. It was confirmed that the Spatial Planning Team would liaise with Parish Councils on these potential requirements at the appropriate stage.

- In response to a question, the Acting Senior Policy Planner said that Neighbourhood Plans formed part of the Development Plan and, once adopted, they carried the same weight as the Council's policies. Neighbourhood Plans could potentially hold more weight than the Local Plan policies if they were considered non-strategic.
- The Acting Senior Policy Planner advised that local green space had to meet strict criteria in order to become protected land. Once adopted, green space designations would hold weight.
- The Principal Policy Planner said that the context of Neighbourhood Plans had changed and would keep changing, and they needed to be in a position to react to changes in the parent policy.
- Members considered that it may be timely to reconvene the Parish Forum in order to re-engage parishes on this issue.
- A Member asked about public consultation. The Acting Senior Policy Planner advised that there was an initial six-week stage of consultation required by any Neighbourhood Plan group with residents in which the Council had no involvement, although advice was provided. Additionally, the Council would consult with members of the public for six weeks on the final Plan once submitted to them. The Neighbourhood Plan group also had a requirement to produce a consultation statement for submission to the Independent Inspector.
- The Chairman said he would like to see this item on the Task Group agenda in 6-12 months' time.

Resolved

That the report be received and noted.

Councillor Bartlett
Chairman – Local Plan & Planning Policy Task Group

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Agenda Item No:

Report To: CABINET

Date: 28TH MAY 2020

Report Title: SCHEDULE OF KEY DECISIONS TO BE TAKEN

Report Author and Job Title: Danny Sheppard, Member Services Manager (Operational)

Portfolio Holder: Portfolio Holders are individually specified in the attached Schedule.

Summary:	To set out the latest Schedule of Key Decisions to be taken by the Cabinet of Ashford Borough Council.
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Key Decision: NO

Significantly Affected Wards: Where appropriate, individual Wards are indicated.

Recommendations **That the Cabinet receive and note the latest Schedule of Key Decisions.**

Policy Overview: Under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, there is no longer a legal requirement to publish a Forward Plan of Key Decisions, however there is still a requirement to publish details of Key Decisions 28 clear days before the meeting they are to be considered at. The Council maintains a live, up to date rolling list of decision items on the Council's website, and that list will be presented to the Cabinet each month, in its current state, for Members' information.

Financial Implications: Nil

Legal Implications: n/a

Equalities Impact Assessment n/a

Other Material Implications: Nil

Exempt from publication: No

Background None

Papers:

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**CABINET
SCHEDULE OF KEY DECISIONS TO BE TAKEN**

The following Key Decisions will be taken by Ashford Borough Council's Cabinet on the dates stated.

Ashford Borough Council's Cabinet is made up of: - Councillors Gerry Clarkson; Paul Bartlett; Bill Barrett; Neil Bell; Andrew Buchanan; Paul Clokie; Peter Feacey; Matthew Forest; Alan Pickering; and Neil Shorter.

Copies of the reports and any other relevant documents that are submitted to the Cabinet in connection with a proposed decision will be available for inspection, or on screen, five clear days before the decision date at the Civic Centre, Tannery Lane, Ashford and at The Town Hall, 24 High Street, Tenterden, during opening hours, or at <https://ashford.moderngov.co.uk>

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
28th May 2020					
Annual Pay Policy Statement (Including Review for 2020/21)	<i>A review of the annual Pay Policy Statement and Ashford Living Wage Allowance</i>	Cllr Pickering	Michelle Pecci/ Joy Cross	Open	15/3/19
Anti-Social Behaviour Policy	<i>To approve an ASB policy in order to ensure a clear organisational approach and commitment to managing and addressing ASB within the Borough. The policy will set out the obligations of all stakeholders including the CSU, Housing, Kent Police and Members.</i>	Cllr Feacey	Laurel Niven	Open	19/12/19

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Chilham Conservation Area Management Plan	<i>To summarise the contents of the Chilham CAMP within the context of the Council's statutory requirements. To also reflect and respond to the comments received during the consultation process.</i>	Cllr Shorter	Daniel Carter	Open	7/2/20
The Transfer of Ashford College to the East Kent College Group	<i>To inform Members of the outcome of the negotiations and delegated decision made by the Chief Executive. The report will also inform members about East Kent College taking over the operation of the Ashford College campuses from the 1st April 2020.</i>	Cllr Clarkson	Andrew Osborne	Open	30/4/20
Ashford's Local Cycling and Walking Infrastructure Plan (LCWIP) Adoption 2019 – 2029	<i>To seek approval for the adoption of the LCWIP and to commit to working in partnership with KCC and others to deliver a range of projects.</i>	Cllr Forest	Simon Harris	Open	11/2/20
25th June 2020					
Final Outturn 2019/20	<i>Final budget outturn for previous financial year.</i>	Cllr Bell	Maria Stevens	Open	14/6/19

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Corporate Performance Report (Quarter 4) and Annual Performance Report 2019/20	<i>To give Members and residents an overview of how the council is performing with a key performance 'snapshot' and the Annual Report will build upon the contents of quarterly performance monitoring, but will also include the following information – An Introduction from the Leader and Chief Executive; Facts and figures about Ashford; Timeline of key achievements in the Borough over the calendar year; Borough achievements; and a Financial Summary.</i>	Cllr Bell	Tom Swain	Open	14/6/19
Proposed Insurance Restructure		Cllr Bell	Maria Stevens	Exempt	24/2/20
Corporate Property Asset Management Strategy		Cllr Clokie	Daniel Stone	Open	24/2/20
CO-VID 19 - Ashford Borough Council's Response		Cllr Clarkson	Sheila Davison	Open	7/5/20
Broadband Update		Cllr Bell	Tom Jenkins	Open	16/3/20

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
30th July 2020					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Bell	Nic Stevens	Open (Exempt Appendix)	12/7/19
Bockhanger Consultation – Outcomes		Cllr Barrett	Rebecca Wilcox/ Yaz Aboubakar	Open	30/10/19
Health and Wellbeing Review		Cllr Feacey	Natalie Pearce	Open	1/5/20
Fibre to the Premises SPD		Cllr Shorter	Daniel Carter	Open	5/5/20
Brook Village Confines		Cllr Shorter	Daniel Carter	Open	18/5/20
Recovery Plan	<i>In response to the CO-VID 19 crisis and to include elements of previously advertised as part of the Corporate Plan 2020 – 2025; Carbon Neutral Action Plan; and Economic Development Strategy</i>	Cllr Clokie	Lorna Ford/ Jennifer Shaw	Open	7/5/20
27th August 2020					
KEEP CLEAR FOR HOLIDAYS					

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
24th September 2020					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Bell	Maria Stevens	Open	13/9/19
Corporate Performance Report	<i>To give Members and residents an overview of how the council is performing with a key performance ‘snapshot’.</i>	Cllr Bell	Tom Swain	Open	13/9/19
Corporate Commercial Property Strategy – Annual Report	<i>To advise of the revenue performance of the Council’s corporate property portfolio during the last financial period and to advise of proposals to increase profitability in the coming financial period.</i>	Cllr Clokie	Paul McKenner	Open	13/9/19
Section 106 Agreements – Annual Progress Report	<i>Focus on s106 contributions received in the last year, contributions secured in new agreements and projects that have been supported by s106 funding.</i>	Cllr Shorter	Gilian Macinnes	Open	13/9/19
Update of Local Development Scheme	<i>The (LDS) is an existing document that needs updating. It sets out to the public/stakeholders what planning documents are going to be reviewed/written and consulted on so that interested parties are aware of upcoming consultations. It also helps ensure the Council has robust planning documents.</i>	Cllr Shorter	Bethan Hall	Open	15/5/20

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
29th October 2020					
26th November 2020					
Corporate Performance Report	<i>To give Members and residents an overview of how the council is performing with a key performance 'snapshot'.</i>	Cllr Bell	Tom Swain	Open	2/12/19
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report.</i>	Cllr Bell	Maria Stevens	Open	2/12/19
Medium Term Financial Plan	<i>To ask Cabinet to note the Medium Term Financial Plan ahead of this year's Budget process.</i>	Cllr Bell	Maria Stevens	Open	2/12/19
Draft Budget 2021/22	<i>To present the preliminary draft service budget and outline MTFP for the purposes of subsequent formal scrutiny by the O&S Task Group and public consultation.</i>	Cllr Bell	Maria Stevens	Open	2/12/19
Council Tax Base 2021/22	<i>To present for approval the estimated 2021/22 Council tax base calculation for the Borough and each parished area, on which the major preceptors and local Parish Councils will base their requirements.</i>	Cllr Bell	Maria Stevens	Open	2/12/19

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
17th December 2020					
Housing Revenue Account (HRA) Business Plan 2020-2050		Cllr Barrett	Sharon Williams	Open	31/12/19
28th January 2021					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Bell	Nic Stevens	Open (Exempt Appendix)	3/2/20
25th February 2021					
Revenue Budget 2021/22	<i>To present the draft revenue budget for 2021/22 to the Cabinet for recommendation to Council.</i>	Cllr Bell	Maria Stevens	Open	28/2/20
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Bell	Maria Stevens	Open	28/2/20
Corporate Performance Report	<i>The report seeks to give Members and the Borough's residents an overview of how the Council is performing. It seeks to do this in a transparent and easily-accessible manner, giving a key performance 'snapshot'.</i>	Cllr Bell	Tom Swain	Open	28/2/20

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
25 th March 2021					
Annual Pay Policy Statement (Including Review for 2021/22)	<i>A review of the annual Pay Policy Statement and Ashford Living Wage Allowance</i>	Cllr Pickering	Michelle Pecci/ Joy Cross	Open	15/3/19
29 th April 2021					

***If you wish to contact a Report Author by email, unless stated otherwise, the addresses are;
first name.surname@ashford.gov.uk***

18/5/20

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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