

## Swale Borough Council Members note

### On Highway issues and items for Swale Joint Transportation Board

This note has been prepared to help members identify the best place to report Highway and Transport issues and to make Highway's proposals. The note explains how to report issues to Kent County Council (KCC), where highway problems should be referred, the roles of the Joint Transportation Board (JTB) and the kinds of items that should be referred to it.

#### **1. KCC Advice on Reporting Problems.**

KCC have advised that any maintenance issues are reported via their contact centre (03000418181) or online via the link; [www.kent.gov.uk/roads-and-travel/report-a-problem](http://www.kent.gov.uk/roads-and-travel/report-a-problem) and not via emails to individuals as it may not reach the correct team/person.

Issues to be reported online, and not to be raised via the JTB, include:

- Street light faults
- Potholes
- Drainage
- Traffic signal faults
- Overgrown vegetation (including hedges and grass)

KCC do not deal with bus shelters, fly tipping, litter, parking enforcement or street cleaning, these matters should be raised with SBC.

Highways England will deal with any motorways and major A road problems.

For updates on ongoing issues not previously brought to JTB, Members are encouraged to contact the officers directly.

KCC officers are unable to discuss individual crashes that have occurred at JTB. In circumstances where a coroner's report is required officers are unable to discuss or provide comments on such incidents until any inquest or coroners report has concluded.

#### **2. How particular issues should be dealt with.**

Highway faults and problems report to KCC through normal channels.

Parking problems:

- safety and obstruction issues – report to KCC through normal channels
- requests for limited waiting and controlled parking, report to SBC through normal channels
- requests for Residents Parking Schemes, petition to be submitted to JTB
- Concerns or requests in relation to parking enforcement, report to SBC through normal channels

Highway improvements and changes to contact relevant Parish Council/Town Council and agree locations of high priority so that they can be included on the Parish Highway Improvement Plan (HIP). As part of the annual HIP review process the parishes top 1-5 priorities will be reviewed and discussed in detail with highways officers. Highways officers cannot decide which items are to be raised through the HIP process only offer technical advice and guidance. Individual HIP's should not be discussed/reported at the JTB. If as a result of a HIP, a highway improvement scheme is progressed to consultation or construction this should be detailed in the highway works programme, or if required (e.g. due to controversial outcome of consultation) a full JTB report written.

For parking improvements and changes (non-safety related) make contact with the relevant SBC officer. Examples include:

Single Yellow Lines, Limited Waiting Bays, Loading Bays, Disabled Persons' Parking Bays.

### **3. Items for JTB**

Most agenda items for the JTB are likely to be generated by officers after engagement with members but members and parishes can bring forward potential agenda items provided, they relate to the terms of reference for the JTB. They will be added to the agenda at the discretion of the chair.

Initial suggestions for highway or parking improvements will be best pursued by contacting the relevant Highways officers so they can offer technical advice and guidance. If Members wish they can use the Highways Improvement Plan with their local parishes to raise initial suggestions for highway or parking improvements.

Examples of Items that have gone on the JTB agenda previously include:-

- Designs and plans for highway schemes developed by TCs/PCs/ Area Committees/Community Campaigns which need the endorsement of the JTB before officers can move them forward;
- consultations on highway improvements carried out by members, parishes and community groups which establish a need for highway changes and improvements;
- strategies for improving highways, traffic flows and public transport developed by parishes, community groups, area committees which would benefit from consideration and endorsement by the JTB;
- existing proposals for Highways improvement and change which have significant local support and which it is felt need to be given higher priority for funding by KCC; and
- feedback from the local community and members on a highways project or parking scheme which is not being delivered as planned or providing the outcomes that were expected for it

### **4. Summary of the Swale JTB Term of Reference:**

- Making recommendations on highways work programmes, traffic regulation orders, street management proposals for sign off;
- Commenting and making recommendations on highways, road traffic and public transport policies, plans and strategies;
- Reviewing the progress of highways works;
- Making recommendations on the prioritisation of bids for future works; and
- Receiving reports on highways and transportation needs within the borough