

Public Document Pack



**Service Director – Legal, Governance and
Commissioning**

Julie Muscroft

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Monday 30 September 2019

Notice of Meeting

Dear Member

Cabinet

The **Cabinet** will meet in the **Council Chamber - Town Hall, Huddersfield** at **4.00 pm** on **Tuesday 8 October 2019**.

This meeting will be live webcast. To access the webcast please go to the Council's website at the time of the meeting and follow the instructions on the page.

The items which will be discussed are described in the agenda and there are reports attached which give more details.

A handwritten signature in black ink, appearing to read "Julie Muscroft", on a light-colored background.

Julie Muscroft

Service Director – Legal, Governance and Commissioning

Kirklees Council advocates openness and transparency as part of its democratic processes. Anyone wishing to record (film or audio) the public parts of the meeting should inform the Chair/Clerk of their intentions prior to the meeting.

The Cabinet members are:-

Member

Councillor Shabir Pandor
Councillor Viv Kendrick

Councillor Musarrat Khan
Councillor Naheed Mather
Councillor Peter McBride

Councillor Carole Pattison

Councillor Cathy Scott
Councillor Graham Turner
Councillor Rob Walker

Responsible For:

Leader of the Council
Cabinet Member - Children (Statutory responsibility for Children)
Cabinet Member - Health and Social Care
Cabinet Member - Greener Kirklees
Deputy Leader and Cabinet Member for Regeneration
Cabinet Member for Learning, Aspiration and Communities
Cabinet Member - Housing and Democracy
Cabinet Member - Corporate
Cabinet Member for Culture and Environment

Agenda

Reports or Explanatory Notes Attached

Pages

1: Membership of Cabinet

To receive apologies for absence from Cabinet Members who are unable to attend this meeting.

2: Minutes of previous meeting

1 - 2

To approve the Minutes of the meetings of the Cabinet held on the 10 September 2019

3: Interests

3 - 4

The Councillors will be asked to say if there are any items on the Agenda in which they have disclosable pecuniary interests, which would prevent them from participating in any discussion of the items or participating in any vote upon the items, or any other interests.

4: Admission of the Public

Most debates take place in public. This only changes when there is a need to consider certain issues, for instance, commercially sensitive information or details concerning an individual. You will be told at this point whether there are any items on the Agenda which are to be discussed in private.

5: Deputations/Petitions

The Cabinet will receive any petitions and hear any deputations from members of the public. A deputation is where up to five people can attend the meeting and make a presentation on some particular issue of concern. A member of the public can also hand in a petition at the meeting but that petition should relate to something on which the body has powers and responsibilities.

In accordance with Council Procedure Rule 10 (2), Members of the

Public should provide at least 24 hours' notice of presenting a deputation.

6: Public Question Time

The Cabinet will hear any questions from the general public.

7: Member Question Time

To receive questions from Councillors.

8: Corporate Performance Report Quarter (1)

5 - 34

This report is to provide Cabinet Members with an overview of the Council's corporate performance at the end of Quarter (1) 2019/20.

Ward: N/A

Portfolio: Corporate

Contact: Nick McMillan, Directorate Performance Lead Officer, Tel 01484 221000

9: Proposed changes to Impact Assessments: an Integrated Approach to Expanded Equalities Characteristics and Environment

35 - 40

To outline proposed changes to the Council's Equality Impact Assessment process to move to an Integrated Impact Assessment, incorporate additional diversity characteristics, such as low income and an Environmental Impact Assessment. Supporting these changes will be the application of our core principles of People, Partners and Place.

Ward: All

Portfolio: Leader, Cllr Pandor

Contact: David Bundy, Corporate Policy Officer and Jonathan Nunn, Strategy and Policy Officer Tel: 01484 221000

10: Playable Spaces Revised Strategy 41 - 54

To approve the amendments to the Playable Spaces Strategy

Ward: All

Portfolio: Culture and Environment

Contact: Rob Dalby, Greenspace Operational Manager, Tel: 01484 221000

11: Highway Design Guide Supplementary Planning Document 55 - 198

The publication of a Highway Design Guide Supplementary Planning Document is identified in the Local Development Scheme of the Local Development Framework which came into operation in December 2017.

The Highway Design Guide Supplementary Planning Document has been the subject of public consultation and it has now reached the stage where approval is being sought for adoption.

Ward: All

Portfolio: Regeneration

Contact: Steve Sampson, Group Engineer and Steve Wright, Planning Policy and Strategy Group Leader, Tel: 01484 221000

12: Kirklees permit scheme for managing streets works 199 - 204

This report sets out changes in the Department for Transport's approach to Street Works and seeks cabinet approval to modify the existing permit scheme in order to adopt an all streets permit scheme.

Ward: All

Portfolio: Culture and Environment

Contact: Kathryn Broadbent, Operational Manager, Tel: 01484 221000

13: New Street & Cloth Hall Street Public Realm 205 - 224

To gain approval for detail design and realisation by 2021

Ward: Newsome

Portfolio: Regeneration, Greener Kirklees, Culture and Environment

Contact: Will Acornley, Head of Operational Services, Elizabeth Twitchett, Operational Manager and Emma Mills Landscape Architect Manager Tel: 01484 221000

14: Council budget strategy update 2020 to 2023 Revenue & 2020 to 2025 Capital 225 - 280

To determine the Cabinet's approach to the annual update of the Council's Medium Term Financial Plan (MTFP). This is reported to full Council each year, and sets a framework for the development of draft spending plans for future years by officers and Cabinet

Ward: All

Portfolio: Corporate

Contact: Eamonn Croston, Service Director, Finance, James Anderson, Head of Service, Accountancy and Sarah Hill, Finance Manager, Finance Tel: 01484 221000

Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

CABINET

Tuesday 10th September 2019

Present: Councillor Shabir Pandor (Chair)
Councillor Viv Kendrick
Councillor Musarrat Khan
Councillor Naheed Mather
Councillor Carole Pattison
Councillor Graham Turner
Councillor Rob Walker

Observers: Councillor Mohan Sokhal

Apologies: Councillor Peter McBride
Councillor Cathy Scott

49 Membership of Cabinet

Apologies for absence were received on behalf of Councillors McBride and Scott.

50 Interests

No interests were declared.

51 Admission of the Public

It was noted that all agenda items would be considered in public session.

52 Deputations/Petitions

No deputations or petitions were received.

53 Public Question Time

No questions were asked.

54 Member Question Time

No questions were asked.

55 Dewsbury Town Centre Grant Scheme

Cabinet received a report which sought approval to develop a grant scheme for the improvement of shop fronts, bring vacant space back into use within Dewsbury Town Centre Conservation Area and to consider enforcement measures to facilitate the same objectives.

Cabinet welcomed the initiatives outlined and the investment in infrastructure, which would in turn reinvigorate the economy of the area.

RESOLVED – That Cabinet approved:-

(1) That resources of £1.25m be approved to support the establishment and operation of a grant scheme as generally described in the report.

Cabinet - 10 September 2019

Reasons: Regeneration of Dewsbury Town Centre.

- (2) Approved that the funds to be taken from the capital plan allocation for Dewsbury Town centre in the approved Capital Plan 2019-22.

Reasons: Effective financial management.

- (3) That the Strategic Director for Economy and Infrastructure be authorised to set up and implement a grant scheme, as described in the report, for the award of third party grants to owners of properties for the purposes of the improving shop fronts and/or for the purposes of securing sustainable uses of empty property, where appropriate.

Reasons: Effective delivery of a new grant scheme.

- (4) That the Strategic Director for Economy and Infrastructure be authorised to enter into discussions with Future High Street Fund, the National Lottery Grants for Heritage Fund, Architectural Heritage Fund and Historic England to secure possible funding for the scheme and in consultation with the Lead Portfolio Holder for the Economy accept any grant offers.

Reasons: Achieving more impact and effectiveness.

56 Domestic Abuse Strategy 2019-21

Cabinet received a report which provided an update on the development of the new Kirklees Domestic Abuse Strategy 2019-21 and sought approval for the Strategy and plans for a formal launch on 30 September 2019.

Cabinet noted that the Strategy focused on a preventative approach, with the aim of eradicating domestic abuse in order to stop it happening in the first place. Four hundred thousand pounds of non-recurrent funding had been contributed to the sustainability of the strategy and other sources of funding would be sourced for future years.

The role of the Council as an employer was also highlighted and it was intended that the Domestic Abuse Strategic Partnership would work closely with HR colleagues to create a specific policy for staff who may be experiencing domestic abuse, either as victims or perpetrators.

The Strategy was welcomed, as was the consultation process and partnership working outlined.

RESOLVED – That Cabinet:-

- (1) Noted the progress of work undertaken to develop the new strategy;
- (2) Approved the strategy and the planned launch; and
- (3) Approved the proposed funding allocation as part of the review of infrastructure and commissioning arrangements.

KIRKLEES COUNCIL			
COUNCIL/CABINET/COMMITTEE MEETINGS ETC			
DECLARATION OF INTERESTS			
Name of Councillor			
Item in which you have an interest	Type of interest (eg a disclosable pecuniary interest or an "Other Interest")	Does the nature of the interest require you to withdraw from the meeting while the item in which you have an interest is under consideration? [Y/N]	Brief description of your interest

Signed: Dated:

NOTES

Disclosable Pecuniary Interests

If you have any of the following pecuniary interests, they are your disclosable pecuniary interests under the new national rules. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.

Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses.

Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -

- under which goods or services are to be provided or works are to be executed; and
- which has not been fully discharged.

Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.

Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.

Any tenancy where (to your knowledge) - the landlord is your council or authority; and the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.

Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -

- (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
- (b) either -

the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Name of meeting: Cabinet
Date: 8th October 2019
Title of report: Quarter (1) Corporate Performance Report

Purpose of report:

This report is to provide Cabinet Members with an overview of the Council’s corporate performance at the end of Quarter (1) 2019/20.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No
Key Decision - Is it in the <u>Council’s Forward Plan (key decisions and private reports)?</u>	Not applicable
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name	Rachel Spencer-Henshall – 26 September 2019
Is it also signed off by the Service Director for Finance	Eamonn Croston – 26 September 2019
Is it also signed off by the Service Director for Legal Governance and Commissioning Support?	Julie Muscroft – 26 September 2019
Cabinet member portfolio	Cllr Graham Turner

Electoral wards affected: Not applicable

Ward councillors consulted: Not applicable

Public or private: Public

Has GDPR been considered? No personal data within report

1. Summary

Corporate performance for 19/20 aims to provide Cabinet with a quarterly overview of impact, improvement and risk against each of the seven Kirklees Outcomes, within the context of what is set out in the refreshed Corporate Plan for 2019/20. This approach continues to be in development. The major part of this development process took place in the second half of 2018/19, and is being finessed through the course of 19/20. From Quarter (2) in 2018/19 we assigned an intelligence and performance lead for each of the Outcomes to drive the development of focused and meaningful corporate performance content.

2. Information required to take a decision

The Key Highlights section of the report provides an overview from the main body of the report. Cabinet is invited to consider this overview of organisation performance in contribution to each of the seven Kirklees Outcomes and the Council’s aspiration to be effective and efficient in the delivery of its services.

3. Implications for the Council

The attached reports show progress in relation to the seven shared outcomes as expressed in the Corporate Plan for 2019/20. In that the Quarter (1) Corporate Performance Report provides a high level overview of performance across all council activity, it sets out activity and impact in all five of the following sub-headings

- **Working with People**
- **Working with Partners**
- **Place Based Working**
- **Improving outcomes for children**
- **Other (e.g. Legal/Financial or Human Resources)**

4. Consultees and their opinion

The attached reports show progress in relation to the Seven Kirklees Outcomes and the Council's aspirations for each, as expressed in the Corporate Plan for 2019/20.

5. Next steps and timelines

The report may be considered by Overview and Scrutiny Management Committee.

6. Officer recommendations and reasons

It is recommended that the report is noted.

7. Cabinet Portfolio Holder's recommendations

Not applicable

8. Contact officer

Directorate Performance Lead Officer, Nick McMillan
Telephone – 01484 221000 Ext 73995
Email – nick.mcmillan@kirklees.gov.uk

9. Background Papers and History of Decisions

Not applicable

10. Service Director responsible

Rachel Spencer-Henshall, Strategic Director for Corporate Services

Corporate Intelligence & Performance Analysis

Quarter (1)
April to June 2019



Key Highlights

This report aims to provide an overview of impact, improvement and risk against each of the seven Kirklees Outcomes, within the context of the aspirations set out in the Council's Corporate Plan. This section seeks to highlight clear areas of impact and risk, rather than summarising the activity presented in the main body of the report by Cabinet Priority.

High quality children's services



Ofsted inspectors now assess services for vulnerable young children to have improved significantly and are no longer considered "inadequate" in any area of service

Thriving Kirklees has **1,837 young people at various stages of Child and Adolescent Mental Health Services (CAMHS)** support (ranging from assessment through to face-to-face interventions). We have been able to offer services to an increasing number of young people compared with Q4 (1,401 young people).



372 new children and young people registered in with Kooth (the anonymous online counselling service with no waiting times for secondary school children) 19.6% of these identified as BME and there were **2,224 log-ins**



428 Q1 introductions through Community Plus, targeting adults at risk of social isolation and/or developing health and social care needs, together with the local groups and networks that support them. In follow-up contacts with 147 people, **94% reported improvement as a result of participation**

Happy healthy lives

19 volunteers supported to run **eight weekly community MAGIC** sessions (Movement and Games in Chairs), each session having an average of 10 participants

Five 'Moving More Often' modules delivered, with 64 people attending; this course trains the leaders to deliver chair-based activities in their local settings



Increases in the proportion of new clients who received short-term reablement services to maximise independence, where no further request was made for ongoing support



18-19 outcomes data suggests Kirklees best in region on outcomes for carers around quality of life and social contact

High quality health services

A larger proportion of people in receipt of longer term adult social care have as much control over their daily lives as they want. **95.8% of people receive services in the community via self-directed support** (compared with 90.8% in 17/18)

67.8% of people receiving adult social care **found information and advice "very easy or fairly easy to find"** (72.2% in 17-18) **62.1% of carers** know what choices are available to them locally and **find it very or fairly easy to access information and advice** (67.1% in 2016-17)



Improved school attainment

97% of children are now accessing free early education in **'Good or above' settings**



Current analysis shows that **78% of Kirklees pupils are taught in good or outstanding schools.** This compares to 83.3% for England and 76.7% for the region



The "**50 Things To Do Before You're 5**" app has been successfully launched and is being used across Kirklees. Created by St Edmund's Nursery and the Children's Centre in Bradford, the app provides families with a list of low cost, or no cost fun activities that will support learning and development in the pre-school years

The Council to invest over **£1.5million in supporting children and young people with special educational needs and disabilities**, in developing specialist facilities at 3 schools in the district



Of note, the number of **permanent exclusions** continue to rise – they were at 64 at the close of the previous quarter and there are now **95**

Kirklees has **one of the lowest rates** of 16-17 year olds who are not in education, employment or training (**NEET**) across the country (in the top quintile)



The 'Huddersfield Blueprint, a decade of ambition' has been launched for consultation. This is a £250m, ten-year vision to create a thriving and modern town centre, with funds coming from national government, private investors, West Yorkshire Combined Authority and Kirklees Council

Economically successful and vibrant

Kirklees' Museums and Galleries have successfully bid for **£216,700 from the National Lottery Heritage Fund's** (NLHF) Resilient Heritage Fund, to support a transformative 18 month programme for museums



44% of Council spend with its top 300 suppliers (by value) is with Kirklees based suppliers, amounting to £111m

1,308 people supported through Employment and Skills provision over the course of Quarter (1), with 160 people moved into work or apprenticeships as a result



Safe and green places and spaces

Supporting the 3rd Sector - **development of new partnerships** and support through a funding road show which resulted in 2 successful bids **securing £119K and 3 further applications totalling £655K**



250 young people participated in diversionary activities to tackle ASB in three key areas (Crosland Moor, Dewsbury Moor and Linthwaite), funded from the Police Crime Commissioner Safer Communities Fund

Kirklees' work in addressing **Modern Day Slavery** has been identified as an **example of best practice** by the Local Government Association



60% of street lighting in Kirklees (6,380 lights) has been **converted to environmentally** friendly LEDs. This has reduced electricity use by the equivalent of running 18,116 televisions for four hours every day for a year

The council to invest in **27 electric vans, 20 full electric cars and 50 hybrid** cars to replace diesel vehicles. And has commissioned the provision of **17 OLEV taxi charging points**



Sickness absence reduces by an average of 1.5 days per employee over the past year, with 10.7 as an average number of days absence

Making the most of resources



Agency spend continues to fall, following the pattern that we have seen throughout the year. Spend in Q1 was £1.26m - the lowest spend over the last 5 quarters.

The percentage of staff seeking employment outside the Council has also fallen significantly in the

12 months from 20% to 13%





The Bigger Picture

At the end of Reception (Early Years Foundation Stage) 69.4% of children in Kirklees reached a good level of development, an increase on the previous year (68.1%). This remains lower than the England average (71.5%). However, the percentages for 'all pupils', 'girls' and 'boys' achieving good level of development in 2018 have all increased at a rate faster than the national average. And all three have caught up with the average for the Yorkshire and Humber region. For the second consecutive year Kirklees has seen the gap between boys and girls narrow, but it should be noted that girl's outcomes were not as positive as in previous years. The gap between Kirklees girls and girls nationally is currently 2.2%. Kirklees boys have slowly been closing the gap with boys nationally - the gap is the smallest it has been since 2015, at 2.1% behind the national result.

[Data unchanged: National statistical release, September 2018]

Healthy weight is a key indicator for health in children and adults. Work continues around the Healthy Weight Declaration, with a date set for the Healthy Weight Declaration Strategic Steering Group to begin to create an action plan. A whole school approach to obesity is being piloted in Ravensthorpe, which included a 'Healthy Ramadan' community based event, targeted information for parents, healthier school food offer (including low cost fresh fruit), 'Bikeability' and 'Balanceability' cycle training, and incorporation of physical activity into daily lessons by teachers.

(1) High quality early education and childcare

Across Kirklees as a whole there is sufficiency of places for parents accessing 30 hours of free education for eligible 2 year olds. As has been reported in previous quarters, as uptake increases, some localised pressures remain. These include Holme Valley North and Batley East. Birkenshaw/ Birstall have the lowest number of surplus places of any Ward.

Outputs & Impacts

- The number of children accessing 30 hours this summer term has increased by 12.3% compared with last summer. With limited history to draw upon, there are still risks associated with the accuracy of forecasting.
- Take up of early education by 2 year olds this summer term was 71%. This has fallen 3% since spring term. Kirklees remains above the national average benchmark of 68%, measured in January 2019.
- Kirklees average take-up level is masked by significant variations at a local level. This is particularly evident for Ashbrow, Batley East, Dewsbury West and Greenhead wards. An action plan is in place to increase take-up in these areas and aspire to a longer term target of 95%.
- 97% of children are now accessing free early education in 'Good or above' settings. The revised Early Years Challenge and Support Strategy is proving effective in ensuring these early childhood services remain high quality and consultants feel confident in their role in supporting across the sectors.

Some sessional providers are continuing to struggle due to a fall in numbers of children. The Council has a proactive approach to identifying settings who may be struggling by maintaining a register of risk indicators. Providers and schools with the highest risk scores are contacted by phone and those with medium scores are contacted by email asking if they need any support/advice.

(2) Local support for families and children

The Council has undertaken to develop a Best Start strategy (from conception to 5 years) working with Save the Children to facilitate co-production with partners, children and families.

There has been positive feedback regarding the roles being performed by the School and Community Hub Coordinators. All Hub Coordinators have undertaken a thorough induction and have an agreed development programme. An evaluation of the role of the Consultant has been commissioned. Hubs welcome closer alignment of Family Support Workers to add greater capacity to early support efforts at the local level. Funding has been applied for from the West Yorkshire Combined Authority as part of the work of the Inclusive Growth Panel to look at developing activities to 'Poverty Proof the School Day'.

Kirklees Early Support has been externally evaluated in the context of delivering social value, with a number of recommendations. These include facilitation for the Early Support Partnership to drive its development, increasing the management capacity and developing a multi-agency pathway with panel process. Management capacity is the current priority.

Outputs & Impacts

- The "50 things" app has been successfully launched and is being used across Kirklees. Created by St Edmund's Nursery and the Children's Centre in Bradford, '50 Things To Do Before You're 5' provides families with a list of low cost, or no cost fun activities that will support learning and development in the pre-school years, including visiting local woods for a ramble, blowing bubbles, laughing, dressing up, experiencing water such as rivers or canals and visiting local museums. Performance information on uptake and usage will be available at Quarter (2).
- A Youth Summit was held in May with over 100 attendees and key note speakers from the Children's Commissioner for England and the West Yorkshire Crime Commissioner. There was a follow up workshop in June to support the development of a Kirklees Youth Offer.

(3) Thriving Kirklees

Year 3 key transformation priorities have been agreed for the partnership, they include:

- Waiting times
 - o Reduce times from support request to face to face meeting to 22 weeks average by March 2020
 - o Reduce times for Autism Spectrum Condition (ASC) diagnosis to an average of 26 weeks by September 2019
- Strengthen the voice of children and young people (CYP) and their families in shaping their care, contribute to the development of Thriving Kirklees
- Maximise the capability and capacity of volunteering across the Thriving Kirklees partnership

The partnership is on track to achieve both waiting times targets. Work is underway to develop a new offer to parents and carers whose children are waiting for assessments and support post-diagnosis. And the partnership is on track to achieve both waiting times targets.

Our local bid for two additional 'Mental Health in Schools' teams has been successful; the partnership is working with the national team and Manchester University on a very tight timescale to ensure the new trainees are in post by September 2019. Wave 1 of the trailblazer is on schedule to be fully operationally by December 2019.

In addition, the partnership successfully launched their new Young Parents Network led by HomeStart. A young parent's conference is planned for March 2020. And Public Health and Thriving Kirklees partners achieved Highly Commended in the Public Health Improvement category at the recent Municipal Journal awards.

Outputs & Impacts

- Thriving Kirklees has 1,837 young people at various stages of Child and Adolescent Mental Health Services (CAMHS) support (ranging from assessment through to face-to-face interventions); this is a significant increase on Q4 (1,401 young people), with positive strides continuing to be made. A further meeting is to be held in September to discuss waiting times, which are around 24 weeks on average, although face-to-face wait times are longer. Additional telephone support staff are now in place. The Neurodevelopment Pathway is also in place, and is receiving positive feedback from families.
- Looked-after children continue to have an increased offer, allowing them quicker access to Children's Emotional Wellbeing Services (ChEWS) and longer time within the service as required where there is continued engagement and identified need.
- 80% of children and young people accessing CAMHS have had two significant contacts within two weeks (slightly lower than Q4: 85%).
- During Q1, there were 372 new children and young people registered with Kooth - the anonymous, online counselling and support service. 19.6% of these identified as BME and there were 2,224 log-ins.
- During April and May, Chat Health received 407 messages, a significant increase from the start of the intervention.
- Crisis Support – there have been ongoing discussions regarding all-age mental health liaison. Meeting with Commissioners and Adult services arranged for July 2019.

Key risks/issues

The need for CAMHS continues to be high but a clear waiting times plan is now in place with additional funding attached. The partnership is confident that average waits for CAMHS will be down to 22 weeks by March 2020.

Safeguarding capacity is an ongoing issue, alongside working with Early Support colleagues to improve joint working. Thriving Kirklees are commissioning an external review of their safeguarding capacity within the 0-19 practitioner team.

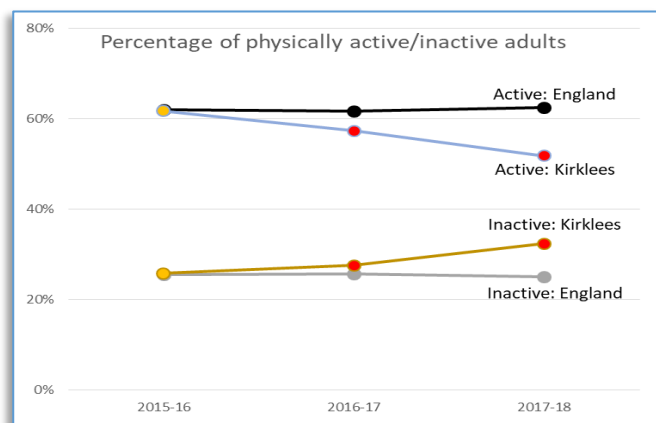
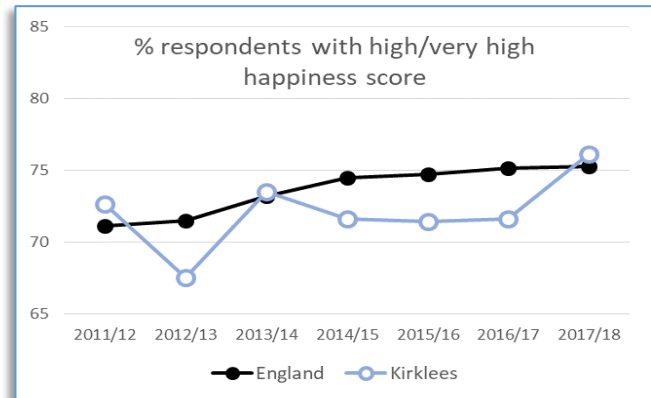


Well

The Bigger Picture

Recently published national survey data shows an increase in the proportion of Kirklees respondents rating their happiness levels as high or very high - see adjacent chart. The data is from Annual Population Survey, Office for National Statistics, 2011/12-2017/18 - self-reported wellbeing measure 'How happy did you feel yesterday?'

However, a separate national survey shows the proportion of adults in Kirklees achieving the recommended levels of physical activity is declining and levels of physical inactivity are rising (see chart below). Further data from this survey (on a national level) shows that physically active adults score significantly higher on self-reported happiness compared with inactive adults, although this is not currently reflected in the Kirklees results. The data from Active Lives Survey, Sport England, 2015/16-2017/18; Active = 150 minutes or more of moderate physical activity in a week; Inactive = less than 30 minutes of moderate physical activity in a week)



(1) Community Plus programme

This targets adults at risk of social isolation and/or developing health and social care needs, together with the local groups and networks that support them.

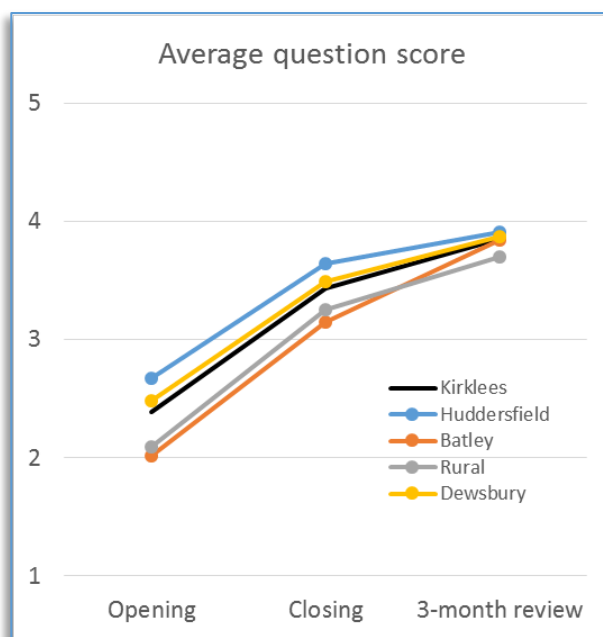
428 introductions were received in Q1 (Huddersfield = 141; Batley and Spen = 111; Dewsbury and Mirfield = 89; Rural = 87). The most common referral route was 'Health' (31% of those where referral route was known); 'Adult social care' accounted for 23% (7% Front Door/Gateway to Care, 2% Care Navigation, 14% Other Adult Social Workers), and 23% of referrals came via a non-specified 'Other' route.

77% of introductions were of White ethnicity, with 12% of South Asian ethnicity; in Dewsbury and Mirfield a higher proportion of introductions were of South Asian ethnicity (63% White, 23% South Asian). A slightly higher proportion of overall introductions were female (57% of known gender); this difference was most pronounced in Huddersfield (71% female), but Batley and Spen showed the inverse (35% female).

More than one in three introductions were aged 65+ (38%), with around one in eight being under 25 (12%); Rural had higher proportions of both younger and older people (17% under 25 and 45% aged 65+). The most common reasons for introduction were to improve health (33%), meet new people (22%) and social activity (17%).

Outputs & Impacts

- 147 Community Plus participants followed up in Q1 rated themselves on a scale of 1-5 across three self-assessment areas:
 - I feel I have a good life; I am confident about making changes to my life; I know what support and advice is available and am able to access it locally
- Average scores across all three questions increased from 2.4 at the opening conversation to 3.4 at the closing conversation and 3.9 at the three month review (a 62% increase from the opening score). The largest increases were in Rural (a 77% increase, from 2.1 to 3.7) and Batley (a 91% increase, from 2.0 to 3.8).
- Scores showed an improvement for 138 out of 147 participants (94%), with 42 participants (29%) showing a total score improvement of 6 points or more (an average increase of 2 scale points per question).



(2) The Kirklees Integrated Wellness Service

Targeting adults needing support to improve their health behaviours and wellbeing.

A first phase of the Integrated Wellness Service will launch in September 2019; between April and September there will be no changes to PALS, Active for Life, Steps for Life and Health Trainers. As teams transition during this phase there will be no formal reporting against the existing performance management framework. The existing Health Trainers service saw 194 new client referrals and 74 reviews completed for existing clients.

(3) Physical activity programmes

This includes Practice Active Leisure Scheme (PALS), Active for Life and Steps for Life schemes which focus on people with a variety of long term conditions/health issues where physical activity can help in management and/or recovery. It also includes strategic work to ensure council assets enable individuals and communities to participate in sports and physical activity provision and work to support the voluntary and community sector to enable people to become more physically active.

Practice Active Leisure Scheme (PALS)

- 631 first appointments booked, with 455 attended.
- 1,177 reviews booked, with 80 attended.

Active for Life (AfL) and Steps for Life (SfL)

- Active for Life: 417 individuals worked with (91% under age 65).
- Steps for Life: 16 individuals worked with (all over 65).
- In total there were 42 referrals into these services (32 into AfL and 10 into SfL), with the majority of AfL referrals (23) coming from Community Services and the majority of SfL referrals (9) from unspecified 'other' sources.
- SfL (Carers element): 52 carers supported (37 new to the service), with 77 hours of support accessed.

Strategic/physical assets and activities

The Everybody Active Board has commenced work on a 'Whole systems approach to physical activity'. This will be a partnership process with the Council playing a leading role, and will link closely with some of the commitments in the Healthy Weight Declaration.

Spenn Valley Leisure Centre plans are progressing on schedule with closure set on 31 August. Remedial works are being carried out over the summer at Dewsbury Leisure Centre and Batley Baths so they are able to take

additional customers whilst Spenborough is closed. Work has commenced on reviewing options for Almondbury Sports Centre, with the hope that clarity will emerge in Q2.

Progress on Parklife continues, with a feasibility study of developing Leeds Road conducted; discussions with Sport England will follow. This also has potential implications for the type of facilities required at Bradley Park. The Playing Pitch Strategy refresh is continuing. Community hub networks have been advised of the approach to obtain the Healthy Pupils Capital fund monies and it is expected that monies will start to be distributed in Q2.

(4) Supporting voluntary and community sector to enable people to become more physically active

- CityConnect and BikeRight ran a taster event for council colleagues to trial bikes and e-bikes. Policies and procedures are being put together for a council pool bike scheme.
- Taster sessions took place at Greenhead Park to encourage people with a disability to be more active and experience new activities.
- Seven young people attended a 'Go Lead' course which will support their personal development and enable them to support and help deliver physical activities locally.
- Five 'Moving More Often' modules were delivered, with 64 people attending; this course trains the leaders to deliver chair-based activities in their local sessions, supporting people with limited movement or memory challenges to become more active. Through this training nine new sessions have been established.
- Further walk leader training was delivered to eight people. The training enables leaders to lead health walks in their locality to enable people to become more active. There is one new walk at Netherhall Campus and two support leaders at Slaithwaite and Cleckheaton.
- 19 volunteers are being directly supported to run eight weekly community MAGIC (Movement and Games in Chairs) sessions. These classes' average 10 participants per session and work with people who have mobility/memory challenges to encourage them to become more active. One new volunteer is supporting MAGIC at Scissett.



The Bigger Picture

We want people in Kirklees to live their lives confidently, independently and with dignity. The right advice, help and support at the right time will empower people to take control of their own health and wellbeing, and connect people with caring and supportive communities.

9% of adults need help or support to continue to live at home, as reported in the 2016 Current Living in Kirklees survey. This proportion is highest among those not in work because they are sick or disabled, those aged 75+, social tenants, people with an annual household income below £10,000 and those of a mixed ethnic background. Half of these are dependent on others for daily activities such as bathing/toilet, dressing and/or eating. In the previous survey, undertaken in 2012, 11% of adults reported the need for help or support to continue to live at home.

[Data unchanged: 'Current Living in Kirklees' survey, December 2016]

(1) Independent Living

The Council continues to develop the Kirklees Independent Living Team (KILT) model in collaboration with NHS partners to enable people to better regain their independence after an accident or illness. KILT aims to improve access to, and our provision of, short term adult social care services to reable people, promote and maximise their independence.

The Joint Intermediate Care project continues to move forward at pace with the business case presented at Integrated Commissioning Board in early July, well received. A KILT triage system will be adopted in a phased approach encompassing re-ablement requests only from August, Flexible and Intermediate Care beds from September, then the START and Hospital Avoidance Teams from April 2020. A communication plan is being drafted and 'new request for service' documentation currently being trialled via Primary Care Networks for hospital avoidance 'step-up' intermediate care. A review of adult social care pathways in the hospitals is currently being drafted, which include all requests into KILT and accommodation is also being explored at both Dewsbury and Huddersfield hospital sites.

The Short Term and Urgent Support Team are also working with a company called Konnektis to test out the concept of a hand-held patient record. This will be tested for a 3 month period, later in 2019-20, for people receiving short term services to maximise their independence, in both community reablement and in short term residential settings. Learning from this will be shared with the system to consider our future IT system configuration.

Outputs & Impacts

- Outcomes in this area showed some improvement in 18-19 with 81.2% of older people still at home 3 months following hospital discharge and reablement, an improvement on 80.7% in 17-18 where Kirklees ranked 13/15 in the region and 101/152 nationally.
- The proportion of new clients who received short-term reablement services during the year, where no further request was made for ongoing support has also increased year on year, providing evidence of improved outcomes in delaying dependency and supporting recovery. In 2018-19 this was 75%, an improvement on the 74.3% in 17/18 when Kirklees ranked 8/15 regionally and 90/152 nationally, and above the latest published regional average of 72.2%.

(2) Outcomes for Carers

The Survey of Adult Carers is a mandatory survey carried out every 2 years and enables us to understand more about whether services received by carers are helping them in their caring role and their life outside of caring, and about their perception of services provided to the person they care for. It poses questions about quality of life, the impact that the services carers in Kirklees receive have on their quality of life, and outcomes relating to self-reported general health and well-being. Carer experience information is critical in understanding the impact and outcomes achieved.

Result highlights for 2018-19 are as follows:

- A higher proportion of carers reported that they have enough social contact with the people they like, 45.4%, compared to 42.6% in 2016-17 (England average 39.8%, Comparator LA average 40.2%). Initial sharing of results via the Yorkshire and Humber ADASS Standards and Performance group indicate Kirklees as best in the region.
- Carer reported quality of life, a composite score based on 6 key survey questions including personal care, control and safety, has at 8.1 remained the same as 2016-17 when the England and Comparator LA averages were 7.9 and 8.0 respectively. Initial results in the region indicate Kirklees are again best in the region.
- 37.7% of carers reported that they were extremely or very satisfied with their experience of care and support, the same as in 2016-17.
- Carers feeling consulted about the person they care for and carers finding it easy to obtain information and advice are two areas where the outcomes measures have regressed. In 2018-19 71.5% of carers felt they were always or usually consulted in discussion about the person they care for, compared to 75.9% in 2016-17 (England average 71.2%). 62.1% of carers have told us that they know what choices are available to them locally and find it very or fairly easy to access information and advice, compared to 67.1% in 2016-17.

(3) Outcomes for people receiving longer term adult social care services

A representative sample of people receiving longer term adult social care services provided or commissioned by Kirklees e.g. direct payments, homecare, residential care, report their personal experience via our annual adult social care survey.

Result highlights for 2018-19 are as follow:

- Social care related quality of life improved in 2018-19. Responses to 8 questions in the survey covering control, personal care, food and nutrition, domestic cleanliness, safety, social contact, use of time and dignity, report an overall quality of life score of 19, improving on our 18.8 in 17-18 where Kirklees ranked 13/15 in the region and 102/152 nationally. The regional average is 19.2 and England average 19.1.
- 79.3% of people had 'as much control as they want', or 'adequate control over their daily life, an improvement on the 74.7% in 2017-18 when Kirklees ranked 14/15 regionally and 116/152 nationally. We need to continue to put people in control of their own care, and develop individual and community capacity to be able to take positive action to make long term improvements.
- 46.8% of people reported that they had "as much social contact as they want with people they like", down on the 47.9% last year, but still higher than the latest published England average of 46%.
- Overall people are less satisfied with their longer term care and support. In 18-19 58.4% of people were extremely or very satisfied, down from 60.5% in 17-18 and below latest regional and national averages
- 67.8% of people found information and advice "very easy or fairly easy to find", down from 72.2% in 17-18. This measure is at its lowest in the last 5 years and a number of planned actions have been identified and are being monitored via Adults Senior Leadership Team, including improvements to adult social care web pages, a new community directory of care information, Gateway to Care Quality framework.

(4) Adult Social Care Demand and Capacity

Two time and task studies have now been undertaken, involving up to 300 staff from across our social work teams as developments continue in this area. This has helped validate a range of demand and capacity factors for change. From the various recommended options, 6 have been prioritised for integrating in to the broader transformation of care pathways. Both this area and the pathways work are now increasingly joined up to ensure our redesign benefits from both quantitative and qualitative insights. Workforce implications have also been explored as part of this work and were presented to the Transformation Board in July, along with an initial set of redesign recommendations.

Outputs & Impacts

Demand for adult social care support and activity on services have been reported for 2018-19 with final data due to be published by NHS Digital in October, provisional outcomes include:

- Overall there were 13,280 requests for support in 18-19, 7% fewer than last year
- 37 people aged 18-64 had their long-term support needs met by admission to residential and nursing care homes in 18-19, 14.1 per 100,000 population. This is an improvement on the 17.6 in 17-18 where Kirklees ranked 11/15 regionally and reflects the best outcome in this area over the last 4 years.
- The equivalent measure for older people shows an outcome of 467 per 100k population, based on 354 admissions to longer term residential or nursing care for people aged 65+. In 17-18 Kirklees were ranked best performing council in the region in this area and we await early benchmarking data for 18-19.
- 4,055 people aged 65+ received longer term services during 18-19, down 17% on 17-18. As at 31st March 2019 there were 2,595 older people receiving longer term care, compared to 3,145 in 2018, an 18% decrease.
- 95.8% of people received long term services in the community, via self-directed support further improvement on the 90.8% in 2017-18 and representative of 2,685 adults and older people.
- 43.5% of adults and older people received a direct payment, improving on the 39.4% in 2017-18 where Kirklees ranked 2/15 regionally and 23/152 nationally.
- 78.4% of adults with a learning disability are living independently in their own home or with family, compared to 78.6% in 17-18 where Kirklees ranked 11/15 regionally and 72/152 nationally. Of note, the number of adults with LD receiving long term care in the year has increased from 1,237 to 1,261.
- The equivalent outcome for people with mental health needs currently stands at 60.3%, an improvement on the 53% reported in 17-18 where Kirklees were ranked 15/15 regionally and 94/152 nationally.

(5) Integrated Community Based Health and Social Care System

The Integrated Provider Board continues to meet monthly, the focus of which is the implementation of key programmes that are delivering the Health & Wellbeing Plan. These include: Primary Care Networks, End of Life Care, KILT, Frailty, Care Home support, and Mental Health provider Alliance. The Board is also supporting the work of a number of enabling workstreams including workforce - a new integrated workforce strategy has been agreed, Digital - digital/IT leads from across the system are meeting regularly and identifying a shared work plan, Estates - leads from across the system are starting to meet regularly.

Other developments within Integrated Health and Social Care include wheelchair provision and assistive technology. The wheelchair services contract has been awarded and the Assistive Technology review is progressing with Adult Social Care - both to bring opportunities for closer working

(6) Meeting the housing needs of people in the most vulnerable groups

Changes to the Housing Allocations Policy gives Care Leavers ready for independence the highest banding on the housing register to ensure they have the greatest choice and least wait for permanent accommodation. Work continues to improve tailored support packages, using feedback from care leavers who are allocated a Housing Solutions Officer to help make the transition from care to independent living as smooth as possible. Housing Solutions Service are working closely with Leaving Care Team who have received funding for an additional Personal Advisor to work with care leavers who may be at risk of homelessness, to ensure the Personal Advisor understands the issues around homelessness.

The "Duty to Refer" process is now in force with mechanisms in place for agencies to refer, including an online form. Good work has been carried out this quarter with Dewsbury District Hospital to raise awareness of the risk of homelessness on discharge. A successful MHCLG bid to commission 'Tenant Finder Plus' service, through Fusion Housing, aims to provide suitable/affordable private rented tenancy quickly for 200 single people with no/low support needs. The service, now active will operate over 2 years from April 2019. Fewer people were accommodated than initially projected for Q1 but teething issues have been addressed with agreement to increase the quantity and quality of referrals during Q2. Fusion are increasing their dedicated resource for the scheme. 10 additional council properties have been added to Temporary Accommodation and a portfolio to minimise impact on B&B use. A number of proposed schemes, including Tenant Finder Plus scheme will increase range of wider options for single people, with both a direct/indirect positive impact on TA and B&B use.

(7) People live in accessible, warm and safe homes

An initial review of care packages requiring 2 carers to provide care has been completed and where appropriate home adaptations provided to reduce care costs and improve outcomes for people. New means testing thresholds have been implemented with a smooth transition to new limits, received well by customers.

Occupational Therapists (OT) continue to work in Adult Services to streamline reviews, prior to Housing OT's feeding into reviews and following provision of equipment/adaptations. Adults have recruited additional OT capacity to support this initiative. Initial findings from the Front Door pilots are positive with appropriate equipment/minor adaptations being provided quicker. Trusted Assessor training is being delivered to support this approach along with Adults and Children's Services.

A MHCLG funded Rogue Landlord Enforcement pilot project has been undertaken, including an initial proactive visual inspection of accommodation above shops within Fartown/Birkby area and Dewsbury West area. A programme of internal inspections (32 properties) based upon higher risk initial assessments is scheduled to be undertaken during Summer 2019 to ascertain property standards and management practices.



Aspire and achieve

The Bigger Picture

The attainment score across Kirklees at Key Stage 4 for all pupils is 45.2. This compares nationally with 44.5 and 45.1 across Yorkshire and Humber. In comparison to 2017, the average Attainment 8 score per pupil increased by 0.1 points to 45.4. National Attainment 8 decreased by 0.1 points to 44.5. Girls continue to outperform boys by 6.9 points – almost 1 grade per subject. Kirklees has moved one position up the national ranking system to 90 out of 152, maintaining its position in Band C.

[Data unchanged: National statistical release, December 2018]

In Kirklees, 89,900 working age adults are qualified to Level (4) or above. This equates to 33.1% of all working age adults. In January 2004, 54,400 working age adults were qualified to Level (4) or above, equating to just 23.6% of the total working age population. Kirklees has increased the proportion by 9.5% in that fifteen year period. The percentage comparison with both Yorkshire & Humber and the combined northern region has been erratic over that time. In some years Kirklees has been significantly higher than both and in others significantly lower. However, Kirklees has been consistently lower than for England as a whole with only a brief period between 2008 and 2009 where Kirklees performed close to the England average. Kirklees is currently 5.9% behind in comparison to England as a whole. The gap to England has more than doubled over these fifteen years – from a 2.3% gap in 2004.

[New Data: Update analysis carried out June 2019]

(1) Securing high quality learning places

Following agreement with 6 secondary schools in North Kirklees to introduce 102 additional places to meet the expected Year (7) population spike in September 2019, those additional places have been made available to the 'national offer day' for pupils moving into secondary education. In addition, detailed work is underway to develop a scheme which could enable a small increase in the number of middle school places. Plans have also been finalised to enlarge the temporary accommodation for Bramble Primary Academy for the September 2019 Reception cohort. Work continues to establish a permanent school building. This has been delayed subject to legal processes.

Additionally, preparation is underway towards the publication of the 2019 evidence base which will support the establishment of future priorities for school place planning.

(2) Ambitious educational attainment

[Note: Key Stage (2) and Key Stage (4) results are released once per year. Detailed analysis was presented as part of the previous Quarter (4) report.]

Outputs & Impacts (new data to what was reported in the previous report)

- Current analysis shows that 78% of Kirklees pupils are taught in good or outstanding schools. This compares with 83.3% for England and 76.7% for the Yorkshire & Humber region.
- In conjunction, 81% of schools in Kirklees are rated good or outstanding. This compares with 85.5% for England and 79.8% for the Yorkshire & Humber region.
- There have been nine inspections published since Quarter (4), and five waiting to be published. Of the published reports, three were short inspections where the grading remained the same (Good). In the two day inspections, two schools moved from 'Requires Improvement' to 'Good'. One school moved from

'Requires Improvement' to 'Inadequate'. Another dropped from 'Serious Weaknesses' to 'Special Measures'. Two schools had their first inspection following academy conversion and were judged to be 'Good'.

- For information, 366 children are 'missing in education – "...a child of compulsory school age who is not on a school roll, nor being educated otherwise (e.g. privately or in alternative provision) and who has been out of any educational provision for a substantial period of time". This is similar to the previous quarter which had a figure of 361.

Of note, the number of permanent exclusions continue to rise – they were at 64 at the close of the previous quarter and they are now 95. There are a number of strategies in place. Funding has been made available for two inclusion workers to support Primary Schools in enhancing the early intervention offer and ultimately to reduce primary exclusions. The workforce development strand of the High Needs Review includes a focus on Fair Access, Behaviour and Attendance Collaboratives, Alternative Provision and the mainstream secondary offer.

(3) Special education needs and disability

The Council is set to invest over £1.5million in supporting children and young people with special educational needs and disabilities (SEND), in the development of specialist facilities at three schools in the district. Our current SEND performance at both Key Stage (2) and Key Stage (4) is challenging. Despite moving up the national ranking for Key Stage (2) from 142 to 139 out of 152 local authorities (band D), the rate of improvement seen over the last 3 years for SEN support children has been slower than that of national and regional comparators. And Kirklees currently ranks 123 out of 152 (also band D) at Key Stage (4). This investment is part of a wider programme to ensure that specialist schools and settings are able to meet the needs of children and young people with SEND locally, helping them to enjoy the best educational start in life. The money will provide more flexible accommodation and will support young people to make progress in all areas of the curriculum, which has a major impact on their successful transition to adult life.

Ravenshall School in Dewsbury will receive two new classrooms and a breakout space at. These will be used by all pupils and, in total, the project will cost an estimated £525k. Up to £450k will be spent on further improvements to SEND provision at Newsome High School, which has dedicated facilities for Hearing Impairment and Physical Impairment. And Honley High School is being reconfigured to create a new series of rooms allocated to specialist provision. These facilities will be integrated with the mainstream school whilst also having their own access and helping students with SEND to freely circulate – with an estimated cost of £550k.

Outputs & Impacts

- A continuum of support is being developed for complex communication and interaction and children with social emotional and mental health difficulties; with a further provision map that shows universal, targeted and specialist training available and provided by council teams and schools themselves in partnership.
- The Additional Needs Register is a live document and its findings are being used to commission and shape services.
- A termly newsletter to those on the register has received very positive feedback.

(4) A joined up skills system for employment and higher income

The Department for Work and Pensions (DWP) has confirmed that we will move to contracting on the successor to Works Better. This delivery is anticipated to overlap with the 'Works Better' programme to ensure that provision is continuous for residents.

Provision continues to deliver well across the suite of programmes. Of note, this is the final full year for some provision such as Works Better, Community Learning Works and Step by Step. It is anticipated that engagement figures for these programmes will decrease throughout the year, however other provision such as 1525 is still gaining momentum. The Council remains confident that these targets will be achievable.

A bid has been submitted for an Inclusive Growth programme to work with anchor institutions across the district. If successful this would start in the new calendar year. A Digital Inclusion group has been established and the Council is developing a plan to support digital inclusivity across the district. Digital inclusion is about ensuring individuals and disadvantaged groups have access to, and skills to use, Information and Communication Technologies (ICT) and are therefore able to participate in and benefit from today's growing knowledge and information society. In addition, work with Kirklees College and other providers will help to ensure that construction opportunities in the District are maximised. This aligns well with the inclusive growth agenda, for which a regional framework is being developed with input from Council staff through the Inclusive Growth Strategic Support group.

(5) Support into employment

Outputs & Impacts

- 1,308 people have been supported through Employment and Skills provision over the course of Quarter (1)
- 160 people moved into work or apprenticeships as a result, a strong start to the year, with a high volume of residents engaging in provision currently.
- The proportion of Year 12/13 young adults not in education, employment or training (NEET) has risen from 2.5% at the close of the previous quarter to 3.1% at the close of Quarter (1). NEET performance tends to increase cyclically in a summer spike. NEET in 2018 for Q1 was 3.8%. So current performance at 3.1% is showing a significant improvement in comparison the same time in the previous year.
- Kirklees has one of the lowest rates of 16-17 year olds who are not in education, employment or training (NEET) across the country. The latest draft NEET and Not Known Scorecard data to be published this month by the DfE shows Kirklees are in the top quintile for both its low numbers of 16-17 years olds NEET / not known and for its low numbers of 16-17 year olds whose activity is not known.



The Bigger Picture

Gross Value Added per head of population

The gap between Kirklees and both Yorkshire & Humber and England has widened year on year for the last 19 years. In 1998 the gap between Kirklees and England was £4,064 per head (a 26.24% gap) and in 2017 the gap between Kirklees and England was £10,459 per head, (a 37.42% gap). Taking accumulated growth from a 1998 baseline, again, the gap has widened year on year compared with England as a whole. Between 1998 and 2017, Kirklees GVA per head grew by 74.07%. However, GVA per head for England grew by 105.57%.

[New data: Update analysis carried out June 2019]

Gross Disposable Household Income (GDHI) per head of population

Over the last 21 years, the Gross Disposable Household Income (GDHI) has increased from £9,660 in 1997 to £15,725 in 2017. This represents a 63.5% increase over that time. Over the same 21 year period the growth in GDHI for England as a whole has been 80.6%. Over the same period, Kirklees has been slightly lower than for the Yorkshire & Humber region as a whole but with a similar rate of growth. However, both Kirklees and the Yorkshire & Humber region have been significantly lower than the GDHI for both England and the UK. In 2017, Kirklees had a GDHI per head of £15,752 in comparison with the England average of £19,791. In 1997 Kirklees had a GDHI that was 10.6% less than the England average. In 2017 Kirklees has a GDHI that is 20.4% lower than for England. It is also worthy of note that since 2015 the GDHI for both Kirklees and Yorkshire & Humber has been decreasing, after eighteen years of year on year growth.

[New data: Update analysis carried out June 2019]

(1) Dewsbury town centre regeneration

Following the completion of works on site, Pioneer House has been handed over to Kirklees College for the Landlord's fit-out. Next year 1,500 students and their teachers will be moving in, contributing significantly to the regeneration of Dewsbury.

The final two schemes of the Dewsbury Townscape Heritage Initiative are on site and due for completion in September/October 2019. This is the culmination of a five-year regeneration programme to preserve and enhance key buildings. The Initiative was awarded £2m by the Heritage Lottery Fund, which was matched with £1.7m by Kirklees Council. Grant funding has been available to property owners and long-term tenants wishing to repair, restore and reinstate their properties, and has also been geared towards bringing empty buildings back into use. The forecast is to achieve majority of original targets and within the allocated budgets.

(2) Huddersfield Town Centre regeneration

The 'Huddersfield Blueprint, a decade of ambition' has been launched for consultation. This is a ten-year vision to create a thriving, modern-day town centre. The plan aims to deliver five key objectives for Huddersfield Town Centre: A vibrant culture, art, leisure and nightlife offer, thriving businesses, a great place to live, improved access and enhanced public spaces. The overall costs of The Blueprint scheme could be up to £250million, with funds coming from national government, private investors, West Yorkshire Combined Authority and Kirklees Council.

It focuses on regenerating six key areas: Station Gateway, St Peter's, Kingsgate and King Street, New Street, the Civic Quarter and a new Cultural Heart in the Queensgate and Piazza area. Huddersfield will be a busy and family-friendly town centre that stays open for longer with a unique culture, arts and leisure offer and thriving businesses.

Huddersfield's heritage will be celebrated in attractive, high-quality public spaces and breathing life back

historic buildings. Vibrant streets, walking and cycling routes and enhanced public transport will better connect the town centre. Quality, affordable homes will help build strong communities and bring an energy to the town centre, further boosting the economy.

(2) Joined up business growth support system

The Council's strategic and operational work to integrate business support continues with additional business resilience workshops in the pipeline. A refreshed Start Up and Retention Policy and new Open4Business Deal are in the final stages of sign off and a refresh of the approach to delivering key account engagement has commenced.

The Council continues to work with strategic partners on delivering an integrated business support offer. Of concern, the Council has been unable to award the scale-up/business intelligence research commission. Therefore, the preparation of its jointly owned business growth plan will be delayed.

European bids for Kirklees' Ad: Venture & Digital Enterprise schemes have been awarded and programmes are due to start during the summer. Ad:Venture is a comprehensive and innovative mix of tailored business support to boost growth and develop businesses in their early years. Digital Enterprise helps businesses to invest in digital technologies.

The 2019/20 Business Hub Live events programme is set and further work is planned to supplement this smaller programme of events with a topic based programme of business support workshops. As previously, all these events will be delivered in partnership with the University of Huddersfield, Kirklees College and the Chamber of Commerce to avoid duplication of subjects and displacement of attendees.

Outputs & Impacts

- Kirklees continues to exceeding SME Growth Management output targets, having secured 19.1% of all the Economic Services Grants from the Leeds City Region, exceeding Kirklees' 13% share of SME stock across the City Region.
- Since the Regional Growth programmes commenced, to date Kirklees has been offered 1,027 grants resulting in £6.2m grants paid, leveraging £26.7m of private sector match funding into the District
- In turn, this resulted in a collective commitment to deliver 1,368 new jobs across Kirklees as a consequence of that business growth
- Take up and engagement with the Business Hub (the free on-line service for companies based in Kirklees) continues to rise with 1,620 local businesses now signed up

(3) Vibrant town centres and a sense of cultural identity

Kirklees' Museums and Galleries have successfully bid for £216,700 from the National Lottery Heritage Fund's (NLHF) Resilient Heritage Fund. This grant supports a transformative 18 month programme for museums, building on recent work carried out during projects supported by the NLHF and Arts Council England. An advisory group will be established involving local groups and organisations to develop an ambitious vision for museums and heritage in Kirklees. This new project will explore how the unique stories of the people and places of the past can inspire the future and play an important role in tourism, economic regeneration, education and people's health and well-being. Starting in summer 2019, the Council will work with an experienced NLHF approved Mentor on the first stages of major strategic planning. Once produced, these plans will help the museums service to bid for more investment. The first phase of engagement underway, as is commissioning of NLHF mentors. Mentors will be in place by August. The Project will link closely with Huddersfield Blueprint's Cultural Heart development now launched.

As part of the WOVEN Kirklees festival, the Council has been part of textile trails at sites. Huddersfield University Fashion and Costume shows successfully took place at Huddersfield Art Gallery, raising the profile of both the Gallery and the University. "Run for Jo", the showcase event in the Jo Cox programme, was hosted by Oakwell Hall Country Park. Museums have also partnered with Huddersfield Library in the "Making Your Mark" exhibition of museum objects, as part of the British Library national programme. In addition, Bagshaw Museum hosted a visit by the British Museum, National Programmes manager, and is in discussion about a partnership for the site.

Outputs & Impacts

- New Instagram accounts have been launched for museums and galleries. Social media followers are at second highest level for any West Yorkshire Museum service at 24,300.
- Recent benchmarking with West Yorkshire museums partners shows Kirklees has the largest/most ambitious museum volunteer programme (9,482 hours delivered in 17/18, equating to £166,200)
- A new Bike Track facility at Oakwell Hall, providing health activity for local people and attracting regional audiences, is now fully open. It is proving popular. This facility was funded by District Committee, Sport England and the Big Lottery at a total investment of £80k.
- 560 artists and creative organisations now have profiles on Creative Kirklees (the comprehensive guide to all arts and creative events taking place throughout Kirklees), a jump of 62 since the previous quarter, due to the success of the WOVEN festival and the extensive social media campaign reaching new audiences.

(4) Promotion of Kirklees as a place to invest

Council activity to prepare the Kirklees Investment Pipeline is underway. Once completed this schedule will be used to engage with our Construction Supply Chain Partnership and Employment and Skills Sector working groups (North Kirklees Growth Zone, Rail & Road & Big Build) to support development of business and people supply chains across Kirklees.

Local Wealth Creation

This subject was raised in reaction to the 'GVA' and 'Gross Disposable Household Income' trends data presented in the Q4 corporate performance report. In response, below is an introductory feature. Progress will be reported through the year.

For the Council in 2019/20, local wealth building has a number of strands which include spend for local impact, procurement, barriers to employment, local assets, tackling poverty, inclusive economic growth and understanding our local economic data. Activities during the Quarter have centred on three areas of delivery.

- **Relationship building:** the Council is working to build strong connections with local anchor institutions - the larger established organisations, rooted in local communities, which can improve local economic and social wellbeing through the use of their spend, employment practices, and use of land and assets. The Kirklees Inclusive Growth Group is now well established with anchor institutions. The leader of the Council is chair of the group. Engagement with anchor institutions is growing, as is an understanding of a shared purpose. Care is being taken to encourage leadership from within the group rather than to be dependent on council officers. In support, a bid is being made to the European Social Fund for extra posts to be co-located across the Council and larger anchor institutions with the aim of reforming recruitment processes to be more inclusive.
- **Asset transfer:** The Council currently offers a £5k grant to community organisations for asset transfer business case production and is looking to raising the value of this grant to £10k for complex asset transfers. Also, an analysis is currently underway to explore how the asset transfer process can be simplified where possible.
- **Tackling poverty:** Apprentices working for the Council have seen their wages doubled from April 2019. Also, the Council is currently writing a bid to poverty-proof the school day which, if successful, will support schools to identify and tackle the many financial barriers that prevent pupils from fully partaking in school life. The aim is to make school a more equitable place for all students, so that no activity or event within school life excludes those who have fewer financial resources.

Outputs & Impacts

- 44% of Council spend with its top 300 suppliers (by value) is with Kirklees based suppliers, which amounts to £111 million
- Of this £111 million, 35% is spent within the 20% most deprived communities
- 57% of spend is with small to medium sized enterprises (SMEs)
- 69% of Council spend with its top 300 suppliers (by value) is with suppliers in West Yorkshire (including Kirklees)



The Bigger Picture

Most recent measures of perceptions in Current Living in Kirklees survey (2016) show 53% of adults in Kirklees feeling “people from different backgrounds get on well together” which is a significant improvement from the figure of 43% reported in the “Your Place, Your Say” survey (2011). The Current Living in Kirklees Survey shows that 88% of adults reported that they felt very safe or fairly safe in their local area. This is a slight improvement on the figures previously reported of 86% for the same measure – it is anticipated that the next survey will be undertaken in 2020.

[Data unchanged: ‘Current Living in Kirklees’ survey, December 2016]

(1) Citizen engagement

Working with communities in ways that reflect the diversity of the towns, villages and people of Kirklees so they are actively involved in the decisions that affect them, and developing relationships and partnership working with community hubs.

During Quarter (1), Place Standard engagements were delivered in 7 neighbourhoods, covering 4 Wards in the District. A further 17 neighbourhood place engagements, covering 10 more Wards, are planned. In order to meet this further delivery, over 200 people have received training in using the tool.

As part of the work to improve Electoral Registration, Quarter (1) saw research undertaken with Huddersfield University and Further Education Establishments to explore reasons why young people do not vote.

Membership of the citizen engagement reference group has grown to include Kirklees Neighbourhood Housing, North and South Kirklees CCGs, Health Watch and West Yorkshire Police in addition to Council services. The quarter saw over 1,500 young people and stakeholders engaged with, to better understand how young citizens might be supported.

(2) Voluntary and community sector engagement

To increase and co-ordinate the resources and assets that are available and maximise their impact.

As part of the “Supporting the 3rd Sector” programme, the quarter saw the development of new partnerships and support through a funding road show which resulted in 2 successful bids securing £119K and 3 further applications totalling £655K.

The quarter also saw the delivery of volunteer recruitment roadshows in Volunteer Week and the Third Sector Team picking up the delivery of the Comoodle community sharing platform.

(3) Making safeguarding everyone’s responsibility

By joining up with partners including schools, ensuring children and adults have good access to well informed advice, support and decision making from social work professionals, and the availability of effective, timely and proportionate responses when abuse or neglect occur.

A full programme of events were delivered as part of National Safeguarding week in June 2019. This included briefings and training delivered to over 250 staff and community groups regarding identifying and supporting individuals at risk of harm such as modern day slavery, hate crime and domestic abuse.

Child Safeguarding

- Children's Services had its full Ofsted Inspection in early June. Results from this indicate that services for vulnerable young children have improved significantly and are no longer considered "inadequate" in any area of service.
- Q1 saw month on month increases in the number of children subject to a Child Protection Plan and that the number of Initial Child Protection Conferences held within timescales continues to increase.
- A weekly External Placement Review Panel oversees looked after children who are placed out of the Local Authority. Options of returning to the local area are explored but only when it is appropriate to meet the children and young person's needs. Progress has been made in reducing the number placed more than twenty miles away from Kirklees from 127 in 2017 to 103 in May 2019.
- Weekly life skills and pre-tenancy training is in place for young care leavers, held in "No.11". No.11 has recently recruited a Personal Advisor with a specific role in working with young people who are at risk of losing their tenancy. This has been funded as part of the government's Homeless Strategy.
- Q1 also saw work to secure apprenticeships for Care Leavers within the council. Managers have been offered training in order to enable them to offer the appropriate support to our young people. An example of work in this area includes the introduction of a Saturday job scheme which will give our young people opportunities for part time employment.
- The Early Support service within Children with Disabilities Service is now operational ensuring children receive support at the earliest opportunity, preventing the need for social work intervention.

Adult Safeguarding

- Q1 saw the Strategic Boards for Safeguarding, Communities and Health & Wellbeing come together to develop an inter-board "Working Together" protocol which provides effective safeguarding leadership across Kirklees.
- The previously flagged risks relating to Deprivation of Liberty volumes are been addressed through the use of externally commissioned support to undertake assessments thereby mitigating risks and also preparing for the upcoming implementation of Liberty Protection Safeguards.
- The quarter saw the 3rd Quality Summit held in June, engaging almost 100 Adult Safeguarding staff to develop evidence based practice and best practice, dementia design and improving quality across in house care provision.

(4) Developing community capacity

Which builds good community relations, improves understanding between people from different backgrounds and works with existing community assets in order to increase community connectivity and cohesion, wellbeing and tackle inequality.

Q1 saw a focus on working with communities to enable communities to access funding, in particular in areas of North Kirklees which have had limited success in the past. An "it's up to you" participatory funding event saw 6 groups and individuals in Fieldhead and Birstall access funding to support activities developed by local people to address issues of concern in their area.

During the quarter, 5 Big Iftar and 6 Great Get Together events took place. 475 people from different communities (who had previously not engaged with one another) came together to build understanding and collaborative work to develop future joint work to improve cohesion and deliver shared outcomes.

(5) Making communities safer

By preventing and tackling community safety issues (such as crime and anti-social behaviour) at the earliest possible opportunity

Using monies from the Police Crime Commissioner Safer Communities Fund, over 250 young people participated in diversionary activities to tackle anti-social behaviour (ASB) in Crosland Moor (Ultimate Sport Youth Club), Dewsbury Moor (Bramwell Sports / St. John Fisher Football & Sports) and Pride in Linthwaite (Young People's Outreach). Also, an innovative scheme called "I'm being good in my neighbourhood" was piloted in the quarter. This involved working in partnership with primary schools located in area of high youth ASB to engage younger children in out of school activities to develop team work, confidence to not be led astray and to provide a safe space to share concerns. Initial feedback from the school is extremely positive and parents / carers are attending to share quality time and family time.

In relation to gangs, this quarter saw delivery of Early Intervention Youth Fund Programme started in the quarter focusing on 3 tier model (Schools / Mentoring / Enhancing the multi-agency gang's strategy). 4 community mentors are now in place in target communities. A further 10 are currently been trained to undertake this role. The quarter also saw awareness raising on risk factors associated with gang involvement delivered to over 100 front line staff and individuals from the community and voluntary sector, along with 25 individuals who were identified as at significant risk of gang involvement being supported to prevent and divert further involvement.

In response to increases in knife crime associated with the night time economy, targeted work has been undertaken with licensed premises to improve pre-entry searches.

Community and Voluntary Sector Groups continue to be supported (including through development of Community Mentors) to engage with communities around PREVENT and violent extremism through workshops. WRAP sessions were delivered to over 150 participants working in educational settings and supporting 24 individuals referred through the Channel Process.

The first Youth-Talk event has taken place, Civil Society Organisations working with Young People aged 14-19 to offer a safe and informal environment to discuss Prevent, meet new people and share skills. And also to explore the Local and National context in line with Far Right activity, to examine and understand the harmful impact on communities.

The work undertaken by the operational and strategic groups operating in Kirklees to tackle Modern Day Slavery has been identified as an example of best practice by the Local Government Association.

(6) Vulnerable migrants, asylum seekers and refugees

Assessing the support that is available to them from the council and partners including the voluntary and faith sectors, to ensure their settlement and community integration. We are also developing guidelines to support people who have no recourse to public funds.

As part of Refugee week, Kirklees delivered over 35 events across Kirklees providing information and celebrating the work undertaken to settle refugees and asylum seekers in the District - key activities included the following.

- Launch of a directory of services to support refugees and asylum seekers
- Open call for small grants to support organisations to deliver support
- Launch of a locally produced film in 5 languages to support people to integrate into society, understand values and break down barriers
- Presentation of a play based on the experience of Syrian Refugees, music events and awareness raising sessions



Clean and green

The Bigger Picture

As part of the Current Living in Kirklees survey in 2016, 79% of residents were satisfied with their local place. This compares favourably with the results in the previous 'Your Place, Your Say' survey, where 76% of residents were satisfied with local place. There is a link between satisfaction with local area and the Index of Multiple Deprivation, with each successive quintile reporting higher levels of satisfaction.

[Data unchanged: 'Current Living in Kirklees' survey, December 2016]

Resident satisfaction with local area is included in the quarterly survey of residents across West Yorkshire, as carried out by the West Yorkshire Crime Commissioner. In the latest available results, 71.8% of Kirklees residents are satisfied with their local area (defined as a 15 minute walk from their home). The average for West Yorkshire is 71.5%, with a span between the lowest score of 67.1% (Wakefield) and the highest score of 77.1% (Calderdale). In Kirklees, similar to Leeds, there is a trend of small reductions in positive scoring from quarter to quarter.

[New data: West Yorkshire 'Your Views' survey, March 2019]

(1) Responding to the declared climate emergency

The cross-party Councillor-led Climate Emergency Working Party is leading a dynamic audit process of information gathering and engagement in order to identify practical measures to reduce carbon emissions across the district and address the challenges of a changing climate. The Working Party will report back to the Council in late 2019 with recommendations for next steps. Since the declaration of a climate emergency the Council took immediate action to put the following measures in place:

- Disclosing Kirklees' district climate emissions in an open and transparent way.
- A business case for a Huddersfield Heat Network is being made.
- The council will encourage more woodland and green infrastructure via the White Rose Forest Partnership.
- An engagement campaign will begin soon to encourage council staff to make a positive difference to the environment.
- The council will work with partners to establish a Kirklees Climate Commission.
- A Kirklees Youth Summit is under development, with a climate emergency focus.
- The Council is supporting the West Yorkshire Combined Authority's pledge for the Leeds City Region to reach net zero carbon emissions by 2038.

Outputs & Impacts

Kirklees Council has been committed to the greener agenda for a number of years. Some of this ongoing work includes:

- 60 per cent of street lighting in Kirklees (6,380 lights) has been converted to environmentally-friendly LEDs. This has reduced electricity use by 3,025,378kwh – the equivalent of running 18,116 televisions for four hours every day for a year.
- Started a £12.5million four-year LED conversion programme for the remaining 31,000 lights and significantly reduced the number of street lighting faults compared to the previous year
- Kirklees Council refers local businesses to the Leeds City Region Resource Efficiency Fund. Over 170 Kirklees businesses have been engaged with, 76 have had free assessments and almost £214,000 of grants have been awarded. 609 tonnes of carbon dioxide savings have been made.
- In the last six years, over 1,000 council properties have had wall insulation and almost 2,000 have received loft insulation. This has saved 1,543 and 241 tonnes of carbon respectively. Over 600 council houses have been fitted with solar panels in the same period. Kirklees is a partner in the Leeds City Region's Better

Homes Yorkshire energy efficiency scheme. Since 2015 over 130 private houses in Kirklees have benefitted from free or low cost energy efficiency measures.

- The council has reviewed its planning policy so, where appropriate, permission is granted on the condition that charging points for electric vehicles are provided in new residential and commercial developments.
- Kirklees Council has a target to reduce carbon emissions by 40 per cent by 2020-21. The council is now developing targets beyond 2020-21 to align with the new proposed national target of 'net zero' by 2050. A report on this will be presented to Full Council later this year.

(2) High quality environmental management

The Council successfully completed the feasibility study in 2018, which has established the basis for further development work on the Huddersfield Heat Network. The Council has followed this up with a further successful funding bid to the Government's Heat Network Delivery Unit for the next stage of work, which will include an outline business case. This is expected to commence later in 2019.

The Kirklees White Rose Forest (WRF) Group oversees delivers the White Rose Forest Plan in the District, enhancing green infrastructure, increasing tree cover and strengthening climate change resilience.

- The WRF Landscapes for Water programme is working with major landowners to develop a strategic approach to natural flood management across the Leeds City Region (including Kirklees). The partnership continues to use the baseline 'Landscapes for Water' GIS dataset to develop and inform this approach.
- The Green Streets® task group for the Leeds City Region (including Kirklees) is continuing its work to incorporate Green Streets® green infrastructure principles into future infrastructure schemes across the region.

(3) Air Quality Action Plan

The updated Air Quality Action Plan for Kirklees has been released for consultation in June 2019. That consultation process may result in some minor amendments. However, this will not affect the following commentary as this focuses on the data for Kirklees and high level actions only.

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also a strong correlation with equalities issues, because areas with poor air quality are most often the less affluent areas. Air quality issues within Kirklees are focussed around the road network connecting the towns, and traffic which passes between the West Yorkshire conurbation along the M62 and Greater Manchester. Kirklees has identified 2 primary pollutants of concern. They are Nitrogen Dioxide and Particulate Matter.

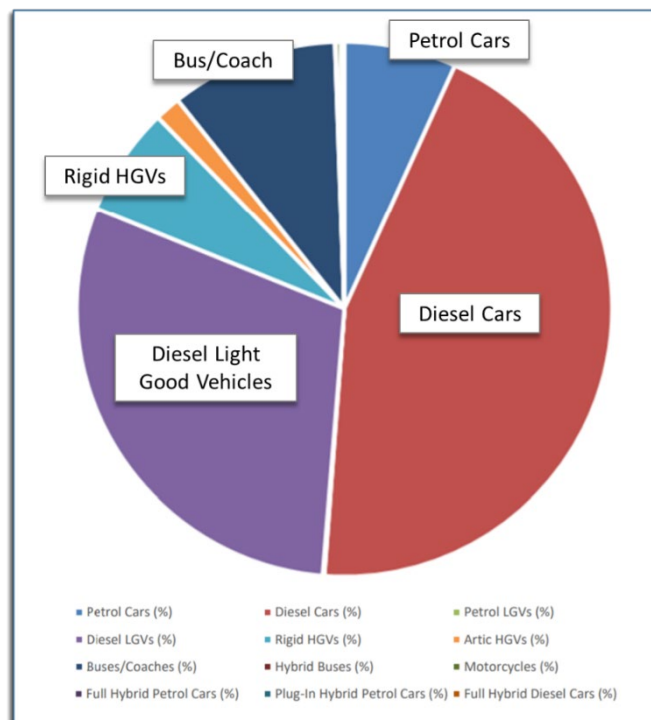
Kirklees has 10 Air Quality Management Areas (AQMAs) where monitoring of both indicate levels above target emissions and which require improvements to be made. These are Bradley, Ainley Top, Birkenshaw, Eastborough, Edgerton, Liversedge, Outlane, a new one in Thornton Lodge and Huddersfield. The tenth, Scouthill, is currently not exceeding particulate matter exceedances and is in the process of being removed from AQMA status.

Between 2012 and 2013 concentrations within the Air Quality Management Areas (AQMAs) and overall for Kirklees fell significantly. However, since that time trends across our AQMAs at other non AQMA monitoring locations have seen slight increases. This indicates that further measures are needed to return to a downward trend.

Analysis has undertaken across our AQMAs as to where originate, with the following results. Overall NO2 emissions from the vehicle at AQMA's are heavily contributed to by Light Duty Vehicles, with an average of 80% emissions compared with 20% from Heavy Goods Vehicles

In breaking the analysis down further (adjacent diagram), by far the most significant sources of NO2 emissions come from diesel cars and light good vehicles. Both buses/coaches and rigid heavy goods vehicles contribute significant proportions. Petrol cars, by comparison, contribute a far lower proportion of emissions - and articulated lorries even less.

A pre-existing Air Quality Strategy and Action Plan are in place, adopted in 2007. While some of the actions and policies outlined in these documents are still relevant, the majority are either out of date or have been superseded by adoption of other policy documents. As such, the Council plans to replace these documents with this 5 year action plan and the creation of a new overarching Air Quality Strategy for the district. In conjunction, air quality is named within the Corporate Plan as a primary key measure for success within the Clean and Green outcomes section. The target within the plan is to “Improve air quality via a Kirklees Air Quality Action Plan and other interventions across the Council and with partners.”



The Council is also in the process of developing new strategic documents to promote the reduction of health impacting emissions. These documents are listed below and contained within the action plan schedule of work:

- Kirklees Local Plan Air Quality Policy (*Adoption*)
- New Kirklees Air Quality Strategy (*going to Cabinet in September*)
- New Kirklees Air Quality Action Plan (*going to Cabinet in September*)
- Kirklees Electric Vehicle Charging Strategy (*early stages of development*)
- Kirklees Climate Emergency Action Plan (*in development*)

Outputs & Impacts

- Over the course of 2019-20, the council will invest in 27 electric vans, 20 full electric cars and 50 hybrid cars to replace diesel vehicles.
- The Council has commissioned the provision of 17 OLEV taxi charging points, to be installed across Kirklees between September and December 2019.

(4) Infrastructure across Kirklees for greater connectivity

Additional resource have been allocated to lead on the preparation of the Kirklees Digital Strategy and Plan alongside the commitment to project manage the infrastructure build that has been secured. A Digital Infrastructure Project Manager post is under external recruitment. Of concern, substantial resource needs remain in managing current and future infrastructure projects.

The City Fibre Huddersfield build has commenced and urgent work is still taking place to agree Wayleaves for our social housing Multiple Dwelling Units. External consultants have been engaged to undertake this work. *[Wayleaves are a statutory right which gives the licence holder the power to install their lines and associated equipment on, over or under private land to keep the electricity line there and to have access to that land.]*

City Fibre have announced plans to build in North Kirklees and the Council has received interest from another broadband infrastructure provider to build in our area. The Super-Fast West Yorkshire Contact 3 (delivering infrastructure to reduce our non-commercially viable not spots/white spots) is planned to be procured again in the autumn.



Efficient and Effective

Where the Council makes a contribution

The Council is aiming to achieve progress and impact in the following five areas:

- Skilled, motivated and healthy staff; Strong political leadership and an intelligence led Council; robust systems, processes and governance; collaborative, partnership working across public, private and voluntary sectors; transforming our organisation so that it is fit for purpose now and in the future

(1) The People Strategy

This quarter, there has been a focus on improving the organisation's workforce diversity data, with a campaign to encourage staff to report their personal data. This campaign has been very successful, with a return rate of almost 70% for staff who do not have access to SAP. This improvement in our workforce intelligence will enable us to target areas of under-representation in the workforce.

The service has also started to focus on senior management development and has drawn up a specification for the development of our future leaders which will focus on system leadership, inclusive leadership, intelligence led decision-making and leading beyond the organisation. It is proposed that this development programme will commence in the autumn.

The Staff Volunteering Scheme has also launched. Staff are allocated two paid days a year to undertake volunteering activities in the workplace. This not only supports our communities but also supports the wellbeing of our workforce.

Outputs and Impacts

- The percentage of staff seeking employment outside the Council has also fallen significantly in the past 12 months from 20% to 13%.

(2) Sickness Absence

More detailed work is happening with Directorates through the production of workforce update reports which drill down in to the key issues contributing to this figure. It is anticipated that we will continue to see levels of absence fall as a result of this work and the significant work that is taking place to improve health and wellbeing in the workplace.

Outputs and Impacts

In this quarter, we have started to see significant outcomes from the work that has taken place over the previous 12 months, in particular wellbeing of staff.

- Sickness absence reduce by an average of 1.5 days per employee per annum, with the average number of days absence at the end of Q1 reporting as 10.7 days.
- This improvement is also reflected in the wellbeing indicators in the staff survey which have improved across the board

(3) Employee Resourcing

There continues to be an overall reduction in agency spend. HR staff continue to work with each Directorate to challenge agency spend and ensure that methods of resourcing applied are appropriate to the service requirements.

Outputs and Impacts

- Agency spend continues to fall at the end of Q1, following the pattern that we have seen throughout the year. Spend in Q1 was £1.26 [Q4 was £1.58m], which is the lowest spend over the last 5 quarters.
- Whilst there is a definite downward trend in spend, we are still seeing spend continuing in some areas such as Adults and Economy & Infrastructure; this is primarily due to cover for a number of critical vacancies as these are recruited to and the provision of additional capacity, pending a service review.

[It should be noted that where agency spend relates to cover for vacant posts that this is funded from within existing base budgets and is thus not an additional financial pressure.]

(4) Inclusion and Diversity

In Q1 the activities have continued to help implement the year 2 action plan.

Outputs and Impacts

- Continued targeted outreach and recruitment fairs creating a pool of potential applicants from diverse backgrounds
- A slight increase in Supported Internships for students with a learning disability - in an effort to improve a Project SEARCH Steering Group established with colleagues from across the Authority Including. Real Employment, plus Kirklees College, Project SEARCH and C and K Careers.
- An inclusive volunteering questionnaire designed and disseminated to identify barriers for people from diverse backgrounds getting involved in volunteering
- Specific training on unconscious bias in early 2019 was commissioned by the Youth Offending Team in response to the Lammy Report.
- A Diversity Awards Event is being planned for 15 November 2019 and a project manager has been appointed
- There continues to be improved support to new migrants and asylum seekers - over the past three months, as a result of the work on the Migration Resettlement plan, 13 families have been supported into work with many more volunteering and involved in a range of community-based activities. The plan has put in place specialist support for children and young people experiencing mental health difficulties.

(5) Procurement

An initial piece of work was undertaken in financial year 18/19 with the Centre for Local Economic Strategies (CLES) focussing more broadly on local wealth building (including supply chain analysis). A repeat supply chain analysis is anticipated in Quarter (2). Policy and procurement will be refreshing the procurement strategy and approach to embedding social value in contracts as part of this process. Timescales to be agreed but likely to be Quarter (4).

(6) Intelligence

The implementation of a new data preparation and visual analytics tool is underway within the Intelligence Service. A number of dashboards are being developed and tested during Quarters (1) & (2) to respond to corporate priorities and to provide decision makers with ready access to timely data, intelligence and insights. Additional capacity has been brought in to the service to support implementation and identify opportunities for wider deployment of the software.

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Name of meeting: Cabinet

Date: 8th October 2019

Title of report: Proposed Changes to Impact Assessments: an Integrated Approach to Expanded Equalities Characteristics and Environment

Purpose of report

To outline proposed changes to the Council's Equality Impact Assessment process to move to an Integrated Impact Assessment, incorporate additional diversity characteristics, such as low income and an Environmental Impact Assessment, particularly in advance of this year's Budget round. Supporting these changes will be the application of our core principles of People, Partners and Place.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports?)	Yes 9 th September 2019
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name	23.09.19 Rachel Spencer-Henshall
Is it also signed off by the Service Director (Finance)?	23.09.19 Eamonn Croston
Is it also signed off by the Service Director for Legal Governance and Commissioning?	20.09.19 Julie Muscroft
Cabinet member portfolio	Cllr Shabir Pandor

Electoral wards affected: All

Ward councillors consulted: N/A

Public or private: Public

(Have you considered GDPR?) Yes

1. Summary

1.1 Our current approach to impact assessment is focused on equalities using an Equalities Impact Assessment focused on the nine protected characteristics groups under the Equality Act 2010:

- Age;
- Gender reassignment;
- Pregnancy and maternity;
- Religion or belief;
- Sexual orientation.
- Disability;
- Marriage or civil partnership (in employment only);
- Race;
- Sex;

1.2 Some authorities now include additional groups to be considered, particularly people on low income/poverty and unpaid carers.

- 1.3 This paper outlines how we propose to incorporate this approach and go further by integrating an Environmental Impact Assessment within a holistic Integrated Impact Assessment approach.
- 1.4 By applying People, Partners and Place to the revised approach as a lens by which impacts will be assessed:
- For the People aspect place a greater emphasis on putting people at the heart of the decisions that might affect them, and supporting local democracy and councillors in their community leadership roles.
 - For the Partners aspect we will collaborate wherever possible to perform collective impact assessments to maximise knowledge and resources across anchor organisations, business, voluntary and community sectors.
 - For the Place aspect the new approach will enhance the understanding of diversity across the district in terms of geography and the experience of our different communities and citizens, helping to further address inequalities and improve outcomes.

2. Information required to take a decision

- 2.1 Integrated Impact Assessments are a tool to help you analyse and make more considered decisions about changes to service delivery, policy and practice by assessing the impact of changes across multiple themes.
- 2.2 An Equality Impact Assessment will help you to identify how specific communities of interest may be affected by decisions and to consider any potential discriminatory impact on people with protected characteristics.
- 2.3 Equality Impact Assessments can also help to improve or promote equality by encouraging you to identify ways to remove barriers and improve participation for people with a protected characteristic. They provide important evidence of how we have considered the implications of service and policy changes and demonstrate how we have met our legal Public Sector Equality Duty (Equality Act 2010).
- 2.4 Our developing approach to Inclusion & Diversity in Kirklees Council is to go beyond compliance. An aspect of this is to actively incorporate additional categories in to the Equality Impact Assessment process. We are seeking to expand the groups we include to cater for low income/poverty and unpaid carers.
- 2.5 The Climate Emergency Motion passed on 16th January 2019 committed the Council to consider Environmental Impact as part of any new policy. The proposed approach seeks to assess impact across the range of environmental and sustainability impacts and maintain a simple process aligned to the existing Equality Impact Assessment process.
- 2.6 The proposed Integrated Impact Assessment approach seeks to maintain the established processes and tools keeping adjustments to a minimum reducing the change experienced by officers.

3. Approach and cross-cutting issues

- 3.1 It is proposed that the Integrated Impact Assessment process maintains the current two stage Equality Impact Assessment process. Stage 1 is an initial screening while Stage 2 involves further assessment and action planning where an overall negative impact was identified through Stage 1.

3.2 In addition to the theme specific amendments it is proposed that the Integrated Impact Assessment incorporates identification of opportunities to work in partnership with other authorities on issues that require regional or national action.

4. **Expanded Equality Impact Assessment groups**

Low income/poverty

- 4.1 The inclusion of this group, which also cuts across all the protected characteristic groups, presents an opportunity for the organisation to embrace a more substantive understanding of diversity, capable of redressing material disadvantage by tackling systemic poverty and social exclusion, as well as combatting prejudice, stigma and stereotyping.
- 4.2 Although there is no single agreed definition, the generally accepted indicator of poverty is described as ‘when a household has an income (after tax and benefits) of less than 60% of median income for their family type’ (JRF UK Poverty Report 2018 – see <https://www.jrf.org.uk/report/uk-poverty-2018>).
- 4.3 By including poverty as an additional category, we are effectively ‘poverty proofing’ our decisions by assessing policies and actions at the design or review stage to assess their impact.
- 4.4 This should include consideration of how well we are meeting the needs of the people and communities who are most likely to experience poverty and whether people who have experienced poverty have been involved in developing solutions. By doing this, the poverty impact of any service changes can be assessed and ensure that any potential policies are developed in a way that benefits people living in poverty or at risk of falling into poverty; ensuring our actions do not exacerbate the situation for those in poverty and that we put in place appropriate mitigation when needed.
- 4.5 Importantly, this approach supports our Inclusive Growth agenda part of which is to address disadvantage for people on low income.

Unpaid carers

- 4.6 Similarly, unpaid carers are themselves a disadvantaged and socially excluded group. Evidence shows that outcomes for carers are generally poorer than for society as a whole, as highlighted by the Government’s Equalities Review undertaken as part of work to develop the National Carers Strategy and subsequent Carers Action Plan. Health and care services rely on carers to provide the lion’s share of support, and as well as impacting on carers’ own health, carers’ ability to provide care directly affects the amount of health and care support the state needs to provide to people with disabilities.
- 4.7 We know from the Kirklees Joint Strategic Assessment (KJSA) and the Kirklees Carers Strategy that Carers providing high levels of care are twice as likely to suffer from ill health as non-carers, to live in poorer areas, and in households with fewer resources. They are less likely to have educational qualifications and more likely to be restricted to part time work which in turn restricts income and pension rights. Many of those with caring needs are older people and the age profile of carers in Kirklees shows much of this support is provided by people aged over 45, with a greater reliance on women. Young carers are more than twice as likely to be bullied.
- 4.8 It is essential that any changes in any support are seen holistically as locally carers have made it clear that multiple small changes in support across the council and our key public sector partners add up to a lot of change for carers who access the public sector at many different points.

5. **Environmental impact**

- 5.1 Environment is a broad ranging concept which changes in service delivery, policy and practice may impact in many different and overlapping ways often with positive and negative impacts simultaneously.
- 5.2 The proposed environmental element to be incorporated into the Integrated Impact Assessment uses a series of questions asking officers to indicate positive, neutral or negative impacts on key environmental aspects. These themes have been based on the goals identified within the government's 25 Year Environment Plan having confirmed that these cover the themes found in a review of assessment templates used by other local authorities. The areas included are:
- Clean air (including Climate Changing Gases);
 - Wildlife and habitats;
 - Exposure to chemicals.
 - Resilience to the effects of climate change;
 - Sustainability and efficiency of use of resources from nature;
 - Beauty, heritage and engagement with the natural environment
 - Clean and plentiful water;
 - Resilience to harm from environmental hazards;
 - Production, recycling or disposal of waste;
- 5.3 The Stage 2 assessment template will ask officers to respond separately on how stakeholder groups or specialists have been engaged on environmental issues, the impacts identified and the mitigations proposed.

6. **Implications for the Council**

6.1 **Working with People**

Integrated Impact Assessments are a tool to help you analyse and make more considered decisions about changes to service delivery, policy and practice considering impacts across multiple themes. By making the changes to the Equality Impact Assessment categories proposed in this paper we will go beyond compliance and address more needs within our communities while incorporation of the Environmental Impact Assessment will support improvement in environmental impacts including but not limited to Kirklees Council becoming carbon neutral and improving our recycling rate to reach 55% by 2025 in line with the Climate Emergency Motion.

6.2 **Working with Partners**

We can collaborate with partners, exploring how we can work with them on impact assessments helping to complement agendas such as 'poverty proofing' and climate emergency.

6.3 **Place Based Working**

The enhanced approach outlined would enable services to extend the nature of impact assessments, yet still focus on specific geographical areas and communities of interest as necessitated by the issue under consideration.

6.4 **Improving outcomes for children**

Age is an existing protected characteristic catered for in our existing approach which will be carried forwards to the new one.

Environmental issues such as air quality impact significantly on public health outcomes including for children.

Other (e.g. Legal/Financial or Human Resources)

There are no legal implications in terms the organisation complying with Public Sector Equality Duty, in fact the additional categories and an integrated approach means we will go beyond compliance.

7. **Consultees and their opinions**

The approach outlined in this paper has been supported by the Climate Emergency Councillor Working Party and the next Kirklees Inclusive Growth Group.

8. **Next steps and timelines**

To develop and test the new integrated approach in time for Budget proposals to be assessed in October.

9. **Officer recommendations and reasons**

- Cabinet to approve the proposed changes for the organisation to take an integrated approach to the assessment process.
- Cabinet to request officers to raise awareness of the changes across services, prepare updated templates, guidance and toolkits for implementation in time for the pending budget process.

10. **Contact officer(s)**

David Bundy, **Corporate Policy Officer**, Strategy and Policy Team

Jonathan Nunn, **Strategy & Policy Officer (Sustainable Economy)**, Strategy and Policy Team

11. **Service Director responsible**

Naz Parkar, Housing Economy and Infrastructure

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Name of meeting: Cabinet
Date: October 8th 2019
Title of report: Playable Spaces - Revised Strategy

Purpose of report: To approve the amendments to the Playable Spaces Strategy

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No (In the context of this report) If approved will result in spending more than £250k and will have an effect on all wards.
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)</u> ?	Key Decision - No Private Report/Private Appendix - No
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name	Karl Battersby - 27/09/2019
Is it also signed off by the Service Director for Finance IT and Transactional Services?	Eamonn Croston - 27/09/2019
Is it also signed off by the Service Director for Legal Governance and Commissioning Support?	Julie Muscroft - 27/09/2019
Cabinet member portfolio	Cllr Rob Walker - Culture and Environment

Electoral wards affected: All

Ward councillors consulted: No

Public or private: Public

Has GDPR been considered? Yes, personal data will not be collected or retained.

1. Summary

The original Playable Spaces Strategy was approved at Cabinet on the 19th March 2019. Following discussions that have taken place subsequently, and the feedback that has been received from a variety of sources, the Strategy has been revisited and revised. This is to alleviate concerns that any decisions have been made regarding the future of the existing play areas.

2. Information required to take a decision

The updated Strategy document is not a change to the policy, but the revised document has been developed to make the intentions of the policy clearer.

The amendments to the Strategy incorporate the following:

- Additional references to community involvement have been added to assure citizens that there will be opportunities to discuss their play areas.
- References which distinguish between traditional, equipped or natural play have been removed to promote flexibility when discussing and designing facilities.
- The play area classifications (i.e. Doorstep, Community & Destination) have been removed to help understanding that all play spaces are remaining, and there aren't any pre-determined decisions made regarding their design.
- The appendices, including the list of sites and maps has been removed, to again advise that play areas are not being closed, and no final decisions have been with regards to their future design.

3. Implications for the Council

The implications for the council that were discussed as part of the original March 2019 cabinet report remain relevant to the updated Strategy;

- **Working with People**

We are keen to ensure that citizens are involved in any changes taking place to their local open spaces. Communities will be consulted, involved and informed as part of the delivery of the programme to ensure that sites meet their needs and to foster a sense of ownership and responsibility over their open spaces.

It is important that this work is co-produced in order to ensure that our playable spaces are used equitably across Kirklees. It is acknowledged that the district is varied, with a wide range of environments, landscapes and communities, and these proposed developments will recognise these differences. Through the involvement of those living and using the spaces, as well as ward councillors – who are important community leaders - we will strive to make the most of the assets within our diverse spaces. We wish for our spaces to help identify and characterise their local area, and so be different from other spaces across the district. We will key in to the Place Based Working approach as appropriate.

We intend to deliver this is by working with communities across Kirklees in order to:

- understand local inequalities in access and play;
- identify physical and social barriers to accessing playable spaces;

- enable communities to gain the maximum opportunity to access these spaces and to benefit from the wellbeing benefits delivered by active, imaginative and environmentally engaged play.

- **Working with Partners**

The Strategy has been led by Greenspace colleagues, with support from Public Health and Policy colleagues. The partnership between Greenspace and Public Health will continue as the Operational Plan develops. Key to the success of this work is partnership working with other Council colleagues from Communities as well as partnerships with local communities and the voluntary and community sector.

- **Place Based Working**

The places of Kirklees are complex and varied, and our residents are similarly diverse. Our portfolio of open spaces is also diverse and through the involvement of our residents and ward councillors we hope to place a greater emphasis on these differences, and the benefits that this diversity brings.

It is important to recognise that a child or a family's ability to access and use play areas is influenced by a wide range of factors. This includes their relationship with their local environment or place, how attractive it is, how safe people feel, the ease of walking or cycling, perceptions of the meaning and value of play and local social norms.

The Playable Spaces Strategy is not just about providing physical places to play but also about clearly understanding what physical and social factors influence the ability to access play – and how the Council can enable equitable access to play throughout Kirklees.

Sites will be refurbished on a case-by-case basis, in conjunction with the local community, rather than applying a “one size fits all” solution and will take into consideration areas of deprivation, housing density, health inequalities and equipment’s physical condition and age.

- **Improving outcomes for children**

There is a wide range of evidence which demonstrates the positive impact of play for children as well as their parents/carers and families. This includes the opportunity to:

- access and participate in physical activity for both children and adults.
- enjoy good mental health for both children and adults
- children to enjoy social interaction with peers and adults
- develop bonds and attachments between children and parents/carers

- **Other (e.g. Legal/Financial or Human Resources)**

The Strategy will also contribute to the delivery of a number of the shared outcomes in the Corporate Plan, including:

- *Best start*: Providing neighbourhood environments and facilities that nurture children, offering them opportunities to explore their abilities, develop their skills and socialise both with their peers and intergenerationally.
- *Well*: Encouraging people of all ages to engage in physical activity and enjoy contact with the natural environment, contributing to good physical and mental health and well-being amongst our citizens.
- *Sustainable economy*: Improving the physical attractiveness of neighbourhoods by creating high quality green spaces, improving local property values and attracting events and other community activity and associated investment.

- *Safe and cohesive*: Ensuring all communities have access to safe places to play, providing spaces where communities can come together, and encouraging community stewardship over their play spaces.
- *Clean and green*: Ensuring all citizens have access to high quality, well maintained green spaces.
- *Efficient and effective*: Improving the efficiency of play area management within the Parks and Greenspace Service to ensure a future network of high quality equipped play areas and playable spaces which is financially sustainable.

Due to the proposed changes which would be created by this strategy, and the changes to service delivery, a Stage 1 Equality Impact Assessment was carried out. This EIA covered the strategy as a whole, rather than one for each site. The EIA shows that there will be positive levels of impact for service provision for residents in the characteristic groups of age and disability, with enhanced inclusivity being one of the key foci of the operational plan. All the other protected characteristic groups show a neutral level of impact. The risk score of the EIA was calculated as 10.

4. **Consultees and their opinions**

Cabinet Member for Health and Social Care
Cabinet Member for Greener
Cllr Viv Kendrick

The consultees are in support of the strategy and moving this forward.

5. **Next steps and timelines**

Once approved officers will re-engage with ward Councillors to review each play area in their respective ward. This is hoped to be completed for January 2020. Following that the public engagement will be planned and scheduled to commence post local election period.

6. **Officer recommendations and reasons**

We recommend that Cabinet approve the revised Strategy in order to proceed with gathering and obtaining vital feedback from the ward Councillors. This will feed into, and influence, the operational plan and the public communications. It is also recommended that authority to make subsequent minor changes is delegated to the Strategic Director for Economy and Infrastructure, in consultation with the relevant Portfolio Holder and within authorised financial constraints.

7. **Cabinet Portfolio Holder's recommendations**

Kirklees Council is committed to ensuring that every child has the best start in life, that people live as well as possible for as long as possible and that we all have the opportunity to enjoy a clean and green environment. The experience of positive and creative play is an essential element of enabling our communities to achieve these outcomes. This strategy provides the opportunity for significant investment in the play experience of our Children, parents and carers in Kirklees.

8. **Contact officer**

Rob Dalby
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9. **Background Papers and History of Decisions**

- Playable Spaces Strategy and Operational Plan 19/03/2019
<https://democracy.kirklees.gov.uk/ieDecisionDetails.aspx?ID=7328>
- Revised Play Strategy and Delivery Cabinet paper 27/06/2017
<https://democracy.kirklees.gov.uk/ieDecisionDetails.aspx?ID=4208>

10. Service Director responsible

Karl Battersby
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(01484) 221000

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Kirklees Council

Playable Spaces Strategy

1. Introduction by Cllr Walker

Kirklees Council is committed to ensuring that every child has the best start in life, that people live as well as possible for as long as possible and that we all have the opportunity to enjoy a clean and green environment. The experience of positive and creative play is an essential element of enabling our communities to achieve these outcomes.

Children play in many different ways and at many different times and places. For children and young people, play is more than just 'letting off steam'; it is what they do in their own time, for their own reasons. Through play, children are able to explore the world around them and learn to take responsibility for their own choices.

Play in the outdoors has the potential to have a large and important role in a child's physical, social and cognitive development. Active play helps to build physical strength, increase fitness and teach children vital life skills such as planning, negotiating, being creative and managing risk. It also provides opportunities for children to socialise with friends and their parents and carers, which can help to ensure secure bonding and strong attachments. In addition play areas are important meeting places for parents and carers of younger children to meet and socialise. This can help break down social isolation. Play is not reserved solely for children and young people - it should be encouraged at all stages of life - with many additional benefits experienced by individuals and communities from intergenerational play.

Our Council is passionate about enabling equitable access to play in Kirklees. This ambitious Strategy is our first step towards achieving this. By building on the great and diverse assets and opportunities to play we already have in Kirklees we can ensure that our communities are able to enjoy the fantastic opportunities which play can bring.

2. Vision and Aims

Our vision is a district where all are able and encouraged to access a range of opportunities to play outdoors, benefitting their physical and mental health and well-being as well as encouraging intergenerational interaction and community cohesion.

To achieve this vision the Playable Spaces Strategy aims to:

- provide a diverse range of high quality play spaces for people of all ages, abilities and backgrounds to access challenging opportunities for play, physical activity, contact with nature and social development close to home;
- encourage active play to help build physical strength, increase fitness and teach children vital life skills such as planning, negotiating, being creative and managing risk;
- improve the overall quality of the play offer throughout Kirklees, and the financial sustainability of the network;
- provide a more effective approach to ongoing maintenance and management both within the Council and by fostering greater citizen involvement.

In order to achieve this, we will work closely with our communities to:

- understand local inequalities in play;
- identify physical and social barriers to accessing playable spaces; and
- enable communities to gain the maximum opportunity to access playable spaces and to benefit from the wellbeing benefits delivered by active, imaginative and environmentally engaged play.

The Strategy seeks to instill lifelong habits of physical activity through play amongst Kirklees citizens, recognising that this is generational change rather than short term intervention, with a commitment to co-producing and supporting communities and individuals in this programme.

The Playable Spaces Strategy is underpinned by the three key principles of Kirklees Council's Corporate Plan:

- *Working with people not doing to them:* Citizens and communities will be engaged as part of the delivery of the programme to ensure that all play areas meet the needs of the community, fostering a sense of ownership and responsibility over their play spaces. Ongoing play engagement programmes will help us to understand local inequalities in play, local barriers to accessing playable spaces, and to address these issues in conjunction with communities.
- *Working with partners:* The Playable Spaces Strategy has been produced as a partnership between Parks and Greenspace and Public Health. Delivery of the Strategy will build on this partnership and link with other Council services such as Communities. Relationships with external voluntary and community sector partnerships will be built up through site-based engagement as well as through the delivery of an ongoing play engagement programme.
- *Place-based working:* Sites will be refurbished on a case-by-case basis, in conjunction with the local community, rather than applying a "one size fits all" solution, taking into consideration areas of deprivation, housing density, health inequalities and other local factors, such as local fundraising initiatives. The Strategy is not just about providing physical places to play but also about gaining a better understanding of what physical and social factors influence the ability to access play, and how the Council can enable equitable access to play throughout Kirklees.

The Playable Spaces Strategy will contribute to the delivery of a number of the shared outcomes in the Corporate Plan, including:

- *Best start:* Providing neighbourhood environments and facilities that nurture children, offering them opportunities to explore their abilities, develop their skills and socialise both with their peers and intergenerationally.
- *Well:* Encouraging people of all ages to engage in physical activity and enjoy contact with the natural environment, contributing to good physical and mental health and well-being amongst our citizens.
- *Sustainable economy:* Improving the physical attractiveness of neighbourhoods by creating high quality green spaces, improving local property values and attracting events and other community activity and associated investment.
- *Safe and cohesive:* Ensuring all communities have access to safe places to play, providing spaces where communities can come together, and encouraging community stewardship over their play spaces.
- *Clean and green:* Ensuring all citizens have access to high quality, well maintained green spaces.
- *Efficient and effective:* Improving the efficiency of play area management within the Parks and Greenspace Service to ensure a future network of high quality playable spaces which is financially sustainable.

3. Why is play important?

3.1 Benefits of play

Outdoor play has many benefits for children, families and the wider community and is a subject area that has been widely explored in academic research.

The benefits of outdoor play include:

- the opportunity to access and participate in physical activity for both children and adults;
- the opportunity to enjoy good mental health for both children and adults;
- opportunities for children to develop their creativity and to build resilience through risk taking, challenge and problem solving;
- the opportunity for children to enjoy social interaction with peers and adults;
- the opportunity to develop bonds and attachments between children and parents/carers;
- physical and mental health benefits of contact with nature; and
- providing a focal point for communities thereby contributing towards community cohesion.

The challenge:

- Across England, 24% of girls and 32% of boys aged between 2 years old and 15 years old are meeting national recommendations of at least 60 minutes of physical activity a day.
- 56% of the Kirklees population are overweight/obese.
- 22% of Reception age children in Kirklees are overweight/obese.
- 36% of Year 6 children in Kirklees are overweight/obese.
- There is a clear correlation between deprivation and use of local green spaces – residents of more deprived areas are less likely to utilise their local green spaces.

Regular moderate physical activity, including walking and active play, can help prevent and reduce the risk of a number of chronic conditions including coronary heart disease, stroke, type 2 diabetes, cancer, obesity, mental health problems and musculoskeletal conditions; this can be achieved in many different forms, most of which can be provided through the provision of play opportunities. Active play is the most common type of physical activity that children take part in outside school. Unstructured play may be one of the best 'pop' forms of physical activity for children (British Heart Foundation 2009, *Couch Kids: The Nation's Future*).

UKActive's report *Turning the Tide of Inactivity* (2014) also suggests that reducing physical inactivity by just 1% a year over a 5 year period would save local authorities £1.2 billion. With Kirklees ranked 114th out of 150, with nearly 32% of people considered inactive, the associated cost of inactivity to Kirklees is £20,750,766 (per 100,000 people per year - UKActive, 2014).

3.2 Barriers to play

There are a number common barriers to outdoor play. These include:

- Traffic – the growing dominance of cars in residential streets restricts the space and opportunity for children and young people to engage in active outdoor play close to home.
- Negative attitudes towards children and young people playing in public spaces, with other members of the community finding this threatening or equating it with antisocial behaviour.
- Outcomes focused play provision – the replacement of free, self-directed play, with an increase in prescribed educational activities or childcare.
- Reduction in free time.
- Parental anxiety – perceived dangers, parental fear and lack of confidence can reduce the amount of time children spend in outdoor open space.

It is important to recognise that a child or family's ability to access and use play areas is influenced by a wide range of factors. This includes their relationship with their local environment or place – how attractive it is, how safe people feel, the ease of walking or cycling – as well as perceptions of the meaning and value of play and local social norms. This can be broadly defined as the 'wider determinants of play' and is demonstrated below:



Kirklees Council therefore recognises that this Strategy is not only about providing physical resources but also about clearly understanding what physical and social factors influence the ability to access play – and how we can help break down barriers to enable equitable access to play throughout Kirklees.

3.3 National policy and guidance

Reference has been made to relevant national policy and guidance in the development of this Strategy. This includes:

- Fields in Trust's *Guidance for Outdoor Sport and Play* (2015)
- National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG)
- Play England's guidance document *Design for Play* (2008)
- The Disability Discrimination Act (1995)
- The Equality Act (2010)
- Bob Hughes' *A Playworker's Taxonomy of Play Types* (1996)

3.4 Kirklees policy context

This Strategy links to a number of existing Kirklees Council policy documents:

- The *Kirklees Joint Health and Wellbeing Plan* (2018-2023)
- Kirklees Local Plan
- The *Kirklees Open Space Study 2015* (revised 2016)
- *Kirklees Open Space Demand Assessment* (2015)
- *Kirklees Economic Strategy 2014-2020*
- *Everybody Active: Kirklees Physical Activity and Sport Strategy* (2015)
- *Kirklees Playing Pitch Strategy* (2015, under revision)

- *Kirklees Rights of Way Improvement Plan 2010-2020*
- *Walking and Cycling Strategic Framework 2018-2030*

4. Community Engagement and Desktop Study

To inform the development of the Playable Spaces Strategy a district-wide engagement exercise was undertaken to engage communities and other stakeholders in meaningful conversations about play in order to better understand their feelings about existing provision and their needs for the future play site network. This data was seen alongside the desktop work looking at current play provisions within the Council's ownership focusing on, among other factors, the current quality, compliance and play value.

The overall consensus was that the play site network should provide a balanced mix of traditional play equipment as well as alternative wild play and there should be more provisions for teenagers and older children.

In addition to the community engagement, a desktop study was undertaken comprising both data analysis and a mapping exercise to analyse current play provisions within the Council's ownership focusing on, among other factors, the current quality, compliance and play value. A summary of the findings are below.

Playable Spaces engagement: key findings

- Lack of **teenage provisions** was the most common issue raised at the public engagement sessions by both teens and adults: in particular the need for sheltered areas, which are one of the main sources of complaints currently, and age-specific equipment. On only a couple of occasions were concerns about anti-social behaviour raised in relation to teen provisions, and these were usually from the teenagers themselves with regard to other teens.
- The need for **clarity and guidance on how and where people can play** was the next most frequently discussed topic at the engagement sessions. Within these discussions the issues of access to playable spaces in schools and forest schools were frequently raised.
- Respondents to the questionnaires agreed that the current play offer is limited in terms of opportunity for **varied types of play**. Only 25% believed that there were enough opportunities for different types of play.
- 60% of questionnaire respondents wanted to see **more natural play equipment** such as mounds, boulders, logs, tunnels etc. within the district along with more places that would facilitate imaginative and wild play including opportunities for den building, exploring, make-believe and adventure play.
- While there was strong support for a more diverse play offer that encouraged more types of play, it is recognised that there is still a desire for **equipped play areas** within the district as 50% of respondents wanted to see more manufactured equipment.
- Spenborough Trust Youth Parliament unanimously agreed that the play areas in the district are generally too small and 7 of the 8 members believed them to be too basic; **signposts to sites** were also suggested to enable people to find them.
- 6 out of 8 members of Spenborough Youth Parliament expressed an interest in the **wildlife** found in parks and a desire for learning and discovery opportunities. Linked to this was den making which was also a popular request.
- Amongst the primary age children in the lunchtime sticker survey voting trends suggested that the **most popular play features were not always manufactured pieces of play equipment**. Images of a traditional metal framed swing set received only 6% of the votes whilst the highest scoring play feature was a cluster of tall upstanding tree trunks, scoring 22%.

5. Strategy Recommendations

5.1 A varied mosaic of play opportunities

The research undertaken in the development of this Playable Spaces Strategy, in conjunction with the Fields in Trust play space typologies, highlights the need to provide a more diverse play offer across the district. The play offer throughout Kirklees will be designed to give communities access to a variety of safe, fun, relevant and engaging play environments as part of a strategic play network linked by playable routes.

5.2 Kirklees Play Standard

A **Kirklees Play Standard** is proposed to guide both internal (Council led) site development and for use in planning decision-making, in conjunction with the Fields in Trust Guidelines. The Standard takes into account both the community engagement findings and national guidelines. It incorporates the themes in *Design for Play* as its core principles but takes these further, with a commitment to provide playable spaces which are:

- designed for all user groups and all ages (not just for children);
- designed within the context of their environment;
- well connected with the wider community;
- encouraged to be smoke free;
- designed to complement other local play spaces, such as to offer a diverse range of play opportunities across the whole of the district.

The Standard also offers guidance on other key design considerations when refurbishing or designing new play spaces, including issues relating to risk, boundaries, equipment choice, accessibility and playable routes.

5.3 Improvement programme

A comprehensive play area refurbishment programme is proposed as part of this Strategy. The programme will be design and disseminated following ward member and public engagement sessions.

5.4 Play engagement programme

To enable the infrastructure to meet its full potential a play engagement programme will be delivered with the aim to:

- work towards gaining an in-depth understanding of barriers to play in each local area and addressing these in a bespoke manner at each site, and
- embed positive and creative use of whole sites, offering a range of activities as part of each project to encourage the whole community, including hard to reach groups, to engage with a site.

In addition to the activity programme on offer, each project will aim to recruit local volunteers as Play Area Guardians - as local community 'champions' for sites - in order to foster a culture of local stewardship. Play Area Guardians will be offered ongoing support once the projects are complete from existing volunteer networks such as Friends groups and Kirklees Council Volunteer Officers.

5.5 Ongoing risk management and maintenance

Alongside the implementation of the improvement programme an improved and rationalised playground inspection and maintenance regime will be introduced. This will ensure a compliant and

robust risk management framework is in place and that the new network of high-quality play areas is well maintained into the future.

6. Strategy Monitoring and Review

Ongoing monitoring of the Playable Spaces Strategy process and outputs will be undertaken to ensure continual refinement of the improvement programme and capturing of lessons learnt to inform future work. Findings from this review and monitoring process will be disseminated within the organisation, including to elected members.

It is intended that an operational plan is put into place to enable the realisation of the recommendations and to enable Kirklees to achieve the aims and objectives as set out in this Strategy.

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Name of meeting: Cabinet
Date: 8th October 2019
Title of report: Highway Design Guide Supplementary Planning Document

Purpose of report:

The publication of a Highway Design Guide Supplementary Planning Document is identified in the Local Development Scheme of the Local Development Framework which came into operation in December 2017.

The Highway Design Guide Supplementary Planning Document has been the subject of public consultation and it has now reached the stage where approval is being sought for adoption.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes: all wards are affected
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)</u> ?	Key Decision - Yes Private Report/Private Appendix - No
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name	Karl Battersby - 25.09.2019
Is it also signed off by the Service Director for Finance IT and Transactional Services?	Eamonn Croston - 25.09.2019
Is it also signed off by the Service Director for Legal Governance and Commissioning Support?	Julie Muscroft - 26.09.2019
Cabinet member <u>portfolio</u>	Cllr McBride - Regeneration

Electoral wards affected: All

Ward councillors consulted:

- Huddersfield Planning Committee members (20th September 2018).
- Strategic Planning Committee members (27th September 2018).
- Heavy Woollen Planning Committee members (4th October 2018).
- Cllr McBride Regeneration Portfolio Holder briefing (16th September 2019).

Public or private: Public

Has GDPR been considered? The report does not contain any personal data

1. Summary

Supplementary Planning Documents (SPDs) are produced to add clarity in relation to the application of planning policies set out in the Local Plan. The Kirklees Highway Design Guide SPD provides such clarity and aims to promote high standards of highway design that reflect nationally recognised best-practice, and facilitate the delivery of high quality residential, employment and mixed-use developments in Kirklees. This SPD is relevant to all aspects of the built environment.

2. Information required to take a decision

The publication of a Highway Design Guide Supplementary Planning Document is identified in the Local Development Scheme of the Local Development Framework which came into operation in December 2017. Supplementary Planning Documents (SPDs) are produced to add clarity in relation to the application of planning policies set out in the Local Plan. The Highway Design Guide SPD is attached to this report.

The Highway Design Guide SPD will help to encourage good design in terms of how developments, routes and spaces relate to one another to create streets and public spaces that are safe, accessible, and pleasant to use. The SPD will be used by the council as a material consideration when determining whether to approve or refuse planning applications.

The approach includes setting Highway Design Principles including:

- **Priority:** Putting pedestrians and cyclists first by designing vehicular routes that minimise barriers to their movement and ensure their safety.
- **Inclusivity:** Catering for people of all ages and abilities so that the public realm can be navigated and negotiated by everyone.
- **Legibility:** Ensuring that routes are recognisable, easy to understand, and able to be navigated by wayfinding, landmarks, gateways, nodes, and focal points.
- **Connectivity:** Integrating development physically and visually with its surroundings.
- **Permeability:** Providing a variety of pleasant, direct and convenient routes that connect to existing networks and local amenities.
- **Functionality:** Using scale, texture and colour to reflect and reinforce an areas function and character.
- **Safety:** Incentivising walking and cycling by creating a welcoming, secure and pleasant environment that incorporates natural surveillance, lighting, high-quality landscaping (greener streets) and protection from motor vehicles.
- **Durability:** Utilising robust practical materials that will stand the test of time and which are easy to maintain and replace.

- **Adaptability:** Incorporating high quality materials with the capacity to withstand and recover from environmental changes and events.
- **Sustainability:** Delivering design that reduces car travel, fuel consumption and the use of materials with high embodied carbon; thereby meeting present needs without compromising the ability of future generations to achieve their own needs and aspirations

More detail relating to these principles is set out in chapters covering issues such as prioritising pedestrians, cycling infrastructure, street design, landscaping and water management, parking and servicing.

3. Implications for the Council

The main implication for the Council in agreeing to adoption of the Highway Design Guide SPD is that it provides greater clarity for internal consultees on planning applications and facilitates the determination of planning applications. It also provides clear guidance for developers submitting planning applications to increase awareness of the council's expectations in relation to the highway design.

4. Consultees and their opinions

The SPD has been prepared in accordance with the legal regulations and has been subject to 6 weeks of public consultation which took place from 1st November 2018 – 13th December 2018. This consultation process has resulted in some changes to the document, particularly relating to how the document is read and understood as guidance and not a set of prescriptive standards to be met absolutely, with development proposals being collaborative in their approach, design, and delivery. The consultation report for the SPD is attached to this Cabinet report.

5. Next steps and timelines

If Cabinet is minded to approve the Highway Design Guide SPD for adoption, it will be necessary to advertise this and publish the relevant documents. Whilst the provisions of the SPD become operative from the time of the resolution of Cabinet any person aggrieved by the SPD has a period of 3 months from the date of adoption to appeal to the High Court.

6. Officer recommendations and reasons

The officer recommendation is that the attached Supplementary Planning Document (SPD) is approved for adoption as a basis for securing high quality highway design within development proposals and that the necessary formal procedures for adoption of the document are undertaken.

7. Cabinet Portfolio Holder's recommendations

The document was discussed with Cllr McBride at the Regeneration Portfolio Holder briefing (16th September 2019). The recommendation was to continue to proceed through adoption process.

8. Contact officer

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Steven Wright, Planning Policy and Strategy Group Leader, Planning Policy Group
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9. Background Papers and History of Decisions

- Highway Design Guide SPD (attached)
- Highway Design SPD Consultation Statement (attached)
- Strategic Environmental Assessment Determination Statement for the Highway Design Guide Supplementary Planning Document (SPD)
(<https://www.kirklees.gov.uk/beta/planning-policy/pdf/SEA-Determination-Statement.pdf>)
- Strategic Environmental Assessment Screening Statement for the Highway Design Guide Supplementary Planning Document (SPD)
(<https://www.kirklees.gov.uk/beta/planning-policy/pdf/SEA-Screening-Statement-Highway-Design-Guide-SPD.pdf>)
- Kirklees Local Development Scheme (December 2017) listing planning policy documents to be produced including the Highway Design Guide SPD
(<https://www.kirklees.gov.uk/beta/planning-policy/pdf/local-development-scheme.pdf>)

10. Service Director responsible

Naz Parkar (Service Director for Housing)
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Kirklees Highway Design Guide

Supplementary Planning Document



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This document has been prepared by Kirklees Council in collaboration with internal officers, partners and public consultation with stakeholders.

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Date Document Reviewed/ Amended	Amendment Details

If you would like this information in a different format, please contact Kirklees Direct on 01484 414746 or email local.development@kirklees.gov.uk

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Introduction

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THE VISION


Successful highway design requires a full understanding of place, context and the many factors that influence and inform the outcome of the design process. Careful assessments of sites and a collaborative approach to design are needed, if high quality streets are to be created.

The most successful streets are those where traffic and other activities have been integrated together with buildings, spaces and the needs of people, rather than vehicles, shaping the area and creating a sense of place.

This Supplementary Planning Document (SPD) will encourage applicants to deliver good highway design and contribute to the creation of attractive, high quality and sustainable places within the Kirklees district.

- i. The purpose of this Highway Design Guide SPD is to promote high standards of highway design that reflect nationally recognised best practice and facilitate the delivery of high quality residential, employment and mixed-use developments in Kirklees. This SPD is relevant to all aspects of the built environment and will help to encourage good design in terms of how developments, routes and spaces relate to one other. Good design can help to create streets and public spaces that are safe, accessible and pleasant to use. There are many benefits to be gained from thinking coherently about the way places are designed.
- ii. This guide has been prepared to outline the highway design considerations that should be taken into account in advance of preparing a scheme's 'layout'. Many aspects of a development are irreversibly predetermined once this has been finalised. A scheme's layout governs the alignment and arrangement of roads in relation to existing highways and also frames and fixes how buildings, routes and open spaces relate to one another.
- iii. Considerations relating to drainage, attenuation, utilities, structures, pedestrian movement, inclusive design, cycle provision, landscaping, parking, servicing, public transport, public open space, emergency access and street lighting should all influence and inform a scheme's layout, rather than have to adapt to it. The retrospective consideration of these details and their associated standards can cause unnecessary delay, frustration and cost and is unlikely to lead to the best outcome in terms of highway design quality. This guide will ensure that highway design considerations such as these are key design drivers rather than ancillary afterthoughts and are therefore taken into account and responded to well in advance of scheme's 'layout' being finalised.
- iv. This guide encourages developers and designers to create streets for people by responding to all the other components that make up the public realm and influence the identity of a place. It also covers the design of the 'highway' in its broadest sense, namely the public space between private property that encapsulates all public activity, including the circulation and storage of motorised traffic.
- v. Well-designed streets should accommodate all movements, functions and purposes, with their interrelationship considered from the outset. The emphasis should be on 'people movement' with the needs of people with health conditions or impairments, elderly people and children being prioritised for all modes. Walking and cycling should be considered the most important modes of transport as they increase human interaction, contribute to well-being and are the most sustainable forms of movement. In addition to offering a sustainable alternative to the car, walking and cycling can also make a positive contribution to public health, the overall character of a place and to tackling climate change through the reduction of carbon emissions.
- vi. Highway design has historically been the product of the rigid application of highway engineering standards, which has often resulted in utilitarian development that somewhat contradicts the principles of urban design upheld today. Imaginative and context-specific design that does not rely on conventional standards can also achieve the same high levels of safety and amenity. It is within this frame of reference that this guide seeks to facilitate innovative designs, which are appropriate to context and character and that can be used safely by the travelling public.

- vii. An aim of this guide is therefore to encourage a move away from generic prescribed standards by placing a more positive emphasis on using engineering judgement to arrive at feasible and reasonable context specific solutions. The SPD facilitates this by clearly outlining the parameters and principles that the council considers to constitute good highway design: the **KEY DESIGN DRIVERS**.

KEY DESIGN DRIVER:	
EXAMPLE	PRIORITISING PEDESTRIANS
 <p>1</p>	<p>Direct routes should be provided wherever possible to bus stops, local facilities, schools and adjacent neighbourhoods, in such a way that makes it more convenient and attractive to walk than to drive to such destinations.</p>

- viii. The council will assess whether development complies with the key design drivers using a **COMPLY OR JUSTIFY** approach. How and to what extent a development complies with the key design drivers will be a material planning consideration when making planning decisions. Applications that align with and respond to the key design drivers are more likely to be successful and approved without delay. The council may be flexible with regard to compliance where it can be demonstrated that a proposal represents exceptional or innovative design that significantly enhances its immediate setting and/or is sensitive to the defining characteristics of its area. Nevertheless, any divergence from the key design drivers must be fully justified within a Design and Access Statement (see page 17) or

within a separate planning statement (for minor applications). Applicants should also expect to demonstrate how they have taken account of the relevant Local Plan policies that this SPD supplements.



Image: Poynton Shared Space Scheme (Route One Publishing)

- ix. Successful highway design requires a full understanding of place, context and the many factors that influence and inform the outcome of the design process. Careful assessments of sites and a collaborative approach to design are needed if high quality streets are to be created. The most successful streets are those where traffic and other activities have been integrated together and where buildings and spaces and the needs of people, rather than vehicles, shape the area and create a sense of place. This SPD will encourage applicants to deliver good highway design and contribute to the creation of attractive, high quality and sustainable places within Kirklees district.



Image: Annie Smith Way, Birkby

GUIDANCE RELEVANT TO THIS SPD

Kirklees Council Documents supporting this SPD:

- Requirements of New and Improved Roads and Paths
- Soakaways
- Gradients
- Technical Approval of Surface Water Flow

Attenuation Tanks and Pipes

The following publication will no longer be used by Kirklees Council in Planning Decision Making:

- West Yorkshire Metropolitan County/Kirklees Council "Highway Design Guide" (1985)

- x. This SPD will be used to determine Outline, Full, Reserved Matters and Discharge of Condition applications. It will also be used to guide and advise applicants seeking pre-application advice.

Highway Design Principles

Good highway design is underpinned by a series of overarching ‘place-making’ principles that permeate through each and every aspect of highway design.

- 1 Priority:** Putting pedestrians and cyclists first by designing vehicular routes that minimise barriers to their movement and ensure their safety.
- 2 Inclusivity:** Catering for people of all ages and abilities so that the public realm can be navigated and negotiated by everyone.
- 3 Legibility:** Ensuring that routes are recognisable, easy to understand and able to be navigated by wayfinding, landmarks, gateways, nodes and focal points.
- 4 Connectivity:** Integrating development physically and visually with its surroundings.
- 5 Permeability:** Providing a variety of pleasant, direct and convenient routes that connect to existing networks and local amenities.
- 6 Functionality:** Using scale, texture and colour to reflect and reinforce an areas function and character.
- 7 Safety:** Incentivising walking and cycling by creating a welcoming, secure and pleasant environment that incorporates natural surveillance, lighting, high-quality landscaping and protection from motor vehicles.
- 8 Durability:** Utilising robust practical materials that will stand the test of time and which are easy to maintain and replace.
- 9 Adaptability:** Incorporating high quality materials with the capacity to withstand and recover from environmental changes and events.
- 10 Sustainability:** Delivering design that reduces car travel, fuel consumption and the use of materials with high embodied carbon; thereby meeting present needs without compromising the ability of future generations to achieve their own needs and aspirations.

Local Planning Policy:

- xi.** The Kirklees Local Plan sets out a vision and a framework for the future development of Kirklees district, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure. It also sets future planning policy on highway design-related issues, such as drainage, safety, access and parking.
- xii.** This SPD supplements the Local Plan policies relevant to highway design and facilitates their application. It does this by providing further guidance on how development can achieve appropriate forms of highway design and how national guidance should be interpreted and applied in a Kirklees context.
- xiii.** Supplementary Planning Documents (SPDs) are documents which add further detail to the policies in a Local Plan. SPDs can be used to provide further guidance on the development of specific sites or on particular issues, such as highway design. Only guidance in the form of an SPD is capable of being a material consideration in planning decisions (i.e. Outline /Reserved Matters /Full /Discharge of Condition). SPDs are prepared where they can help applicants make successful applications, but should not be used to add unnecessarily to the financial burdens on development.
- xiv.** This guide supports the Local Plan’s priorities and provides advice on how applicants can bring forward policy-compliant schemes. It also identifies matters for consideration which are likely to be raised within pre-application discussions.
- xv.** This SPD does not create new policy: it supplements Local Plan policy and provides guidance on the interpretation and implementation of those policies relevant to highway design.

LOCAL PLAN POLICIES SUPPLEMENTED BY THIS SPD:

- LP04 Providing infrastructure**
- LP05 Masterplanning sites**
- LP20 Sustainable travel**
- LP21 Highway safety and access**
- LP22 Parking**
- LP23 Core walking and cycling network**
- LP24 Design**
- LP27 Flood Risk**
- LP28 Drainage**
- LP31 Strategic Green Infrastructure Network**
- LP33 Trees**
- LP34 Conserving and enhancing the water environment**
- LP47 Healthy, active and safe lifestyles**

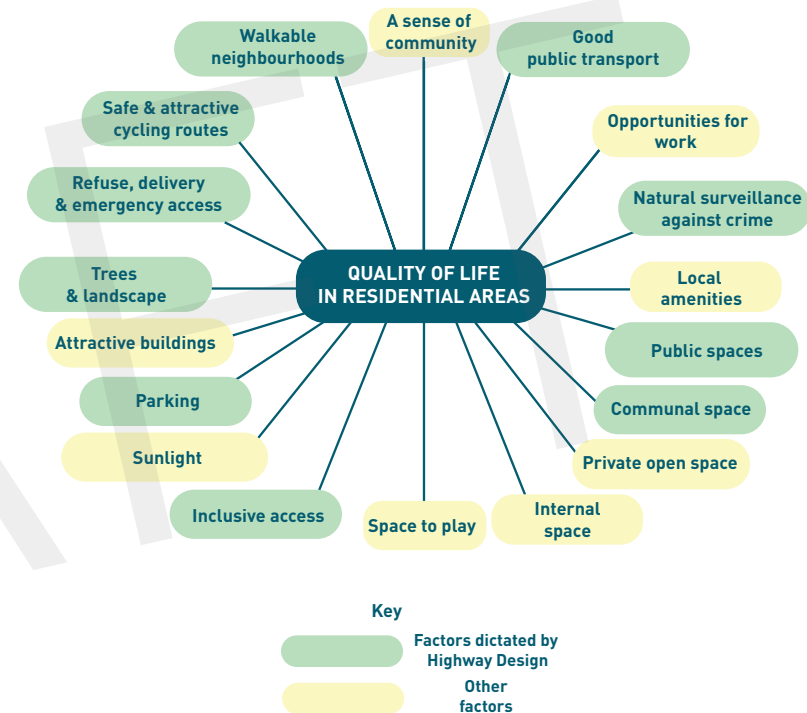
Kirklees Context:

- xvi. The north and north-eastern parts of Kirklees are densely settled and are serviced by major roads including the M62 and M606. The urban area of Huddersfield covers the central northern area of the district, while the settlements of Batley, Dewsbury and Heckmondwike are clustered in the north-eastern corner of Kirklees. Away from the large urban settlements, some small villages of a traditional character remain, such as those at Emley and Upper Hopton.
- xvii. Many of the settlements in Kirklees have their roots in historic mill towns and mining heritage, although some areas have evidence of prehistoric Iron Age settlement, including Meltham. Disused shafts, pits and workings are scattered throughout the landscape and historic rail and water-based transport routes used to support the coal and textile industries that flourished during the Industrial Revolution remain, such as the Huddersfield Broad Canal and the Huddersfield Narrow Canal.



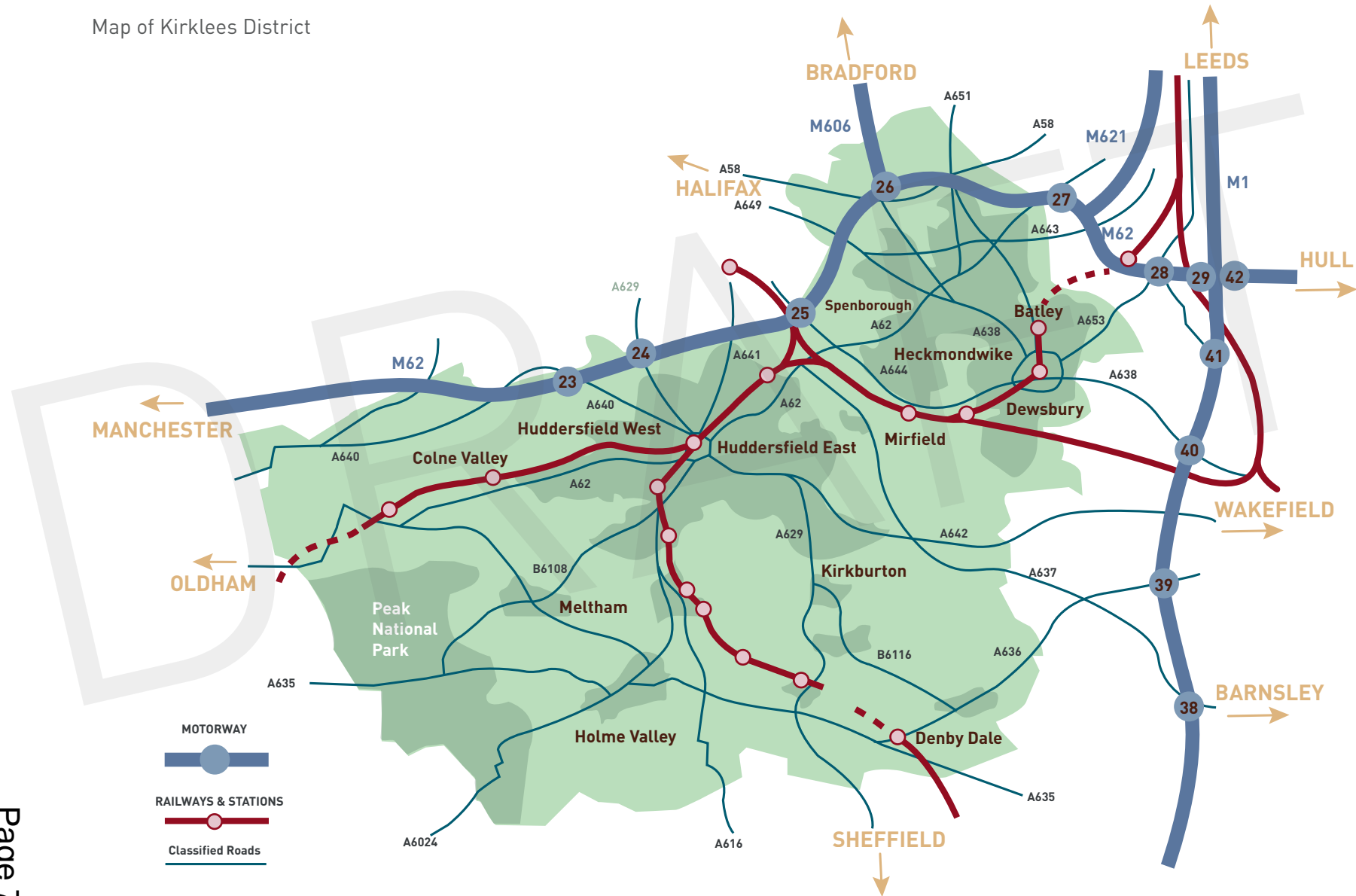
Image: View of Kirklees (Richard Harvey)

Highways have many other functions, which are a vital component of residential areas and greatly influence people’s quality of life:



- xviii. Kirklees comprises steep valley topography that in some areas can make highway design and access challenging while exacerbating surface water run-off and flood risk. The guidance within this SPD reflects and responds to these challenges.

Map of Kirklees District



Site Appraisal

Overview:

Many design decisions, particularly at a strategic level, should be based on the findings of a local character analysis, undertaken as part of a site and context appraisal. Designers of new housing developments should spend time in the local area to understand its distinctive qualities at an early stage in the design process. Good design draws upon local characteristics, either as a direct reference or as a thoughtful response to it. This should be evidenced as part of a planning application. Existing natural features, such as streams, rivers, ponds and trees, are assets that should inform the layout of development.

Highway designers should:

- » Assess the species of plants and trees on site to understand their value prior to designing the layout of the development.
- » Use existing natural features on the site to the scheme's advantage - retaining natural contours, trees and water features can help to create a characterful development.
- » Maintain and enhance existing green corridors and local wildlife habitat networks.



View new and existing public open space as an asset and consider how it can be incorporated and accessed.



Seek to retain elements that are most critical to the existing aesthetic quality.



Look carefully at how surface water naturally drains from the site and where water collects after heavy rainfall.



Identify flood risk areas and design the site layout to minimise risk of damage in the event of flooding.



Consider whether focal points can be created where there are existing natural features.

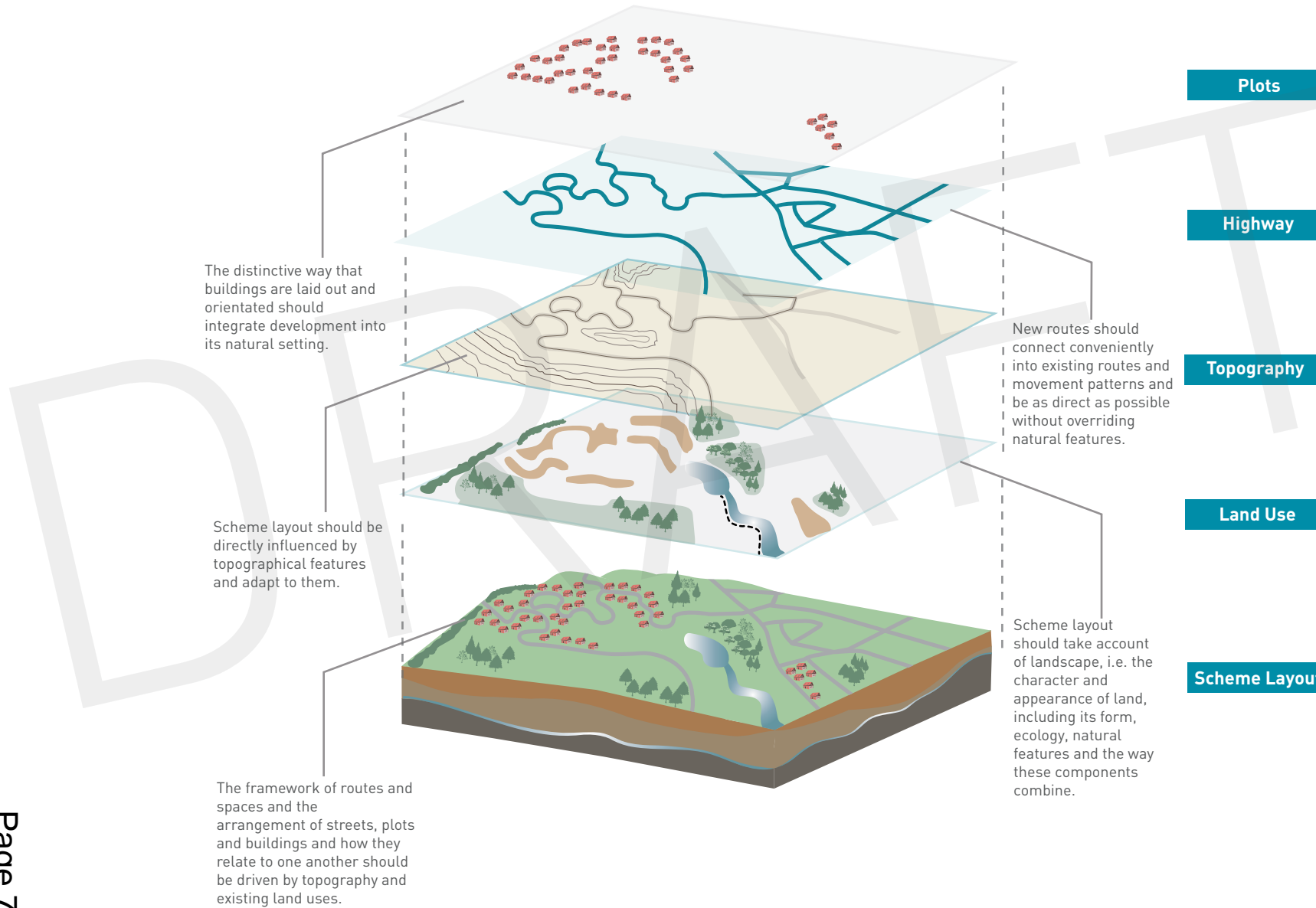


Appraise the topography of the site and consider how development can adapt to it.



Maintain and create new connections to extend the range of pedestrian and cycle links along public rights of way and greenways.

Site Appraisal



Scheme Design

- xix. A multi-disciplinary approach should be directly informed by the site appraisal and adapt to the natural environment of the site to be developed. A well-designed scheme should create a locally inspired or otherwise distinctive sense of character. The edges of a development should be outward-looking in order to visually and physically connect a scheme to its surroundings and also to contribute to the character and legibility of the adjoining townscape.

Overall proposals should aim to:

- Create a unique identity informed by early research into the site and its surroundings.
- Use tactile surfacing and a visually contrasting combination of man-made and natural materials to delineate space for cars, pedestrians and crossing points.
- Consider how hard and soft elements can be used to make drivers approach their street and home more cautiously and responsibly.
- Place emphasis on the edges of the site to ensure that important connections with adjoining residential areas are successful.
- Consider how and where landscaping and planting is required to reduce the visual impact of development and to minimise visual intrusion.
- Design creatively the built form frontages, public realm and landscaping to reinforce street hierarchies and improve legibility.

- Prioritise pedestrians and cyclists over motorists.
- Anticipate the movement patterns of pedestrians, cyclists and vehicles and what the most desirable/direct routes are likely to be.
- Ensure there is adequate parking provision for cars and cycles and decide where this can be most effectively located.
- Identify routes to local amenities and ensure that these are well signposted, safe and pleasant for local residents.
- Knit the development into the surrounding area as much as possible through the layout of roads and footpaths that link to existing highway networks and public open space.
- Incorporate pedestrian and cycle-only routes and Public Open Spaces that are overlooked by dwellings and that link the central point(s) of a development with surrounding amenities and places of interest.
- Make sure that residents can use public transport to access local amenities and the town centre.
- Provide easy access to dwellings for emergency vehicles and refuse collection.
- Envisage how future development could integrate with the proposal.
- Utilise a pattern of road types with a width proportional to building height.

Design & Access Statements

Design

The process

How the physical characteristics of the scheme have been informed by a rigorous process which should include the following steps:

- Assessment
- involvement
- Evaluation
- Design

Access

The statement needs to include two potential aspects of access and the statement should show that all access issues have been considered together not separately.

Vehicular and transport links and inclusive access

This statement should demonstrate:

- Why the access points and routes have been chosen
- How the site responds to road layout and public transport provision.
- How everyone can get to and move through the place on equal terms regardless of age, disability, ethnicity or social grouping.

Use

What buildings and spaces will be used for.

Amount

How much would be built on the site.

Layout

How the buildings and public and private spaces will be arranged on the site, and the relationship between them and the buildings and spaces around the site.

Scale

How big the buildings and spaces would be (their height, width and length).

Landscaping

How open spaces will be treated to enhance and protect the character of a place.

Appearance

What the building and spaces will look like, for example building materials and architectural details.

Application Process

- xx.** An overview of the planning application process with respect to highway design can be accessed [here](#).

Design and Access Statements

- xxi.** A Design and Access Statement is a concise report accompanying certain applications for planning permission. It provides a framework for applicants to explain how a proposed development is a suitable response to the site and its setting and demonstrates how a development will be accessed by prospective users. Design and Access Statements can aid decision-making by enabling local planning authorities and third parties to better understand the analysis that has underpinned the design of a development proposal.

They also:

(a) explain the design principles and concepts that have been applied to the proposed development; and

(b) demonstrate the steps taken to appraise the context of the proposed development and how the design of the development takes that context into account.

- xxii.** A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a Design and Access Statement should be tailored accordingly.

- xxiii.** Design and Access Statements must also explain the approach to access and how relevant Local Plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues and how the outcome of this consultation has informed the proposed development. They should also explain

how any specific issues that might affect access to the proposed development have been addressed.

- xxiv.** Applicants will be expected to take account of all the applicable elements of the government-endorsed publication 'Inclusive Mobility' by following the procedures set out within it and the standards of design it describes. Applicants should document and explain the approaches they have adopted, including any alternative options considered. Inclusive Mobility can be accessed [here](#).
- xxv.** Applicants should also describe how they have sought to address inclusive design requirements. Any deviation from the inclusive design guidance set out within this SPD must be justified within the Design and Access statement.

Design and Access Statements should:

- Include a statement of compliance with the principles and guidance contained within this SPD;
- Identify key issues and constraints;
- Reference sources of advice and guidance;
- Address principles of inclusive design and highways maintenance and management;
- Demonstrate how inclusive access to the site and facilities will be catered for;
- Comprehensively list the inclusive design standards and guidance followed.



Prioritising Pedestrians

- 1.6 Shared Space
- 1.8 Safety & Security
- 1.10 Inclusive Design
- 1.13 Surfacing
- 1.14 Tactile Paving

- 1.1 Streets, shared spaces and parking areas need to be designed to reflect the needs of motorists but not at the expense of any other users, specifically pedestrians. Well-designed streets should be based on the following user hierarchy and designed as a series of varied and well-defined spaces for all users, as well as vehicles:

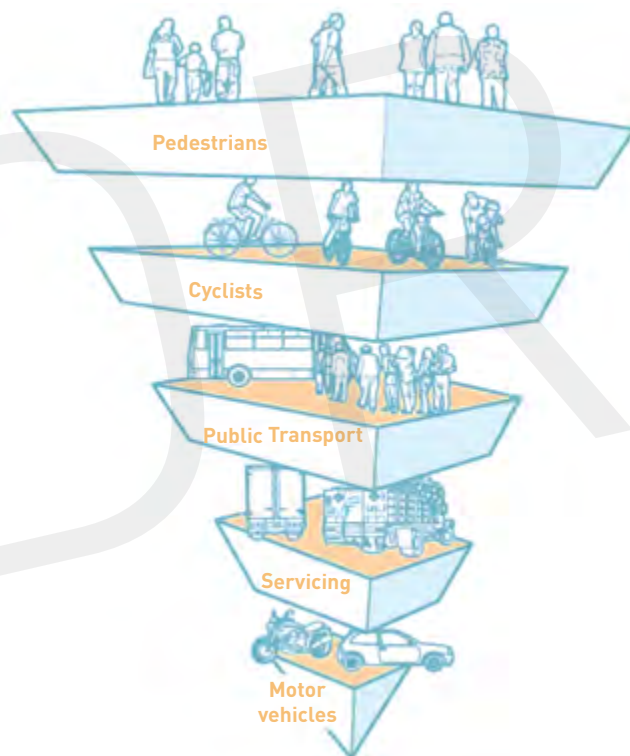


Image: Hierarchy of User Importance

- 1.2 Pedestrian routes are classified as either footways (adjacent to the carriageway or verge) or footpaths (away from the carriageway). Within new residential areas, pedestrian movement should be convenient, safe, pleasant and, thereby, the preferred mode of travel. Street trees can also enhance the pedestrian experience whilst also improving health and well-being.

1.3



KEY DESIGN DRIVER

Direct routes should be provided wherever possible to bus stops, local facilities, schools and adjacent neighbourhoods in such a way that makes it more convenient and attractive to walk than to drive to such destinations.

- 1.4 The repetition of building types and street patterns can make wayfinding and orientation around residential neighbourhoods difficult. Hence where pedestrian links are provided, they should be as direct as possible, have good intervisibility, be well lit and provide natural surveillance.
- 1.5 Bollards, chicanes or similar vehicle mitigation measures should be used to prevent the abuse of pedestrian and cycle links by motorists, whilst still maintaining access for pedestrians including those with pushchairs and wheelchairs. Any such measures should be well integrated into the landscape design of proposals and visually unobtrusive.

1.6 Shared Space:

Pedestrian movements should also be equally catered for on shared surface streets. Shared space aims to improve pedestrian movement and comfort by reducing the dominance of motor vehicles and enabling users to share the space rather than follow the rules implied by more conventional road priority management systems. Using shared space on streets in residential neighbourhoods (where there will be minimal vehicular traffic) can help to create more child-, pedestrian- and community-friendly streets. The intention is to design streets as places instead of simply corridors for vehicular movement. There is no such thing as a definitive shared space design as every site exhibits uniquely individual characteristics.

1.7 Shared space proposals should:

- Create a 'gateway' into the area of shared space that differentiates the space to the main highway. This can be achieved by a speed restriction sign, narrowing of the carriageway/overall street width, vertical change in street surface level and/or contrasting surface finishes from surrounding streets to imply pedestrian priority;
- Incorporate guidance paths to lead pedestrians along safe and logical routes;
- Manage speed through design (to achieve a vehicle speed of between 10 – 15mph, with 10mph preferred);
- Keep the space uncluttered through minimal use of traffic signs and other street furniture;
- Enable the space to be kept free of obstacles by providing accessible and unobtrusive bin presentation points;

- For visually-impaired pedestrians and also to highlight pedestrian crossing points to drivers, use the appropriately coloured tactile warning blister paving to indicate crossings in areas of shared space;
- Highlight uncontrolled crossings by a combination of the following:

Tonal/visual contrast, bollards to indicate the pedestrian entry to the crossing, a raised table (if not a level surface), narrow pinch points and differently textured surfacing and planting on vehicular approaches to crossings.



1.8 Safety & Security:

Physical measures intended to protect pedestrians from motor vehicles should be used where there is an overriding safety or security issue. Although an integral part of highway design, barriers between the road and pedestrians are visually unattractive, can be a hazard and create the impression that the highway is for motor vehicles only. Alternatively, tree and shrub planting can fulfil this role by creating a physical landscape barrier (see paragraph 4.6).

1.9

2

KEY DESIGN DRIVER

The government endorsed publication [‘Inclusive Mobility’](#) sets out guidance in relation to minimum footway widths, gradients and crossfalls, signage heights, steps and crossing points.

1.10 Inclusive Design:

Streets should be inclusive, which means that they are able to be accessed and enjoyed by people regardless of visual ability, mobility or age. Inclusive design aims to achieve solutions that create safe and accessible environments for all members of the community. An inclusive design approach also benefits other groups including but not limited to older people, people with temporary impairments, large families and parents with young children.

1.11 Inclusive design acknowledges diversity and difference and is more likely to be achieved when it is considered at every stage of the design and development process, from pre-planning to completion.

However, inclusive design is often mistakenly seen as a pre-commencement issue, which can be addressed once planning permission has been granted, rather than before the planning application stage. The most effective way to overcome conflicting policies and to maximise accessibility for everyone is for all parties to consider inclusive design from the outset of the design process.

1.12 Inclusive Mobility sets out guidance for inclusive design in greater detail:

Inclusive Mobility References

- Steps
- Ramps
- Footway gradients and crossfalls
- Footway widths
- Lighting
- Street furniture
- Resting points
- Signage

1.13 Surfacing:

Surface finishes can render an accessible route inaccessible. However, it is possible to improve accessibility and provide valuable information for people with disabilities by choosing the correct materials, particularly those with colour and texture. The best type of surface is smooth, firm and slip resistant. Surfaces must be hard enough so that wheels and walking-sticks /canes do not sink into them. Packed surfaces, such as crushed rock, gravel, sand or grit, are generally unsuitable.

1.14 Tactile paving (colour & contrast):

Tactile paving is used to warn visually impaired people of hazards in the environment. The main use of tactile paving is to identify level changes (steps/stairs and pedestrian crossings) and to differentiate cycle routes from pedestrian footways. With regard to the layout of tactile paving, reference should also be made to the detailed guidance developed by the Department for Transport (DfT) including, '[Guidance on the use of tactile paving surfaces](#)'.



Blakeridge Mill, Batley

1.15

Inclusively designed footways and footpaths should:

- be even, firm, well drained and non-slip in both wet and dry weather conditions
- be durable, easily maintained and well lit
- be installed with any necessary joints closed and flush to prevent small wheels, walking sticks and canes becoming trapped
- have a surface that is even and stable, with any variation of surface profile not exceeding $\pm 5\text{mm}$ (e.g. between paving, surface features or different surfaces)
- have well-defined edge treatments such as planting, a change of textures, or the use of kerbs (minimum 60mm) to help indicate to visually impaired people the extent of the path
- have a visually contrasting surface to their surroundings
- have a cross fall no greater than 1:50 (2%)

Covers and gratings within walking areas are to:

- be flush and non-slip
- have slots no greater than 13mm wide, with the diameter of circular holes in gratings being no more than 18mm

Footways and footpaths are not to use:

- busy patterned surfaces or highly reflective strips that can cause confusion and disorientate people with a visual impairment or learning disability

Cycling Infrastructure

- 2.3 The Sustrans Design Manual
- 2.5 Access Controls
- 2.6 Visibility



- 2.1 Cycle routes in developments should meet the same basic criteria as pedestrian routes; namely convenience, connectivity, safety, attractiveness and directness. Cycle linkages between key areas within a development and around it should always be considered and therefore designed into a scheme from the start, with particular attention to routes to schools, local facilities and neighbouring areas. Developments can facilitate new infrastructure for cyclists that links to existing and intended routes, as shown on the Local Plan Policies Map.



Huddersfield Town Centre

2.2

3

KEY DESIGN DRIVER

Evaluating how cyclists are best provided for in a development should be addressed within the planning application and informed by the detailed guidance for instance within:

- a) Local Transport Note (LTN) 2/08: Cycling Infrastructure Design (<https://www.gov.uk/government/publications/cycle-infrastructure-design-ltn-208>)
- b) Making Space for Cycling: A guide for new developments and street renewals (2nd Edition 2014) (www.makingspaceforcycling.org)
- c) Sustrans Design Manual (2014): Handbook for cycle-friendly design [here](#)

2.3 The Sustrans Design Manual outlines:

- a summary of the key principles and processes to be followed in order to create a user-focused design
- wider considerations of urban design and other measures to improve the general highway design for cyclists and pedestrians
- on-carriageway provision for cyclists on links and junctions

- cycle provision off the carriageway, whether cycle tracks alongside the road or traffic free routes away from the road (including crossings)
- how attractive, safe and secure cycle parking can be incorporated into the public realm and street furniture
- associated design issues including signing, integration with public transport and the design of new developments
- the maintenance and management of routes

2.4 The publication 'Making Space for Cycling' also outlines design principles and solutions for cycling provision and the many benefits to be gained from designing developments with cycling in mind: <http://www.makingspaceforcycling.org/MakingSpaceForCycling.pdf>



Huddersfield Train Station

2.5 Access controls:

Where off-road cycle tracks are installed away from the carriageway, access measures should be used where necessary to prevent unauthorised access by cars or motorcycles. All access barriers must comply with the Equality Act 2010 and should only be installed if abuse is considered likely and after consultation with potential user groups has been carried out. If the pedestrian and cycle routes are parallel but segregated by level difference, the preferred widths are 2.0m for the pedestrian route and 2.5m for the cycle track. Further guidance is provided within LTN 2/08. Soft landscaping and tree planting can also be used effectively to control access.

2.6 Visibility:

4

KEY DESIGN DRIVER

a) Where a cycle track joins a carriageway, an appropriate x-distance must be provided with a normal minimum of 2.4m. Where a crossing or a junction with a carriageway is approached by means of a physical barrier arrangement the x-distance can be reduced to 1.0m.

b) Further details can be found in DMRB 6/3 Part 5 [here](#)

Streets

- 3.2** Residential Street Types and Hierarchy
- 3.15** Private 'Non-Adopted' Streets or Shared Driveways
- 3.20** Industrial and Commercial Developments
- 3.25** Mixed-Use Developments
- 3.26** Carriageway Widths
- 3.31** Junction Spacing
- 3.33** Visibility
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- 3.45** Vertical Alignment
- 3.53** Construction and Materials
- 3.59** Highway Structures - Design & Construction
Procedure Guidance
- 3.62** Utilities
- 3.66** Motorcycles - Design Considerations

3.1 This SPD aims to facilitate good highway design that has due regard to statutory regulations, road safety and the place and movement principles set out in Manual for Streets 1 and 2 (MfS 1 & 2): <https://www.gov.uk/government/publications/manual-for-streets>, as well as other best practice guidance, such as Transport for London's Urban Motorcycle Design Handbook - see Appendices and (<http://content.tfl.gov.uk/tfl-urban-motorcycle-design-handbook.pdf>). Guidance that is overly prescriptive can inhibit innovation and prevent development from reflecting local character and distinctiveness. For this reason, the council welcomes a flexible approach that embraces innovation in highway design. This approach places greater responsibility on the applicant to justify the choices made during the design process, particularly in the context of future operation and maintenance. This chapter covers Residential Streets capable of adoption, Private 'Non-Adopted' Streets or Driveways, Industrial / Commercial Developments and Mixed-Use Developments.

3.2 Residential Street Types and Hierarchy:

Within new residential areas, streets need to accommodate various types of movement in a safe and convenient way. The needs of motorised traffic must be balanced with those of pedestrians of all ages and abilities, cyclists and users of public transport. Highway designs should correspond to a street's intended function and adapt to where that function changes along its length. Streets should also be designed so that they respond to their context. To achieve this, it is important that new residential streets form part of a hierarchy that is clear and legible to all users who share the same space.

3.3 This hierarchy should provide an understandable transition from distributor roads where motor vehicular space requirements may be more dominant, to residential streets where the needs of pedestrians and other non-car users are of greater importance. Linked streets that allow greater connectivity and accessibility by foot and cycle are encouraged. Developers should therefore avoid sinuous layouts with branched cul-de-sacs and discourage through-traffic using residential streets as a short cut.

3.4 This chapter provides guidance on how to design the adoptable residential street types outlined below. It aims to maximise the overall range of design choices that are possible within each street category, thus enabling the overall adoptable 'corridor' (including carriageways, footways and other areas) to reflect and enhance an overall design, rather than control it:

Street Type A: Residential Connector Street
Street Type B: Local Residential Street
Street Type C: Shared Surface Street

3.5

5

KEY DESIGN DRIVER

If there is the possibility that a street will serve further properties in the future, for instance if there is an adjacent allocated site which is likely to be developed (and accessed through the first site) then the streets should be designed to the appropriate standard, or be capable of being altered in the future. In order to 'future proof' a street layout, no 'ransom strips' or other gaps should be left between the adopted highway and a site boundary.

3.6 Whilst some form of street hierarchy is necessary to construct a network that is understandable for users, caution should be applied in the rigid application of a hierarchy based exclusively on vehicular movement. An alternative approach is proposed within MfS 1 & 2 that is based on the balance between place and movement. They state that streets should no longer be designed by assuming 'place' to be automatically subservient to 'movement'. Both should be considered in combination, with their relative importance depending on the street's function within a network. Inevitably, designs for streets within the same typology will differ as they will depend on the extent to which a street is situated within the vicinity of shops, bus stops, playgrounds, public open spaces and amenity areas (and whether it provides access to natural play spaces, greenways or wildlife habitats).

3.7 Table 1 (right) outlines design parameters based upon the number of dwellings to be served from a street. This should be considered as a starting point, with the subsequent choice of design elements reflecting the wider function of the street and place/movement principles. With respect to design speed, MfS 1 recommends a maximum of 20mph for residential streets. Therefore, it is considered that a design speed of 20mph or less would be appropriate for Type B (Local Residential Streets). Designers will be required to demonstrate how proposed street layouts will achieve the selected design speed with the street layouts being part of a Stage 1 Road Safety Audit.

3.8 The council encourages developers to construct highways to a standard that the Highway Authority can adopt via Section 38 of the Highways Act. To ensure a smooth transition through the planning and adoption processes (see Appendix 7.3), the council will collaborate with developers at pre-application stage to facilitate the approval of highway design details reserved by condition. To be acceptable for adoption by the council, residential streets should be designed to comply with the following range of requirements or provide justification on not being able to meet the guidelines:

Table 1: Summary of Residential Street Types

Title	Residential Connector Street (Type A)	Local Residential Street (Type B)	Shared Surface Street (Type C)
Potential number of dwellings	300 - 700	200 - 300	An amount generating no more than 100 VPH
Alignment	Curvilinear	Curvilinear/angular	Angular with alignment shifts
Design speed	25 mph	20 mph	15 mph
Speed restraint feature separation (Maximum)	100m	60m	40m
Forward visibilities	33m	25m	23m
Centreline radius (Minimum)	35m	20m	Based on vehicle tracking
Typical Cross-section	2m footway - verge - carriageway - verge - 2m footway	2m footway - carriageway - 2m footway	hard margin - carriageway - hard margin
Carriageway width	6.75 metres	5.5m	5.5m
Crossfall	Balanced either side of centreline	Uniform fall across carriageway	Uniform fall across carriageway
Pedestrian provision	Segregated (typical kerb check 100mm)	Segregated (typical kerb check 30mm - 100mm)	Shared surface (inc. semi-shared with 30mm kerb check footway)
Verges	1.2m grassed verge between footway and carriageway on both sides	Desirable	0.6m wide hard margin on both sides (except where a footway is provided)
On-street parking	On-street parking to be provided by laybys and/or localised carriageway widening	On-street parking to be provided by laybys and/or localised carriageway widening	On-street parking to be provided by laybys and/or localised carriageway widening

3.9 Street Type A (Residential Connector Streets):

These are the main streets that provide structure for new residential development and connect it to the surrounding urban fabric and highway network. Connector Streets can provide a transition between the surrounding major roads and the more pedestrian dominated Local Residential Streets (Type B). Connector streets provide the primary vehicular access to an area and link with other street types within new development to form the backbone of a permeable network of streets for pedestrians and cyclists. It is likely that this street type would also carry the majority of bus traffic through any new development.

3.10 For developments over 300 dwellings, at least two points of vehicular entry/exit are preferred to maximise accessibility, connectivity and efficient operation in emergencies. Although the provision of more than one access is encouraged, in exceptional circumstances, where this is not possible, a single vehicular access may be accepted providing that the access and internal network form a loop that is of a suitable width; with the shortest possible distance between the top of the loop and the point of access. Cul-de-sac layouts will normally be discouraged unless deemed absolutely necessary due to exceptional circumstances. The council welcomes early engagement on the types of layout that prospective applicants wish to propose.

3.11 For connector streets, a verge or hard margin between the footway and carriageway should be provided to increase separation between vehicles and pedestrians. Planting trees in this zone can increase perception of this separation and will 'green' the street environment. Certain types of vegetation can affect safety (for example visibility on bends and at junctions); therefore only appropriate street tree species with fastigiated form, small leaves, slender trunks and higher foliage should be planted alongside the carriageway where safety is a concern.

3.12 Street Type B (Local Residential Streets):

These are the general streets within residential areas that carry a wide range of movement, provide the main setting for new homes and allow direct access to individual dwellings. Local residential streets will be used by service vehicles and the requirements of these vehicles will need to be accommodated, although they should not over dominate. Layout and on-street parking will also need to be appropriately designed and controlled.

3.13 Local residential streets may provide access (depending on the scale of development) directly onto the existing external network or onto a Connector Street (Type A) before reaching the main road network. These streets are unlikely to carry large volumes of traffic or bus routes, meaning that geometry requirements can vary as a result, thus allowing for increased on-street parking and the incorporation of street trees to provide a more natural setting.

3.14 Street Type C (Shared Surface Streets):

This street type has shared surfaces (for pedestrians and motor vehicles) and is designed to accommodate slower speeds, which should be self-enforcing through good design. Pedestrians can safely share the whole street with vehicles; however designated pedestrian routes may still be required for more vulnerable users within the context and nature of the development for example older people, people with disabilities and those with children. It is more appropriate if shared surfaces have different surfacing to Type A and B streets (e.g. block paving) and incorporate different surface materials to delineate the different functions of the highway at different points. Street tree planting can also be incorporated within shared surfaces to break up large swathes of hard surfacing. Care should be taken to coordinate street lighting and street tree planting locations to ensure

that shared surfaces are adequately lit and that trees do not conflict with on-street car parking provision as they grow.

3.15 Private 'Non-Adopted' Streets or Shared Driveways:

New development serving more than five dwellings (or any existing private road which will serve more than five dwellings after completion of new development) should be laid out to an adoptable standard and be able to be offered for adoption. The council does not normally adopt developments of up to five dwellings or fewer.

3.16 Developments (in excess of five dwellings) with appropriate layouts may be considered acceptable to be served by private driveways under certain conditions. These are outlined below:

- The developer agrees (with the council) the principle of the roads remaining private
- The developer agrees the long-term maintenance programme for the highway infrastructure
- The developer agrees how the entrance to the private development is to be defined on site
- The highway infrastructure is designed and constructed to an appropriate standard, commensurate with the guidance provided for an adoptable standard

3.17 Whilst private streets and drives can often deliver a higher standard of materials than may be achievable with an adopted street, the following potential implications should still be taken into account:

- Future maintenance liabilities

- Public liabilities; Street cleansing
- Access for refuse collection vehicles, communal bin stores, individual bin presentation points
- Grit bin provision;
- Drainage; Lighting;
- The council has no powers under the Highways Act;
- The Police has no powers to remove obstructions

3.18



KEY DESIGN DRIVER

To ensure that residents can access their properties, a private drive serving five dwellings or fewer should be a minimum of 4.5m wide (5.0m wide if there are structures along its initial length for example walls) for the first 5.0m of its length. This will allow vehicles to turn in and turn out. Carriageway widths after that point should be designed to respond to built form and operational requirements.

3.19 The horizontal alignment and need for passing places should be based upon practical requirements and vehicle tracking where necessary. It should be noted that a refuse vehicle needs to be able to get within 25m of all drive-ends or communal storage locations and a fire tender needs to be able to get within 45m of all rear dwelling entrances. If these distances cannot be achieved, on-site turning facilities may be needed if other mitigation measures are not in place.

Industrial and Commercial Developments:

3.20 To be acceptable for adoption by the council, industrial and commercial estate roads should be designed to comply with the following range of requirements or provide justification on not being able to meet the guidelines as set out in Table 2:

Table 2: Summary of Industrial/Commercial Street Types

Type	CA	CB
Title	Major Industrial Commercial Road	Minor Industrial Commercial Road
Size of development	Up to 20 ha	Up to 8 ha
Alignment	Curvilinear	Curvilinear
Design speed	25 mph	25 mph
Speed restraint feature separation (Maximum)	120m	120m
Forward Visibilities (Minimum)	33m	33m
Centreline Radius (Minimum)	35m	35m
Typical Cross-section	2m footway - segregated cycleway - carriageway - segregated cycleway - 2m footway	2m footway - segregated cycleway - carriageway - segregated cycleway - 2m footway
Carriageway Width (Minimum)	7.3m	7.3m
Crossfall	Balanced either side of centreline	Balanced either side of centreline

3.21 Industrial and commercial streets will be more intensively focused towards vehicular movements than residential areas, given the volume and type of traffic expected to use these streets. Nevertheless, the needs of other street users should still be given equal consideration. Particular attention should be given to LGV (HGV) /cyclist interaction as segregated and/or dedicated cycle routes may be required. Direct, safe and convenient pedestrian routes should also be provided to and from premises to public transport stops, with the latter incorporating pollution resistant trees and shrubs to improve drainage, air quality and visual amenity; thus creating a more pleasant environment for pedestrians.

3.22 Major industrial and commercial roads (CA) designed in accordance with the guidance set out in Table 2 will serve industrial or commercial developments up to 20 Hectares. Above this level, roads will need to be designed in accordance with the Design Manual for Roads and Bridges (www.standardsforhighways.co.uk/ha/standards/dmrb/). When designing industrial and commercial estates, applicants should try to produce a layout that is self-contained and that segregates industrial uses from local/residential traffic. Minor industrial roads (CB) serve industrial or commercial developments of up to 8 hectares (or an industrial building with a gross floor area of 40,000m²) and provide direct frontage access to individual premises. Where a minor industrial road is intended to serve a mainly B1 office development (with a very low number of LGV [HGV] movements), there may be flexibility to vary the above requirements through discussions with the council.

3.23 It is common for industrial units to be sited around a central turning area with each unit having its own forecourt for loading and parking. Where additional staff car parking is required, this could be provided in a communal area, which is conveniently located. The shared turning head should be a minimum diameter of 25m to enable either a 10m rigid or 16.5m articulated vehicle to turn clear of the individual unit forecourts. A forecourt depth of at least 7 to 10m should be provided,

with a 600mm overhang strip around the extent of the adoptable or private industrial road. Where units of a greater floor area are proposed, forecourt depths must be increased to accommodate the larger vehicles expected to visit the development. Table 3 below indicates Unit Floor Area to Forecourt Depth requirements:

Table 3:

Unit Floor Area (m2)	Forecourt Depth (m2)
Up to 50	7
51 to 150	10
150 and above	16.5

3.24 The council will not support the installation of security gates that are on or open over the highway; however these may be permissible in the case of private courtyards. Where gates are proposed they should be set back by a minimum of 16.5m (or proportionately to the developments operational requirements) from the highway boundary.

3.25 Mixed-Use Developments:

Planning policies encourage mixed-use developments (i.e. residential and commercial units) that are served from the same access. The council will apply highway design standards flexibly when considering mixed-use proposals. Connector streets (Type A) can be designed to accommodate a mix of residential and commercial traffic where necessary. Moreover, carriageway widths and other guidance will be partly dependent on the percentage of larger vehicles that are expected. The point at which a mixed-use development should be designed as an industrial or commercial road should be discussed with the council before a planning application is submitted. To ensure the safety of pedestrians it is recommended that a separate footway

be provided where pedestrian movement is likely. This might need to be situated between the existing highway and the site and/or within the courtyard itself. Private parking areas and forecourts should be properly drained and delineated with trees to help mitigate against any noise or visual impacts. Careful consideration should be given to tree positioning in order to ensure that CCTV and security lighting remains unobstructed as trees grow. Applicants are also encouraged to utilise permeable surfacing materials, such as grasscrete to reduce surface water run-off. Unsealed and loose materials, such as hard-core, crushed stone or gravel, are not considered acceptable. Early consideration should be given to waste collection access and storage points to ensure they are a suitable size and will not conflict with car parking provision.

3.26 Carriageway Widths:

The ease and the speed, with which vehicles may move along highways depends in part upon the tolerances available both between vehicles and carriageway alignment and widths. On the external highway network (where maintaining traffic flow is the main function, recorded vehicle speeds are 37mph and over or the speed limit is 40mph or over) carriageway widths and visibility requirement should be in accordance with the recommendations outlined within the Design Manual for Roads and Bridges www.standardsforhighways.co.uk/ha/standards/dmrb/

3.27 On residential streets however, where traffic flows are light and where journeys are starting or ending, drivers may be expected to accept smaller tolerances consistent with the aim of managing vehicle speeds and encouraging careful driving. Whether or not smaller tolerances will cause unacceptable delay, reduce safety, or result in damage to footways and verges, will depend upon the types and volumes of traffic, the design of the carriageway surrounds and

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the distances over which drivers have to proceed. These factors may vary considerably within a layout. The desirable design dimensions for new or improved streets are outlined in Table 1 (page 29) and take into account the functions of the street and the type, density and character of residential development proposed.

N.B. A commuted sum is sometimes required for adoptions. This is calculated in accordance with guidance issued by the Association of Directors of Environment, Economy, Planning and Transportation (ADEPT). The value of commuted sums will be determined by the council on a site- specific basis.

Details will be provided to the developer in advance of entering into the appropriate agreement (for example Section 38 or 62) with the council. Likely elements for commuted sums include: Bridges; Soakaways; Planting; Grassed areas; and Structures within the highway.



Ainley Top, Huddersfield

- 3.28** Swept path analysis can be used to determine the space required for various vehicles and is a key tool for designing carriageways for vehicular movement within the overall layout of the street. Swept path analysis (vehicle tracking) often proves beneficial in determining how vehicles will move within a street. Notwithstanding, it is important to recognise that the potential layouts of buildings and spaces should not be dictated by carriageway alignment. For example, designers can vary the space between kerbs or buildings as the kerb line does not need to follow the line of vehicle tracking if careful attention is given to the combination of sightlines, parking and pedestrian movements.

3.29



KEY DESIGN DRIVER

The typical width of adopted carriageways is generally 5.5m. This allows all vehicles to pass each other with ease given the infrequency of large vehicles on residential streets. This width is only sufficient to cope with typical residential traffic provided that sufficient off-street parking is available. Carriageway width should have consideration within the context of the development in providing providing for pedestrians, crossing points, cyclists, on-street parking and servicing.

- 3.30** Where large vehicles, such as removal lorries, require access, passing places may be required. The carriageway width required between passing places and on bends will then depend upon the combinations of vehicle types expected forward visibility, the frequency with which vehicles may meet each other and the delay that may be caused to traffic movement.



3.31 Junction Spacing:

8

KEY DESIGN DRIVER

The geometry of new junctions (either onto the existing external highway network or within a development itself) must take into account both the type of traffic on the minor route and also the existing (or likely future) traffic flows and speeds on the major route. The number of new accesses, junctions and private means of access will be restricted in the vicinity of sites that generate high pedestrian flows (e.g. schools).

3.32 As a general principle, junctions should be avoided near the crest of a street or on a bend unless adequate visibility, sightlines and other safety features can be achieved. The need for and provision of junctions on new highways and additional junctions on existing routes, should be assessed in the context of a wide range of factors; such as the need for access at particular locations, the impact on the size of development parcels, the potential for interaction between adjacent junctions and

the consequent effect on user delay and road safety. A minor route should ideally meet the major route perpendicular for the first 10m.

Table 4: Junction spacing guidance:

	Consecutive	Staggered (see notes)
Major road network – 40 mph limit	120m	60m
Major road network – 30 mph limit	90m	45m
Type A (Residential Connector)	45m	22.5m
Type B Street (Local Residential)	33m	16.5m
Type C (Shared Surface)	Design dependent	Design dependent
Type CA (Major Industrial)	60m	30m
Type CB (Minor Industrial)	60m	30m

Notes: Right-left staggered junctions are preferred as they generate fewer conflicting movements.

3.33 Visibility:

Speed	Kilometres per hour	16	20	24	25	30	32	40	45	48	50	60
	Miles per hour	10	12	15	16	19	20	25	28	30	31	37
SSD (metres)		9	12	15	16	20	22	31	36	40	43	56
SSD adjusted for bonnet length. See 7.6.4		11	14	17	18	23	25	33	39	43	45	59

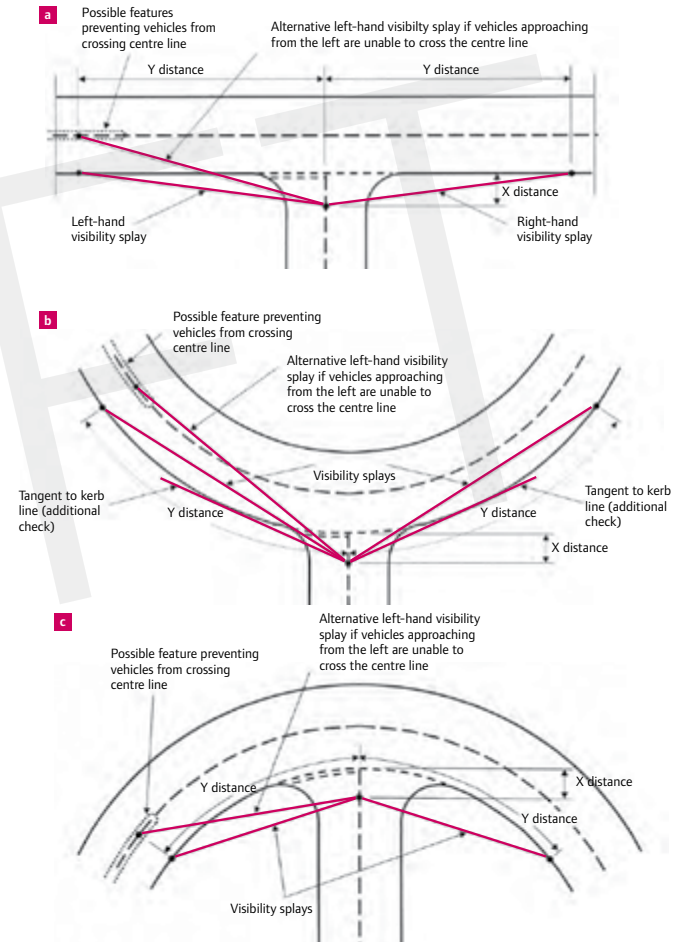
MfS 1 & 2 introduced amended visibility guidelines (above) on routes within built-up areas having vehicle speeds of up to 37 mph. For the purposes of this SPD, the MfS recommended visibilities are considered appropriate in the following circumstances:

- i) Within new residential developments themselves
- ii) The proposed or existing access junction onto the external highway network, where the major route meets all of the following in the vicinity of the junction:
 - a) It is within a built-up area;
 - b) The place function of the street is more important than the movement function;
 - c) It does not exacerbate existing design deficiencies that adversely affect safety.



3.34 The question of whether a particular location is built up and has a 'place' or 'movement' will need to be considered. In general terms, it relates to an area where there is development on at least one side of the carriageway with accesses, junctions, activity and other features, which will clearly influence driver behaviour and speed. For routes that carry over 10,000 vehicles per day and/or have vehicle speeds greater than 37mph, the visibility guidelines within the Design Manual for Roads and Bridges (DMRB) should be followed.

3.35 When preparing proposals, forward visibility should be measured in accordance with the above diagram and MfS 1 & 2. The measurement of X and Y distances is shown on the diagrams below and explained in MfS 1&2. Y distance should be based on the recommended Stopping Sight Distance (SSD) and guidance regarding visibility can be found within MfS.



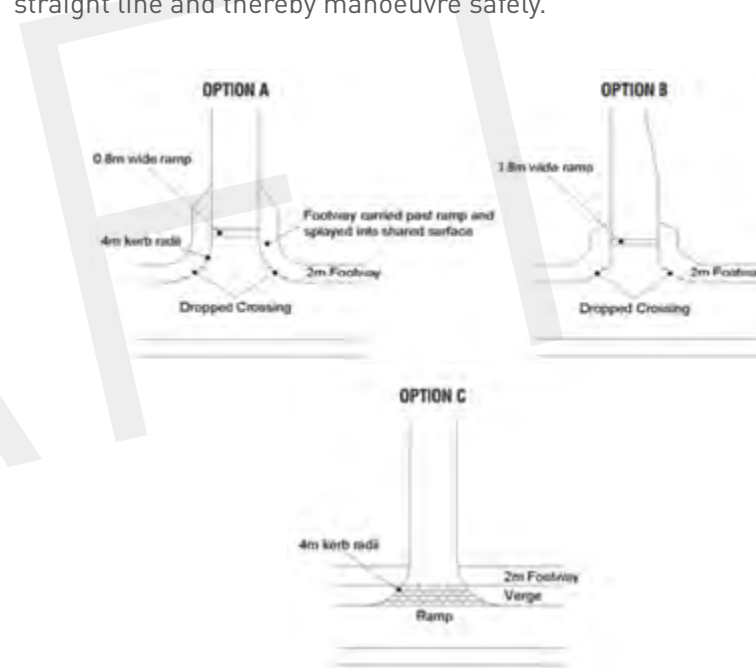
3.36 Table 5: Recommended guidelines for junction radii and visibility layouts:

Priority Route	Non-Priority	Radius (minimum) see note (a)	X-Distance (minimum) see note (b)	Y-Distance (minimum) see note (c)
Major Road	Type A	10m	2.4m	See note (c)
	Type B	10m	2.4m	See note (c)
	Type C	4m or see note (e)		
Type A	Type A	6m	2.4m	25 or 33m
	Type B	6m	2.4m	25 or 33m
	Type C	4m or see note (e)		
Type B	Type B	6m or splays - see note (d)	2.4m	25m
	Type C	4m or see note (e)	2.4m	25m
Type C	Type C	4m or splays – see note (d)	2.4m	17m
Major Road	CA	15m	2.4m	See note (c)
	CB	15m	2.4m	See note (c)
Major Industrial Road (CA)	CA	15m	2.4m	33m
	CB	10m	2.4m	33m
Minor Industrial Road (CB)	CB	10m	2.4m	33m

Notes

- a) The kerb radii given are typical values, but are subject to variation depending on street types and widths. The 15 m 'CA' radii can be reduced where the development comprises mainly offices. As a principle, radii should be minimised to assist pedestrians and should be checked using vehicle tracking.
- b) The 'X' distance is generally accepted at 2.4m (typical bonnet length), however, there may be instances where justified that this measurement could be decreased or increased.
- b) The 'Y' distance (Stopping Sight Distance) is dependent on the 85th percentile wet weather speed of vehicles on the major road if they are available. If not, then the existing speed limit or the design speed of the road should be used in the first instance. Any proposals to reduce the 'Y' distance will only be considered if appropriate speed management measures are proposed, they form part of a wider scheme and are considered appropriate.
- c) For these junctions, the entrance curves may be replaced by a more angular, splayed arrangement.
- d) A junction between a Type C street and a road with footways should incorporate a dropped crossing. This emphasises to drivers that they are entering a different type of street. Busy major roads should connect with a conventional 4 metre corner radii and incorporate a ramp 5-12m from the tangent point. See paragraph 3.37.
- e) A junction between a Type C street and a road with footways should incorporate a dropped crossing. This emphasises to drivers that they are entering a different type of street. Busy major roads should connect with a conventional 4.0m corner radii and incorporate a ramp 5-12m from the tangent point. See paragraph 3.37.

3.37 Shared surface junctions can be in the form of any of the arrangements shown below. Option A should be used where there is a need to get vehicles off the priority route as quickly as possible. If Option C is used for a junction onto a Type A street, then the ramp will need to be set back 5.0m to 12.0m from the channel line to ensure that cyclists and motorcyclists can traverse the ramp in a straight line and thereby manoeuvre safely.



3.38 The junction of a shared private drive onto a Type A, B and C can be formed using a dropped crossing. On higher standard routes, ideally a 4.0 metre radii should be provided. Where access is taken from a Type A Street or a higher standard route, the initial 5.0m section of shared Private Drive should be 5.0m wide.

3.39 Speed Restraint:

To ensure that the design speeds identified for each type of street are not exceeded, it may be necessary to design self-enforcing speed restraint measures into development from the outset. The speed of vehicles is a key factor in improving road safety and minimising future potential accidents. There is a significant lowering of the severity of accidents involving pedestrians and other vulnerable road users when the speed of the vehicle involved is less than 20mph.

3.40



KEY DESIGN DRIVER

All Connector Streets (Type A) should be designed to manage vehicle to 25mph and below. Local Residential Streets (Type B) should be designed to be self-enforcing to keep speeds below 20mph and Shared Surface Streets (Type C) below 15 mph. Retrospective speed restraint relies on the introduction of engineered measures to slow vehicles down. In order to achieve this, speed restraint/management should be considered an integral part of the overall design process; and assessed as part of the Stage 1 Road Safety Audit.

- 3.41** A driver's perception of a safe speed is also materially affected by the spacing, form and proximity of the buildings served by the street, plus the surface materials and hard and soft landscape elements used. Natural speed reducing features that respond to the built form and layout of a development should be used wherever possible to help prevent traffic infrastructure dominating the visual appearance of the street. Closing speeds also need to be taken into account in locations where the carriageway is not wide enough to accommodate the two-way passing of vehicles. Trees, bollards, level changes and contrasting street materiality are just some elements which can be combined to slow traffic.

- 3.42** Although not exhaustive, typical examples of speed restraint measures that may be considered appropriate are set out in Manual for Streets (Page 88, Paragraph 7.4.4) [here](#).

- 3.43** Other complementary measures which would not qualify exclusively as formal speed restraint measures, but that can be combined with formal measurements to assist in encouraging reduced vehicle speeds as part of a comprehensive series of measures, include:

- vertical elements, such as trees, bollards and street furniture
- contrasting textured surfacing (N.B. the materials used should be carefully considered to respond to the built context of the development and allow for effective future maintenance)

- 3.44** The design of non-standard speed restraint features should be informed by consultation with emergency and public transport services. When proposing the integration of speed restraint features, applicants should carry out this consultation and provide consultation responses alongside their application.

3.45 Vertical Alignment:

Streets should follow the topography of a site to avoid an unnatural appearance; however there may be occasions when this is not possible for safety or design reasons. The introduction of cuttings or embankments in such circumstances must be well integrated into a site's topography, with any retaining structures complementing the overall palette of materials. Cuttings and embankments that are battered back to a stable angle and landscaped are preferable to the introduction of retaining structures.

3.46



KEY DESIGN DRIVER

a) The desirable maximum carriageway longitudinal section gradient on all adoptable Street Types is 1 in 20 (5%). If this is not achievable then the specific circumstances should be discussed with the council in order to address potential mobility and safety implications. A gradient no steeper than 1 in 10 (10%) is preferred. The gradient of a non-priority route on the approach to a junction should be a gradient of 1 in 40 (2.5%) for the initial 10 metre length with an absolute maximum of 1 in 25 (4%).

b) With regard to mobility, 1 in 100 (1%) is never an obstacle, 1 in 50 (2%) can be managed by most people (and also provides good drainage), 1 in 40 (2.5%) can be managed by the majority people, but gradients steeper than 2.5% prove impossible for many manual wheelchair users.

3.47 The minimum general gradient for adequate drainage is normally 1 in 80 (1.25%), including block paved carriageways. Between 1 in 80 and 1 in 200 (0.5%) channel blocks are required, but these are not appropriate for Type C Shared Surface Streets. The minimum gradient that the council would adopt is 1 in 50 (2%).

3.48 The preferred carriageway crossfall is 1 in 40 (2.5%), although where there is sufficient design justification (for example to minimise impact on adjacent trees) this can be increased to an absolute maximum of 1 in 25 (4%). Grade changes across the centreline should be designed to be no more than 5% unless an alternative acceptable solution is proposed.

3.49 Vertical clearance for structures (headroom) of 5.3m will normally be required over the full carriageway width, plus 0.45m to either side. A minimal vertical clearance of 4.2m will be allowed for Type C streets where access is via an archway. Further advice on vertical clearance is included in DMRB Chapter 6 [Here](#).

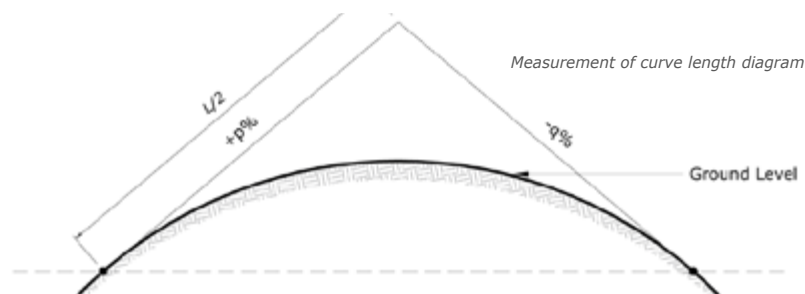
3.50 Where a change of gradient occurs, vertical curves will be required at sags (valleys) and crests (summits) for driving comfort and to provide adequate forward visibility. The maximum gradient of drives to individual garages is normally 1 in 10 (10 %).

3.51 The required length of a vertical curve is calculated using the formula $L=KA$, where L is the length of the curve (in metres), A is the algebraic difference in gradients (expressed as a percentage) and K is taken from the following table:

Table 6: Vertical Curve Parameters

Street Type	Design Speed (mph)	Minimum K Value	Minimum Curve Length
A: Residential Connector	25	6.5	30m
B: Local Residential	20	3	20m
C: Shared Surface	15	2	20m

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3.52 The lowest point of any adoptable carriageway should be 600mm above the 1 in 100 year flood level. If there are justifiable reasons why this level is not achievable, these should be discussed with the council.

3.53 Construction and Materials:

Good highway design and construction can enhance the character of new development by contributing to the attractiveness of its appearance. The materials selected should combine to form a cohesive palette and exhibit tones and textures that reflect or complement those used in the local area. The future maintenance of materials should also be considered with the number of different materials kept to a minimum. There will need to be a more coordinated approach on larger sites where several developers may be present, particularly at the interface between different development plots.

Proposals should:

- use materials that complement dwellings and surroundings
- use materials which are durable, adaptable and sustainable (see the 'Highway Design Principles' within the introduction)
- avoid the over-use of tarmac

- break up tarmac highways with other materials, e.g. occasional strips of granite or stone cobbles
- create environments that support use by people with visual impairments

3.54 Using the same bituminous materials over driveways, footways and highways has the effect of 'joining together' the floorscape from house to house across the street, making the street feel wider than it is and out of scale with pedestrian areas. Therefore, the use of alternative materials is encouraged for footways and driveways to help break up the streetscape.

3.55 Breaking up bituminous materials used over a wide and highlighting the varying uses of areas with other materials can provide a natural and contrasting relief in an inexpensive way. Using a contrasting material on footways will help delineate routes for pedestrians and discourage motorists from parking on them. Driveways should be smaller scale units of paving with rolled aggregate to help delineate the boundary of the front garden and drive from the back edge of the footway.

3.56 Granite and stone are very hard and non-absorbent so do not absorb stains. When laid properly, they are low maintenance and will withstand very heavy loads. Stone generally improves rather than deteriorates with age. Concrete is also strong, but is prone to staining. If a surface material needs to be excavated, every effort should be made to reinstate the surface with a 'like for like' material that makes newer patches less visible and preserves the quality of the streetscape.

3.57

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KEY DESIGN DRIVER

Materials should be in accordance with the 'Standards for Highways' guidance [here](#). Specifically, Volumes 1 and Volume 2 of the Manual of Contract Documents for Highway Works (MCHW) and Volume 2 of the Design Manual for Roads and Bridges (DMRB).

3.58 Applicants may also wish to consider whether alternative materials can be used in place of standard highway surface materials and traffic furniture. This should be discussed and agreed with the council in advance of submitting a planning application. The Standards for Highways website holds all the essential documents on the design, construction and maintenance of highways, including links to:

- Interim Advice Notes (IANs)
- Routine and Winter Service Code (RWSC)
- Network Maintenance Manual (NMM)
- Technology Management and Maintenance Manual (TMMM)

A commuted sum is sometimes required for adoptions. This is calculated in accordance with guidance issued by ADEPT. Enhanced commuted sums might be required for those materials where abnormal maintenance costs are likely to occur.



Skelmanthorpe, Denby Dale

3.59 Highway Structures - Design & Construction Procedure Guidance:

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KEY DESIGN DRIVER

Highway structures are key components of the highway network and their design and structural adequacy has a substantial impact on the safe operation of the highway. It is therefore a requirement that technical approval procedures must be followed for the design and construction of all new or modified highway structures (in compliance with the Department for Transport's Departmental Standard BD 2).

3.60

The procedures defined in that document shall apply to:

- Highway structures which are proposed for adoption by the Highway Authority under Sections 38 and 278 of the Highways Act 1980.
- Highway and private structures requiring the consent of the Highway Authority under Section 167 of the Highways Act 1980.
- All proposals in connection with private developments to construct, assess, modify, repair (where structural integrity may be implicated) or demolish a structure within the highway boundary.
- Proposals that are outside the highway boundary where the design, construction, maintenance or demolition of the structure may affect the highway, highway structure or the safety of a highway user.

The details of the council's procedures are set out on the council's website [here](#).

- ### 3.61
- Developers and their structural engineers are strongly advised to fully familiarise themselves with the Highway Structures technical approval process so as to mitigate any delay in their programme of works.

3.62 Utilities:

Consideration should be given to the location and installation of utility apparatus in the highway, both above and below ground, particularly where surface areas are shared. Where an applicant wishes to propose a shared-surface layout without a separate service margin, early discussions should be held with utility providers and details of proposed locations for utility equipment should be submitted to the council for prior consideration. Due to an increase in metal theft, particular consideration should also be given to the position, surveillance and design of utilities equipment.

- ### 3.63
- If requirements cannot be met within clearly defined adoptable areas, utility apparatus should be located outside the adoptable highway, which may necessitate an easement to allow utility providers access for future maintenance.

3.64

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KEY DESIGN DRIVER

Utility apparatus (above and below ground) should be positioned in accordance with the requirements of NJUG: <http://streetworks.org.uk/resources/publications/>
All Utility excavations should be backfilled with Type 1 class material to the underside of the road construction.

- ### 3.65
- Where access covers are located within block paved or flagged footway surfaces recessed covers should be used and the paving pattern continued across the cover. However, where vehicles can overrun covers (for example shared surfaces) they should be ideally constructed from cast iron and incorporate decorative detailing.

3.66 Motorcycles - Design Considerations

Consideration should be given to motorcycle users when designing highways, including but not limited to the following aspects:

Surfacing and skid resistance:

- Are there locations where high skid resistance surfacing (such as on bends or approaches to junctions) would be beneficial?
- Do changes between different types of surfaces occur at locations where they could adversely affect motorcycle stability (such as on bends or approaches to junctions) and are they perpendicular to the carriageway?

Road markings:

- Are directional arrows and other road markings placed in a manner that will not create poor skid resistance for motorcyclists at critical locations (for example bends, immediate approaches to junctions)?

Drainage:

- Will the scheme drain adequately, or could areas of excess surface water form (causing a greater hazard for motorcyclists than for other vehicles)?
- Could excessive water drain across the highway from adjacent land?

Visibility:

- Are visibility splays adequate and clear of obstructions, such as street furniture and landscaping?
- Will sight lines be obstructed by permanent or temporary features, for example bridge abutments or parked vehicles?
- Are sight lines adequate on and through junction approaches and from the minor arm?

Landscaping:

- Could areas of landscaping conflict with sight lines?
- Could planting affect lighting or shed leaves on to the carriageway?

Signs:

- Have traffic signs been positioned away from locations where there is a high strike risk?
- Are signposts passively safe or protected by safety barriers where appropriate?

Public Utilities Services Apparatus:

- Are boxes, pillars, posts and cabinets located in safe positions away from locations that may have a high potential of errant vehicle strikes? Do they interfere with visibility?

Landscape & Water

- 4.3 Public Open Space
- 4.7 Adoption
- 4.11 Street Trees
- 4.19 Grass Verges
- 4.21 Lighting
- 4.22 Site Drainage
- 4.23 Sustainable Drainage Systems
- 4.34 Attenuation Tanks
- 4.39 Surface Water

Landscape

Adopted on 00/00/00

- 4.1** Development proposals should adapt to blue and green infrastructure, public open space and the linkages between these. For example, open space provision is often situated where there are existing trees, which can help to mitigate the impact development has upon a natural landscape. Similarly, highway designs should also adapt to natural features where they are present. Green corridors, public rights of way and allotments should also be considered part of green space given that these also promote outdoor activities, biodiversity, mental health, wellbeing and healthy travel.
- 4.2** The council's priority is to create a place where people can benefit both physically and mentally from being in close proximity to greenspace. It is important to increase the green network within Kirklees and therefore maintain, enhance and create new links between sites for people, flora and fauna. The design of landscaped areas and maintenance requirements should be considered at the start of the design process in collaboration with the council.

4.3 Public Open Space:

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KEY DESIGN DRIVER

Public open space should always be considered and form part of street scene design where possible. Even though it may not always be located within the highway, open space will inevitably be linked to and accessed from the street in some way. Landscape provision within the highway boundary should be an integral part of the detailed design and be consistent with the wider development and the surrounding landscape context.

- 4.4** Planning applications should include hard and soft landscape plans that illustrate existing and proposed features such as trees, public rights of way, green infrastructure/corridors, wildlife habitats, parks, sports and leisure grounds and, where appropriate, lit footpaths. Although lit footpaths are important for safety and encouraging walking, this must be balanced with the impact that they can have on wildlife. Incorporating these features into the design of new development will ensure that it is fully integrated with its local context.
- 4.5** The quality and variance of hard landscape materials (such as surfacing, kerbing, paving, walls, bollards, fencing, railings, etc) when combined with carefully selected soft landscape elements (including retained and/ or new planted trees, shrubs and grass) will help to add character to a development and transform the street types outlined in this guide into recognisable places and liveable spaces. Maintenance requirements should always be a consideration so to ensure that areas appear well kept with minimal maintenance.
- 4.6** Landscaping such as shrub and tree planting, raised planters, ditches, bunds and berms, can also be utilised to create a semi-natural barrier that prevents vehicles from mounting the footway and endangering pedestrian safety, thereby integrating security seamlessly into the natural street scene.
- 4.7 Adoption:**
In residential areas, the Highway Authority will normally only adopt the paved surfaces (for example, carriageways, footways, footpaths, cycle ways and hard landscaped areas) and sometimes the grass verges required for the functioning of the highway (for

example, visibility splays) and occasionally any trees retained in them (subject to a condition survey). It is therefore common and expected, in the main, for private management companies to manage and maintain landscaped areas in new developments, including any tree-lined boulevard style entrance roads, even if the footway is aligned behind the verge.

- 4.8 Additional planting may also be adopted where it forms part of the streetscene and in particular if it is part of a speed reduction scheme (note, a commuted sum for on-going maintenance costs may apply).

4.9 **15** **KEY DESIGN DRIVER**

It is essential that land, structures and apparatus to be adopted are identified during the design stage in order to avoid misunderstandings and consequent delay. All land must be conveyed to individual occupiers, local authorities, statutory bodies, private management companies or some other responsible authority.

The future maintenance responsibility relating to trees, shrubs, verges and other planted areas (in perpetuity) should be established (including extant protected trees) prior to planning submission.

- 4.10 Highway verges, whether between the footway and the carriageway or adjacent to private gardens, should preferably be adopted by a private management company. Highway verges will be encouraged to enable tree planting and landscaping to take place. Planting of trees, shrubs and ground cover within adoptable highway areas should be agreed with the Highway Authority and the council prior to the submission of a full planning application. Any trees to be adopted

must be thriving and structurally sound and should have been assessed as such by an arboricultural consultant and any existing retained trees protected throughout the construction period.



Huddersfield Town Centre

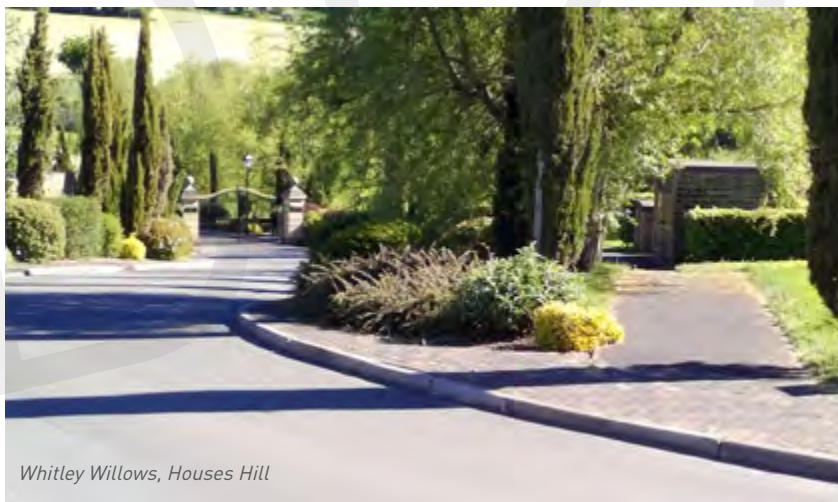
4.11 **Street Trees:**

16 **KEY DESIGN DRIVER**

Trees provide many mental and physical wellbeing benefits as well as providing links to green infrastructure and green streets.

Carefully sited street trees should always be proposed where feasible within the street corridor as they can aid recognition of spatial geometry, of carriageway edges and reduce the perceived width of the highway. If an appropriate level of tree planting does not form part of the design, there must be a valid and robust explanation as to why trees have been omitted or only used in limited numbers.

- 4.12** Applicants should give careful consideration to pollution levels in and around their site when selecting tree species. Only trees that can tolerate higher pollution levels should be planted in areas with poor air quality. Likewise, species choice should be suitable for the proposed site's growing conditions. Consideration should be given to using fastigate form trees on constrained sites.
- 4.13** Designs should normally retain any valuable or important trees where they make a contribution to public amenity, the distinctiveness of a specific location or contribute to the environment. The condition of trees and their suitability for retention should be based on an arboricultural survey and arboricultural expert advice. The council is able to provide further guidance.



Whitley Willows, Houses Hill

- 4.14** Detailed landscape proposals should incorporate street trees with a root growth pattern that will not cause future damage to paved highway surfaces. Root barriers may also be needed to prevent root ingress into services. Furthermore, trees should have no guardrails or recessed areas that collect litter.
- 4.15** Developers should maintain the trees and landscaped areas in accordance with an approved Landscape and Ecological Management Scheme until such time that it is transferred to a Management Company (whose primary objectives permit it to maintain, enhance and renew the landscaped areas).
- 4.16** Existing trees to be retained for adoption must be subject to a condition survey in accordance with industry best practice and have any tree work carried out to the satisfaction of the council. To ensure that conflicts with either existing trees or newly planted trees are minimised, designs will need to comply with British Standards BS 5837, Trees in Relation to Design, Demolition and Construction-Recommendations and where necessary utilise appropriate underground infrastructure.

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KEY DESIGN DRIVER

Within visibility splays and forward visibility envelopes, walls and ground cover shrub planting is acceptable up to a maximum potential growth height of 0.60m (above the nearside carriageway channel) as an alternative to grass. This is subject to the relative height difference between the landscape area and the adjacent carriageway.

4.18 Where street trees are proposed these should be planted in suitable tree pits and, where necessary incorporate root barriers, drainage systems and adequate soil capacity to prevent root ingress into services or damage to the highway. Furthermore, trees should have no guardrails or recessed areas that collect litter

4.19 Grass Verges:

For ease of maintenance, grass verges should be at least 1.0m wide and planted areas at least 2.0m wide. Tapering verges ending narrower than this should be squared off and hard paved. Grassed areas of less than 10m square should be avoided given that these would be difficult to maintain. Areas requiring extensive maintenance or where vehicle access is restricted (such as roundabouts) should provide a suitable vehicle hardstanding. Ongoing maintenance costs should also be considered when designing such schemes.



Annie Smith Way, Birkby

4.20 Grassed areas adjacent to vertical structures should provide a flush hard paved mowing strip at least 200mm wide. A “licence to cultivate” under Section 142 of the Highways Act (1980) can be arranged. This entitles an adjoining owner to maintain the highway verge within residential curtilage, but does not remove the “Statutory Undertakers” rights or the Highway Authority’s liability. Grass should not be used where vehicles or pedestrians are likely to go over it. In such areas, the designs should be amended to include porous but harder wearing surfaces, such as grass pavers, block paving or other permeable surfacing.



Whitley Willows, Houses Hill

4.21 Lighting:

Achieving an efficient lighting design can be more challenging on tree lined highways. This is because it can be difficult to achieve and maintain acceptable lighting levels when grass verges and trees are located between the footway and the carriageway. In these circumstances the street lighting and trees should be specified together. It may be necessary to minimise the width of grass verges and ensure that appropriate trees are specified with canopies that are suitably managed to minimise their interference until such size that their canopies are above the lighting columns. Street lighting is often dual purpose and must adequately illuminate both the highway and the footway.

4.22 Site Drainage:

Developments should make adequate provision for draining surface water from the highway. Highway drainage is likely to be considered part of the overall drainage strategy for a site in instances where attenuation is required. The use of Sustainable Drainage Systems (SuDS) and in particular the use of infiltration techniques, is promoted in the National Planning Policy Framework and associated Practice Guides as the preferable solution for disposing of surface water. The adoption of systems that drain the public highway will be considered on a site-by-site basis along with commuted sums for their ongoing maintenance.

4.23 Sustainable Drainage Systems:

Sustainable Drainage Systems cover a range of approaches aimed at replicating, where practicable, natural drainage processes. The benefits of SuDS are that they:-

- Slow down the rate of run off from a development, storing volumes temporarily and releasing water slowly to reduce the risk of off-site flooding;
- Protect and potentially enhance water quality by removing pollutants;
- Provide opportunities for amenity and biodiversity enhancement;
- Encourage natural groundwater recharge.

- 4.24 Sustainable drainage techniques such as soakaways can be used in isolation where they are viable. More integrated schemes for draining development sites as a whole, or highways alone, may incorporate a range of techniques such as swales, detention basins, ponds and wetlands. These serve to manage flood risk and/or improve water quality. This is known as a management train where the aim is to manage surface water run off close to its source to further reduce flood risk and improve water quality within the site and promote biodiversity, maintenance and managed links to POS.



- 4.25 Various techniques are outlined in The SUDS Manual C753, (2015) CIRIA: www.ciria.org/Resources/Free_publications/SuDS_manual_C753.aspx and advice is also provided within the West Yorkshire Combined Authority SuDS Guidance: www.kirklees.gov.uk/beta/flooding-and-drainage/pdf/sustainable-urban-drainage.pdf

4.26 In practice, sustainable drainage options may be limited for site and highway drainage. An assessment of what is feasible, viable and reasonably practicable should always be undertaken. Further guidance can be found in the [National Planning Practice Guidance](#) and DEFRA's Non Statutory Technical Standards for Sustainable Drainage Systems [here](#).

4.27 **Factors to consider when proposing drainage solutions:**

- Soil types/geology
- Topography
- Slope stability
- Structural integrity
- Spatial constraints
- Cost considerations
- Maintenance considerations
- Proximity of existing properties (including cellars)
- Re-emergence issues
- General flood risk issues

4.28 The options available to manage SuDS are currently limited given that Schedule 3 of the Flood and Water Management Act 2010 has not been enacted. Consequently, Kirklees Council is not set up as a SuDS approving body. At the time of writing the statutory sewerage undertaker for the district also does not adopt the majority of recognised green SuDS systems. Nevertheless, the council as the Local Planning Authority has an obligation to ensure the maintenance and management of SuDS, including attenuation tanks, over a development's lifetime. In order to ensure that there are clear arrangements in place for this, developers are required to enter into a planning obligation under Section 106 of the Town and Country Planning Act and instruct a private management company to maintain and manage SuDS, until such a time as a specific design can and is adopted by an appropriate authority.

4.29 In practice, the Highway Authority will seek assurances that any prospective adoptable highway drainage system is wholly independent from development drainage or connecting to a shared system that will be adopted or is already adopted by the statutory sewerage undertaker.

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KEY DESIGN DRIVER

Where infiltration is not feasible as a technique, a direct connection to a watercourse would be the preferred option. However, if such a connection would be impracticable, or could create an unacceptable risk to the public, a connection to a public sewer might be considered.

- 4.31** In the planning process, the Lead Local Flood Authority is the statutory consultee for major applications concerning surface water management. This role is performed by Kirklees Council's Flood Management and Drainage Department who are also the responsible Land Drainage Authority. Advice on the viability and practicality of SuDS and land drainage should be sought at pre-application stage.
- 4.32** Although there is no right to discharge highway drainage to the public sewer network, a Statutory Undertaker cannot be unreasonable in denying access or place unreasonable conditions in granting access (Section 115 Water Industry Act). Draining to a watercourse will require permission from the landowner under riparian rights, with additional consent required from the Lead Local Flood Authority for ordinary watercourses and the Environment Agency for enmained watercourses.
- 4.33** Where infiltration is feasible and risk of reemergence has been assessed, separate highways and domestic soakaways can be considered. But where natural infiltration has been ruled out, the drainage solution for the highway attenuation pipes with flow control devices is the likely solution, either in isolation or as part of the overall drainage strategy. Alternative systems can be considered on a site-by-site basis where appropriate. In practice, the use of SuDS features may be limited and a connection to the public sewer network (or future adoption of downstream infrastructure as public sewers) is likely to be objected to.
- 4.34 Attenuation Tanks:**
- Attenuation tanks should have the capacity to store at least the critical 1 in 30 year storm event. Volumes in excess of this up to and including the critical 1 in 100 year event with an appropriate

allowance for climate change must also be stored on site in an area deemed to be safe. This can be above ground but due to the topography in Kirklees is also likely to be in attenuation tanks. Due to the requirements of flood risk management in the planning process, this could result in the need for large tanks/culverts. The location of a tank under the POS should be discussed with the Landscape Architects department at the early stage with the understanding that the council generally do not adopt tanks under the POS.

- 4.35** All surface water attenuation tanks/ pipes/manholes/ access chambers exceeding 0.9m must be located off adoptable highways. In exceptional circumstances where manholes/access chambers greater than 0.9m internal diameter are required, these must be limited to less than 1.8m internal diameter. These will be classed as highway structures and be liable for a technical approval and will have to be accompanied by a legally binding agreement from Yorkshire Water (adopting authority) in relation to their regular and systematic inspection by either YW or their agents in full compliance with BD63 - Inspection of Highway Structures. In the absence of any agreement from YW, a commuted sum will become payable in lieu of their inspection by Highway Authority in the wider interest of safeguarding public safety.
- 4.36** Furthermore, all new precast pipes/ culverts/ storage tanks proposed for use within the footprint of an adoptable highway must comply with the Specification for Highway Works (SHW-Series 500 or 2500) and/or must be accredited with a BBA (The British Board of Agrément Roads and Bridges) or HAPAS (Highway Authority Product Approval Scheme) or equivalent certificate.
- 4.37** Developers are advised to discuss the need and location together with the size of any surface water attenuation tanks/pipes/manholes with the council's Section 38 and Highway Structures teams at the earliest opportunity.

Surface water attenuation systems should be managed and maintained by the Yorkshire Water (i.e. Adopting Authority). Drainage systems that are managed by a management company will not be accepted under adopted highways.

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KEY DESIGN DRIVER

The council recommends that applicants examine a site's drainage requirements at an early stage in the design process in order to 'make space for water'. Large attenuation tanks/culverts that are considered to be 'structures' are ideally placed in or under open space/landscaped areas and wherever possible, outside of the boundary of any highways that the developer would ultimately wish the council to adopt. Early dialogue with the council is strongly advised in order to ensure that drainage and amenity requirements are combined in the most effective way possible.

4.39 Surface Water:

Highway drains should be located in land to be adopted as highway under a Section 38 Agreement. In exceptional circumstances, it may be permitted for a highway drain to cross third party land outside the adoptable highway in accordance with Section 100 of the Highways Act (1980), in which case an easement will be required. For shared highway and domestic infrastructure, similar easement rights should be established by the Statutory Sewerage Undertaker or in exceptional circumstances a tripartite legal agreement with the landowner and pre-approved management company.

4.40 As part of managing flood risk on new development, a consideration of potential overland flows from exceedance events and blockage

scenarios is required in addition to catchment surface water flood routes that may enter and leave the site. The use of the highway as a conduit should be explored as should the use of open space. The aim should be to protect property and therefore avoid curtilage where reasonably practicable. Overall highway design should avoid creating risk to properties. This is particularly pertinent to short intense storms where water may bypass gullies.

4.41 Surface water run-off from areas outside the highway should not be permitted to discharge onto the highway itself or into a highway drain as part of an agreed flood risk management strategy for the site. The need for this can be mitigated by providing bespoke drainage solutions to private areas, such as the utilisation of permeable surfacing materials, for example grasscrete or rain gardens within curtilage.



Parking

- 5.1 National Policy
- 5.2 Kirklees Local Plan
- 5.5 Design Considerations
- 5.16 Further Guidance
- 5.18 Travel Plans
- 5.20 Inclusive Parking



5.1 National Policy:

Government's policy on parking is set out in the National Planning Policy Framework. The NPPF states that when setting local parking standards for residential and non-residential development, policies should take into account:

- the accessibility of the development;
- the type, mix and use of development
- the availability of and opportunities for public transport;
- local car ownership levels; and
- the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.

5.2 Kirklees Local Plan:

The Kirklees Local Plan states that car parking provision in new developments will be determined by the above criteria (Policy LP22). LP 22 also states that new developments will incorporate (in their curtilage) flexibly designed and sufficient parking provision for private cars, considering a range of solutions. This is to provide the most efficient arrangement of safe, secure, convenient and visually unobtrusive car parking within a site, including a mix of on-street and off-street parking in accordance with current guidance. Policy LP22 also states that provision will be made to meet the needs of cyclists for cycling parking in new developments and that provision will be made to accommodate the needs of people with disabilities.

- 5.3 The government abolished national maximum parking standards in 2011 as maximum parking standards can lead to poor quality development and congested streets. Local planning authorities must now seek to ensure parking provision is appropriate to the needs of a development and not reduced below a reasonable level.

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KEY DESIGN DRIVER

Kirklees Council has not set local parking standards for residential and non-residential development. However, as an initial point of reference for residential developments (unless otherwise evidenced using the criteria in Para. 5.1), it is considered that new:

- 2 to 3 bedroom dwellings provide a minimum of 2 off-street car parking spaces
- 4+ bedroom dwellings provide 3 off-street spaces.
- 1-2 bedroom apartments provide 1 space (3+ bed 2 spaces)

In most circumstances, 1 visitor space per 4 dwellings is considered appropriate. One cycle space per unit is recommended. The council can advise on provision for other uses. Further guidance can be found here:

www.kirklees.gov.uk/beta/planning-applications/pdf/guide-to-preapplication-highways-advice.pdf

5.5 Design Considerations:

Parking is a key function of many streets, although it is not always a requirement. A well-designed arrangement of on-street parking provides convenient access to frontages and can add to the vitality of a street. Conversely, poorly designed parking can create safety problems, reduce the visual quality of a street and limit accessibility.

5.6 The design of streets, spaces and parking is inherently linked and should be considered alongside other planning matters, such as the design of the built form and landscape. Parking provision, design and control is fundamental to the masterplanning process and a key determinant of scheme design; however it should not dominate the street scene, dictate the overall layout or be provided at the expense of other street functions, such as street trees or soft landscaping.

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KEY DESIGN DRIVER

Parking considerations should be factored into the design process at the earliest opportunity in order to ensure that the location, standards and specifications for on-and off-street parking help to achieve good design. All proposals should provide full details of the design and levels of proposed parking provision. They should demonstrate how the design and amount of parking proposed is the most efficient use of land within the development in the context of encouraging sustainable travel in conjunction with soft landscaping.

[Manual for Streets](#) outlines the considerations that applicants should take into account when proposing on-street parking.

5.8 The appearance of parking areas (both in the street and in parking courts) should be enhanced by the provision of shrub and tree planting, with consideration given to viewing angles in order to reduce the visual impact of parked vehicles on the streetscape.

5.9 Detailed designs and specifications should also promote personal safety and reduce car crime by improving natural surveillance. However, this should be achieved in a way that does not

compromise the ability of householders to exert ownership over private or communal 'defensible space'. Access to the rear of dwellings from public or semi-public spaces, including alleyways, should be avoided.

5.10 Cars are less prone to damage or theft if parked in-curtilage. If cars cannot be parked in-curtilage, then on-street parking should be provided in view of the home. Where parking courts are used, they should be small and have natural surveillance. Over reliance on in-front-of-plot parking can create wide streets dominated by cars, unless there is sufficient space to use strong and extensive planting and trees to compensate for the lack of built enclosure.

5.11 For occupiers of houses, the amenity value of front gardens tends to be lower when compared to their back gardens. Consequently, increased parking pressures have meant that many householders have converted their front gardens to hardstanding for car parking. This can sometimes have a detrimental impact upon the visual amenity of street users and the quality of a place and also can lead to problems with drainage. Where no front garden is provided, the setback of dwellings from the street is a key consideration in terms of defining the character of the street.

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KEY DESIGN DRIVER

Any parking surface located immediately in front of a property should be permeable, bonded/ interlocking and preferably finished with a natural material. The presence and arrangement of on-street parking and the manner of its provision, directly influences street width requirements and should incorporate some form of soft landscaping or tree planting as standard.

Adopted on 00/00/00

- 5.13** In some locations, a development may be based on car-free principles. For example, there are options for creating developments relatively free of cars, but which are still accessible to servicing, refuse collection and emergency vehicles. Such approaches can have a significant positive effect on the design of residential streets and the way in which they are subsequently used.



Marsden

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KEY DESIGN DRIVER

Proposals should:

- a) Use a mixture of parking strategies to create the best possible public realm and allow front gardens to be used for planting rather than parking;
- b) Use realistic calculations for resident and visitor parking demand, taking into account the location, availability and frequency of public transport together with local car ownership trends and the need for servicing/emergency access to be maintained at all times;
- c) Use landscaping, contrasting ground materials, metal plates or block markers to mark out and number spaces instead of relying on painted white lines;
- d) Create parking spaces close to people's homes;
- e) Provide a generous amount of accessible, secure and convenient cycle parking at various locations, including behind dwellings;
- f) Look into measures to reduce car ownership and parking;
- g) Locate parking where it can be overlooked by either residents or their neighbours;
- h) Coordinate on-street parking with street lighting, grass verges and tree planting (of an appropriate density and size) to ensure that lighting equipment can be accommodated in the vicinity of parking bays and avoid being obstructed by tree canopies.

5.15 There will be a requirement for designers to show the intended use and dimensions of all off-street and on-street parking spaces (including garages) on their layout drawings. Where the driveway to the garage forms the second parking space, this should be at least 5.6m from the back edge of the footway or hard margin kerb line (5.0m for a retractable garage door). Applicants are required to provide electric charging points to encourage the use of electric and low emission vehicles. This applies to both minor and major planning applications.

For a garage to be treated as a parking space, the minimum internal dimensions should be: single garage 6.0m long x 3.0m wide; double garage 6.0m long x 5.0m wide.

5.16 Further Guidance:

Manual for Streets outlines the considerations that applicants should take into account when designing and locating car parking spaces and garages and driveways. The design and location of spaces should also prevent the need for footway parking and cater for motorcyclists: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/341513/pdfmanforstreets.pdf

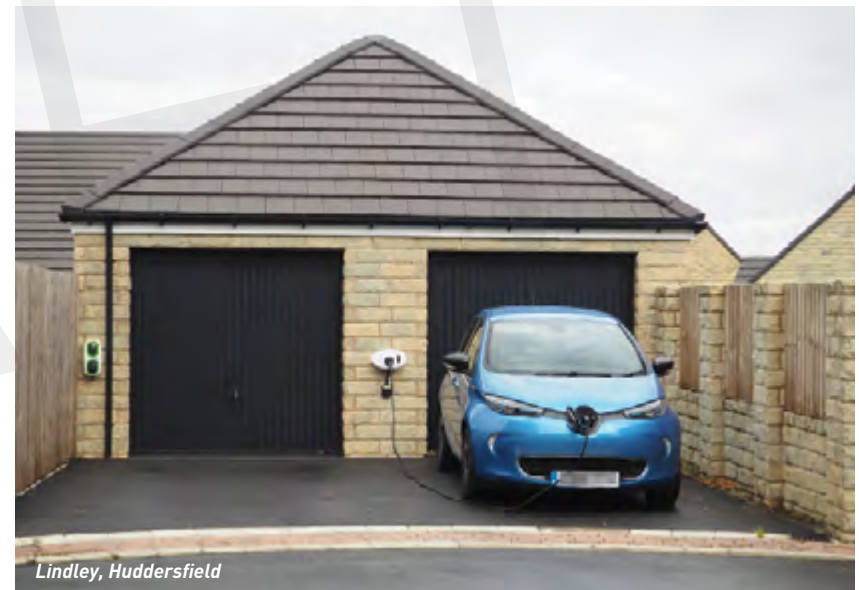


5.17

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KEY DESIGN DRIVER

Where on-street parking is proposed, the developer must demonstrate how access for heavy goods, waste collection and emergency vehicles will be achieved; and how bin storage and presentation points for collection have been facilitated.



5.18 Travel Plans:

Travel Plans are long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage the use of sustainable travel modes where possible (such as promoting walking and cycling).

5.19 Travel Plans may need to be formulated in parallel with development proposals and readily integrated into the design and occupation of a new site, not devised after occupation. Major planning applications should submit a Travel Plan; these are residential planning applications where the number of residential units to be constructed is 50 or more, or the site area is over 0.5 hectares. Major non-residential applications are those where the floor space to be built is over 1,000m² or where the site area is 1 hectare or above. The council may also request that a Travel Plan is prepared for minor applications (below said thresholds) if development is likely to generate +significant amounts of movement.



Marsden

5.20 Inclusive Parking:

People who qualify for a Blue Badge include people with severe sight impairments or cannot walk a distance of up to 50m without severe pain. This should be considered when deciding where to site vehicle parking spaces for people with disabilities. Appropriate provision should also be made for bus/ coach parking, drop-off/ pick-up areas, taxi drop-off/ collection, community transport and any interlinking transport systems.

5.21

25

KEY DESIGN DRIVER

Detailed guidance on the provision of car parking for motorists with disabilities and bay design can be found within Section 5 of Inclusive Mobility [here](#).

Traffic signs and road markings for on-street bays reserved for blue badge holders should comply with TSRGD (tsrgd.co.uk). Specific guidance can be found in Traffic Signs Manual Chapters 3 and 5 [here](#).

Servicing

- 6.1 Vehicle Swept Path
- 6.5 Waste Collection
- 6.12 Turning Space
- 6.16 Town Centre Refuse Storage
- 6.17 Litter Bins
- 6.18 Construction Phase
- 6.19 Public Transport
- 6.20 Emergency Access



6.1 Vehicle Swept Path:

The position of buildings and other road features needs to be considered alongside the requirements for pedestrian and vehicle movements. The vehicle path is the width required for vehicle movement within the overall street width taking account of the vehicles likely to utilise the street, the requirements for non-car users and any on-street parking or servicing (including bin collection services). Although it is important that vehicle path requirements are accommodated, they should not dominate the street or be delineated by rigid kerb lines. Conversely, the dominance of carriageways can be lessened where vehicle paths are designed to adhere to building lines and natural features.



Lindley, Huddersfield

- 6.2 Computer-aided vehicle path tracking should be undertaken to ensure that refuse vehicles (and other service vehicles) can manoeuvre along the highway and past any likely locations for on-street parking. The requirements for street cleansing and gully cleaning should also be considered. For example, kerb edges should be of a sufficient curvature to allow unhindered mechanical street cleaning (squared-off carriageways and footways can result in areas of the highway being inaccessible for cleaning) and street furniture should allow for street cleaning activities (both manual and mechanised sweeping).
- 6.3 Street furniture should be carefully placed to provide service vehicles with the manoeuvring width they require for loading/unloading operations and parking. Account also needs to be taken of landscaping and planting (including access for mowers around mature trees) and any pedestrian areas that may be affected by vehicle overhangs or that may present blind spots to a driver manoeuvring.

6.4

26

KEY DESIGN DRIVER

There is a need to accommodate the safe manoeuvring and turning requirements of larger vehicles, including those used for refuse collection, deliveries and emergencies. At the start of the design process, it is essential that an applicant determines the type of vehicles that will require regular access and those that can be assumed to require access only occasionally. This will help to inform the vehicle path tracking undertaken and design out any unnecessary reversing movements before planning submission.

6.5 Waste Collection:

27

KEY DESIGN DRIVER

a) Adequate bin storage should be provided for all dwellings, with easy, level access from the storage location to the collection point. Bin storage areas should be well integrated in enclosed or otherwise discreet/well screened areas and must meet fire safety standards.

b) Careful consideration should be given to the location of bin storage facilities to ensure that the amenity of residents is not impacted (for example, due to odour, fly-tipping or anti-social behaviour/crime). Bin storage areas and bin presentation points should be carefully considered and approved by the council's waste service team before planning submission.

c) Development proposals which may impact on the waste collection needs of a property are required to provide a Waste Management Plan to the council's Waste Services Team prior to planning submission.

The 'Waste Collection Good Practice Guide for Developers' can be requested from: email: Trade.waste@kirklees.gov.uk

- 6.6 Waste collection points need careful consideration and planning so that they are accessible to a Refuse Collection Vehicle (RCV). Bin presentation points need to be hardstanding (preferably porous) and easily cleanable. The design of private land around each property should provide sufficient space to accommodate the secure storage of up to three 240l wheeled bins (one grey bin for residual waste, one green bin for recycling and one brown bin for garden waste). As a general rule, bin storage areas should be no further than 25m away from where an RCV can gain access. Special consideration

should be given to bin presentation points within cul-de-sacs to avoid large groups of bins being grouped outside one property and/or obstructing the highway, footway or shared surface.



- 6.7 Where multi-storey residential developments are proposed, or where the road is too narrow to accommodate an RCV, a purpose-built area for the storage of larger communal bins should be provided. This should meet the council's waste and recycling collection requirements and encourage recycling among occupants and maintained by a private management company.

The council encourages well-managed communal bin storage areas where responsibility for their upkeep is provided by a private management/maintenance company funded by local residents.

- 6.8** Communal bin stores must be as near as possible to an RCV accessible highway and located to prevent their access being blocked by parked cars or any other obstructions that could be damaged by an RCV. Consideration should be given to the location of dropped kerbs. Communal bin stores should also incorporate access control measures to prevent misuse, anti-social behaviour and crime.
- 6.9** Where practicable, highways should be designed to accommodate a refuse vehicle with the following dimensions:

Length = 11.85m
 Width = 2.50m
 Width when Loading = 4.10m
 Height = 6.00m (including toploader arms)
 Turning circle (wall to wall) = 22.07m
 Turning circle (between kerbs) = 17.88m
 Gross Vehicle Weight = 32 tonnes

N.B. Good practice should be followed when undertaking swept path analysis, using appropriate design/driven speeds and other parameters appropriate to the context of the analysis.

- 6.10** All schemes must incorporate reasonable tolerances and safety margins. A good starting point is to allow 0.5m clearance to kerbing or vertical obstructions on each side of the swept path. Designs should therefore, where possible, aim to cater for vehicles larger than the above minimum standards.

- 6.11** Any need for widening will vary depending on the amount of traffic anticipated on the street and will also be influenced by the amount of forward visibility provided between passing places on bends. On very lightly trafficked roads, the chances of two large service vehicles needing to pass on a bend must be sufficiently remote to make widening unnecessary. Similarly, where adequate forward visibility is provided between oncoming vehicles, it may be possible for large vehicles to wait until a bend is clear and to use part of the opposite lane when turning. Even with a 15 metre outer curve radius, a pantechicon (i.e. a 10 metre long rigid vehicle) can turn on a 5.5m carriageway without any widening and without using the whole of the carriageway width. Carriageways should normally be designed to allow a service vehicle and car to pass each other comfortably.

6.12 Turning Space:

Turning space is also required for RCVs to avoid the need for long reversing manoeuvres. A layout that minimises the need to turn and eliminate the need to reverse is strongly preferred. The potential implications of vehicle overhang should also be considered within any non-standard layout.

- 6.13** For a Type C Shared Surface Street which is less than 20m long, it may be possible for the refuse vehicle to reverse under supervision from a Type A or B street into the shared area. Where such arrangements are considered acceptable, the turning space at the end of a Type C street may be reduced to that required by a private car only. Consideration should also be given to providing a communal collection point at the access to the street.
- 6.14** There will also be the occasional need for larger service vehicles to be accommodated, including delivery vehicles and furniture vans; this is becoming more prevalent as on-line shopping continues to grow.

These have different turning requirements and whilst a design does not need to allow for regular use, the potential for these vehicles should be considered and accommodated. Turning areas can also be enlarged to allow for the introduction of visitor spaces; designers should ensure that visitor spaces are clear of the turning area.

6.15

28

KEY DESIGN DRIVER

The council considers that an area for turning should form part of the street scene. The layout should not simply be viewed as a turning area, but an attractive space where vehicles can physically be turned. Soft landscaping should be incorporated so the hard landscape highway surfacing does not dominate.

6.16 Town Centre Refuse Storage:

Within town centres, refuse storage should be allocated in an external secure storage area (accessible by an RCV) at the back of residential/commercial units, not on the highway and maintained and managed by a private management company.

6.17 Litter Bins:

Key considerations when designing and placing litter bins are:

- their practicality, affordability and how they can be sympathetically designed
- whether the design enables easy emptying, for example, safe side opening and unlocked access

- whether the area around the bin storage can be easily maintained
- whether litter bins are sited where there is a need (as established and approved by the council's Waste Services Team)
- whether bin size, weight and bin bag requirements are convenient

6.18 Construction Phase:

During the construction phase, a housing developer should provide a temporary communal bin storage area on the nearest accessible highway. This area should be well maintained, managed by the developer and accord with the requirements set out above.

6.19 Public Transport:

Section 6.5 of Manual for Streets contains further advice on bus-based public transport provision [here](#).

6.20 Emergency Access:

Adequate access for emergency vehicles must be provided and developer-led consultation with the emergency services is recommended for all schemes. Developments should be designed so that there is no requirement for 'emergency vehicle only' links. These are difficult to enforce if there is no physical barrier and physical barriers can cause delays for emergency vehicles. Manual for Streets contains further advice on these matters.

Appendix

- 7.1 Highways Act Section 278 Procedure
- 7.2 Road Safety Audit Procedure
- 7.3 The Planning Approval and Section 38 Adoption Process

7.1 Highways Act Section 278 Procedure

If your development requires any alteration to the existing highway network (for example, for the creation or modification of access to your site), these works must be undertaken or authorised by the Highways Authority. An agreement under Section 278 (S278) of the Highways Act 1980 will also be required.

An S278 Agreement is an agreement between Kirklees Council and the developer which describes proposed modifications to the existing highway network to facilitate or service a development. It is not a contract to carry out work and an S278 Agreement only applies to works on existing public highways.

Kirklees Council is committed to working closely with developers to achieve:

- the highest quality development possible, efficient and effective delivery of projects for the benefit of all parties
- the delivery of highway works constructed to adoptable standards
- minimal disruption during construction
- delivery in accordance with relevant legislation; and
- consistent use of acceptable materials on the publicly maintained highway

The council's S278 procedure is described in the Highway Guidance Document – S278 Procedure.

7.2 Road Safety Audit Procedure

Unless otherwise agreed in writing with the council, developers will be required to submit a Road Safety Audit (RSA) brief to be agreed by the

council before an independent RSA is carried out and submitted with the designer's response for all S38 and S278 works. They are to be undertaken at the stages outlined in Kirklees' S278 and S38 procedure documents.

For S38 agreements, a developer can supply an RSA that has been undertaken by an independent auditor to that of the designer/ design team or alternatively an audit undertaken by Kirklees' Road Safety Team on their behalf.

- For RSAs undertaken by Kirklees Council or by external companies to the council, the audit team shall carry out the audit in line with DMRB guidance set out in GG 119 Road Safety Audit.

For S278 agreements, as a result of the design work being carried out by Kirklees Council Design Teams, an audit will be undertaken by Kirklees' Road Safety Team in-line with Kirklees' Road Safety Audit Procedures.

Kirklees Council design and audit teams are committed to working closely with developers to:

- enhance the importance and relevance of road safety engineering in highway design work and to enhance consideration for the safety of all categories of road users in all new and existing schemes
- ensure that safety-related design criteria (for example, critical sight distances) are met
- minimise the risk of crashes on the road network once a scheme is complete

7.3

THE PLANNING APPROVAL AND SECTION 38 ADOPTIONS PROCESS (1 of 2)



EXAMPLE CONDITIONS

PRE-COMMENCEMENT CONDITION

No occupation shall be commenced until details of the proposed arrangements for future management and maintenance of the proposed internal estate roads have been submitted and approved (i.e. a copy of a completed agreement between the applicant and the Local Highway Authority under Section 38 of the Highways Act 1980 or the constitution and details of a private management and maintenance company confirming funding, management and maintenance regimes).

PRE-COMMENCEMENT CONDITION

No development shall take place until a scheme detailing the proposed internal estate roads has been submitted to and approved in writing by the Local Planning Authority. The scheme shall include full sections, drainage works, street lighting, signing, surface finishes and the treatment of sight lines, together with an independent safety audit covering all aspects of work. Before any building is brought into use the scheme shall be completed in accordance with the scheme shown on approved plans and retained thereafter.

N.B. (Condition imposed on development of more than 5 units)

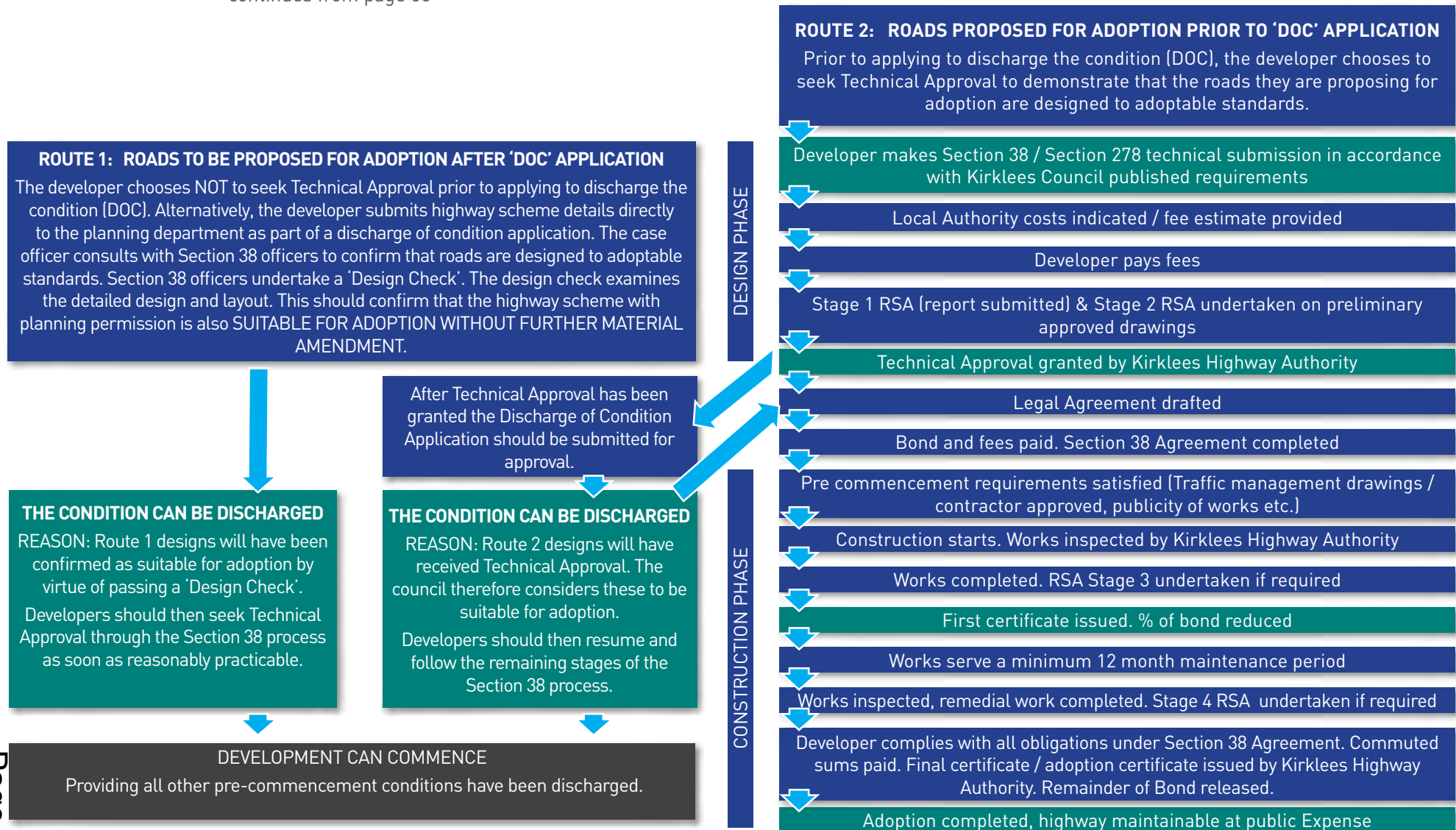
These conditions ensure that roads are designed in conformity with adoptable standards and approved as such by the council before development commences.

At this stage, the applicant should decide whether they intend to offer any new roads for adoption. If so, the applicant is advised to obtain Technical Approval prior to applying to discharge the above condition (i.e. follow ROUTE 2). Alternatively, applicants can choose to follow ROUTE 1 (if roads will not be proposed for adoption or possibly proposed at a later date).

continues page 67

THE PLANNING APPROVAL AND SECTION 38 ADOPTIONS PROCESS (2 of 2)

continues from page 66



DRAFT

Kirklees Council Highway Design Guide Supplementary Planning Document

Consultation Statement - October 2019

1. Introduction

1.1. This statement of consultation sets out how Kirklees Council has carried out the necessary consultation to inform the preparation of the Highway Design Guide Supplementary Planning Document (SPD). The statement has been prepared in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 to support the adoption of the Highway Design Guide Supplementary Planning Document (SPD).

1.2. The Consultation statement provides information on the consultation that was undertaken to develop the SPD. In particular, this statement sets out:

- The Purpose of the consultation
- Who was consulted
- How they were consulted
- A summary of the main issues raised during the consultation
- How those issues have been taken into account in the adopted SPD

2. Statement of Community Involvement (SCI)

2.1. The National Planning Policy Framework states that planning policy should be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees.

2.2. These principles are defined within the Council's SCI which was adopted in September 2015. It outlines how the Council will work with local communities and stakeholders in developing planning policy documents, including SPDs. Consultation on the Highway Design Guide SPD has been prepared in line with the principles of the adopted SCI.

3. Timetable of SPD production

The Production of the Highway Design Guide SPD has followed a number of stages. The timetable for the production of the SPD is set out below.

Dates	Stage or Consultation Topic/Event
May 2017 – August 2017	Evidence Gathering and Early Internal Stakeholder Engagement
June 2017	Strategic Environmental Assessment Screening and Consultation
September 2018 – October 2018	Draft Highway Design Guide SPD presentations

1 st November 2018 – 13 th December 2018	Public Consultation on the Draft Highway Design Guide SPD
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4. Consultation on the preparation of the draft Highway Design Guide SPD

4.1. Early consultation on the preparation of the Highway Design Guide SPD was undertaken with internal council specialisms. This period of internal officer engagement was held from 9th May 2017 until 30th August 2017.

4.2. The following Internal council specialisms were consulted as part of the preparation and initial drafting of the SPD:

- Lighting
- Rights of Way
- Highways
- Road Safety
- Creative economy
- Green Infrastructure
- Landscapes
- Structures
- Waste & Street Cleansing
- Health
- Section 38
- Drainage

4.3. During the consultation period 13 internal responses were received regarding the preparation of the SPD.

4.4. All the main issues and themes raised as part of the consultation formed the basis for the development of the draft Highway Design Guide SPD for the public consultation and have been incorporated in to the SPD.

5. Consultation on Strategic Environmental Assessment Screening

5.1. As part of the process for developing the Highway Design Guide SPD, an assessment of the requirement for a Strategic Environmental Assessment (SEA) was needed. Consultation on the SEA screening statement started on Friday 2nd June 2017 and finished on Friday 30th June 2017.

5.2. The council notified the following specified bodies of the SEA screening statement by email inviting comments in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004:

- Environment Agency

- Historic England
- Natural England

5.3. Responses were received from all three of the consulted bodies. A full summary of the responses received for the SEA consultation can be seen in the SEA determination Statement.

5.4. The responses received confirmed the council's position that a further SEA was not required as the SPD will not change or introduce new planning policy over and above the Local Plan and, whilst there may be some environmental effects, these have already been covered in principle in the Sustainability Appraisal of the Local Plan.

6. Pre-consultation presentations on Draft Highways Design Guide SPD

6.1. Presentations on the draft Highway Design Guide SPD were held between 20th September 2018 and 4th October 2018 for planning committees. The purpose of the presentations was to set out how and why the Highway Design Guide SPD had been produced and how it will support the planning process. In addition the presentations gave the opportunity for questions and discussion on the draft Highway Design Guide SPD.

6.2. Presentations were made to the following planning committees:

- Huddersfield Planning Committee – Thursday 20th September 2018
- Strategic Planning Committee – Thursday 27th September 2018
- Heavy Woollen Planning Committee – Thursday 4th October 2018

6.3. No comments were received from the presentations and the council proposed no changes to the draft Highway Design Guide SPD following the presentations.

7. Public consultation on the draft Highways Design Guide SPD

7.1. Consultation on the draft Highway Design Guide SPD started on Thursday 1st November 2018 and finished on Thursday 13th December 2018.

7.2. In compliance with regulations 12, 13 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012, the following actions were undertaken:

- A hard copy of the draft Highway Design Guide SPD, SEA screening statement and SEA determination statement were made available to view at the council's Huddersfield and Dewsbury customer service centres.
- The draft Highway Design Guide SPD, SEA screening statement and SEA determination statement were published on the council's online consultation portal. Details of the consultation and details of where hard copies of information could be found were published on the council's website.

- Targeted consultation bodies (Appendix 1) were contacted directly by letter or email with details about the consultation, where to view the document and how to comment.
- A press release was released highlighting the consultation process
- A web banner was placed on the council website advertising the consultation.
- A notification email was sent to all councillors detailing the start of the consultation.

8. Representation Statement and Summary of the Main Issues Raised by the Representations

Number of Representations Made

8.1. A total of 46 representations were made on the draft Highway Design Guide SPD by 32 respondents. These are summarised in Table 2, below. Table 3, following, provides a full list of representors.

Table 2: Summary of Comments made, categorised into Consultation Groups	
Comments received from:	Number of Comments received:
Residents / Individuals	28
Developers / Consultants	4
Statutory Consultees / other Organisations	2
Local Planning Authorities / Councils	6
Town / Parish Councils	5
Councillors	1

Table 3: List of those who submitted a representation		
Comment Reference	Name	Organisation
H_SPD1	Respondent 1	Individual
H_SPD2	Respondent 1	Individual
H_SPD3	Respondent 1	Individual
H_SPD4	Respondent 1	Individual
H_SPD5	Respondent 2	Individual
H_SPD6	Respondent 3	Individual
H_SPD7	Respondent 3	Individual
H_SPD8	Respondent 4	City of Wakefield Metropolitan District Council
H_SPD9	Respondent 5	Individual
H_SPD10	Respondent 5	Individual
H_SPD11	Respondent 5	Individual
H_SPD12	Respondent 5	Individual
H_SPD13	Respondent 5	Individual
H_SPD14	Respondent 6	Individual
H_SPD15	Respondent 7	Individual

H_SPD16	Respondent 8	Individual
H_SPD17	Respondent 9	Individual
H_SPD18	Respondent 10	Individual
H_SPD19	Respondent 11	Individual
H_SPD20	Respondent 12	Individual
H_SPD21	Respondent 13	Individual
H_SPD22	Respondent 14	Individual
H_SPD23	Respondent 15	Individual
H_SPD24	Respondent 16	Individual
H_SPD25	Respondent 17	Individual
H_SPD26	Respondent 16	Individual
H_SPD27	Respondent 16	Individual
Table 3: List of those who submitted a representation		
H_SPD29	Respondent 18	Councillor
H_SPD30	Respondent 19	Kirklees Metropolitan Council
H_SPD31	Respondent 19	Kirklees Metropolitan Council
H_SPD32	Respondent 20	Peak District National Park Authority
H_SPD33	Respondent 20	Peak District National Park Authority
H_SPD34	Respondent 21	Sanderson Associates Ltd
H_SPD35	Respondent 22	Individual
H_SPD36	Respondent 23	Morley Town Council
H_SPD37	Respondent 23	Morley Town Council
H_SPD38	Respondent 23	Morley Town Council
H_SPD39	Respondent 24	Via Solutions
H_SPD40	Respondent 25	Sports England
H_SPD41	Respondent 26	Miller Homes
H_SPD42	Respondent 27	Jones Homes (Yorkshire) Limited
H_SPD43	Respondent 28	Kirkburton Parish Council
H_SPD44	Respondent 29	Historic England
H_SPD45	Respondent 30	Individual
H_SPD46	Respondent 31	Mirfield Town Council
H_SPD47	Respondent 32	Kirklees Metropolitan Council

Summary of Main Issues Raised by Representors and Councils responses

8.2. Table 4, below, summarises the main issues raised in response to the consultation. A full table of comments received and council responses are included in appendix 2, some comments have been summarised for brevity.

Main Issues Raised	Impact on the Highways Design Guide SPD
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The allocation of HS137 (formerly H358) of the Local Plan and the compliance of this with the Highway Design Guide SPD	Not applicable to the Highway Design Guide SPD
The document is too perspective in relation to technical standards and should have more emphasis on guidance	Amended the document change references from 'standards' to 'guidance' and further emphasised guidance of technical standards proposed
There was not enough consultation and not enough advertisement of the consultation was undertaken	Consultation was undertaken in line with both regulations and the councils adopted SCI
Concerns raised around the lack of minimum parking standards	No amendments proposed, guidance set in the SPD is considered appropriate for parking proposals in new developments
The photos used in the document are of poor quality and do not present best practice in some cases	Amended photos to reflect better practice
Some of the links to other documents are out of date and have been superseded	Amended out of date guidance and signposted further guidance documents in the SPD
Concern over the guidance of tree height in relation to street lighting	Amended the guidance to raise the height to the tree canopy to above street lighting
Main Issues Raised	Impact on the Highways Design Guide SPD
Concern that the council is divesting responsibility for general landscape maintenance	Comments are noted by the council but no amendments were made
The Map needs to made clear where the Peak District National Park is	Amended the map to make clear where the Peak District National Park is
There needs to be further consideration of future digital technologies (e.g. Superfast broadband and 5G technology) and how this will be included in the design of Highways	Comments are noted by the council
There needs to be further consideration of active travel and active design between new developments and surrounding built developments	Comments are noted by the council
The threshold of 10 residential Travel Plan is too onerous	Amended the threshold for travel Plans to 50 resident units
Concerns over the safety of shared spaces particularly in relation to blind, partially sighted and disabled people.	Comments are noted by the council. The SPD sets out guidance for shared space in line with government endorsed guidance. Amendments made to text to emphasis design requirements of visual impaired individuals.
Concern that the document does not adequately reflect rural highways and does not	Comments are noted by the council

reflect the different character areas of the borough	
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Appendix 1

Bordering planning authorities	
Barnsley MC Planning and Transportation Service Bradford MC Department of Transportation, Design and Planning Calderdale Council High Peak Borough Council	Leeds City Council (Planning and Development Services) Peak District National Park Authority City of Wakefield Metropolitan District Council Oldham MDC Strategic Planning and Information
Kirklees and bordering parish and town councils	
Denby Dale Parish Council Dunford Parish Council Gunthwaite and Ingbirchworth Parish Council Holme Valley Parish Council Kirkburton Parish Council	Meltham Town Council Mirfield Town Council Morley Town Council Saddleworth Parish Council
Regional Bodies	
Leeds City Region Local Enterprise Partnership	West Yorkshire Combined Authority
Other specific consultees	
British Telecom Calderdale & Huddersfield NHS Foundation Trust Calderdale & Kirklees Age UK Cycle Kirklees Consultation Group Environment Agency Highways England Historic England Huddersfield Architects Society Huddersfield Clinical Commissioning Group Huddersfield Society for the Blind Kirrheaton Future Kirklees Visual Impairment Network Kirklees Walking	Lepton Vision Locala Mencap in Kirklees Mid Yorkshire Hospitals NHS Trust National Grid Network Rail Newsome Ward Community Forum NHS Property Services Northern Gas Networks NTL Group Ltd South West Yorkshire Foundation Trust Sport England Yorkshire Water
Planning Agents Forum Consultees	
All members of the Planning Agents Forum	

Appendix 2

Respondent	Organisation	Page/Para /image	comments	KMC response
Respondent 18	N/a		I'm disappointed that we are not going to have minimum parking standards, at least as a starting point. Why just give an indication as to what would be expected - why not raise it to a default standard?	Comments noted. It is considered that the proposed parking 'to be demonstrated on a case by case basis' taking into account such factors as development type, mix and use, accessibility, and local car ownership will encourage developers to understand to operational requirements of the development rather than a prescriptive table
Respondent 1		p. 16, Para. 1.1	Motor vehicles as the lowest priority is a dream that cannot become a reality in this age of employment away from the home base, and schools allowing pupils from outside their immediate catchment area	Comment noted
		P21	Kirklees is too hilly to accommodate cyclists safely	Comment noted
		p. 31, para. 3.31	Highway design is very lacking in Mirfield and this area should be given specific consideration	Comment noted
		p. 44	No properties should need to be equipped with pumps. If new development deems this requirement, then it should be abandoned without further ado.	Comment noted

Respondent 2		p.44	As one of the authors of the CIRIA SuDS manual referred to I was shocked to see this photograph. It is an example of how NOT to design and build SuDS and is frankly grotesque. It has none of the multiple benefit aspects and looks like a canyon. I know there are many much more appropriate and properly designed SuDS in the Area, any one of which could be used instead.	Comment noted
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			Use and alternative and properly designed SuDS photograph	
Respondent 3		P. 2	This is a very encouraging vision that echoes some of the statements that one might hear at a conference for "Healthy Streets". The pity is that is that it would have been so much better if had been written and approved much earlier. The phrase "The door is being closed after the horse has bolted" comes to mind	Comment noted
		p. 21	Whilst the references to the Sustrans manual and the "Making Space for Cycling" document are good starting points. The Design Guide also needs to take account of the work on Cycling infrastructure being done by: Transport for London (TFL) and Transport for Greater Manchester (TGM) as well as a number of other bodies such as those of Waltham Forrest where there has been some pioneering work done in their development of a "Mini Holland". It will also need to have system to frequently update references.	Comment noted
Respondent 29	Historic England		No Comments	Comments noted
Respondent 19	KC Conservation and Design	P14	"Highway designers should..." in relation to trees and retaining them I feel it is key that space is afforded to them and this should be stated in the guide. Equally reference should be made to an arboricultural method statement etc. which is mentioned later in the document.	Comment noted

		P16 xix	Is it worth re-emphasising that highway design is a multi-disciplined approach? A lot of the text in this part is multi-disciplined so perhaps it's worth saying this?	Comments noted. Amended SPD to reflect further emphasis on multidisciplinary approach
		P18	The box states that a Statement of Compliance is needed in a D&A but this is not mentioned in the supporting text. Perhaps it should be?	Comment noted. The council feels that this is suitable referenced within the SPD and does not require further text.

		P20 para. 1.2	would suggest "carefully sited street trees"	Comment Noted. Amended SPD to include proposed wording.
		P29 table 1	Too squashed perhaps it is worth expanding onto a single page? Actually this applies to all tables really.	Comment noted and expanded to half page
		P30	Would a diagram or drawing be useful in describing the different types of hierarchy?	Comment noted
		P42	Photo under 3.60, is this good or bad practice? Does not look good practice, more of a trip hazard.	Comments noted. Photo removed from SPD.
			Any references to Secure by Design needed? Should the reader be asked to look at or contact ALO?	Comment noted.

Respondent 19	KC Conservation and Design	2.21	<p>Tree canopies should be kept at a height below the lights. Will this not just continually block the lamp glow?</p> <p>Then what happens to all our existing trees on highways that have grown up and been pruned above the lamp glow, will we have to go around every one of these trees topping them all, do we have the resources to do this. A little facetious I know but I am bemuse by this very misguided text.</p> <p>This text needs changing to the following: “Achieving an efficient lighting design can be more challenging on tree lined highways. This is because it can be difficult to achieve and maintain acceptable lighting levels when grass verges and trees are located between the footway and the highway. In these circumstances it may be necessary to minimise the width of grass verges and ensure tree canopies and suitably managed to minimise their interference until such size that their canopies are above the lighting columns. Street lighting is often dual purpose and must adequately illuminate both the highway and the footway.”</p>	<p>Comments noted and response/amendment likely required</p> <p>Note this comment relates to 4.21, which has been amended accordingly</p>
		Para. 4.4	<p>The word ‘protected’ needs omitting. Is a protected tree a proposed or existing feature and what about all trees, retained, removed as part of the proposal etc.’ ‘Trees’ on its own covers the point better?</p>	<p>Comment noted. Amended paragraph to remove ‘protected’</p>
		Para. 4.5	<p>The wording needs to include reference to existing features which are retained. We should not simply be looking at a blank canvas on every scheme, existing, established landscape features can greatly contribute to schemes. I’d suggest that the simplest way to address this is to refer to ‘retained and new planted’ - trees, shrubs and grass. Although ideally this paragraph could do with more work to fully re-word.</p>	<p>Comment noted. Amended to add ‘retained and new planted’</p>

		Key Driver 16	This is wildly ambitious. Is it realistic, practical or reasonable to expect extensive tree planting to be proposed on all street corridors? I'm fully supportive of tree planting but it has to be the right trees in the right place and actually feasible that the trees might continue to be viable over the long term. An exception that all new street schemes will have extensive planting, unless there's a 'valid and robust reason not to', is going to have a significant impact on future planning proposal. The word 'proposed' needs changing for 'considered' and 'Extensive' should be omitted completely.	Comment noted. Added 'where feasible', and changed 'extensive' to 'appropriate'
		Para. 4.12	<p>"Likewise, trees within sustainable urban drainage systems should be able to flourish in wet conditions. Species choice should not just be restricted to wet conditions, what about drought or hard standing tolerance etc. This needs changing to 'Likewise species choice should be suitable for the proposed site's growing conditions'.</p> <p>"Ideally, only trees of fastigiated form should be situated alongside the carriageway, due to their slender and upright nature."</p> <p>This statement would rule out most tree species and narrow the street scene down to a hand full of trees. While I understand the sentiment, and appreciate that fastigate form trees can be a useful tool to aid tree planting in street locations, the statement is too restrictive. There are carriage ways where other tree forms may be appropriate. This needs changing to say: 'consideration should be given to using fastigate form trees on constrained sites'.</p>	Comments noted. Document amended according to proposed changes.
		Para. 4.13	"Trees should be of slender girth when mature, and have no foliage lower than 2.1 metres over the footway, or 4.6m over the carriageway. This can be achieved through selective planting and formative pruning. A trees natural capacity to deal	Comments noted. Changed accordingly and clarified that

		<p>with ground conditions should be considered and where possible aid drainage. Trees can also be utilised to aid storm water and infiltration.”</p> <p>This needs removing completely. It is technically in correct and makes no sense. The description of the end tree is unrealistic and this type of tree simply does not exist. Formative pruning (normally done at a young age) will not allow for these kinds of head room in later life, this will have to be done via on going routine maintenance pruning though out the tree’s life. In addition we normally work to 5.5m for head room over a carriage way. And how does a tree aid storm water and infiltration? I can try and assume the meaning of this text but it is far from clear. “The Council recommends the retention of existing healthy trees unless a full arboricultural survey suggests otherwise.”</p> <p>Why would a full arboricultural survey suggest the removal of a healthy tree? The point of a survey is to normally assess the condition of trees. Wording from our existing planning policy PLP 33 could be utilised here so I suggest that this is reworded to say:</p> <p>‘Designs should normally retain any valuable or important trees where they make a contribution to public amenity, the distinctiveness of a specific location or contribute to the environment. The condition of trees, and their suitability for retention, should be based on an arboricultural survey and arboricultural expert advice.</p> <p>“The Council’s Forestry Section is able to provide further guidance.”</p> <p>Can Forestry provided info on this? Or would that be Planning or Landscapes.</p>	<p>the Council is able to provide further guidance.</p>
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		Para. 4.16	<p>I think this has been sorted in relation to the hyperlink to the BS. May be worth checking other links if appropriate. In terms of the reference to the BS this now needs to be changed so it is no longer in blue.</p> <p>The technical detail in this statement is incorrect. The whole paragraph needs deleting and replacing with: “Existing trees to be retained for adoption must be subject to a condition survey in accordance with industry best practice and have any tree work carried out to the satisfaction of the Council.” reference to BS 5837 would be better placed in one of the above paragraphs and read as follows:</p>	Comments noted. changed accordingly
			<p>“To ensure conflicts with either existing trees, or newly planted trees, are minimised, designs will need to comply with British Standards BS 5837, Trees in Relation to Design, Demolition and Construction- Recommendations, and where necessary utilise appropriate underground infrastructure.”</p>	
		Para. 4.14 & 4.18	<p>Needs deleting and replacing with: “Where street trees are proposed these should be planted in suitable tree pits and, where necessary incorporate root barriers, drainage systems and adequate soil capacity to prevent root ingress into services or damage to the highway. Furthermore, trees should have no guardrails or recessed areas that collect litter.”</p>	Comments noted. Amendments to the paragraph have been made
Respondent 4	Wakefield Council		No Comments	Comments Noted

Respondent 5		P. 9 map of district	The map implies that the road joining the A629 to the A636 via Kirkburton to Scissett, Shelley (not shown!) and Skelmanthorpe (not shown!) is an 'A' road. It is not. It is the B6116 - an already overloaded, country road through 3 villages and currently a 'high accident route' with many constrictions along its entire length.	Comment noted. Map amended to include B6116 in the key
		Para. 3.34	states that the design standards for visibility, stopping sight distance, design speed, etc. should be in compliance with the DMRB (Design Manual for Road And Bridgeworks) where the traffic flows on the external roads, with which the development road is joining, exceed 10,000 v.p.d. or where vehicle speeds exceed 37 mph These criteria might not indicate most or all of the situations where the use of DMRB standards are appropriate. In many situations the use of Standards based on the proposed Design Guide or Manual for Streets will NOT BE APPROPRIATE where traffic flows do not reach 10,000 v.p.d.	Comment noted.
		p.17	The approach to shared spaces/areas is still, to some extent, experimental and a number of reservations have been expressed by difference experts. The safety record of this approach over a medium/longer term is not yet proven. We also feel the use of block paving represents a medium to long term maintenance issue and likely increased costs to residents on unadopted roads subject to developer/private maintenance contractor agreements in particular.	Comments noted. The SPD is aligned with the government endorsed guidance on shared space and inclusive mobility
		Para. 3.8	The Council should be 'requiring' NOT just 'encouraging' developers! Yet another example of the overall lack of prescription in this document.	Comments noted

			<p>It is a concern that the Council appear to be divesting themselves of any responsibility for general street landscape maintenance. Who is responsible for monitoring and enforcement of the stated private management contractors' appointed by developers and their contractual obligations long term? Who will monitor that residents will not be subject to excessively increasing charges (as seen with the recent leasehold scandal)?</p> <p>The same comments would also appear to apply to SUDS proposals. This entire section appears 'short term' and kicks a can of long term issues 'down the road'.</p> <p>It is a concern that so many new development roads could end up 'unadopted' and therefore, not subject to the full scrutiny, inspection and testing currently carried out by Utility Companies - the perfect excuse for cheap and sub-standard work by developers only concerned with maintaining and increasing their profit margins.</p> <p>From our local experience, we believe the Council is storing up massive, future drainage issues and their associated costs. Maximum prescription is needed, not loopholes to be exploited.</p>	Comments Noted
Respondent 6			10 principles of highway design	Comments noted. Site HS137 (formerly H358) is allocated

		<p>I absolutely agree with the 10 principles of highway design and I really hope that Kirklees Council will strongly adhere to these principles in full when examining any planning applications.</p> <p>For example - a current proposal for a housing development within the Kirklees plan (H358 in Emley) appears to totally disregard the priority, inclusivity, connectivity, safety and sustainability principles. As residents we are being bombarded by a private company working for developers pressing for site access via the single lane, historical road of Warburton. This road has no pavements, is extremely narrow, runs alongside a children's recreation area and the ancient terraced houses open directly onto the street. There is no off road parking, further narrowing the access.</p> <p>Any increase in traffic will make this road incredibly unsafe. The safety issues will affect everyone but will particularly affect children and those with less mobility. It is not a proposal that is sustainable in that transport links to local towns are minimal. It is not a proposal that prioritises pedestrians and cyclists. It also does not integrate with the unique and historical setting.</p> <p>If Kirklees Council is serious about its vision and framework for highway development then it cannot entertain such absurd access proposals.</p>	<p>in the adopted Local Plan which underwent Independent examination and is not part of the Highway Design Guide SPD.</p>
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Respondent 7		<p>I would like to comment on the hypocritical visions of Kirklees regarding H358 to the Highway Design Guide.</p> <p>Putting pedestrians and cyclists first, incentivising walking and cycling in a secure and pleasant environment, providing protection from motor vehicles, delivering design that reduces car travel and fuel consumption and where the needs of people rather than vehicles shape the area.</p> <p>I feel H358 contradicts all of the above. H358 leads onto a single track Lane with no footpaths, alongside the only children's playground in Emley or Emley Moor. We regularly take our nearly 3 year old child to the playground and also the millennium green walking up Warburton from upper lane. It is already difficult walking up that</p>	<p>Comments noted. Site HS137 (formerly H358) is allocated in the adopted Local Plan which underwent Independent examination and is not part of the Highway Design Guide SPD.</p>
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		<p>section with a child and we currently have to move to the side for moving cars and pick our child up as cars pass due no footpaths. This is also a problem for elderly and disabled wheelchair users. This would be even more hazardous with increased traffic from H358. Additional vehicles going up the tight single track lane with no footpaths would be a real safety concern. This combined with gridlock and air pollution from the Stationary traffic going up the lane and also coming down attempting to join upper lane that is already stretched.</p> <p>Upper lane is already under huge demand from traffic cutting through the village. The stress of additional Traffic from H358 would be a recipe for disaster where footpaths are scant or non-existent. The entire village is already busy at peak times with queuing traffic and would be completely gridlocked and unsafe for pedestrians and cyclists and again higher levels of Air pollution from Gridlocked traffic. Public Transport isn't a viable option for most people getting to and from work from Emley and Emley Moor adding to traffic congestion.</p> <p>I fail to find any positives to H358 and would like to see the Removal of H358 from Kirklees local plan.</p>	
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Respondent 8			<p>From reading the SPD document it is clear that Kirklees places a great deal of importance on the safe use of the highways and roads by pedestrians and cyclists. I find it hard to understand how this safe use attitude works with the intended future use of Warburton. The current access up Warburton is barely adequate for the level of traffic it handles at the moment, being single track with no footpaths, there is no protection for road users that are not in cars. This road also passes the village playground, putting children at risk, which would only increase with more residents and guests driving along it, as well as their children using the playground. Also the increased traffic would feed onto Upper Lane, where footpaths are scant or non-existent. This would become horribly gridlocked at commuter times and other busy times of the day. The public transport situation in the village is not good, which will only be exacerbated by the increase in the number of residents using it.</p>	<p>Comments noted. Site HS137 (formerly H358) is allocated in the adopted Local Plan which underwent Independent examination and is not part of the Highway Design Guide SPD</p>
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Respondent 20	Peak District National Park Authority	Page 9, Map of District	<p>We are pleased to see that the Peak District National Park is included within the map. However, as it is shown in the same colour as the main settlements, this could give the impression that the design guide will apply within the National Park. For clarity, it would be useful to both show the National Park in a different colour to the main Kirklees settlements. We would also recommend that the Guide provides a statement to the effect that land within the National Park is not subject to either the Kirklees Local Plan or the Highways Design Guide Supplementary Planning Document.</p>	<p>Comment noted. Changed to include shading on Peak Park</p>
			<p>Whilst the scope of the Highways Design Guide SPD lies outside the National Park, development on or in close proximity to the boundary has the potential to bring visual impacts both to and from the National Park. In delivering any development including through the Highways Design Guide consideration need to be given to the Section 62 Duty of the Environment Act (1995), which directs Kirklees Council to have regard to National Park purposes when undertaking or permitting development which may affect the setting of the National Park.</p>	<p>Comment noted</p>

Respondent 9			<p>In respect of H358 development proposal in Emley, the site is accessed by a single track carriageway (Warburton) where for parts, there is no pedestrian pavement and houses open directly onto the roadside. A proposed 44 house development with only the above access would not encompass any aspect of High Standard Highway Design.</p>	<p>Comments noted. Site HS137 (formerly H358) is allocated in the adopted Local Plan which underwent Independent examination and is not part of the Highway Design Guide SPD</p>
Respondent 10			<p>H358 leading onto a single track with no pavement in Emley leading onto Upper Lane</p> <p>I want to put forward my comments and grievance for review and discussion regarding the proposed development of 44 houses in Emley via Green Acre Close.</p> <p>I have reviewed the Highway design guidelines and I feel this development proposal is against a number of items within the guidelines where it refers to 1.0 Prioritising Pedestrians 2.0 Cycling Infrastructure 3.0 Streets</p>	<p>Comments noted. Site HS137 (formerly H358) is allocated in the adopted Local Plan which underwent Independent examination and is not part of the Highway Design Guide SPD</p>

			<p>The Vision states " Traffic & other activities are integrated where needs of the people shape the area"</p> <p>People movement for people with health conditions, impairments, elderly & children are prioritised. Where walking and cycling is the most important modes of transport. Highway design is to ensure walking areas are safe, welcoming & secure. Pedestrians are prioritised where access is required direct to buses, schools, local facilities. There needs to be inclusive design at the outset.</p> <p>This is in direct contrast to the proposed plans where access to the new housing development is via Warburton technically a side road with limited width, lighting and no pavements. Currently residents in Warburton, Green Acres & Saxon Close walk up the street and step to onside between the parked cars if there are any cars, vans, horse boxes, delivery vans coming up the street and there is a caring relationship between passing cars and pedestrians. If there was another 44 houses and potentially 88 cars not taking into consideration, friends, family and delivery vans this is not safe and definitely not sustainable. There is a children's play area and additional cars coming up Warburton would put safety at risk. The houses down Warburton have on road parking and this means there is only room for 1 car at a time to move up and down approx. 150 yards of the road around the corner from Greenacres. We currently wait for cars to come through as it is single lane traffic but the addition of 80 cars to this current proposal is again not sustainable. Additional traffic will mean access to the main road "Upper Lane" will be significantly more difficult especially at peak times. There is on street parking in the village itself i.e. Upper Lane and another 88 cars commuting to Leeds, Huddersfield Wakefield will make it more difficult for pedestrians, cyclists and of course car drivers as there is no industry in the village and it is essentially a commuter village. Again these difficulties are in contrast to your design vision</p> <p>I understand the need for housing and especially affordable housing but without robust infrastructure this will make it untenable for the people who already live in this small village.</p> <p>I request that my comments are taking into consideration as part of the plans scrutiny meeting and the outline of the planning application for Emley village</p>	
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<p>Respondent 11</p>		<p>I have read the long awaited draft Highways Consultation document and hoped the even longer awaited traffic and highways plan for Emley would be included. Emley does get mentioned under - Introduction, Kirklees Context: xvi 'Away from the large urban settlements, some small villages of a traditional character remain, such as those at Emley and Upper Hopton' - and that appears to be it.</p> <p>This document sets out Kirklees 'Vision' for the interior design of new housing estates and does not take into account the established settlements and existing highways, footpaths (or lack of in the case of Emley) and public transport (again lack of, in the case of Emley) where the new housing estates are being planned and developed.</p> <p>Overarching gold standard statements such as 'The most successful streets are those where traffic and other activities have been integrated together, and where buildings and spaces, and the needs of people, rather than vehicles, shape the area and create a sense of place' and 'Priority: Putting pedestrians and cyclists first by designing vehicular routes that minimise barriers to their movement and their safety' and so on are frankly ludicrous when looking at site H358 in Kirklees Local Plan.</p> <p>Emley is now awaiting an Outline Planning Application for site H358 in the next week or so. The plans show a development of some 45 houses with one access road via Green Acres Close onto Warburton. Warburton is a narrow lane, the majority of the time only a single vehicle width with NO footpaths. The only playground and recreation area for children in Emley and Emley Moor is on Warburton. The majority of houses on Warburton have no off road parking. Service and emergency vehicles have difficulties reaching properties on Warburton, Green Acres Close, Saxon Close and Church Hill Farm. Warburton leads to Upper Lane, the main road through Emley. There are sporadic stretches of footpath on Upper Lane and again many houses have no off road parking.</p> <p>Many more housing developments are being planned in the Denby Dale and Kirkburton Wards - particularly Skelmanthorpe and Highburton - which will bring hundreds more commuter vehicles through Emley to reach the A636 for access to the M1. These will</p>	<p>Comments noted. Site HS137 (formerly H358) is allocated in the adopted Local Plan which underwent Independent examination and is not part of the Highway Design Guide SPD.</p>
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			<p>not be cyclists or pedestrians travelling to work and is not sustainable in any shape or form.</p> <p>Bearing in mind the Office of National Statistics has downgraded the number of houses required by some councils by 20%, locations where sustainable development is not viable should be revisited for planning purposes.</p>	
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Respondent 12		<p>I am writing to oppose the proposal to build on site H358 in Emley, HD8.</p> <p>Our opposition is based on the following;</p> <p>Emley is already a rat run for commuters trying to get to the Huddersfield or the M1, Wakefield etc. This will only become worse if planned developments in Skelmanthorpe, Highburton etc. of several hundred houses come to fruition. The use of Emley as a commuter route causes horrendous problems for traffic flow especially as there are several choke points in the village. These choke points are caused as residents have no alternative but to park on the main road through Emley due to not having off road parking reducing the road to just wide enough for one vehicle. At peak time traffic backs up in both directions and it can take some time to get past these stretches. Even at non peak times these choke points are difficult to navigate especially for traffic going in the direction of the motorway.</p> <p>Due to the delays getting through Emley some of the commuter traffic is diverting down the side roads going past the village school creating additional risk to school children.</p> <p>The proposed development of this land would add a large number of cars and other vehicles to this already difficult situation with potentially hundreds of additional journeys per day. Lacking public transport and the distances to train stations and places of works means whoever lives on this development will have no option but to use cars and there are likely to be at least two per property plus visitors, deliveries etc.</p>	<p>Comments noted. Site HS137 (formerly H358) is allocated in the adopted Local Plan which underwent Independent examination and is not part of the Highway Design Guide SPD.</p>
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			<p>Furthermore Warburton, which is the only route of access to the site on the current plan, itself is little more than a small lane with no pavement and no off street parking for a significant portion of it and no means to provide these. We walk on this lane and already have to dodge cars as there is no pavement to walk on and already see the difficulties posed when cars are going down it in opposite directions and cannot pass as again there is only barely enough width for one vehicle at a time. We have also seen when deliveries are taking place vans completely blocking the road for both directions of travel and have been told of an incident when an ambulance could not get down the road as the space was too narrow for it.</p> <p>How this road can be deemed suitable for considerable additional traffic does not make sense as once again adding the potential for several hundred more journeys on this stretch of road would add to the chaos and put at more risk pedestrians including school children who walk up the lane to and from school and to get to the playground and recreational area.</p> <p>Whilst the little stretch of or road at Greenacres does have a pavement this is similarly only a narrow road with residents parking on it and along with Warburton's usually only has width enough for one vehicle to pass. As vehicles are often parked at the end of this road on Warburton's getting out of this stretch is also a tight squeeze.</p> <p>We understand that the site in question was only deemed suitable due to access being possible from two points but that as access cannot now be gained from Wentworth the suitability of this land for building homes is wholly inappropriate.</p> <p>However even if access via the Wentworth estate side was possible the situation there is hardly better than on Warburton with residents parking making the road similarly only single lane for significant stretches and crucially especially so near the junction with Beaumont Street where vehicles are parked not just by residents</p>	
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			on the estate but also neighbouring roads. As there are always vehicles parked near	
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		<p>the junction/entrance to this road this choke point means cars turning in from the main road often have to stop to wait for a car coming out occasionally still sticking out onto the main road. This is a constant issue which would only be made worse by the addition of potentially several hundred more journeys through there every day.</p> <p>There is also the potential that should access be possible to the site from both Warburton's and Wentworth side that this would itself become a rat run to bypass the choke point through the middle of Emley on Upper Lane and these roads and the way they are used make this totally inappropriate.</p> <p>I would also add that the first choke point through the village is directly opposite the entrance to Wentworth Drive and this already causes great difficulty in exiting this side road as traffic on the main road coming from the direction of Emley Moor has no option but to drive on the wrong side of the road to get round the parked row of cars on their own side. We have witnessed several near misses here (not helped by many drivers going at inappropriate speed).</p> <p>Whilst we have concentrated our concerns on should the land be built on the site is also not appropriate for access for the actual building process. Neither Warburton's or Wentworth are easily navigable by anything other than medium sized vans and the large lorries typically seen delivering goods to building sites would physically not fit. If a Sainsbury delivery van struggles to get up the road a tipper type truck, or one carrying materials or a cement mixer etc. will find it impossible and would cause total gridlock should they attempt it.</p> <p>In summary we believe that the traffic problems in the village are bad enough not to willingly add to it, not only will this proposed estate add to the already existing congestion it would also increase the risk of accidents with pedestrians. The proposed access roads be it just Warburton's or along with Wentworth Drive are just not suitable for the additional traffic that would be created, and the proposal</p>	
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			itself goes against Kirklees Council's own policy regarding new developments and impact on the existing area and residents.	
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			<p>The council's own Highway Design Principle states it expects from developers that they put pedestrians and cyclist first, that they incentivise walking and cycling in a secure and pleasant environment, that they provide protection from motor vehicles and that their designs reduce vehicle use and fuel consumption and that the needs of people rather than vehicles shape the area. Allowing the development of this site goes directly opposite the Highway Design Principle, pedestrians and cyclist will be put in greater danger by the increased traffic (especially at the long stretches of Warburton where there is no pavement and no option but to already walk on the road) which will make the environment less secure and less pleasant. As Emley is poorly served by public transport developing here does nothing but increase the amount of vehicle use and fuel consumption and the needs of people are not being put first.</p> <p>The Local Plan should be as much about the existing communities as well as any proposed new builds. The proposal to build on this land should also be taken in context of the impact on the traffic in the village of all the plans to build in the area and not just this site in isolation.</p>	
Respondent 21	Sanderson Associates (Consulting Engineers) Ltd		Produced in partnership with Jones Homes, see their comments	See responses to Jones Homes Comment

Respondent 22	Pennine Cloud Co		<p>Dear Sir/Madam,</p> <p>Thank you for the opportunity to comment on the DRAFT HIGHWAYS DEVELOPMENT PLAN.</p> <p>I do so as a resident and business owner in Kirklees. Plus, as a private sector member of the Leeds City Region Enterprise Partnership (the LEP). I sit on the Business Innovation and Growth Panel. I am championing the City Region's new Digital Framework.</p>	Comments noted
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			<p>The Digital Framework covers 5 keys themes aimed at unlocking the benefits and opportunities of the digital economy for all: (1) traditional businesses using digital for competitive advantage; (2) digital skills; (3) infrastructure; (4) tech sector; (5) tech for good - a smarter city region.</p> <p>My response to your consultation will consider use of digital technologies on our highways.</p> <p>We need to take into account how superfast broadband and 5G are rolled out across the region. Technologists are now taking about use of smart street furniture, green powered street lighting, and the Internet of Things to illuminate dark data and make decisions on traffic flow. Road design needs to ensure that trunking is made available for all utilities, including broadband fibre optics and possible relay systems for 5G on lamp posts. Any new build properties adjoining roads will also require access to connectivity with least amount of disruption to traffic flows etc., by road works.</p> <p>I am aware that discussions are taking place about relieving congestion in Holmfirth town centre. Both the University of Leeds Institute of Transport and Sheffield University have already signalled that traffic congestion is best dealt with using digital/online technologies. This is far preferable than pulling down heritage buildings and dividing town centres by building new roads right through the centres. Certainly I would ask Kirklees Council to consider further collaboration with these two top Yorkshire universities around deployment of digital technologies to build a smarter road network across the region. Particularly across trans-Pennine routes. This is something which the LEP and Combined Authority are interested in doing to help drive the new digital framework. One of the reasons why we hosted an event in Holmfirth in September last.</p>	
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Respondent 13			<p>H358</p> <p>I would like to raise my concerns that in no respect does the proposed entry and exit route via Warburton comply with values set out in 'Highway Design Principles</p> <p>POINT 1 Priority Putting pedestrians and cyclists first and ensuring their safety</p>	<p>Comments noted. Site HS137 (formerly H358) is allocated in the adopted Local Plan which underwent Independent examination</p>
			<p>FAIL No footpaths or pedestrian refuge the entire length of Warburton. In addition the cottages whose residents only exit from their property is immediately into the roadway. Due to the lack of driveways parking on this section renders Warburton single track. The proposed plan would increase traffic by a conservative estimate of 120 vehicle journeys per day. Such volumes make it impossible to guarantee the safety of young and old. Points 2 to 10 all FAIL on the unworkability of POINT 1</p>	<p>and is not part of the Highway Design Guide SPD.</p>
Respondent 23	Morley Town Council (The Town Clerk for and on behalf of)		<p>The document is entitled "Consultation Draft" but with whom. It is a concern that this document may not have been widely publicised or circulated to local interest groups, neighbouring authorities and Parish / Town Councils in the area.</p> <p>Consultation should be repeated with direct contact to all local interest groups, neighbouring authorities and Parish / Town Councils.</p>	<p>Comment noted</p>
			<p>Section 3 of the document contains confusing wording and emphasis about the design parameters to be used for estate roads where in some parts these should [be] used as starting points and in others as standard – which are they?</p> <p>Another example of this is the definition of Type c Shared Space streets - in one sentence it suggests the surface will be shared by pedestrians and motor vehicles but in the next it says "pedestrians can safely share the whole street with vehicles; however designated pedestrian routes should still be available for more vulnerable pedestrians e.g. elderly people, disabled people and those with children." So what are they – shared or not?</p>	<p>Comment noted.</p>

			<p>KMC has previously included parking guidance for residential and non-residential uses in their UDP. The proposed HDG provides guidance on residential uses similar to the previous guidance but provides none for other non-residential uses. The lack of any guidance on the level of parking provision for non-residential uses will suggest to developers that they might be able to reduce the provision within their developments and result in overspill parking on adjacent streets</p> <p>Amend wording in Section 3 to make use of design parameters clearer, provide guidance for parking provision for non-residential developments and make definition of Shared Space Streets clearer.</p>	<p>Comments noted. The council feels the SPD adequately reflects parking guidance</p>
			<p>In the Appendix reference is made to the Council's Highways Guidance Document - S278 procedure and other documents such as the Section 38 Procedure and the Council's Road Safety Audit procedures. As these documents are referred to the HDG then they should also be available to the public to comment on but they would appear not to be so how can one reasonably comment on an incomplete document.</p> <p>The content of the Appendix infers that the Council will have a greater role in carrying out the detailed design of highway works. Whilst this might be welcomed, it does beg the question whether the Council has the resources to service this demand now and in the future, particularly with increasing budget pressures from Central government.</p> <p>Also in the Appendix there is a checklist for designers to cater for motorcycles. Why is there not a similar checklist for pedestrians and pedal cyclists? These road user groups should not be forgotten.</p> <p>When the HDG consultation is repeated then the Council documents referred to therein should be readily available to allow full and proper comment on all of them.</p> <p>A checklist for designers for pedestrians and cyclists should also be included.</p>	<p>Comment noted. The guidance for motorcycles has been removed</p>

Respondent 24	Via Solutions		The document title says Consultation Draft but the question is with who. Whilst rumours of a revised HDG for Kirklees have been around for a while this consultation has not been widely advertised nor has it been circulated widely to local highway consultancies directly. When we contacted KMC Highways about this we got no response from officers.	Comment noted. Consultation has been undertaken in line with the adopted SCI
		Xviii on page 8	Worthy of note that this says "Kirklees comprises steep valley topography that in some areas can make highway design and access challenging". Highways Officers need to take more account of this statement particularly those dealing with road adoptions.	Comment noted
		Para 1.12 on page 18	Says "Inclusive Mobility sets out standards" whereas para 1.9 says "guidance". The latter is correct as the actual document states it is for guidance.	Comment noted. Changed accordingly

		Para 2.6b on Page 22	Only quotes guidance from Design Manual for Roads and Bridges - this is only applicable on Trunk Roads. No mention is made of visibility requirements within Manual for Streets which would be applicable in built up areas.	Comment noted
			Fails to mention that in MfS2 the use of the design parameters within that document in low speed environments is applicable in all urban areas and totally fails to mention rural roads where speeds are constrained. Include reference to use of MfS parameters on urban and rural roads where vehicle speeds are constrained to 37mph or less	Comments noted. Document signposts the MfS and MfS2 within the document
		Para. 3.6	Concentrates too much on place and movement which is explained more appropriately in MfS2 Include reference to MfS2 and relevant sections within that.	Comments noted

		Para 3.7	<p>Notes use of maximum speed of 20mph but needs to recognise that in certain circumstances actual speeds might be less and so designing to a maximum can be counterproductive.</p> <p>Also the wording confuses the roles of the “Designer” and those who would be undertaking a Road Safety Audit.</p> <p>Revise wording to suggest that should the proposed highways be designed in a manner that vehicles speeds are constrained a lower design speed could be used in developing forward visibility envelopes on tight bends for example.</p> <p>Revise wording when including reference to Road Safety Audit of internal layout as this is twisting the role of this process.</p>	Comments noted. Changed to reflect revisions from the comments
		Para 3.8 and Table 1	<p>Contradicts the constructive thinking in para 3.7 which states “Table 1 outlines design parameters based upon the number of dwellings to be served” and should be considered as a “starting point”. The wording in para 3.8 contradicts this by saying that the Council encourages highways to a “standard” which can be adopted and be designed to “comply with the following range of requirements” given in table 1.</p> <p>The above wording is likely to lead to overly prescriptive road designs with no design variation to suit topographic or environmental circumstances. For example for Type B streets Table 1 suggests a 2m footway on each side – this may be unnecessary in certain circumstances and so should be recognised here.</p>	Comments noted
			Amend wording in para 3.8 to be more akin to para 3.7. See comment above about Table 1 Type B streets.	

		Para. 3.14	<p>This sets out requirements for Shared Space streets. The wording is confusing as in one sentence it suggests the surface will be shared by pedestrians and motor vehicles but in the next it says “pedestrians can safely share the whole street with vehicles; however designated pedestrian routes should still be available for more vulnerable pedestrians e.g. elderly people, disabled people and those with children.” So in other words the Type C streets are not shared spaces at all.</p> <p>Change wording of para3.14 clearer in terms of usage of designated pedestrian routes” in shared space streets</p>	Comments noted
		Paras 3.15 and 3.16	<p>It should be made clearer to potential developers why private roads need to be laid out to an adoptable standard. There may be environmental and conservation reasons why such a requirement might be difficult to achieve and this needs to be taken account of by the Council.</p>	Comments noted. Amended wording to ‘appropriate standard’
		Para 3.20 and Table 2 and 3.21	<p>Again, the Council appears to be overly prescriptive road designs with no design variation to suit topographic or environmental circumstances. Table 2 indicate no real difference in design standards between Major and Minor industrial estate roads. On smaller estates this could lead to an over dominance of the highway width compared to that remaining for the built form. Para 3.23 indicates these “may be required” so this needs to be made clearer earlier</p>	Comments noted. Added ‘or provide justification on not being able to meet the guidance’
		Para. 3.23	<p>Specifies minimum of two staff parking spaces per unit but this is not repeated in the parking section of the document.</p> <p>It then suggests the shared turning head should “be a minimum of 25m (radius)”. It is not clear whether this means the external edge of the turning area but if it is this is over large / excessive and so this might be a typographic error (perhaps should read diameter)? Leeds CC guidance indicates a 20m x 20m turning head is adequate which again suggests this is a typo.</p>	Comments noted. Corrected typo
		Para. 3.26	<p>Manual for Streets suggests that the use of DMRB standards even on higher order roads is not always applicable in all scenarios and MfS should be seen as a starting</p>	Comments noted

			point and could be used on roads carrying 10000 vehicles per day. This goes back to earlier comments (para 3.6) on the Council not taking heed of the guidance in MfS2	
		Paras 3.28 to 3.30	<p>The document fails to consider the scenario that providing there is reasonable forward visibility on bends then it is not unusual or unreasonable to expect an element of give and take between drivers particularly when one of those is a refuse or delivery vehicle. All too often at KMC there is a requirement to provide significant widening on tight bends serving very small numbers of dwellings so the chances of one vehicle meeting another are much reduced.</p> <p>The HDG needs to provide support to Officers in encouraging designs which are more in keeping and pragmatic having due regard to the scale of development the road is being designed to serve.</p>	Comments noted
		Para 3.32 and Table 4	<p>This section fails to take account of the advice within Manual for Streets on junction spacing – the danger will be is that the figures in Table 4 will become prescriptive rather than recommended as the sentence prior to that suggests. It also suggests that cross roads would only be considered on the lowest order of streets (Type C) which are shared with pedestrians – this again contradicts Manual for Streets guidance and is almost “old school”.</p> <p>Revise text to be more in line with the guidance in Manual for Streets 1 and 2.</p>	Comments noted. Updated to ‘guidance’
		Para. 3.33	<p>Fails to mention that in MfS2 the use of the design parameters within that document in low speed environments is applicable in all urban areas and totally fails to mention rural roads where speeds are constrained.</p> <p>Include reference to use of MfS parameters on urban and rural roads where vehicle speeds are constrained to 37mph or less.</p>	Comments noted

		Paras 3.36 / table 5 and 3.37	The proposals here are welcomed but with the caveat that with such small radii, Officers might be inclined to require swept path analyses which may then warrant significant widening of the minor roads to the detriment of pedestrian safety due to increased crossing distances.	Comments noted
			It needs to be clearly stated in the text that the design of junctions needs to be one which balances the needs of pedestrians first and vehicles second.	
		Para. 3.40	As with para. 3.7 above, the wording confuses the role of who would be undertaking a Road Safety Audit within the design process	Comments noted. Wording Amended
		Para. 3.44	Due to resource difficulties within these organisations, expecting the emergency services to provide a response to a consultation from a developer for a proposal which has yet to be submitted for planning approval is naive	Comments noted. Changed to 'non-standard speed restraints' so fewer proposals would need to consult emergency services
		Para. 3.45 and 3.46	See comments on xviii and paras. 3.8 and 3.20	Noted, but retained
		Para. 4.7 and 4.10	It is unreasonable to expect a private management company to have to maintain the highway verges between the footways and carriageways that are required by the council particularly on Type A roads	Comments noted. Amended document to reflect this
		Para. 4.17	The wording of this paragraph gives mixed messages in terms of height of planting within visibility splays – which should it be – 600mm or 800mm?	Comment noted. Amended to correct visibility splay
		Para. 5.1	Misquotes NPPF paragraph – should be 105	Comment noted. Removed para number
		Paras 5.4 to 5.7	KMC has previously had extensive parking guidance for residential and nonresidential uses... The concern is that in the absence of any guidance than what methodology would be accepted by KMC to determine an appropriate level of parking provision for non-residential uses...	Comment noted

		Para. 5.14b	Seems to be inconsistent with para. 5.4	Comment noted. Para 5.4 changed to give more weight
		Para. 5.19	Trigger point of 10 or more housing units for requirement of a travel plan is impractical and unreasonable.	Comment noted. Threshold increased to 50 residential units.
		Para. 6.1	See comments on paras 3.28 to 3.30. the text on para 6.1 is supportive of the same	Comment noted
		Para. 6.10	KMC officers need to recognise that hard margins on residential estate roads allow for the overhanging of vehicles so this paragraph will need amending	Comment noted
		Para. 6.11	See comments on paras. 3.28 to 3.30. The text in para 6.11 is supportive of the same (need for widening on lightly trafficked roads)	Comment noted

		<p>Para. 7.1</p> <p>This makes reference to the Council’s Highways Guidance Document - S278 procedure but when asked, this has not been finalised so how can one reasonably comment on an incomplete document.</p> <p>Having said the above the so called policy infers that any access for a development will require a Section 278 Agreement. This would not be cost effective for a small scale development requiring just a simple access on to the highway where the legal costs could exceed the costs of construction. A simple or mini S278 procedure or use of S184 of the Highways Act should be accommodated.</p> <p>The text also suggests the works must be undertaken by the Highway Authority and kept in house – it has to be questioned whether this is practicable (does KMC have the resources to do this) or reasonable (in terms of being anti-competitive) – it has been common practice to allow developers own contractors to do the work if they are approved by the Council. Also for a housing development the joining to the highway is often encompassed within the Section 38 Agreement to avoid additional legal costs. The wording of this paragraph suggests a performance of the Council in meeting developers’ requirements but makes no mention of actually having the resources to deliver this service in a timely and cost effective manner.</p> <p>Should be revised to allow mini S278 Agreements, use of S184 for minor works and to allow developers designers and contractors to carry out the works with the agreement of KMC. If all this is in the Highways Guidance Document then this should be made available for comment as well.</p>	<p>Comments noted. The S278 procedure will be undertaken in line with the Highways Guidance Document, as noted in the SPD</p>
		<p>Para. 7.2</p> <p>This makes reference to the Council’s Section 278 Procedure and Section 38 Procedure documents. When asked, apparently neither of these documents have been finalised so how can one reasonably comment on an incomplete document(s).</p> <p>Mention is made of The Institute of Highways and Transportation – this is incorrect – should be the Chartered Institution of Highways and Transportation.</p> <p>One has to wonder if anyone drafting this document know anything about Road Safety Audits - HD19/05 does not exist – one assumes they mean HD19/15 which has now been superseded by GG119.</p>	<p>Comment noted. Amended to GG119</p>

			<p>With regard to the Section 38 Audits, why is there a different requirement placed on external audit teams compared to those carried out by the Council's own Audit Team? This is unreasonable and implies that an Audit to a lesser standard would be carried out by the Council.</p> <p>Mention is then made of the Kirklees Road Safety Audit Procedures which again is a document that is still in preparation.</p> <p>For Section 278 agreements, the document confirms that the design would be undertaken by KMC in house design team and audited by their own RSA people in line with their procedures as yet unpublished. See comments on 7.1 above for our concerns in this regard.</p> <p>The wording of this paragraph suggests a performance of the Council in meeting developers' requirements but makes no mention of actually having the resources to deliver this service in a timely and cost effective manner.</p>	<p>Comments noted. Amended to require same standard of audit regardless if undertaken Kirklees audit team</p>
		Para. 7.3	<p>This paragraph, whilst laudable in content, provides a checklist of matters to be considered for one road user group – what about pedestrians and pedal cyclists? We are not aware of any other HDG with such a level of detail. Perhaps should have spent more time drafting the missing Guidelines for S278, S38 and Road Safety Audit procedures</p> <p>Is this paragraph really necessary?</p>	<p>Comments noted. Paragraph removed.</p>

Respondent 25	Sport England		<p>I refer to the above document and your recent consultation with Sport England. Thank you for seeking our views on this matter.</p> <p>Sport England's remit and strategy has broadened beyond sport and now seeks to bring the benefits of regular physical activity to the public that don't regularly participate in sport. Our survey data has consistently told us that the most popular forms of physical activity are walking and cycling. Our design guidance Active Design is underpinned by the understanding that minor (but interlinked) changes to the physical environment can improve people's levels of physical activity. Within Active Design are a number of measures that concern 'active travel' and it is in this context that we have reviewed the SPD.</p>	Comment noted
			<p>In overall terms given the linkages between active travel and improved public health we find it odd that the introduction to the SPD does not explicitly acknowledge the linkages.</p> <p>Active Design sets out 10 key principles which we consider to be important to the creation of environments that offer individuals and communities the greatest potential to lead active and healthy lifestyles. It is considered that the following principles have a direct relationship to highways design:</p>	
			<p>Active for All. By this we mean Neighbourhoods, facilities and open spaces should be accessible to all users and should support sport and physical activity across all ages. Pointers to best practice in respect of highways design would be;</p> <ul style="list-style-type: none"> - Are all facilities supported as appropriate by public conveniences, water fountains and, where appropriate, changing facilities to further increase their appeal to all? - Do public spaces and routes have generous levels of seating provided? - - Where shared surfaces occur, are the specific needs of the vulnerable pedestrian taken into account? 	Comment noted

			<p>Walkable communities by this we mean Homes, schools, shops, community facilities, workplaces, open spaces and sports facilities should be within easy reach of each other. Pointers to best practice in respect of highways design would be;</p> <ul style="list-style-type: none"> - Are a diverse mix of land uses such as homes, schools, shops, jobs, relevant community facilities and open space provided within a comfortable (800m) walking distance? Is a broader range of land uses available within 5km cycling distance? - Are large, single purpose uniform land uses avoided? - Are walkable communities created, providing opportunities to facilitate initiatives such as walking buses to school, and providing the basic pattern of development to support a network of connected walking and cycling routes <p>Connected Walking and Cycling Routes by this we mean All destinations should be connected by a direct, legible and integrated network of walking and cycling routes. Routes must be safe, well lit, overlooked, welcoming, well maintained, durable and clearly signposted. Active travel (walking and cycling) should be</p>	<p>Comment noted</p>
			<p>prioritised over other modes of transport. Pointers to best practice in respect of highways design would be;</p> <ul style="list-style-type: none"> - Creation of a legible, integrated, direct, safe and attractive network of walking and cycling routes suitable for all users? - Prioritisation of pedestrian, cycle and public transport access ahead of the private car - Are the routes provided, where feasible, shorter and more direct than vehicular routes? - Are the walking and cycling routes provided safe, well lit, overlooked, welcoming, and well maintained, durable and clearly signposted? Do they avoid blind corners? - Do routes support all users including disabled people? - Are shared pedestrian and cycle ways clearly demarcated, taking the needs of the vulnerable pedestrian into account? 	

			<p>High Quality Streets and Spaces Flexible and durable high quality streets and public spaces should be promoted, employing high quality durable materials, street furniture and signage. Pointers to best practice in respect of highways design would be;</p> <ul style="list-style-type: none"> - streets and spaces which are provided of a high quality, with durable materials, street furniture and signage - appropriate provision made to promote access to, and activity by, all users including providing safe route ways for vulnerable pedestrians 	Comment noted
			<p>Appropriate Infrastructure by this we mean supporting infrastructure to enable physical activity to take place should be provided across all contexts including workplaces, sports facilities and public space, to facilitate all forms of activity. Pointers to best practice in respect of highways design would be;</p> <ul style="list-style-type: none"> - At major travel destinations are public toilets, showers and changing facilities provided? Are these accessible and usable by all potential users? - Are drinking fountains provided? - Is there a multitude of seating options provided? Is the seating provided accessible to all? 	Comment noted
			<ul style="list-style-type: none"> - Is safe and secure cycle parking provided for all types of cycles including adapted cycles and trikes? - Is safe and secure pushchair storage provided where appropriate? 	

			<p>In broad terms we found much to commend within the SPD. But, as with the linkages to the public health agenda we would be more reassured that the Highways Design Guide would achieve its aims if it was clear in terms of scene setting that the promotion of walking and cycling requires complementary spatial measures in terms of the location of new development, density, mix of land-uses, and co-location of travel destinations. Equally ensuring walking and cycling is prioritised in new developments can be just as much about eliminating features within the surrounding area which discourage active travel as measures within a new development itself. So for example, Huddersfield’s inner ring road was created at a time when accommodating the needs of motorists was prioritised above the needs of pedestrians and cyclists and it forms a barrier in its current form disconnecting parts of the town centre from inner areas around it, whilst making walking and cycling use of arterial routes which cross it laboured. We trust you these comments your fullest consideration and would be grateful for confirmation as to when the Design Guidance is adopted by the Council.</p>	Comment noted
Respondent 26	Miller Homes		<p>Miller Homes was passed the SPD by a third party but were not directly contacted by KMC</p> <p>There is an ongoing issue with section 38 conditions set after planning permission has been granted – should all be agreed internally within KMC before planning permission granted. Current system sets onerous conditions with planning permission which states subject to s38 and highways approval</p>	Comment noted
		3.27	requires clarification, the council should not be able to insist upon features and then charge a commuted sum	Comment noted
		4.24	This photograph of the Miller Homes development at Lindley is misleading as the basins are not highway related, but to assist with flooding	Comment noted. The photograph is within a

				section on drainage solutions and is given to illustrate this
		6.9	Requires accommodation of large service vehicles – not achievable on existing or proposed developments. Would lead to a loss of land for housing which is unacceptable given housing targets.	Comments noted.
Respondent 27	Jones Homes (Yorkshire) Limited		It is hoped that this will not be the final consultation, another draft should be produced as there are a number of issues. Workshops should be held, which we would be keen to participate in	Comments noted. Consultation has been undertaken in line with the adopted SCI
		Para. 1.12	Incorrectly states that inclusive mobility is a standard, but it is a guidance document	Comment noted. Amended to correct this
		Para 2.5	incorrectly refers to Disability Discrimination Act (DDA) regulations, which have been replaced with the Equalities Act 2010	Comment noted. Amended to correct this
		Para. 2.6	a minimum 'x' distance for cycle links of 2.4m is unnecessary – 1m is adequate in most cases for residential and industrial estates according to MfS	Comment noted. The MfS states that there are some issues with an 'x' distance of shorter than 2m, therefore no amendment suggested
		Para. 3.5 sentence 2	suggested wording – <i>'in order to ensure that allocated sites can be successfully bought forward developers will be expected to demonstrate that a corridor of suitable width is reserved in the lead in development which can accommodate a satisfactory future extension of the highway to serve the number of dwellings expected on the allocated site'</i>	Comment noted. Proposed wording not included as the wording in the SPD is considered appropriate
		Para. 3.7	Suggested wording – <i>'Designers will be required to demonstrate how proposed street layouts will achieve the selected design speed in practice; and street layouts will be subject to a stage 1 Road Safety Audit'</i>	Comment noted. Amended for clarification in line with suggestion

		Para. 3.8 and table 1	Too prescriptive and rigid, wording should be amended to allow more flexibility	Comment noted. Amended to allow for developers to justify why they haven't met these conditions, where appropriate
		Para 3.16 point iv	suggested wording: <i>The highway infrastructure is designed and constructed to an appropriate standard, commensurate with the guidance provided for an adoptable standard street</i>	Comment noted changed wording as proposed
		Para. 3.20	Prescriptive design parameters that are not considered to be appropriate	Comment noted. Added 'or provide justification on not being able to meet the guidance'
		Para. 3.22	Rigid application of standard from Design Manual for Roads and Bridges – should be changed to 'guidance'	Comment noted. Changed to say 'guidance' in table for under 20ha
		Para. 3.23	A shared turning point of 25m (radius) would be excessive. This appears to be an error and should be corrected to diameter	Comment noted. Amended to correct error
		Para. 3.24	It is not considered appropriate or necessary to state that gates should be set back 16.5m into a site – this is overly prescriptive. Suggested amendment: <i>'Where gates are proposed, they may need to be set back from the highway to ensure that commercial vehicles can pull off the highway to prevent blocking of passing pedestrians and vehicles on the major route'</i>	Comment noted. Amended to say '(or proportionately to the developments operational requirements)'
		Para. 3.27	Suggests that commuted sums will be calculated in accordance with guidance issued by DfT, but no reference is provided. This should be amended for clarity so that commuted sums do not place an unnecessary burden on development	Comment noted. Amended to reflect relevant body

		Para. 3.32	Suggest amending 90m junction spacing to 60m on 30mph major roads	Comment noted, but retained
		Para. 3.33	Suggests that MfS guidance only applies to built-up areas having a vehicle speed of 37mph or less Unless evidence can be provided that it is necessary, it is not considered appropriate to rigidly apply DMRB standards for visibility on 30mph roads carrying more than 10,000 v.p.d	Comment noted. No change required as the MfS is signposted from the document
		Para. 3.36	it is considered that an 'x' distance of 1m may be acceptable in certain circumstances on lightly trafficked streets as confirmed in MfS	Comment noted – however, MfS states that this shorter 'x' distance has some issues

				The notes have been amended to allow for instances where a shorter or longer x distance may be justified
		Para. 3.40	Wording blurs the relationship of Designer and Road Safety Auditor	Comment noted. Wording amended to provide more clarity
		Para. 3.44	It is unrealistic to expect stakeholders to consult with the emergency services in all pre applications given the resources available to them. Wording should be amended to clarify that this is required in exceptional circumstances	Comment noted. Wording amended to clarify requirement only where a non-standard design element is proposed
		Para. 3.47	It is unclear why the normal minimum gradient of 1:80 is not appropriate in Kirklees – suggest amendment	Comment noted, but retained
		Para. 3.48	A requirement of 5.3m headroom will affect the ability to install street trees, as advocated in section 4 and is not consistent	Comment noted, but retained

		Para. 3.51, table 6	It is recommended that the minimum vertical curve lengths are reduced from 20m to 5m	Comment noted, but retained
		Para. 4.11	While street trees may be appropriate in some circumstances, this may not always be the case	Comment noted. Amended to allow more flexibility and clarity
		Para. 4.13	Foliage no lower than 4.6m above the carriageway is inconsistent with para.3.48 which sets out a minimum 5.3m clearance	Comment noted. Paragraph removed and replaced
		Para. 4.35	further clarity is required on the matter of concrete pipes DMRB is intended for use in the design of trunk roads and motorways, not residential estates. DMRB states that it can be used by LA's with no Road Design Guide of their own, but motorways/trunk roads and residential estate roads are not directly comparable	Comment noted. Not changed Comment noted. This guidance refers specifically to the need for larger tanks and culverts (150cm or larger) to

				obtain Approval in Principle in accordance with DMRB and is not blanket guidance.
			The 120-year liability for a commuted sum is not considered appropriate. It is strongly advised that further consultation between the Council and Yorkshire Water is required to rectify this crossover, as many prospective developments may become unviable due to this additional cost burden. 120-year liability is more appropriate for a bridge type structure rather than a carrier pipe	Comment noted

		Para 4.35	This suggests that a systematic regime and commuted sums would be required on internal diameters of 900mm and above, which the SPD classifies as an attenuation tank. This is vague and further clarification is required to determine the minimum internal diameter that would be classified as an attenuation tank to be managed and maintained by the council, noting that many of the pipe networks will be adopted by Yorkshire Water	Comment noted, no change proposed
		Para 5.19	The threshold for requiring Travel Plans for residential developments of 10 units and above is considered onerous. Smaller developments could be required to incorporate sustainable travel measures using a less formal Travel Plan process. Leeds City council has a detailed travel plan SPD that uses a threshold of 50 units, which we consider to be more reasonable	Comment noted. Threshold changed to 50 units
		Para. 6.9	It is not necessary for all highways to be designed to accommodate an 11.85m long refuse vehicle, many roads cannot safely accommodate such a vehicle and they are not used in Kirklees. This requirement will lead to less efficient use of land, making it harder to meet housing targets	Comment noted. Last sentence changed
		Para. 6.9	Insufficient detail about 11.85m vehicle, meaning it cannot be adequately assessed using swept path analysis	Comment noted but no change proposed
		Para. 6.9	tracking of the refuse vehicle should not be undertaken at a design speed of 15mph on street types a and b and 10mph on street type c. Vehicles will not be turning at these speeds and this will lead to over-engineered and inefficient development layouts. It is recommended that this note is removed from the SPD	Changed in line with recommended replacement sentence
		Para. 7.2	For minor works, where the safety implications are likely to be minimal, an audit in full accordance with GG119 should not be necessary.	Comment noted. SPD states 'unless otherwise agreed in writing with the council...'
				added and correction to GG119

			Also, it appears that this SPD would allow the council to undertake Road Safety Audit to a different standard than would be expected from a developers consultant	Comment noted. Amended to clarify that the same standards of RSA are required from the council and from consultants
			HD19/15 has now been superseded by GG119	Comment noted. Amended to reflect Update
Respondent 14			H358 I live on Warburton , it is a single track not enough room for 2 cars to pass, many of the cottages doors open directly onto the road, there are no footpaths , only a few of the properties have off road parking many times I have not been able to park in front of my own house, there is nowhere for visitors to park - in bad weather ice and snow you cannot get up the road -there is nowhere to leave your car Upper lane is full Kirklees SDP has a responsibility to cyclists pedestrians , providing protection from Motor vehicles , they should take into account of the needs of the people living there -these visions in the SDP are very hypocritical considering the state of Warburton.	Comments noted. Site HS137 (formerly H358) is allocated in the adopted Local Plan which underwent Independent examination and is not part of the Highway Design Guide SPD.
Respondent 32	Kirklees Council Landscape	p. 10	Agree with these points	Comment noted
		p.12	Some minor changes in wording suggested	Comment noted. Amended accordingly
		p.17	add colour to blister paving for visual impairment	Comment noted. Amended accordingly
		p.18 Para. 1.10	should be 'regardless of visual ability, mobility or age'	Comment noted. Amended accordingly

		p.19 Para. 1.14	Heading should be tactile paving and colour contrast	Comment noted. Amended accordingly
		p.22 Para. 2.3	should be 'safe, attractive and secure cycle parking'	Comment noted. Amended accordingly
		p. 40 Para. 4.1	should include wellbeing and healthy active travel	Comment noted. Amended accordingly
		Para. 4.2	also should be in collaboration with parks officers	Comment noted. Document changed to just say 'council'
		Para. 4.3	minor changes in wording suggested to be more flexible	Comment noted. Amended accordingly
		Para. 4.4	variety of lighting options, choose most appropriate for setting	Comment noted
		Para. 4.5	add 'keeping with character of setting'	Comment noted
		Para. 4.7	Add 'sometimes'	Comment noted. Amended accordingly
		p.41 Para. 4.7	add 'even if the footway is aligned behind the verge' at the end	Comment noted. Amended accordingly

		Para. 4.9 and 4.10	mention trees that already exist at the site	Comment noted. Amended accordingly
		Key Design Driver 16	Changes in wording suggested to add flexibility and reflect what is appropriate to the site	Comment noted. Amended accordingly
		p.42 para 4.12	changes in wording recommended	Comments noted. Paragraph made more concise.

		Para. 4.13	this doesn't apply to all cases	Comment noted. Changed para. To be more suitable for general guidance
		Photo	Planting looks poor and isn't clear what the photo illustrates	Comment noted. Amended photo.
		4.16	Add 'and protected during construction'	Comment noted
		p. 43 Para. 4.18	Who is going to approve this?	Comment noted. Removed 'approved'
		Photo (both on page)	Poor photo – what is this showing?	Comment noted. Amended photos

		Para. 4.21	Lighting and trees should be specified together	Comments noted. Amended accordingly
		p.44 Para. 4.24	to end, add 'biodiversity opportunities, maintenance, managed links to POS'	Comments noted. Amended accordingly
		p.44 Photo	poor photo	Comments noted. Changed to better quality photo of same
		p.45 Para. 4.26	Add 'and how they can work with POS and other landscaped verges/mitigated areas'	Comments noted
		p.46 photo	poor photo	Comments noted. Changed to higher quality photo of same

		Para. 4.34	add 'The location of a tank under the POS should be discussed with the Landscape Architects department at the early stage with the understanding that the Council generally do not adopt tanks under the POS.' to end	Comments noted. Amended accordingly
		p.47 Para. 4.39	add 'or rain gardens in curtilage' to end	Comments noted. Amended accordingly
		photo	poor photo, terrible surface water	Comments noted. Changed to better photo
		p.49 Para. 5.5	This sentence needs finishing	Comments noted. Amended accordingly

		p.50 Para. 5.6	add 'such as street trees or soft landscaping'	Comments noted. Amended accordingly
		Key Design Driver 21	Add 'in conjunction with soft landscaping'	Comments noted. Amended accordingly
		Para. 5.8	Add 'and parking should not dominate the streetscape' to the end	Comments noted. Amended accordingly
		Para. 5.9	Should be 'strong and extensive planting and trees', 'visual amenity'	Comments noted. Amended accordingly
		Key Design Driver 22	Add 'should incorporate some form of soft landscaping or tree planting as standard.' To end	Comments noted. Amended accordingly
		p. 52	add 'bin storage and presentation'	Comments noted. Amended accordingly
		p.53	poor photo	Comments noted
		p.54	photo should be a Kirklees refuse vehicle	Comments noted
		p.55 General	Please make reference to current waste management guidelines	Comments noted

		Key Design Driver 26	Add 'and design out unnecessary manoeuvring procedures' to the end	Comments noted. Amended accordingly
		p.56 Para. 6.7	add 'and be maintained by a private management company' to the end	Comments noted. Amended accordingly
		p.57 Para. 6.9	mention dropped kerbs	Comments noted. Amended accordingly
		Para. 6.11	Turning space reduced to that needed by a private car is not ideal.	Comments noted. Amended accordingly
			Mention - Delivery vehicles are becoming more prevalent with increase in online shopping	Comments noted. Amended to reflect this comment
		p. 58 Para. 6.15	Add 'Soft landscaping should be incorporated so the hard landscape highway surfacing does not dominate. ' to the end	Comments noted. Amended accordingly
		Para. 6.16	Add 'and maintained and managed by a private management company. ' to the end	Comments noted. Amended accordingly
Respondent 15			With regards to the current proposal for site H358 in Emley. According the Kirklees plan a certain requirement of infrastructure is required, the H358 site lacks this infrastructure. The only access to this site is via Warburton Road and Green Acres Close. Warburton Road is a narrow road with no footpaths at either side. Due to the nature of the houses already on Warburton which have is no off road parking, cars are parked along the side of the road, making this a single track lane. It is difficult for cars to pass and delivery vehicles and construction vehicles would	Comments noted. Site HS137 (formerly H358) is allocated in the adopted Local Plan which underwent Independent examination and is not part of the Highway Design Guide SPD.

			<p>cause great disruption. It is already unsafe for the children walking to school as no pavements means that pedestrians have to walk on the road and along with the poor lighting on winter mornings and nights makes this an accident waiting to happen.</p> <p>Emley as a village does not provide much local employment so most residents are commuters. At key times the Traffic is already at a bottleneck through the village without the additional traffic from the new development. Footpaths throughout the village are lacking. The main street of Upper Lane only has footpaths to one side and along with parked cars make Upper Lane almost a single track road.</p> <p>The vision in the Kirklees plan talks of putting pedestrians and cyclists first and incentivising walking and cycling in a secure and pleasant environment, providing protection from motor vehicles, reducing car travel and fuel consumption. In my opinion the plan for site H358 goes against this vision in every aspect.</p>	
Respondent 16			<p>H358</p> <p>This site cannot take more houses. The plan will mean Warburton is incredibly dangerous.</p> <p>It is already dangerous for children to walk down as there is no footpath. I thought new developments had to have suitable footpaths and access?</p>	<p>Comments noted. Site HS137 (formerly H358) is allocated in the adopted Local Plan which underwent Independent examination and is not part of the Highway Design Guide SPD.</p>

Respondent 17			<p>H358</p> <p>With regards to Site H358 I feel that the vision of the Kirklees Plan has been lost. The plan talks about safety of pedestrians and cyclists to encourage more people to walk and cycle. The site H358 is accessed from Warburton Road which has no pavements and due to on road parking is at times is a single track, adding the additional traffic from 40 houses potentially 80 cars this is far from a vision of safety. Children have to walk in the road as no pavements are not available. Warburton Road feeds on to Upper Lane, the main street running through Emley which already suffers from congestion at peak times. Upper Lane only has Pavements on one side of the road. Which again is far from providing a safe</p>	<p>Comments noted. Site HS137 (formerly H358) is allocated in the adopted Local Plan which underwent Independent examination and is not part of the Highway Design Guide SPD.</p>
			<p>environment for walkers. Due to developments in other local villages where the traffic feeds through Emley the congestion has greatly increased over the last few years.</p> <p>I think the vision set out in the Kirklees plan cannot be obtained by building the development on the H358 site.</p>	

Respondent 16			<p>H358 Emley.</p> <p>Your very own design standards dictate that you will prioritise walkers and cyclists. How can you justify adding potentially 100 new cars into Emley at site h358?</p> <p>There are no footpaths in Warburton? This is your key principle and unacceptable.</p> <p>Children play on the Warburton recreation ground and cars parked make the road single track. This is highly dangerous. They can only walk there in the road.</p> <p>Children walk down Warburton to school or school buses. They take their life in their hands with the current level of traffic. The doubling or trebling of this traffic volume is both unsafe and impractical.</p> <p>Upper lane is gridlocked with the majority of it being single lane due to parked cars. Adding more cars into the village in not a sound plan. Emley is a commuter village and people need to drive to work and shops. 40 or 80 or even 100 more cars will stifle the village and make walking on Warburton too dangerous to consider. It will result in parents driving children up and down Warburton to protect them.</p> <p>This plan does not comply with your very own design standards and should be removed.</p>	<p>Comments noted. Site HS137 (formerly H358) is allocated in the adopted Local Plan which underwent Independent examination and is not part of the Highway Design Guide SPD.</p>
Respondent 28	Kirkburton Parish Council		<p>The comments from Kirkburton Parish Council on the above consultation are as follows:</p>	<p>Comments are noted by the council. The SPD sets out guidance for shared space in line with government endorsed guidance.</p>

			<p>1. The introduction of shared spaces should be avoided as they impact detrimentally on blind, partially sighted and disabled people. Evidence has shown that the incidence of accidents increases following such changes to the highway.</p>	Amendments made to text to emphasis design requirements of visual impaired individuals
			<p>2. The amount of street furniture should be kept to the minimum required, as it causes problems for wheelchair users.</p>	Comment noted. Reference to minimal street furniture is included in the SPD
			<p>3. The Parish Council is disappointed to note that the consultation period has been reduced to 6 weeks on this occasion, when best practice is to allow 12 weeks for the public and bodies such as the Parish Council to respond.</p> <p>I realise that this response is slightly outside of the consultation period, but trust that it will be possible for the Parish Council's comments to be considered before final decisions are taken.</p>	Comments noted. The 6 week consultation period was above the minimum 4 week requirement for SPD consultations and complied with the councils SCI
Respondent 30			<p>Perhaps inevitably the guide appears to focus on urban streets. The feel of the document is very housing estate-y and samey. Considering that a significant amount of the land in Kirklees is rural by nature, should there not be greater consideration of rural highway design and appreciation of the difference between the composite areas of the borough? In the Holme Valley in particular, the landscape characteristics, as identified by the AECOM study, are distinctive. The consultation exercises carried out in connection with the development of the neighbourhood plan has re-affirmed the importance of retaining these features. These include the narrow, steep and twisting roads bounded by dry stone walls. These features are evidently of local importance; they are also part of the attractiveness of the area and contribute to the Kirklees Economy through tourism etc. Hence there is a danger of a contradiction between this and the principals contained in the design guide.</p> <p>The nature of the roads requires attention to speed control measures and sight lines. Greater emphasis of these could be made.</p> <p>Housing estate design should take care not to create areas which lay the ground for conflict between neighbours over parking, waste bins and access etc.</p>	Comments noted

			<p>Repeated reference is made to the concern for pedestrians and cyclist safety. There not one reference to horse riders or bridleways. Given the rural nature of the borough, this is a serious omission.</p> <p>Consideration should also be given to the increased use of country roads as links between settlements to main roads. Some of the developments in rural areas have knock on effects which lead to traffic hot spots away from the immediate vicinity of a development. Attention should be given to this in the guide.</p> <p>Given the urgent imperative to reduce carbon emissions, could this be the opportunity to require developers to construct all pavements, car parking and other hard standing areas from porous materials? Flood mitigation and minimisation of run off is essential. Are there ways of building in other actions to make the use of the private car less attractive and more inconvenient? This is chance for Kirklees to take the lead!</p>	
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Respondent 31	Mirfield Town Council	<p>Dear Sirs</p> <p>Re: Land at Slipper Lane 2018/90801/90802/91005/93622</p> <p>Mirfield Town Council would like to make comments/objections on the above applications, especially regarding highways. We have instructed a highways consultant and the following are findings that the council would like a response to and adhering to before any application is granted.</p> <p>MTC note that the two main areas that are of concern to MTC are also key elements in the SPD - capacity and highway safety.</p> <p>In chronological order working through the document we would like to report the below;</p> <ul style="list-style-type: none"> • Introduction (i)– do the high standards of highway design conform to the Design Manual for Roads and Bridges requirements? • (ii) – Were all the highway design considerations taken into account when designing the proposed highway mitigation measures at the A62 Leeds Road/Sunny Bank Road signalised Junction? Particularly in reference to highway safety and the feasibility via a Stage 1 Road 	Comments noted
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		<p>Safety Audit.</p> <ul style="list-style-type: none"> • (iii) – In retrospect, with future highway modifications be required to accommodate the resident parking to the east of the junction off the north kerb line. Sufficient feasibility work could have prevented any unnecessary delays, costs, etc. in this instance; • (iv) With regards to addressing congestion MTC cannot understand how the 2013 through put traffic counts undertaken in the WSP TS (2014) were less than the 2006 counts ?? (Not an issue in SPD more in TS). The TS showed the A62 Leeds Road/Sunny Bank junction as oversaturated (132%) so the storage of motorised traffic, that the SPD encourages has not been addressed; • (v) accommodate all movements – see above. • (vii) Key Design Drivers – was a Design and Access Statement submitted for this application addressing any divergence from the Key Drivers? • (ix) Collaborative approach to highway design. Was this applied to the proposed A62 Leeds Road / Sunny Bank Road mitigation measures? Removal of the right turn lane (northbound) and reassignment of the westbound lanes? <p>Highway Design Principles</p> <ul style="list-style-type: none"> • Priority No.1 – Ensuring safety. MTC don't recall seeing a Road Safety Audit for the proposed highway mitigation measures at the A62 Leeds Road/Sunny Bank Road junction; • Priority No.7 – Road Safety Audit particularly to identify any issues on eastern arm with on street parking, emergency vehicles etc.; <p>Scheme Design</p>	
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			<ul style="list-style-type: none">• <i>“Anticipate the movement patterns of pedestrians, cyclists and vehicles and decide where this can be most effectively located.”</i> – MTC are not sure the reassignment of the westbound	
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			<p>lanes and the removal of the right turn (northbound) anticipated movements of vehicles, etc.</p> <ul style="list-style-type: none"> • <i>“Ensure there is adequate parking for cars.....”</i> – Has an assessment been undertaken to ensure the area to the rear of the main residential plot on the north east corner of the junction has a sufficient level of parking to prevent on street parking? • <i>“Provide easy access to dwellings for emergency vehicles and refuse collection”</i> – How are the properties on the east side of the junction (A62) serviced? From the A62 or from the rear? Is easy access available? <p>Prioritising Pedestrians</p> <ul style="list-style-type: none"> • 1.1 – Has the parking area to the rear of the large residential plot been assessed for safety, pedestrian accessibility, it is illuminated etc.? It is a shared space (not sure if it is private or public land); • Ped facilities and movements has been considered as part of the highway mitigation measures at the A62 Leeds Road/Sunny Bank Road junction; • Safety and Security – Is pedestrian guardrail proposed at the junction as part of the safety measures. This would have been identified as part of Road Safety Audit as the RSA assessed all potential users, not just vehicles. Although the SPD states barriers can be hazard what other methods can be used to prevent children from running out into the traffic? Cycling Infrastructure • Cyclists have been included within the A62 Leeds Road/Sunny Bank Road junction design works, however MTC are not sure if novice cyclist would feel comfortable using the cycle reservoirs – are alternative routes available for novices ? Again a Road Safety Audit would have confirmed. • Has a suitable cycle signing strategy been agreed with KC and does it work without cluttering the junction? <p>Streets</p>	
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			<ul style="list-style-type: none"> • (3.1) This confirms that this SPD relates to a ‘Manual for Streets’ approach only and does not apply to the proposed larger highway infrastructure projects on main roads (i.e. A62). However, the principles should still apply to larger schemes. There is no mention of the Design Manual for Roads and Bridges design guide (DMRB) that relates to higher classification roads, trunk roads, etc. • (3.7) The document identifies that the scheme layout will be based on design speeds that in practice form part of the Stage 1 Road Safety Audit. Finally, it gets a mention but was one undertaken for the works at the A62 Leeds Road/Sunny Bank Road junction? • (3.8) KC encourage highway works to be designed to an adoptable standard that includes conformance to the DMRB. MTC are not sure the proposed mitigation works conform to the DMRB requirements – We would question the running lane widths, is the crossing pedestrian island (at left lane off southbound) of a sufficient width to accommodate a person & pushchair or cycle, the left turn heading northbound looks tight for large vehicles, right turn lane southbound looks too narrow, etc.; • (3.22) DMRB mentioned at this point for industrial/commercial traffic. HGV/cyclist interaction is also mentioned but we are unsure if this was looked at as part of the RSA. Design issues above still apply; • (3.26) Carriageway widths – Do the lane widths conform to DMRB, not sure if vehicle speeds through the junction were considered? • (3.28) Was swept path analysis undertaken as part of the highway mitigation measures at the A62 Leeds Road/Sunny Bank Road junction? Nothing mentioned in the TS. • (3.36) Junction Radii need to conform the Table 5 and DMRB. The proposed radii look like they are not smooth curves and intermittent, however this could be the poor base/topo. 	
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			<ul style="list-style-type: none">• (3.39) There no mention of speed surveys or speed assessments in the 2014 TS. Have these been considered as part of the A62 Leeds Road/Sunny Bank Road junction mitigation design.	
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			<ul style="list-style-type: none"> • (3.48) We are assuming that as part of the detailed design drawings of the proposed A62 Leeds Road/Sunny Bank Road junction mitigation measures that the carriageway cross falls conform to the SPD and DMRB requirements; • If any vehicles decide they do not want to take the detour to join Sunny Bank Road (northbound) they can still physically make the right turn, albeit illegal. The extended pavement on the north east corner does not prevent vehicles from making the right turn; <p>Utilities</p> <ul style="list-style-type: none"> • As additional kerbing, ducting, pavement construction, signing etc. are required we would assume that no services are affected or they have been slewed/diverted as agreed with the statutory undertakers and KC. Have access covers been provided for maintenance; <p>Lighting</p> <ul style="list-style-type: none"> • Has a lighting assessment been undertaken for the proposed scheme to ensure the luminance values are not affected? <p>Site Drainage</p> <ul style="list-style-type: none"> • Has a drainage assessment been undertaken to ensure the new measures do not cause localised flooding or ponding and there is sufficient discharge points for the surface water runoff. This will need to be completed as an adoptable system. <p>Parking</p> <ul style="list-style-type: none"> • Has an assessment been undertaken to ensure the dwellings located to the north east of the A62 Leeds Road/Sunny Bank Road junction have sufficient parking to the rear of the main residential unit on the A62. If not the residents will park on the A62 	
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			eastbound arm that could result in highway safety issues, congestion and a 'bottle neck' situation. Does the level of parking conform to KC Local Plan standards (5.2)	
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			<ul style="list-style-type: none"> • (5.5) Is the car park safe, illuminated, easily accessible and finished with suitable materials; • (5.10/11) Can the cars enter, park, turn and exit the car park safely in a forward gear – as requested in the SPD Para 5.10/11; <p>Servicing</p> <ul style="list-style-type: none"> • How is the refuse collection currently undertaken for the residential units on the A62 (north east quadrant). It is directly off the A62 or to the rear of the main residential units that we assume is private land. If servicing is directly from the A62 this will cause traffic to 'back up' into the junction and potentially cause congestion issues. This has not been accounted for in the TRANSYT modelling undertaken by WSP in 2014; • (6.9 – 6.14) No tracking or swept path analysis is available to show how the residential units are served; <p>This is a summary of the SPD that is more suited to residential sites, as opposed to highway mitigation measures on main roads, however there are a lot of questions to be asked on the Mirfield scheme.</p> <p>It seems that number of issues have been missed during this works, maybe because it has been drawn out over a long period.</p> <p>Kind Regards Mirfield Town Council</p>	
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Name of meeting: Cabinet
Date: 8th October 2019
Title of report: Kirklees Permits Scheme for managing Street Works

Purpose of report: This report sets out changes in the Department for Transport’s approach to Street Works and seeks cabinet approval to modify the existing permit scheme in order to adopt an all streets permit scheme

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes If yes give the reason why Results in spending of £250k or more and impacts on all electoral wards in Kirklees.
Key Decision - Is it in the <u>Council’s Forward Plan (key decisions and private reports)?</u>	Key Decision – Yes Private Report/Private Appendix – No
The Decision - Is it eligible for call in by Scrutiny?	Yes If no give the reason why not
Date signed off by <u>Strategic Director</u> & name Is it also signed off by the Service Director for Finance IT and Transactional Services? Is it also signed off by the Service Director for Legal Governance and Commissioning Support?	Karl Battersby - 25.09.2019 Eamonn Croston - 25.09.2019 Julie Muscroft - 30.09.2019
Cabinet member portfolio	Councillor Rob Walker, Cabinet Member for Culture and Environment

Electoral wards affected: All

Ward councillors consulted: N/A

Public or private: public

Has GDPR been considered? Yes GDPR has been considered. The information in this report does not identify any individuals.

1. Summary

The Council's current permit scheme applies to the busiest 20% of the Kirklees road network, enabling the council to more effectively minimise delay and disruption to road users caused by utility and council road works, since its introduction in 2012. The council is now required by the Department for Transport to extend the permit scheme to apply to all adopted roads in Kirklees whilst also implementing the new street manager software system 'street manager' by March 2020. This report sets out how this process will be undertaken, the implications for the council and road users and seeks approval to implement the proposed revised permit scheme.

2. Information required to take a decision

Part 3 of the Traffic Management Act 2004 and associated regulations give councils the power to operate a Permit Scheme. On 12th June 2012 Kirklees Council, along with other local authorities in West Yorkshire and South Yorkshire, implemented the Yorkshire Common Permit Scheme. The Permit Scheme was updated by a Local Order on the 1st October 2015 to meet new legislation requirements.

The Permit Scheme enables Kirklees Council to manage and co-ordinate road works more effectively in order to minimise delay and disruption to users of the road network. Fundamental changes resulting from the introduction of the Permit Scheme was the need for all works promoters to apply for a Permit, and the requirement for statutory undertakers to pay a permit fee. Fees are not payable for permits for the council's own road works. The Permit Scheme enables the council to attach conditions to permits, giving it greater control over the timing of works and the way in which they are carried out.

Works promoters, including utility companies and the council for its own roadworks, are currently required to obtain permits only for works on the busiest roads, i.e. category 0-2 roads which comprise about 20% of the Kirklees adopted road network. Works on less busy roads, (categories 3-4), continue under the NRSWA (New Roads and Streetworks Act 1991) 'notice' system where no fee is chargeable and the council's powers to influence promoter works are more limited.

There is a requirement in permit regulations to demonstrate parity of treatment between highway authority and utility works and their respective permit applications.

Since implementation in 2012, the Permit Scheme has continued to help the council minimise delay and disruption from works, including: a reduction in the average duration of works on permit streets, days of disruption saved through permit application assessments, maintaining a high percentage of works that actually start on proposed start dates, and a reduction in works-related complaints.

Over the 5 year period between 1 April 2014 and 31 March 2019 there were on average 12,000 street works per year undertaken on the council's road network. These essential works inevitably interrupt to some extent the free flow of traffic and pavement users. It is therefore essential that any planned disruption must be co-ordinated as effectively as possible. An effective transport system is an essential driver of economic growth, connecting businesses with their employees, suppliers and customers underpinning the councils shared outcomes. Roads can become congested and journey times unacceptably long.

due to a range of factors. This delay and disruption can also be attributed to road works undertaken by Utility companies as they carry out essential works to maintain, renew and install their infrastructure which benefits us all. The cost of Utility works disruption to the UK economy was estimated to be £4.3b per year in a Halcrow 2007 report for the DfT (2002 values).

The Department for Transport plans to modernise how street works and roadworks projects are managed including a new national street works management system known as 'Street Manager' which the council is required to implement. The current date for implementing 'Street Manager' is by 1st April 2020.

Following a review of the original Permit Scheme, and taking into account the requirement by the Department for Transport for highway authorities to have a permit scheme which applies to all adopted streets, consideration is being given to how greater co-ordination of all road works on **all** streets can be applied. This will further improve the availability of the wider highway network, and also provide opportunities for the more efficient organisation of the road works themselves, providing opportunities for cost savings by works Promoters with reductions in the levels of delay and disruption to road users.

The Department for Transport has set out the process that permit authorities are required to follow. This includes a detailed Cost Benefit Analysis (CBA) of the potential impact of a modified scheme for permits on all street. The CBA supports the council's proposal to extend the current permit scheme to cover all street and shows that for every £1 that it costs the council to manage the scheme there is a saving to the local economy of more than £14 (a very strongly positive benefit) .

It is anticipated that the revised permit scheme will come in to effect before 1 April 2020 to comply with the Department for Transport requirements and the introduction of Street Manager.

3. Implications for the Council

- **Working with People**

Equality impact assessments are to be undertaken for the implementation of the revised scheme arrangements. A move to permits on all streets could potentially assist the community more widely with the anticipated enhanced level of scrutiny, inspections and monitoring.

- **Working with Partners**

The council is currently working with other West Yorkshire and South Yorkshire local authorities to implement all street permit schemes. This is a more efficient way of working, provides for permit schemes which are broadly consistent and enables collective consultation with stakeholders. This also means that utility companies can gain efficiencies in their operations as the permit schemes will be broadly similar.

- **Place Based Working**

The Council and third parties are in a phase of significant investment in communities and improvements to the road network. Whilst this investment is important for generating future growth, jobs and housing this has to be balanced against the risk of delay and disruption to road users and the community. Better management of road and street works will be of benefit to residents and businesses in all wards because of the greater

level of scrutiny and increased ability for the council to coordinate works on the roads more effectively, reducing the impact of works whilst also enabling essential repairs, maintenance and installation of new services (e.g. gas, electricity, fibre broadband, water and sewage).

- **Other (eg Legal/Financial or Human Resources)**

When developing any new or varying its current permit scheme, the Council must comply with all relevant legislation and have regard to statutory guidance in force at the time of the proposed change. Currently this comprises the Traffic Management Act 2004 (as amended) (“the 2004 Act”), the Traffic Management Permit Scheme (England) Regulations 2007 (as amended) (“the 2007 Regulations”), the Department for Transport’s Statutory Guidance for Highway Authority Permit Schemes (October 2015).

Prior to 2015 all permit schemes were required to be submitted to and approved by the Secretary of State. The Deregulation Act 2015 amended the 2004 Act to enable highway authorities to make their own schemes and to vary or revoke their existing ones, meaning that the Council has the statutory power to bring forward a local order for an all street permit scheme.

However, the council must ensure that all aspects of any new or revised permit scheme comply with the 2007 Regulations before making a new order. The council has to consult those identified in Regulation 3(1) of the 2007 Regulations explaining the reasons for the new order. At least four weeks’ prior notice of the order implementing the scheme must be provided to the relevant stakeholders set out in the 2007 Regulations before the new or revised scheme comes into effect.

The development of any scheme will be in accordance with the Department of Transport’s guidance. Modification to the current permit scheme will require the Service Director, Legal, Governance & Commissioning to draft and seal a local order which will be notified to stakeholders.

The Statutory Guidance and regulations sets out the recommended fee structure for each category of permit and that the maximum fees must not be exceeded in any circumstances. The administration of permit schemes must be cost-neutral and entirely self-funded through fees.

Increasing the scope of the existing permit scheme so that it meets the DfT’s requirements and the benefits are realised across all streets, will require additional resources to administer and co-ordinate the relevant works. These additional resources are funded from the increased revenue from permit fees being introduced to works on the additional streets, covered by the permit all streets scheme with the intention of maintaining a balanced cost and revenue position.

4. Consultees and their opinions

The Department for Transport has set out the process that permit authorities are required to follow and the stakeholders that should be consulted. This includes a formal consultation process with key stakeholders of the Permit Scheme such as utility companies and the Department for Transport (DfT). During Autumn 2019, the council will be seeking comments on the revised permit scheme proposal, the draft permit scheme document and the necessary changes to processes. The results of the consultation will be published. Having taken in to account the comments and opinions of the consultees

to the revised permit scheme proposal, and where appropriate made considered changes. The revised permit scheme will be implemented by 1st April 2020.

5. Next steps and timelines

The remaining stages and currently anticipated timescale to implement the revised all street permit scheme and Street Manager include:

Testing and preparation for implementation of Street Manager are already ongoing
Revision of permit scheme document to comply with permit all streets and Street Manager

Consultation with key stakeholders. October/November

Finalisation of documents and collation of responses. November/December

Local order drafted, sealed and published. Stakeholders including councillors informed of the change. January/February

Recruitment and mobilisation (Council and utility companies)

Go Live March 2020

6. Officer recommendations and reasons

That members:

- Approve the implementation and operation of the permit all streets scheme to realise the anticipated additional benefits, over and above the existing scheme.
- Approve delegated powers to the Strategic Director Economy and Infrastructure in consultation with the lead member to implement the fee structure in compliance with the statutory guidance for highway authority permit schemes (October 2015).
- Authorise the Director of Legal, Governance, and Commissioning to prepare the Local Order and to execute and affix the Corporate Common seal of the Council

7. Cabinet Portfolio Holder's recommendations

I welcome this timely opportunity to extend the benefits of the current permit scheme to cover all of Kirklees particularly at a time of significant levels of investment in the districts infrastructure.

8. Contact officer

Kathryn Broadbent, Operational manager, Operational services, Directorate of Environment. Tel 01484 221000 kathryn.broadbent@kirklees.gov.uk

9. Background Papers and History of Decisions

Kirklees permit schemes for managing street works Cabinet 21 June 2011

Local Order on the 1st October 2015 to The Permit Scheme was updated to meet new legislation requirements.

10. Service Director responsible

Karl Battersby, Strategy Director Economy and Infrastructure. Tel (01484) 221000
karl.battersby@kirklees.gov.uk



Name of meeting: Cabinet
Date: 08th October 2019
Title of report: New Street & Cloth Hall Street Public Realm
Purpose of report: To gain approval for detailed design and realisation by 2021



Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes The project will result in spending more than £250K.
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports?)	Yes
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by Strategic Director & name - Is it also signed off by the Service Director - Finance, IT and Transactional Services? Is it also signed off by the Service Director - Legal Governance and Commissioning?	Karl Battersby - 27.09.2019 Eamonn Croston - 26.09.2019 Julie Muscroft - 30.09.2019
Cabinet member portfolio	Cllr Peter McBride - Regeneration Cllr Naheed Mather - Greener Kirklees Cllr Rob Walker - Culture & Environment

Electoral wards affected: Newsome Ward

Ward councillors consulted: No

Public or private: Public

Has GDPR been considered? Yes, GDPR has been considered. The information in this report does not identify any individuals.

1. Summary

- 1.1 The improvement of New Street (Ramsden Street to Cloth Hall Street), Cloth Hall Street and Market Place has been identified in the recently published Huddersfield Town Centre “Blueprint” as these streets are considered to be strategically important to the regeneration of the town centre. Cabinet is therefore requested to consider funding the development and delivery of these improvements.
- 1.2 The improvements will be developed with a holistic design approach, engaging key stakeholders, police, businesses and public, and with an aim to provide a high quality, safe and inviting public environment.
- 1.3 A high-quality public realm is a core component of the ambition for the Huddersfield Town Centre ‘Blueprint’ and is reinforced by the adopted Huddersfield Town Centre Design Framework, which set the high standard for the public realm. New Street, Market Place and Cloth Hall Street have been classified as “Gold” standard streets, reflecting their importance.
- 1.4 The broad aims of the improvements are listed below:
- Create playful and creative streets that are inviting and safe public spaces
 - Encourage retail activity on these streets
 - Create opportunities for events/pop-up markets by providing the necessary infrastructure
 - Meet the “Green Street” agenda by introducing more trees and landscaping into the streets
 - Create streets that are uncluttered by rationalising signs, street furniture, etc.
 - Define routes for delivery vehicles to reduce indiscriminate parking in pedestrianised areas.
 - Reduce the time window for deliveries into the pedestrianised areas to reduce conflict between deliveries and pedestrians
 - Include new contemporary seating and street furniture that is high quality and easily maintained.
 - Provide contemporary lighting throughout
 - Provide contemporary quality paving.

2. Information required to take a decision

A provisional layout for the scheme is shown in Appendix 1 and although indicative, a number of outline proposals are highlighted below:

- An area dedicated at the southern end of New Street is proposed to expand the use for alfresco dining.
- An area of New Street close to the junction with Cloth Hall Street is proposed for pop-up markets and outdoor exhibitions.
- Widened pavements are proposed on Market Place and Cloth Hall Street, reflecting the high number of pedestrians that use these streets.
- Addition of several trees and landscaping is proposed.
- A re-alignment of Market Place and Cloth Hall Street are proposed to slow traffic speeds.
- Low kerb heights are proposed on Market Place and Cloth Hall Street to encourage lower speeds and promote pedestrian dominance in the area.

2.1 Design Proposals

- 2.1.1 A copy of the Indicative New Street Scheme Report is attached, including the 'New Standard' Materials and furniture palette for Huddersfield town centre.
- 2.1.2 The Materials Palette also forms supplementary information to the Huddersfield Design Framework Document (HDFTC) and will be used consistently throughout Huddersfield Town centre to provide a quality public realm. New Street, Market Place and Cloth Hall Street are designated as "Gold" Standard within the Design Framework. The street design will adopt the principles set-out in the framework.
- 2.1.3 The palette has been developed in line with current visual impairment guidelines which helps to create more inclusive streets and spaces.
- 2.1.4 These proposals will be developed collaboratively and encourage more outdoor activity and well-being, and incorporate, where possible:
- Public art.
 - Opportunities for pop up shops/stalls with IT infrastructure for events.
 - Facilities for additional power supplies for improved Christmas lighting provision.
- 2.1.5 It is also proposed that the improvements will be developed following the principles of the police initiative, "Secured by Design", to create a secured, safe environment. This will include measures and design that discourages anti-social behaviour and criminal activities. Counter terrorism measures will also be considered to provide a proportionate level of security for the anticipated risks.
- 2.1.6 Trees in planters, together with structural artwork/growing frameworks, also allow for versatile use of the space available in our Town Centre.
- 2.1.7 The adopted palette will include the use of natural stone products, and some natural stone products are likely to come from quarries outside the UK. It is proposed that all stone supply contracts will be with suppliers who have undertaken appropriate actions to remove the risks of modern slavery practices within their supply chain. The suppliers we will use will be required to show evidence of their practices, audits and actions undertaken.

2.2 Loading, Parking and Access

- 2.2.1 The proposal to increase pavement widths and providing trees and landscaping is likely to reduce the available on-street Pay and Display parking.

It is proposed to rationalise the loading and parking bays on Market Place and Cloth Hall Street and remove the dual use bays that currently exist, prioritising disabled access where possible.

- 2.2.2 The pedestrian zone of New Street has time restrictions for loading and deliveries (4.00 pm through to 10.00 am the following morning). It is proposed that these time restrictions are extended to Market Place and Cloth Hall Street to reduce the conflicts with pedestrians.
- 2.2.3 It is likely that some features will be needed to provide adequate crowded area security, whilst still permitting access for commercial activities. Such features are currently under consideration and link with other activities/proposals in the Town Centre, and will include the implications of access arrangements, 24-hour monitoring, and call-out/maintenance contracts.

3 Implications for the Council

3.1 Early Intervention and Prevention (EIP)

- 3.1.1 Green spaces and green streets can support the removal of air pollution and make health cost savings. This scheme will deliver on the principles of the HTCDF to create and maintain high quality green infrastructure throughout the town centre. This will support workplace wellbeing through enhancing green spaces and improving the public realm; incorporating street tree planting within the town centre will help remove pollution.
- 3.1.2 Trees in particular, provide a wide range of services and account for most of the volume of air pollutants absorbed by natural vegetation in the UK.
- 3.1.3 Huddersfield Town Centre is currently identified in the Council's Air Quality Action (AQA) plan, where its residents are subject to poor air quality, and the current total pollution removed by vegetation in the town centre is approximately 137kg. This is very low compared to the UK average of 5619kg (as per Office for National Statistics, Centre for Ecology and Hydrology – [Click here to look at the figures for postcodes around the town centre UK air pollution removal how much pollution does vegetation remove in your area /2018-07-30.](#)
- 3.1.4 Huddersfield Town Centre has air pollution levels above National Objectives and European Directive limits/target values. The Council is about to launch its "10 AQMA" areas (Air Quality Management Areas), which includes the town centre, the area within the ring road, and route to Aspley, affecting upwards of 1400 residential properties. The framework will aim to focus on landscape design opportunities and street tree planting to maximise air quality improvements and help underpin and meet the requirements of the overall Kirklees plan.

3.2 Economic Resilience (ER)

- 3.2.1 The aim is to create a safe and vibrant town centre to unlock potential by attracting and retaining businesses and investment in the town; boosting the local economy; and transforming the public realm to provide high quality, versatile settings in which they can flourish. Attractive, superior urban environments do attract inward investment, and distinctive greening in the town centre will attract shoppers and visitors, improving pedestrian footfall through the increased volume of public, customers and workforce.
- 3.2.2 According to a recent report on eating out in town centres, by Springboard and the NPD Group, improved performance of high streets is being driven by a booming and inventive food and drink sector, such as street food or markets. This scheme will incorporate the space and infrastructure to develop pop-up markets and thus build on the food sector.

- 3.2.3 According to Historic England in its report on the changing face of the high street, at a time when people are increasingly looking for a leisure experience rather than simply a range of shops to visit, investing in the public realm and streetscape can be used to give town centres a potentially competitive advantage.
- 3.2.4 This scheme aims to enhance town centre greening. Through strategic tree planting, public realm enhancement using inventive landscape design (e.g. use of furniture, public art installations, lighting) the appearance and attractiveness of the town centre will be improved, and a coherent approach achieved. The aim to also reduce maintenance liabilities.
- 3.2.5 This scheme will aid development of a 'spine' for the town centre of culture and night time economy, running through the town, linking the ends of the town from the Railway Station to the University. This backbone will build on and link up the existing pockets of vibrant growing cultural activity and economy.

3.3 Improving Outcomes for Children

- 3.3.1 By making public spaces seem more welcoming and providing opportunities for social interaction, this scheme of high-quality public realm should provide opportunities to increase the number of people of all ages who are out on the streets.
- 3.3.2 Increasing the attractiveness and appeal of the public realm to users, especially by enriching them as green spaces, and ensuring better accessibility, will increase their use. The scheme will incorporate street tree planting aiming to draw in and welcome families and young people by providing shelter and shade, creating a positive image.

3.4 Reducing demand of services

- 3.4.1 The HDFTC was a collaboration of many departments including Planners, Highways Engineers, Construction, Maintenance, Landscape Architects and Public Health, thereby identifying a consistent and appropriate design and specification of materials and ensuring long term sustainable maintenance. This scheme will be in-line with the HDFTC in its principles of high quality, de-cluttering and reducing future maintenance.
- 3.4.2 The scheme also takes account of the assets within our Conservation Area and by using the range of gold, silver and bronze standards, complements the listed buildings. It aims to accommodate and deal appropriately with heavily trafficked streets and bus routes.
- 3.4.3 It is considered that investment in our town centre will give our citizens a sense of identity, will restore pride in our town centre and inspiration to take care of their own environment. The aim is that by the provision of this high-quality environment there will be less littering, fly tipping and anti-social behaviour thus reducing the need for Council intervention.

3.5 Legal/Financial or Human Resources

- 3.5.1 There is a need for allocations to be drawn down from the Town Centre Capital Plan to ensure that quality places are created, current environmental condition issues within the town centre are addressed to the appropriate standard, and to meeting the ideals set out in the framework.

- 3.5.2 This funding will allow the upgrading of some of the key areas in our town centre and create a 'spine' of high-quality public realm through Huddersfield. In order to develop and deliver on this scheme an investment amount of £5.25m is required.
- 3.5.3 The Temporary and Permanent Traffic Regulation Orders are likely to be required to harmonise loading times between New St, Cloth Hall St and Market St and to implement the scheme itself. These will be subject to the typical formal consultation and advertisement process.
- 3.5.4 An outline scheme estimate and programme is shown below and includes a substantial consideration of contingency, reflecting that the proposals are only at the concept stage of the design process and to allow for matters arising from consultation. Within the programme outlined, the Council will ensure that, if necessary, works are suspended or completed prior to the pre-Christmas period in 2020 and 2021 respectively.

Preliminary Estimate	£ 000's
Construction (inc. paving, cellar treatment and street lighting)	£2,170
Trees and Landscaping	£800
Counter Terrorism Measures	£100
CCTV	£50
Contingencies	£1,470
Fee's (inc. surveys/investigations)	£660
Total	£5,250

Preliminary Programme																
Activity	Jan-Mar 2020		Apr-Jun 2020		Jul-Sept 2020		Oct-Dec 2020		Jan-Mar 2021		Apr-Jun 2021		Jul-Sept 2021		Oct-Dec 2021	
Investigations																
Feasibility Design																
Public Consultation																
Detailed Design																
Construction																

4. Consultees and their opinions

Initial consultation has been carried out with counter terrorism advisors, the Police Architectural Liaison Officer and CCTV to gain a reduction in policing, and improved public safety. Further consultation is outlined in the Programme above.

5. Next steps

Following approval, the scheme will progress to detailed design stage, include further consultation and ultimate delivery on site.

6. Officer recommendations and reasons

Approve the £5.25million capital funding for further design and consultation, to enable realisation of the improved New Street and Cloth Hall Street.

7. Cabinet portfolio holder's recommendations

Cabinet Portfolio Holders for:

- Regeneration - Cllr Peter McBride
- Greener Kirklees - Cllr Naheed Mather
- Culture and Environment - Cllr Rob Walker

Support this report and its recommendations as it promotes the beginning of the implementation of the "The Huddersfield Blueprint" and the works are in line with the approved "Huddersfield Town Centre Design Framework"

8. Contact officer

Will Acornley - Head of Operational Services - will.acornley@kirklees.gov.uk
Elizabeth Twitchett - Operational Manager - elizabeth.twitchett@kirklees.gov.uk
Emma Mills - Landscape Architect Manager - emma.mills@kirklees.gov.uk
All contacts - 01484 221000

9. Background Papers and History of Decisions

Huddersfield 'Blueprint' 2019
Huddersfield Design Framework 2017

10. Strategic Director responsible

Karl Battersby - Strategic Director - Economy and Infrastructure
(01484) 221000
karl.battersby@kirklees.gov.uk

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NEW STREET

Artist Impressions & Zoning

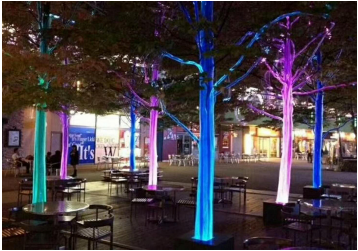


Kirklees Council Landscape Architects

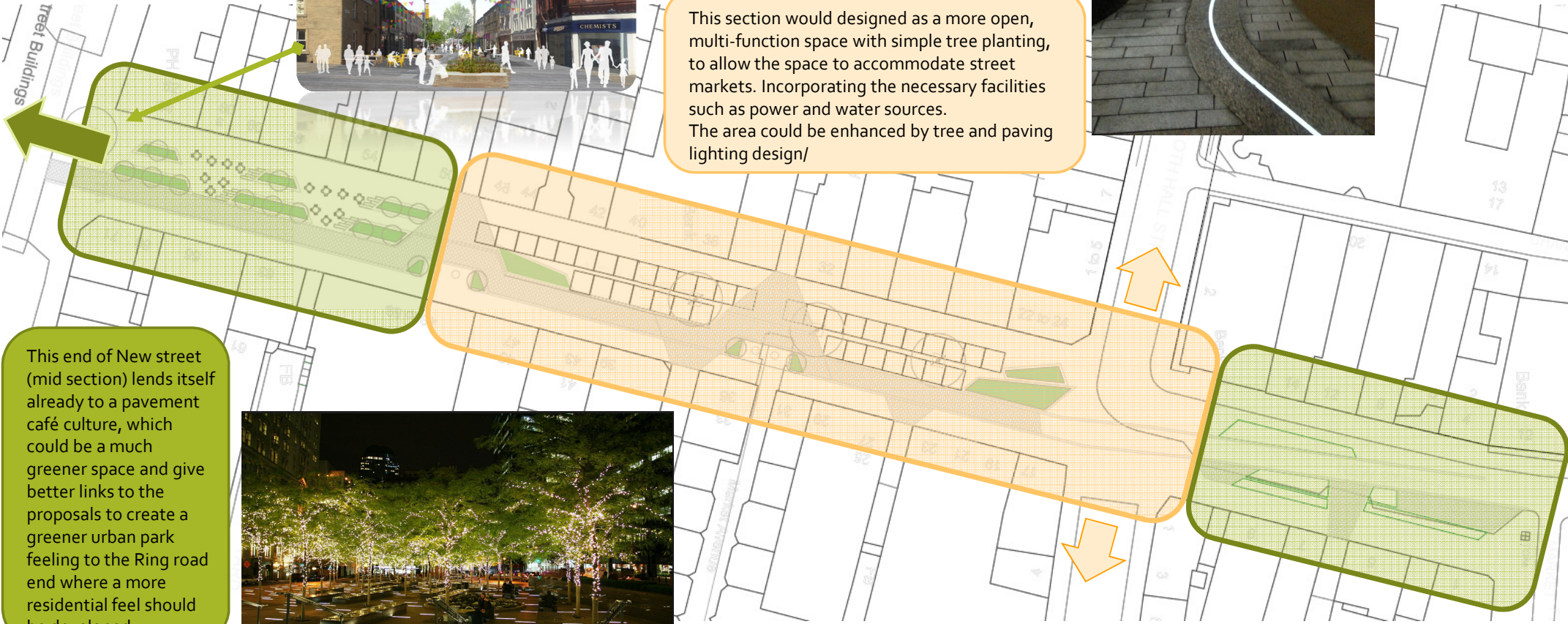
New Street Improvements Artists Impressions



New Street /Cloth Hall Street Zoning



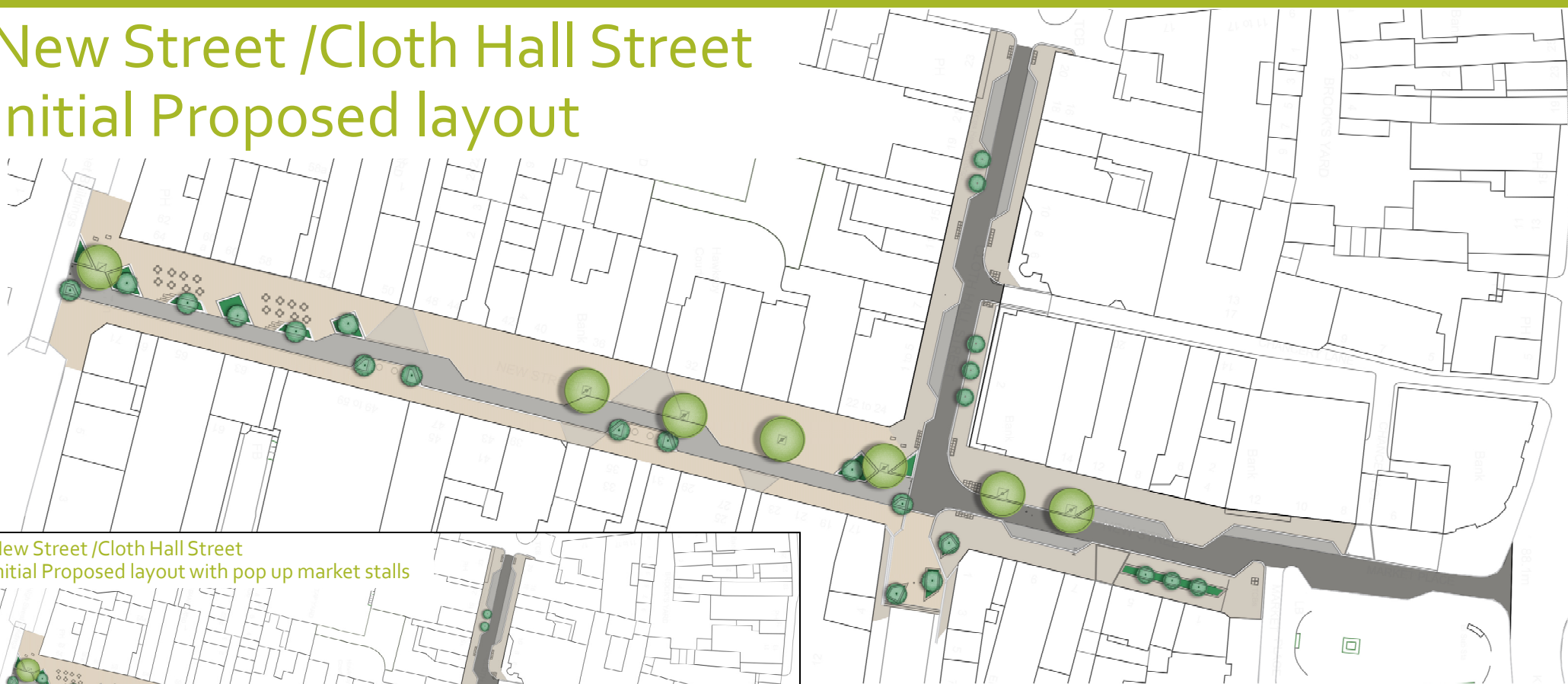
This section would be designed as a more open, multi-function space with simple tree planting, to allow the space to accommodate street markets. Incorporating the necessary facilities such as power and water sources. The area could be enhanced by tree and paving lighting design/



This end of New street (mid section) lends itself already to a pavement café culture, which could be a much greener space and give better links to the proposals to create a greener urban park feeling to the Ring road end where a more residential feel should be developed.



New Street /Cloth Hall Street Initial Proposed layout



New Street /Cloth Hall Street
Initial Proposed layout with pop up market stalls



A NEW STANDARD

Bollards

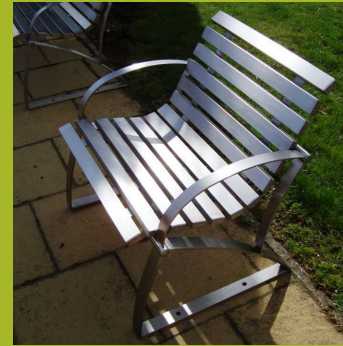
Bollards will be simple domed topped stainless steel. Width can be varied, but width must remain the same along the same street side.



Bollards should be used where possible to incorporate signage

Seating

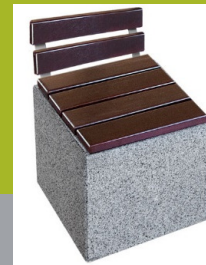
The Standard seat would be marine grade stainless steel. The elegant styling of this seat bench would work well with the historic town centre, however the material gives it a contemporary feel and very low maintenance



Classic contemporary . This bench in stainless or black finish.



Another option in steel; low maintenance and Robust. In accordance with secure by design, individual seats and short benches are to be used to discourage anti-social behaviour



Another standard seating approach should be to use natural granite /cast stone benches, which would tie-in with the proposed standard material palette . Benches should be free from lips and gaps which can trap dirt and hinder cleansing.



Litter Bins

The litter Bin would be a simple robust design
This bin is very robust, resistant to corrosion and very low maintenance. With recycling also incorporated.



The colour coding banding to be in Huddersfield Blue. The main body of the bin to be in black.



In more key streets and spaces a simple, robust stainless steel bin, will tie-in well with other street furniture.

Cycle Stand

The Standard cycle rack would be stainless steel.
The elegant styling of this cycle rack, ties-in well with the other low level street furniture, it is low maintenance and this model can also incorporate HVM measures. The design allows for both front and Back wheel and the cross-bar of the bike to be locked.



Tree Pit/Grille

The Standard Tree pit should be flush for ease of cleaning.
The preferred option is the infill option infilled with the surrounding paving material, or another option would be the resin bound filled tree pit with a steel edge used.



Traffic signs/lights/utilities

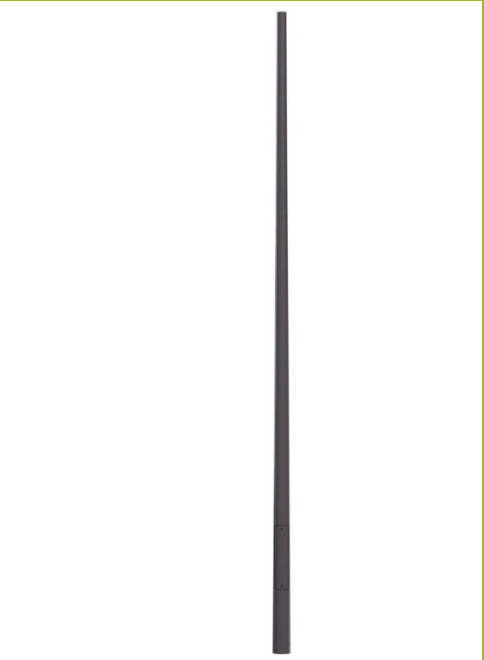
Utilitarian items such as traffic signs, utility boxes and traffic lights would all be in black.



A full audit of existing utility boxes should be carried out prior to any public realm improvement works, to ensure redundant boxes are removed and connections rationalised where possible. To minimize the street clutter further

Street lighting

The standard street light column would be in black



Tapered column



Standard Product references:



<https://www.broxap.com/synergy-trade-litter-bin.html>

-Litter Bin general



-Litter bin gold/premier areas

<https://www.logic-sf.co.uk/street-furniture-c16/los-angeles-litter-bin-p15>



<https://www.logic-sf.co.uk/street-furniture-c16/los-angeles-bollard-p89>

-Standard Bollard

Other suppliers may be available.



<http://www.light.ie/shop/bollards-wands/stainless-steel-led-bollard-269/>

-Light Bollard

Other suppliers may be available.



<https://www.bollardstreet.com/product/signage/>

-Sign bollard

Other suppliers may be available.



<http://www.bluetonltd.com/street-furniture/seating/stainless-steel-seating/ref-091css/>

- Standard seat stainless or black

<http://shop.benito.com/en/producte/1176/Essen-Chair>

- Black option

Paving palette

A Visual of the materials palette in relation to Cross Church Street.



Specification: 200, 300 & 400x200x80 random laid blocks, Marshalls modal : Silver grey, light and mid grey.



Mixed grey granite-topped paving blocks
 Silver grey solid granite wide kerbs
 Yorkstone paving , diamond sawn

Specification: 400x200x80 random laid blocks, Marshalls Myriad: sunlight & moonlight. Modal: light cream.



A Buff/silver mix is for pedestrian streets where lower cost than Yorkstone is required but still maintaining a high quality finish.



Paving palette –street by street

Work in progress

HDF PALETTE - STREET BY STREET														
Street name	Matrix classification	Kerbs	Channel (flush Kerb)	Tactile	pedestrian paving	vehicle crossing over pavement	Road surface	Road edge/layby edge contrast	Cycle route	Road lay-bys	Tree pit detail	Junction between yorkstone flags and concrete paving	Trees	
Half moon Street	Gold C (Bronze A but in conservation area with listed buildings)	Yorkstone (to be retained and renewed)	NA		Yorkstone slab 450 width	Yorkstone tumbled sets	Bitmac	NA	NA	NA	NA	Yorkstone double soldier course of tumbled sets.	NA	
Sergeantson Street	Gold C (Bronze A but in conservation Area)	Yorkstone (to be retained and renewed)	NA		Yorkstone slab 450 width	Yorkstone tumbled sets	Bitmac	NA	NA	NA	NA	Yorkstone double soldier course of tumbled sets.	NA	
Fox street	Bronze B	Yorkstone (to be retained and renewed)	NA		400x200x80 random laid blocks, Marshalls Myriad: sunlight & moonlight. Modal: light cream.	200,300 & 400x200x80 random laid blocks, Marshalls modal: Silver grey, light and mid grey.	Bitmac	NA	NA	NA	NA	Yorkstone double soldier course of tumbled sets.	NA	
Byram Street	Gold C (conservation area)	Silver granite 300mm width	NA		Yorkstone slab 450 width	Yorkstone tumbled sets	Bitmac	Silver granite 300mm width	NA	200,300 & 400x200x80 random laid blocks, Marshalls modal: Silver grey, light and mid grey.	Flush tree pits with Porous block infill, silver grey	NA		
Cross Church Street	Gold B (conservation area)	NA	Silver granite 400x400x80 mm corduroy tactile	Silver granite Blister 400x400mm width	Scoutmoor' Yorkstone slab 450 width	Yorkstone tumbled sets	200,300 & 400x200x80 random laid blocks, Marshalls modal: Silver grey, light and mid grey.	3 stretcher row Dark grey/black Marshalls myriad block 100x200x80mm	NA	400x200x80 blocks, Marshalls modal: Silver grey, light and mid grey.	Flush tree pit using paving infill tree grill with Yorkstone Flush tree pits with Porous resin bound infill, silver grey	Yorkstone double soldier course of tumbled sets (King St tie-in)	Liquidambar styraciflua	
Queen Street (from LBT to King St)	Gold B (conservation area)	Yorkstone (new)	NA		Scoutmoor' Yorkstone slab 450 width	Yorkstone tumbled sets	PCC tegulas (natural) to match King St	NA	NA	PCC tegulas (natural) to match King St	NA	NA		
Dundas Street	Gold B (conservation area)	Silver granite 300mm width	NA		Silver granite Blister 400x400mm width	Scoutmoor' Yorkstone slab 450 width	Yorkstone tumbled sets	Bitmac	double stretcher row mid grey Marshalls myriad block 100x200x80mm	NA	200,300 & 400x200x80 random laid blocks, Marshalls modal: Silver grey, light and mid grey.	Flush tree pits with Porous resin bound infill, silver grey	Yorkstone double soldier course of tumbled sets.	Betula pendula jacquemonti
Church Street	Silver A (Gold C as in conservation area)	NA	Silver granite 300x900x80 mm flush kerb?	NA	400x200x80 random laid blocks, Marshalls Myriad: sunlight & moonlight. Modal: light cream.	NA	As pedestrian (pedestrianised street)	double stretcher row mid grey Marshalls myriad block 100x200x80mm	NA	NA	Flush tree pits with Porous resin bound infill, silver grey	Yorkstone double soldier course of tumbled sets.		
Wood street	Silver A (Gold Cas in conservation area)								NA					
Westgate	Gold C (conservation area)								NA					
St George Street	Gold C (conservation area)	Silver granite 300mm width	NA		Silver granite Blister 400x400mm width	Scoutmoor' Yorkstone slab 450 width	Yorkstone tumbled sets	NA	3 stretcher row Dark grey/black Marshalls myriad block 100x200x80mm	400x200x80 random laid blocks, Marshalls Myriad: sunlight & moonlight. Modal: light cream.	NA	Flush tree pits with Porous resin bound infill, silver grey	Yorkstone double soldier course of tumbled sets.	Amelanchier arborea Robin Hill
Upper head row	Gold C	Silver granite 300mm width	NA		400x200x80 random laid blocks, Marshalls Myriad: sunlight & moonlight. Modal: light cream.	200,300 & 400x200x80 random laid blocks, Marshalls modal: Silver grey, light and mid grey.	Bitmac	?	400x200x80 random laid blocks, Marshalls Myriad: sunlight & moonlight. Modal: light cream.	200,300 & 400x200x80 random laid blocks, Marshalls modal: Silver grey, light and mid grey.	Flush tree pits with Porous block infill, silver grey	Yorkstone double soldier course of tumbled sets.		

The palette has been kept deliberately minimal , to maintain consistency across the town centre and achieve a higher quality to the public realm. However the materials are flexible in their format and allow for use across various applications and different laying patterns as required.

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Name of meeting: Cabinet / Council
Date: 8 October 2019 /16 October 2019

Title of report: Council budget strategy update; 2020 to 2023 Revenue & 2020 to 2025 Capital.

Purpose of the report

To determine the Cabinet’s approach to the annual update of the Council’s Medium Term Financial Plan (MTFP). This is reported to full Council each year, and sets a framework for the development of draft spending plans for future years by officers and Cabinet.

Key decision – is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes
Key decision - is it in the Council’s Forward Plan (key decisions and private reports)?	Key decision - Yes
The Decision - Is it eligible for “call in” by Scrutiny?	No
Date signed off by Strategic Director & name	Rachel Spencer-Henshall, 27 September 2019
Is it also signed off by the Service Director for Finance	Eamonn Croston, 26 September 2019
Is it also signed off by the Service Director – Legal, Governance & Commissioning	Julie Muscroft, 27 September 2019
Cabinet member portfolio - Corporate	Cllr Graham Turner

Electoral [wards](#) affected: All

Ward Councillors consulted: All

Public or private: Public

GDPR: This report contains no information that falls within the scope of General Data Protection Regulations.

RESTRICTIONS ON VOTING

Members should be aware of the provisions of Section 106 of the Local Government Finance Act 1992, which applies to members where –

- (a) they are present at a meeting of the Council, the Cabinet or a Committee and at the time of the meeting an amount of council tax is payable by them and has remained unpaid for at least two months, and
- (b) any budget or council tax calculation, or recommendation or decision which might affect the making of any such calculation, is the subject of consideration at the meeting.

In these circumstances, any such members shall at the meeting and as soon as practicable after its commencement disclose the fact that Section 106 applies to them and shall not vote on any question concerning the matter in (b) above. It should be noted that such members are not debarred from speaking on these matters.

Failure to comply with these requirements constitutes a criminal offence, unless any such members can prove they did not know that Section 106 applied to them at the time of the meeting or that the matter in question was the subject of consideration at the meeting.

1. Summary

INTRODUCTION

- 1.1 The Cabinet is required under Financial Procedure Rules to submit to Council a provisional budget strategy update no later than October, each year. The provisional budget strategy in this report provides a budget planning framework to consider subsequent budget proposals that will deliver a balanced revenue budget for the following financial year 2020/21 and indicative funding and spending forecasts for the following 2 years; 2021 to 2023. This report also provides a framework for an updated multi-year capital plan, 2020 to 2025.
- 1.2 As reported as part of the Quarter 1 financial monitoring report to Cabinet on 13 August 2019, Cabinet has already commenced work with the Executive Team to develop the budget for 2020/21 and beyond. After an initial review of the implementation of this year's agreed budget, the Cabinet will be looking to develop proposals that continue to build on their ambition for investment that supports the Council's priorities

NATIONAL CONTEXT

- 1.3 At the time of writing this report, the national timetable for the UK's exit from the European Union is still 31 October 2019, and depending on the terms and timeline of that exit, will have short, medium and longer term implications that could significantly impact on a range of updated spending plan and associated funding assumptions set out in this budget update report.
- 1.4 Prior to the Spending Review 2019 (SR2019) announcement, the Local Government Association (LGA) had predicted that the scale of the annual funding gap across English Councils will be about £8 billion by 2025 across general fund services, and an emerging further gap of at least £1.5 billion across High Needs provision by 2021. The latter is funded through the Dedicated Schools Grant funding allocation.

- 1.5 A one-year Spending Round (SR2019) was announced on 4th September 2019, setting out proposals for Government departmental spend over the 2020/21 financial year. Government noted that the announcement was '*fast tracked*' ahead of official Office of Budget Responsibility (OBR) independent fiscal forecasts which inform the Autumn Budget statement "...so Departments can focus on delivering Brexit".
- 1.6 The Chancellor outlined £13.8bn of investment in areas including Health and Education in what he described as the fastest increase for 15 years. Key headlines from SR2019 are attached at Appendix H for information and a link to the relevant Government website which sets out details of the spending round is shown below :

[Spending Round 2019](#)
- 1.7 Government intends to release more detail behind the headline SR2019 announcements over the coming weeks and months. Officers, where appropriate, have updated funding assumptions based on SR2019 headline announcements, estimating local impacts using funding allocation methodologies applied by Government previously.
- 1.8 Advice issued from the Special Interest Group of Municipal Authorities (SIGOMA) to its members on 25 September 2019 suggests that SR2019..." is still the best available funding information at the moment and, as a spending increase, less likely to be opposed by opposition MP's".
- 1.9 Notwithstanding the prospect of a general election and what the outcome of that may bring, officers are confident that the short term fiscal provisions set out in SR2019 can nevertheless be reasonably factored into this report's updated baseline funding assumptions.
- 1.10 Government also confirmed through SR2019, a delay in the implementation of a national Council 75% Business Rates Retention Scheme, incorporating a re-basing of Council funding through a National Fair Funding Review, to April 2021 (see also Section 2.3 of this report).
- 1.11 Government intends to deliver a multi-year Spending Review in 2020 which "...will take into account the nature of Brexit and set out further plans for long-term reform" (HM Treasury Spending Round 2019). HM Treasury commentary here re-affirms the unpredictability regarding the outcome of the next spending review beyond SR2019, and in light of this, national funding forecast implications for this Council beyond 2020/21, remain relatively prudent at this stage.

LOCAL CONTEXT

BACKGROUND

- 1.12 National Government policy from 2010 to 2020 over successive Parliaments included a significant reduction in funding across a range of public services, including local government (which accounts for about a quarter of annual public expenditure), as part of its austerity agenda to reduce the national public deficit position following the global financial crisis of 2008. Over the last 10 years, these measures resulted in significant overall reductions in national Government funding to local Government.

- 1.13 For Kirklees, these have been in the region of £150m; (equivalent to about 60% national funding reduction over the period), compared with average national funding reductions over the period nearer 50%.
- 1.14 Over the same period, Councils, in particular those with statutory social services and education responsibilities like Kirklees, had to plan for significant and growing demand on services; in particular in Children's Services and Adult Social Care Services, Homelessness, and more recently, High Needs. Demand on services are expected to continue to rise over future years.
- 1.15 This Council is currently the 7th lowest funded Council in the country, as measured by the Government's own spending power benchmark calculation, when expressed as spend per head of the population, and in the lowest quartile of the 152 comparator authorities with similar statutory responsibilities.
- 1.16 The combined impact of national funding reductions and demand on services on this Council resulted in a cumulative revenue savings requirement of £199m over the 2010-19 period, further planned savings of £17.1m identified over the 2019 to 22 period, and a forecast remaining budget gap of £14m in 2020/21, increasing to £20.5m in 2021/22 and £30.9m in 2022/23.

LOOKING AHEAD

- 1.17 The starting point for the Council's updated Medium Term Financial Plan (MTFP) are the existing revenue budget plans 2019 to 2022, approved at budget Council on 13 February 2019, and updated 5 year capital plans 2019 to 2024, approved by Council on 13 July 2019 as part of the 2018/19 Financial Outturn & Rollover report.

The links to both these reports are included below:

[Annual budget report 2019 to 2022 \(Agenda Item 5\)](#)

[Financial Outturn & Rollover report 2018/19 \(Agenda Item 17\)](#)

REVENUE

- 1.18 Existing approved Spending Plans included the delivery of a balanced general fund revenue budget for 2019/20 without any requirement to drawdown one-off revenue reserves. They also included general fund planned savings of £17.1m over the 2019 to 2022 period, and Housing Revenue Account planned savings of £3.1m over the same period. Capital plans included significant additional investment over the 2019 to 2024 period, to £660m overall (an increase of £270m from pre-existing multi-year plans).
- 1.19 These plans also set out a remaining forecast budget gap of £14m in 2020/21, increasing to £20.5m by 2021/22. Officers had estimated that this would rise to a £30.9m budget gap by 2022/23 (cumulative).
- 1.20 The Council's Corporate Plan informs current and emerging Council spending plans. The existing 2018 to 2020 plan was recently updated and approved at Council on 17 July 2019. The link to the Council's Corporate Plan 2019 Re-fresh is shown below:

[Council Meeting Agenda 17 July 2019 \(Item 11 reference\)](#)

- 1.21 The Corporate Plan sets out a vision; *“a district which combines a strong, sustainable economy with a great quality of life – leading to thriving communities, growing businesses, high prosperity and low inequality where people enjoy better health throughout their lives.”*
- 1.22 To deliver this vision, the Council is developing into one that focuses on achieving outcomes by working with people rather than doing to them, working with Partners, and recognising the importance of local identity and how needs differ in different places. Existing budget plans for 2019 to 2022, whilst acknowledging the continuing financial challenges facing the Council, also include significant new investment; in particular in children services, adults, regeneration activity, housing growth agenda, transformation capability and corporate capacity to support this approach.
- 1.23 The Corporate Plan also makes reference to Councillors’ changing roles, and that in representing and serving the people and places of Kirklees, Councillors’ roles are growing – they are community leaders and at the heart of democratically elected local government.
- 1.24 Existing budget plans have been reviewed, including a high level review of funding and spend assumptions. This has then been factored into re-freshed multi-year baseline funding and spend assumptions, compared to current. They provide the basis of updated baseline target spending control totals for Cabinet to then formulate and recommend draft budget proposals for 2020/21 to deliver a balanced budget, and consideration of budget forecasts for the following 2 years. Cabinet recommendations will be considered at Budget Council on 12 February 2020, in accordance with the corporate budget timetable.
- 1.25 Subsequent to this report, funding and spend assumptions informing spending control totals will continue to be reviewed through the remainder of this budget round, in light of any further emerging local and national intelligence, and incorporated into finalised budget plans as appropriate.
- 1.26 This report, in setting out current assumptions underpinning the updated MTFP, also includes acknowledgement of potentially significant unbudgeted risks, as set out in the Council’s current Corporate Risk Register attached at Appendix E.
- 1.27 Updated baseline general fund revenue budget spending plans are summarised at Table 1 below;

Table 1 – Summary General Fund - Baseline funding & spend adjustments 2020 to 2023

	2020/21 £m	2021/22 £m	2022/23 £m
Original 2019 to 2022 Budget Gap	14.0	20.5	30.9
Funding adjustments	(9.0)	(10.7)	(11.0)
Spend Plan adjustments	0.3	1.6	2.6
Baseline Budget Gap 2020 to 2023	5.3	11.4	22.5

- 1.28 A detailed breakdown of Funding and Spending Plan adjustments to inform re-freshed spending control totals is set out at Appendix A attached.

- 1.29 The net effect of the changes set out at Table 1 above indicate a re-freshed budget gap across years of **£5.3m** in 2020/21, rising to **£11.4m** in 2021/22 (cumulative) and **£22.5m** in 2022/23 (cumulative) to deliver a balanced budget.
- 1.30 Updated baseline spend control figures include £5.8m existing planned savings rolled forward from the 2019 to 2022 MTFP.
- 1.31 The potential range of short, medium and longer term Brexit impacts, and one year only Spending Review for 2020/21, exemplify the significant challenges Councils face in order to forward plan effectively and efficiently to deliver robust and 'balanced' multi-year spending plans and financial strategies in line with local residents and Government expectations.
- 1.32 The inclusion of sensitivity analysis in this report (see also Section 2.16) reflects illustratively, the current challenges in medium term budget forecasting, in light of the issues set out in para 1.31 above. While our baseline budget gap for 2022/23 is £22.5m is considered reasonable at this stage, it could potentially be within a range between £1.1m and £37.5m.
- 1.33 The current national context is also reflected in the approach to general fund revenue reserves set out in this report, in particular the s151 Officer recommendation, to maintain financial resilience reserves at their current £37m level, as a minimum, at the start of 2020/21.
- 1.34 The above recommendation also anticipates appropriate management actions will be taken to ensure that the revenue monitoring overspend of £2m against £287m net budget (equivalent to 0.7%), as at Quarter 1 2019/20, will be contained within budget by year end. The consequence of not doing so would be that any overspend would have to be mitigated by unplanned use of financial resilience reserves in-year.

Housing Revenue Account (HRA)

- 1.35 HRA budget plans support the delivery of a high quality landlord service to 22,000 Council tenancies and 1,030 leaseholders alongside supporting the Council's strategic HRA capital investment ambitions, within a self-financed 30 year HRA business plan. The Council works closely with Kirklees Neighbourhood Housing (KNH), its partner arms length management organisation, to regularly review and update the HRA business plan.
- 1.36 Updated HRA budget plans assume the delivery of savings in view within existing budget plans which total £0.8m over the 2020 to 2023 period.

CAPITAL INVESTMENT

- 1.37 The starting point for updating multi-year Council capital investment plans is summarised at Table 2 below:

Table 2 – Updated Capital Plan Summary 2019 to 2024

By Primary Outcome *	2019/20 £m	2020/21 £m	2021/22 £m	2022/23 £m	2023/24 £m
Aspire & Achieve	16.0	19.9	22.8	13.0	5.0
Best Start	0.2	1.3	3.6	4.2	0.8
Independent	2.7	5.1	5.0	3.5	11.4
Sustainable Economy	59.7	106.4	77.6	68.5	16.3
Well	4.0	15.0	9.3	2.3	0.8
Safe & Cohesive	0.2	0.0	0.0	0.0	0.0
Clean & Green	1.8	5.5	0.1	6.6	20.6
Efficient & Effective	4.5	3.9	3.9	3.9	3.9
Total General Fund	89.1	157.1	122.3	102.0	58.8
HRA strategic priorities	6.8	9.8	9.0	7.3	8.9
HRA baseline	18.9	18.7	19.6	19.3	18.9
Total HRA	25.7	28.5	28.6	26.6	27.8
Total Council Capital	114.8	185.6	150.9	128.6	86.6

**categorisation here by primary outcome for illustrative purposes, acknowledging that in many instances capital investment delivers multiple outcomes.*

- 1.38 The above plans are rolled forward from the existing 5 year capital plan (2019 to 2024), approved at Council on 17 July 2019, as part of the 2018/19 Financial Outturn & Rollover Report. Current year budgets (2019/20) were further updated and reported as part of the Quarter 1 Financial Monitoring Report to Cabinet on 13 August 2019.
- 1.39 Existing capital budget plans include significant strategic priority spend on West Yorkshire plus Transport Schemes, investment in regeneration activity in Town Centres, Waste Management Plant and Infrastructure, Day Services Support for Vulnerable Adults and investment in Special Education Needs Schools.
- 1.40 These plans, including consideration of a new year 5, 2024/25, will be re-freshed through the remainder of the current budget round. This includes officer proposals for any re-profiling of the existing plan across years, and consideration of any emerging new investment requirements and capital resource affordability.

2. Information required to take a decision

- 2.1 This report includes a range of supporting information set out in the following appendices:

Appendices

A	Summary general fund funding and spend control total changes 2020 to 2023
B	General Fund Reserves
C	Summary Housing Revenue Account (including reserves) 2020 to 2023
D	Summary Updated Capital Investment Plan 2019 to 2024
E	Corporate Risk Register
F	Corporate Budget Timetable
G	Sensitivity analysis – key assumptions
H	Headline SR2019 announcements

2.2 General Fund

- 2.2.1 Appendix A represents a high level re-refresh of funding and spend control totals over the 2020 to 2023 period, informed by a range of current national, regional and local intelligence.
- 2.2.2 The following sections of this report set out in more detail the underpinning assumptions informing the updated forecasts.

FUNDING ASSUMPTIONS

2.3 BUSINESS RATES

National 75% Business Rates Retention Scheme

- 2.3.1 Government's original intention was to implement a 100% scheme nationally from 2020/21 onwards, to be enacted through a Finance Bill. However, following the General Election on 8 June 2017, the Bill was not progressed. Government however remains committed to promoting greater financial self-sufficiency in Local Government, and is instead intending to implement a 75% national Scheme which it can do within existing legislation. It was initially anticipated that this scheme would be adopted from 2020/21, however this has now been deferred to 2021/22. The associated 're-set' of baseline Business Rates Retention funding at an individual Council level, through a National fair Funding Review, has similarly been delayed to April 2021.
- 2.3.2 The Business Rates 75% Scheme, is intended to be 'fiscally neutral' at a national level, which means that the 'technical implementation' in itself would not leave any individual Council any better or worse-off. To compensate for the additional business rates income to be retained locally, it is anticipated that this will also involve a transfer of current Government funding responsibilities for Public Health at the same time.
- 2.3.3 This means that Council spending plans will increase by about £25m from 2021/22 onwards, because the Public Health specific grant contribution from Government will cease at this point. There will instead be a corresponding increase in business rates funding to compensate; 'net nil' overall budget impact. The starting point (MTFP 2019-22) 2020/21 funding and spending figures at Appendix A, incorporate this assumed 'budget neutral' adjustment.
- 2.3.4 At this stage, it is not known if current Public Health specific grant conditions setting out eligible spend against the grant, and monitored by Public Health England, will continue in some guise, from 2021/22 onwards.
- 2.3.5 At this stage, it is not clear what the likely national funding position will be for the local government sector, or individual Councils from 2021/22 onwards, not least due to the unpredictable impact that Brexit may have on the UK economy. Existing budget plans had assumed the continuation of Government austerity funding reductions on local government from 2020/21 onwards, in the region of 2% per annum against baseline funding. In light of national funding uncertainties beyond 2020/21, existing plan assumptions of further 2% national funding reductions in 2021/22 and 2022/23, remain unchanged at this stage.

- 2.3.6 SR2019 also includes proposals for business rate baselines inflation uplifts in 2020/21. The estimated impact for Kirklees is an extra £1.8m factored into budget plans in 2020/21.
- 2.3.7 However, in light of national funding and economic uncertainty from 2021/22, at this stage no further business rates baseline inflation has been assumed beyond 2020/21.

2.4 Leeds City Region & North Yorkshire Joint Business Rates Pilot

- 2.4.1 Kirklees is part of the Leeds City Region (LCR) and North Yorkshire Joint Business Rates 75% Pool in 2019-20. The financial model underpinning the pool estimates a potential overall gain to the combined pool in the region of £24m in-year.
- 2.4.2 Pool income is shared out so that member authorities receive two thirds of the additional income generated through the 75% pilot, with the remaining third of additional income being retained by the pool. This retained funding is redistributed to projects that meet the Pool's strategic aims; Reducing Digital Isolation, Inclusive Growth, Culture, Sport and Major Events, Business Support, Trade and Investment and Enabling Housing Growth. A one-off gain of £2m was built into the 2019/20 budget in the current MTFP to reflect our individual share of the growth.
- 2.4.3 It has been confirmed that existing 75% pilots will cease at current year end, but Councils can apply to Government to be part of a 50% pool in 2020/21. Existing 'Devo Deal' 100% Pool arrangements will however roll forward into 2020/21. Councils have been asked to inform Government about their plans for applying to be a part of a 50% pool in 2020/21, by 25th October 2019. Designations for business rate pools must be made by the time of the 2020/21 provisional local government finance settlement, which is expected later in 2019..
- 2.4.4 The assumed impact of reverting to a 50% Business Rates Retention arrangement means a £1.5m adverse funding adjustment in 2020/21, compared to existing plans which had assumed the continuation of 75% business rates scheme in 2020/21.

Appeals/Other

- 2.4.5 Government introduced a new, more stringent, appeals system implemented from April 2017 onwards. Based on 2018/19 revenue outturn and current in-year forecast to date, £1.6m has been added back to baseline funding assumptions from 2020/21 onwards; in part resulting from an ongoing reduced bad debt provision requirement in light of reduced number of new appeals. The previous appeals process had resulted in significant volatility in estimating business rates income, and a set aside Council bad debt provision of £4.8m.
- 2.4.6 The £1.6m adjustment is considered reasonable at this stage, and officers will continue to review and update appeals provision assumptions through the remainder of the financial year as further intelligence emerges from the new system.
- 2.4.7 In light of the current economic climate, no net growth assumptions have been built in over the 2020 to 2023 period, over and above inflation set out in para 2.3.7 earlier, at least at this stage. This is also consistent with previous budget round assumptions on net business rates growth. However, it is acknowledged that the Council's multi-year capital plans include £329m planned investment in Sustainable Economy over the current 2019 to 2024 period, and it is anticipated that there is

potential for business rates growth over the longer term, notwithstanding current national economic uncertainty and future outlook.

2.5 Council Tax

Referendum Principles 2020-21/Adult Social Care Precept

- 2.5.1 Existing budget plans assumed an annual Council Tax uplift of 1.99% per annum over the 2020 to 2022 period. SR2019 has confirmed the council tax referendum limit for Councils at 2% in 2020/21. It is at the discretion of Councils to decide whether or not to uplift Council Tax in 2020/21 up to 2%, without triggering a referendum. Updated budget plan assumptions, in light of SR2019, continue to reflect an annual Council Tax uplift of 1.99% in 2020/21, equivalent to £3.6m, and similar 1.99% Council Tax uplifts over the following 2 years.
- 2.5.2 Referendum principles do not currently apply to Parish Councils, but this area is being kept under active review by Government.
- 2.5.3 SR2019 also allows Councils with adult social care responsibilities an option to raise up to a further 2% through the Adult Social Care (ASC) Precept. Officers have incorporated this into updated baseline funding assumptions; equivalent to £3.6m additional funding in 2020/21.
- 2.5.4 At Band 'A' level, an overall 3.99% uplift in 2020/21 incorporating the adult social care precept, is equivalent to an annual uplift of £40.15; (equivalent to £0.77 per week) from £1,006.40 in 2019/20 to £1,046.55 in 2020/21 (before fire, police and parish council precepts).
- 2.5.5 At Band 'D' level, a 3.99% uplift in 2020/21 is equivalent to an annual uplift of £60.23; (equivalent to £1.16 per week) from £1,509.59 in 2019/20 to £1,569.82 in 2020/21.

Council Tax Base

- 2.5.6 Council tax base projections assume Council Tax Base (CTB) growth over the next 3 years at an average increase in properties of about 1,500 per annum over the next 3 years. Converted to a Band 'D' equivalent, this equates to 1,100 per annum CTB growth over the next 3 years. This is an additional 100 Band D equivalents per annum compared to existing budget plans, and brings assumptions in line with the local plan.
- 2.5.7 Based on historical trends, approximately 63% of properties convert to Band D equivalents for tax base purposes, due to adjustments such as Single Person Discounts, Student Exemptions and the council tax reduction scheme. This conversion rate is also impacted by the actual banding of properties that are then converted to a Band D equivalent. Historically, 81% of Kirklees domestic properties (hereditaments) are actually banded at below Band D.
- 2.5.8 The local plan (2013 to 2031) proposes an additional 31,000 properties over the 18 years of the plan, equating to an average of 1730 properties each year. This also links to the Council's Housing Strategy 2018 to 2023, reported to Council on 12 September 2018. The link to this report is shown below:

[Housing strategy report 2018-23 \(Item 9\)](#)

- 2.5.9 Over the much longer term, it is anticipated that Council Tax growth will be higher than the updated 3 year forecast here, reflecting the relative skewed profile of anticipated new build over the next 10 years.
- 2.5.10 Current updated assumptions on council tax growth will continue to be reviewed through the remainder of the current budget round, and any further revisions factored in as appropriate.

2.6 Un-ringfenced Grants

- 2.6.1 While these grants are separately identifiable, the Council can apply this funding flexibly to meet overall Council spend priorities. Future year budget forecasts largely reflect existing budget plan allocations for 2020/21.
- 2.6.2 Housing & Council Tax Administration Grant allocations are forecast to reduce year on year by about £150k. This reflects the assumed pace of Universal Credit rollout in the District over the next 3 years, and consequential impact on reduced grant required due to reduced volumes of Housing Benefit directly administered by the Council over the period.
- 2.6.3 The New Homes Bonus (NHB) assumption is that it will remain at the current level of £4m for 2020/21. There is uncertainty about what will happen to this grant from 2021/22 onwards, however it is anticipated that any reduction in NHB may be added back into the national funding pot and redistributed back to local authorities based on need as per the refreshed formulae derived out of the Fair Funding Review. In the absence of any further intelligence, the current assumption is that the net impact of this will be neutral for Kirklees and so the 2020/21 NHB estimate has similarly been applied over future years. This is assumed to be a prudent forecast.

2.7 Schools Funding (Dedicated Schools Grant or DSG)

- 2.7.1 SR2019 announced that for 2020/21, the funding floor will be set at a minimum increase of 1.84% per pupil in comparison to 2019/20 individual school funding levels per pupil, to protect per pupil allocations for all schools in real terms. For a significant majority of Kirklees mainstream schools the expected increase is 1.84% relative to individual school 2019/20 per pupil funding levels. This compares with a 0.5% uplift in funding per pupil in 2018/19 for Kirklees schools and a second uplift of 0.5% in 2019-20 (both using 2017-18 as the baseline year).
- 2.7.2 Kirklees' Schools Block funding allocation for 2019/20 is £295m, the High Needs block is £37m, the Early Years block £28m and the Central School Services block £2.3m. The Government will publish provisional National Fair Funding (NFF) allocations for 2020/21 at local authority and school level in October 2019, with final allocations published in December 2019.
- 2.7.3 SR2019 also announced headline national funding allocations for schools for the following 2 years, which, subject to future clarification through SR2020, are similar to proposals as set out for 2020/21.
- 2.7.4 SR2019 headline schools funding announcement also included a national £400m uplift for Further Education Colleges in 2020/21, acknowledging considerable current funding pressures across this part of the education sector.

2.8 High Needs Funding Pressures

- 2.8.1 The NFF funding regime was implemented by Government from 2018/19. The High Needs block under the new NFF acknowledges the level of previous under-funding, and Government intention is to increase Kirklees' annual allocation by £7m in comparison to the 2017/18 baseline.
- 2.8.2 Due to transitional arrangements, this is phased over a 7 year period, at about £1m per annum. This phasing is reflected in existing budget plans.
- 2.8.3 The Council has reported extensively on the fact that since the 2014 Children and Families Act was implemented, there has already been a 44% rise in the number of Education Health & Care Plans (EHCP's) within Kirklees in the last four years (2015 to 2019; 47% nationally). The rising demand and cost pressures show no sign of slowing down, with continued growth of EHCP numbers expected in future years (over 10% in each of the last three years nationally).
- 2.8.4 For Kirklees, this has resulted in an increasing funding pressure against the High Needs block of the Dedicated Schools Grant; to the extent that the Council's general fund has supported unfunded DSG pressures at £4.2m in 2017/18 and £8m in 2018/19. However, this is considered unsustainable going forward, with further volume growth expected in future years, adding between £1.5m to £2m spend growth pressures per annum.
- 2.8.5 There is a forecast unfunded high needs pressure of over £4m in 2019/20. As reported in the Quarter 1 Financial Monitoring report to Cabinet on 13 August 2019, the projected unfunded High Needs pressure will be carried forward on the balance sheet as a funding deficit against Dedicated School Grant (DSG).
- 2.8.6 This is allowable under current Department for Education (DfE) DSG grant conditions. Should the deficit rolled forward comprise greater than 1% of the Council's total DSG allocation, the DfE will require the Council to agree a plan to return the DSG account to a balanced position within a specified time period (up to a maximum of three financial years). Kirklees received an overall DSG allocation of £362.65m for financial year 2019/20 so a deficit of £4m equates to just over 1%.
- 2.8.7 To put the above into context, The Association of Local Authority Treasurers wrote to the Secretary of State for Education on 28th June 2019 outlining the issues facing the 152 Councils with statutory education responsibilities, in managing this additional demand, and asking Government for a further injection of funding into the system alongside a review of the Children and Families Act.
- 2.8.8 Government has acknowledged the extensive sectoral lobbying on this issue through SR2019 with a significant uplift in High Needs funding for 2020/21 of over £700m nationally. Details of Kirklees' share of the High Needs funding increase will be released sometime in October 2019.
- 2.8.9 For 2020/21 there is still some flexibility to move funds from the Schools Block to the High Needs block, for example, to address financial pressure in the High Needs account. Up to 0.5% of the total Schools Block can be moved with the agreement of the Schools Forum; equivalent to £1.4m. If agreement was not reached, the Council would need the approval of the Secretary of State.

- 2.8.10 Any proposed movements above 0.5%, even with Schools Forum consent, would still require Secretary of State approval.
- 2.8.11 The Council is working with key partners across the education system District wide, on a comprehensive action plan to deliver a more effective, whole systems approach. This also includes a current review of District sufficiency requirements going forward supported by additional capital investment of £25m already factored into last year's approved budget plans.
- 2.8.12 The Council will keep under review the significant and growing high needs block funding pressures through the remainder of the current budget round, and will take a view on the potential flexibility as described in para 2.8.9 above, taking account as well of the confirmed schools funding allocations for 2020/21. Any further High Needs funding announcements beyond 2020/21 are anticipated to be incorporated into SR2020.

SPENDING PLAN ASSUMPTIONS

2.9 Current year financial performance – general fund revenue

- 2.9.1 Current organisational and national intelligence informing the budget strategy update includes current financial monitoring, as at Quarter 1, 2019/20, which was presented to Cabinet 13 August 2019 (see report link below):

[Quarter 1 Financial Monitoring Report - 2019/20](#)

- 2.9.2 There is a forecast overspend of £2.0m against £287.1m budget at Quarter 1 financial monitoring; equivalent to just an overall 0.7% variance. There is good progress towards the delivery of £10.9m planned savings requirement in-year. Forecast savings are projected to be £7.8m; equivalent to 72% delivery.
- 2.9.3 Elsewhere, there are forecast unbudgeted structural pressures on schools transport and parking income, one-off in-year pressures mitigated by release of in-year central budget contingencies (unallocated Minimum Revenue over-provision), and other net underspends. As noted at para 2.8.5 earlier, the unfunded High Needs pressure at over £4m will be carried forward separately through the DSG grant account.
- 2.9.4 The following sections set out in more detail, updated baseline spend assumptions across Strategic Director portfolios, highlighting as appropriate, key issues raised through current financial monitoring intelligence.

Updated spend assumptions – Strategic Director Portfolios

2.10 Children's Services

- 2.10.1 The latest OFSTED judgement for Kirklees Council Children's Services was published on 5 August 2019, and represented a significant milestone for the Council's ongoing Children's Improvement Journey, following the previous 2016 Inspection that had rated the service inadequate.

- 2.10.2 The OFSTED judgement notes that there have been significant and sustainable improvements made across the Service, and gives much greater assurance that our most vulnerable Children in the District are appropriately safeguarded, with much greater prospects for improved life chances. The judgement also sets out a number of further improvements that if the service can sustainably deliver, could further develop the service offer from Requires Improvement, to Good and Outstanding.
- 2.10.3 The above progress also acknowledges the level of sustained revenue investment into the service through successive recent budget rounds.
- 2.10.4 Alongside the above, there is continued acknowledgement of growing pressures on High Needs as reported extensively earlier in this report at Section 2.8, as well as raised corporate parent expectations for support for Care Leavers upto the age of 25, and managing potential future demand pressures and associated increased costs of care.
- 2.10.5 There are also emerging challenges and risks which the service, wider Council and Partner organisations must continue to respond to in a timely and effective manner, such as gangs, knife crime, Child Sex Exploitation, and youth service sufficiency.
- 2.10.6 Given the above challenges and risks faced by the service, as well as further service improvements identified from the latest OFSTED inspection, officers have undertaken a high level review of current spending plans on a risk based approach, and have identified a number of key areas where existing planned savings over the 2020 to 2022 period are no longer appropriate.
- 2.10.7 Updated spending control totals have identified a number of planned saving reversals in light of the above. This includes reversing further Assessment and Care management savings of £260k in 2020/21, and a further £260 savings in 2021/22 (cumulative £520k savings reversal over 2 years)..
- 2.10.8 Across Early Learning Support and Education Support to Vulnerable Children, part savings totalling £250k in 2020/21 have also been reversed, as have further planned savings across Schools Organisation at £151k and Statutory Responsibilities at £250k in 2020/21.
- 2.10.9 A review has also been undertaken with regard to current and forecast spending requirement across Schools Transport relative to current budgetary provision. This was also reported as part of Quarter 1 financial monitoring 2019/20. In total, current spend in excess of budget is just over £1m. This represents a structural budget shortfall which has also been addressed as part of this baseline spending update.

2.11 Adults

- 2.11.1 Existing budget plans include additional base budget resources of about £9m per annum over the 2020 to 2023 period for volume/complexity of need pressures, and provider cost pressures; the latter relating to social care external provider costs impacted on by an assumed continuation of annual national living wage uplifts in the region of 4.6% over the period.
- 2.11.2 The above assumptions will continue to be subject to detailed service review and challenge through the remainder of the budget round; in particular with regard to updated business intelligence informing modelled service demand scenarios, and

potential mitigating service actions. These include the impact of significant ongoing organisational investment in social service transformation and change, and the future shape, direction and impact of social care and health integration locally.

- 2.11.3 Alongside the above, the service is continuing to work with local providers, in acknowledgement of the increasingly fragile adult social care provider market. This includes immediate in-year measures to increase the homecare rate to secure supply in the local market; forthcoming proposals and financial impacts to be reported to Cabinet for consideration in due course. The full year impact of these measures are estimated to be about £0.9m, and this has been factored into updated baseline spend controls totals.
- 2.11.4 There has also been a review of existing staffing levels in the Council's four older people's homes, acknowledging the increasing complexity of client care needs in these establishments. Alongside this, there has been a risk assessment of the sustainability of further social work staff planned savings, in light of emerging service demands and the requirement to ensure standards remain fully compliant with strengthened Care & Quality Commission regulatory standards.
- 2.11.5 The outcome of the above review has been to reverse further planned assessment and care management savings of £500k from 2020/21, and a further re-basing of existing in-house provision budgets (residential) by a further £1.4m.

Social Care Specific Grant Funding

- 2.11.6 Existing budget plans assumed that a number of current specific adult social care grants would roll into 2020/21 baseline. These include existing specific grants for winter pressures at £1.9m and the Improved Better Care Fund (iBCF) totalling £15.4m. There is also funding allocated through the Better Care Fund (BCF) pooled with Health, with the Council share about £17.2m. This (along with the iBCF, and Winter Pressures grant) has national reporting conditions and joint health sign off agreements
- 2.11.7 SR2019 announcement has confirmed that all existing Social Care specific grants, including BCF, will roll into 2020/21 baselines. One of the specific adult social care grant allocations, at £1.2m, had been announced last in 2018/19, and had not been anticipated in existing budget plans. Updated baseline spending plans also now reflect continuation of the £1.2m into 2020/21, alongside other pre-existing specific grants as per para 2.11.6 above.
- 2.11.8 SR2019 also announced an overall national increase in social care funding by £1.5bn in 2020/21 in order to 'stabilise the system'; described by the Chancellor as a down payment for more extensive reforms to 'fix' adult social care in the autumn through the much delayed release of the Adult funding green paper.
- 2.11.9 Of this, £1bn funding will be allocated to Councils as a specific Social Care grant in 2020/21, which Councils have discretion to allocate either to Children's or Adults Social Care. The distribution of this funding is yet to be confirmed, but based on historical allocation methods, Kirklees' share would be in the region of £8m.
- 2.11.10 Existing budget plans already assume £3.6m additional Adult Social Care grant in 2020/21. Therefore of the anticipated £8m above, about £4.4m represents

unbudgeted funding growth, which has been factored into updated baseline funding assumptions for 2020/21.

- 2.11.11 Existing budget plans also assumed further additional Adult Social Care grant funding of £3.6m in both 2021/22 and 2022/23. At this stage, this assumption remains unchanged, pending future clarification from SR2020 and the pending adult social care funding green paper.
- 2.11.12 As noted earlier in this report at paragraph 2.5.3, SR2019 includes provision for Councils with Social Care responsibilities to raise up to £500m further Adult Social Care funding through an Adult Social Care precept upto 2%. As also previously noted, the additional 2% has been assumed in updated baseline funding forecasts for 2020/21 compared to existing budget plans; estimated funding impact £3.6m.
- 2.11.13 The significance of the additional SR2019 Social Care funding announcements for 2020/21 is that they effectively reduce the predicted gap for Councils like Kirklees, between multi-year spending plans which already factor in significant Social Care demand pressures over the medium term, and overall Council funding availability to support these spending plans.

2.12 Economy & Infrastructure

- 2.12.1 The Economy & Infrastructure Portfolio supports a number of key Council ambitions and priorities around Town Centre regeneration and vibrancy, Waste and Highways modernisation, capital programme and delivery, Major Scheme delivery, Business Support and Inward investment, and Housing priorities.
- 2.12.2 Existing budget plans approved last year included a range of additional and sustainable revenue investment of just over £1m, including additional ward funding for Place based activity, organisational compliance capacity requirements, and additional technical and officer project capacity.
- 2.12.3 Alongside this, £5.4m has also been made available within existing earmarked revenue reserves to address the likely scale of development costs required to support the scale of regeneration, capital investment and other major project activity over the 2019 to 2024 period.
- 2.12.4 The Council's current Private Finance Initiative (PFI) Waste Contract ends in 2022/23, and work is ongoing to review options for 2023/24 onwards. It is anticipated that there will be an overall increase in costs from current as well as significant future capital investment in waste management of up to £33m; the latter already reflected in existing Council capital plans.
- 2.12.5 To support the Council's medium term spending plans and transformation to a modern Waste Service, £11m has been set aside within existing earmarked revenue reserves to support both short and longer term investment requirements and Council base budget transition to a modernised service offer for Kirklees residents.
- 2.12.6 At this stage, updated baseline spending control totals include a planned uplift of £2m in 2020/21, matched by an equivalent drawdown in Waste reserves to support a number of early investment initiatives, including re-cycling investment. Updated year 2 and 3 modelled assumptions reflect further phased investment of £1m per

annum; partly offset by further Waste reserve drawdowns of £2m each year in 2021/22 and 2022/23.

- 2.12.7 Officers will continue to work with members on emerging service investment requirements over the medium term, acknowledging that there are likely to be further baseline adjustments from those set out at this stage.
- 2.12.8 Existing budget plans acknowledge the infrastructure impact of increased housing supply over time across the District, with an initial £350k uplift in 2019/20, and further incremental uplifts of £250k over following years. Updated baseline spending control totals continue to reflect this level of additionality over future years.
- 2.12.9 There has also been a review of current budgeted income targets for parking and markets. These have been re-based to income levels that more realistically reflect current levels of actual income. Alongside this is the cumulative short to medium term impact of ongoing Town Centre Regeneration. This has resulted in a baseline budgeted income adjustment of £600k for Parking and £500k for Markets.

2.13 Corporate Services (including Public Health)

- 2.13.1 Existing budget plans reflect £330k additional investment in corporate capacity from 2019/20, and the planned drawdown of Public Health Reserves of £1.6m over the 2019 to 2021 period to support the continuation of sexual health and substance misuse commissioned activity at current levels. Future corporate capacity requirements, including IT investment, will continue to be risk assessed and any further investment requirement factored into subsequent budget proposals as appropriate.

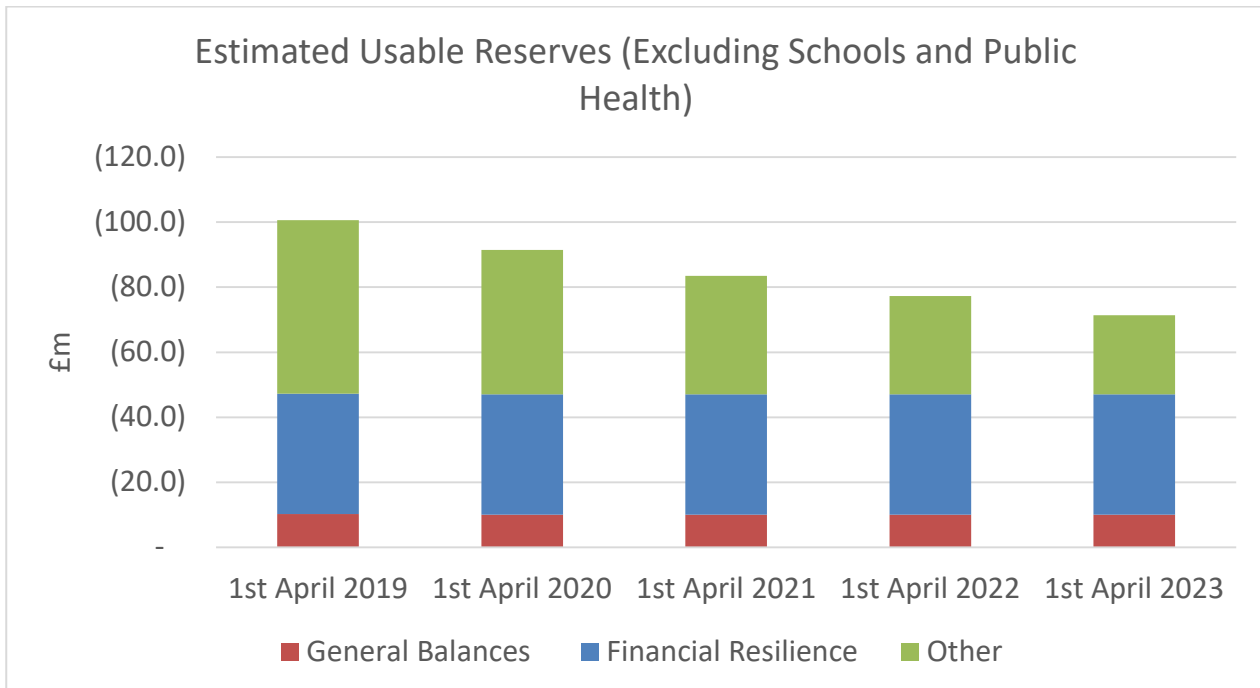
2.14 Central budgets

- 2.14.1 Existing budget plan pay inflation assumptions remain unchanged, with provision for assumed pay awards of 2% each year over the 2020 to 2023 period, alongside National Living Wage influenced annual price inflation uplifts across social care provider contracted services, and contingency inflation for energy and waste contract inflation. Elsewhere cash limited budgets continue to be assumed for non-pay inflation, with the expectation that services manage efficiently and effectively within these inflationary constraints; in particular with regard to procurement activity.
- 2.14.2 Existing budget plans assume income inflation across fees and charges at 2% per annum, other than car parking and markets income, which assume zero uplift. Baseline income inflation assumptions remain unchanged at this stage.
- 2.14.3 A tri-ennial actuarial review of employer contributions to the West Yorkshire Pension Fund (WYPF) will be undertaken in preparation for the 2020 2023 period. Existing plans include an estimated 1% increase in employer contributions from 2020/21 onwards; equivalent to £1.6m per annum. This will be reviewed in due course, in light of the actuarial assessment of WYPF employer contribution requirements and Council discussions with WYPF, later this year.
- 2.14.4 Existing Treasury Management budgets align to approved multi-year capital plan prudential borrowing requirements over the MTFP period. They also assume an uplift in bank of England base rate to 1.25%, in 2020/21. Updated baseline assumptions remain unchanged.

- 2.14.5 In conjunction with the forthcoming review of current capital investment requirements (see also section 2.19), it is intended to further review borrowing affordability over the 2020 to 2025 period, and bring forward any revised borrowing proposals for member consideration. This will also take into consideration, current CIPFA Prudential Borrowing Code and Government Treasury Management guidance.
- 2.14.6 Existing Treasury Management budgets also reflect changes to the Council's treasury management policy relating to minimum revenue provision (annual revenue resources set aside for repayment of debt, also known as MRP), implemented from 2017/18 onwards. This reduced ongoing MRP over the 2017 to 2027 period, effectively 'releasing' £9.1m annual base budget, intended to support organisational flexibility and financial resilience over the medium to longer term.
- 2.14.7 A revision to this re-profiling was approved at Budget Council on 13 February 2019 that increased the unwinding for 2018/19 and 2019/20 to the maximum allowable level of £13.5m. The impact of the additional unwind was transferred to financial resilience reserves in both years.
- 2.14.8 Existing budget plans reflect the release of £5m MRP 'flexibility' to help offset service spend relating to Special Educational Needs & Disabilities activity. As noted in Section 2.7 earlier in this report, the unfunded element of High Needs spend at over £4m will be rolled forward within DSG as a deficit, into 2020/21. Existing budget plans also assume a further £4m of the MRP flexibility has also been set aside to support High Needs pressures but at a lower level of £4m in 2020/21; reducing by £1m each year thereafter; with an equivalent Government uplift in Dedicated Schools Grant funding (High Needs block) to offset this.
- 2.14.9 The balance of £5.1m MRP flexibility not applied in 2020/21 remains in Treasury Management base budget at this stage, available to support organisational flexibility and financial resilience requirements going forward.
- 2.14.10 In light of current uncertainties in terms of potential short, medium and longer term Brexit impacts, the uncertain national funding climate for public services and local government beyond 2020/21, assumptions regarding MRP flexibility will continue to be reviewed through the remainder of the current budget round.

2.15 General Fund Revenue Reserves

- 2.15.1 Updated forecast general fund revenue reserves over the 2019 to 2023 period are shown graphically below. These reserves are set out in more detail at Appendix B together with a summary explanation of each reserve held.



2.15.2 Usable reserves (excluding Schools and Public Health) on 1 April 2019 at £100.6m, equates to 35% of the 2019/20 net annual revenue budget of £287.1m; equivalent to just over 18 weeks in-year spend. Useable Reserves are forecast to reduce to £71.4m by year end 2022/23, which equates to 25% or 13 weeks spend, based on current budgets. This is largely due to set aside earmarked reserves to support key strategic Council developments, including capital plan and broader regeneration delivery, and emerging Waste Management Strategy and transformation.

2.15.3 For context, at the end of 2017/18, comparable analysis through the Chartered Institute of Public Finance & Accountancy (CIPFA) Financial resilience benchmarking data (pre-release), which indicated that of the 36 metropolitan authorities, the equivalent range of usable reserves to net revenue budget for most of the metropolitan authorities was between 25% and 40%. Comparable CIPFA 2018/19 data was not available at the time of writing this report.

2.15.4 General balances are effectively unallocated reserves set aside to support day to day working capital requirements. The minimum level of balances was uplifted last year from £5m to £10m which was deemed more appropriate for a Council with an annual net revenue budget requirement of just under £300m.

2.15.5 Under Section 25 of the Local Government act (2003), in setting annual budgets the statutory s151 officer is required to give positive assurance statements in relation to the robustness of budget estimates and the adequacy of reserves and balances. There is no prescriptive guidance on the latter. Most recent sectoral guidance comes from a joint CIPFA/Local Authority Accounting Panel paper in 2014, which states:

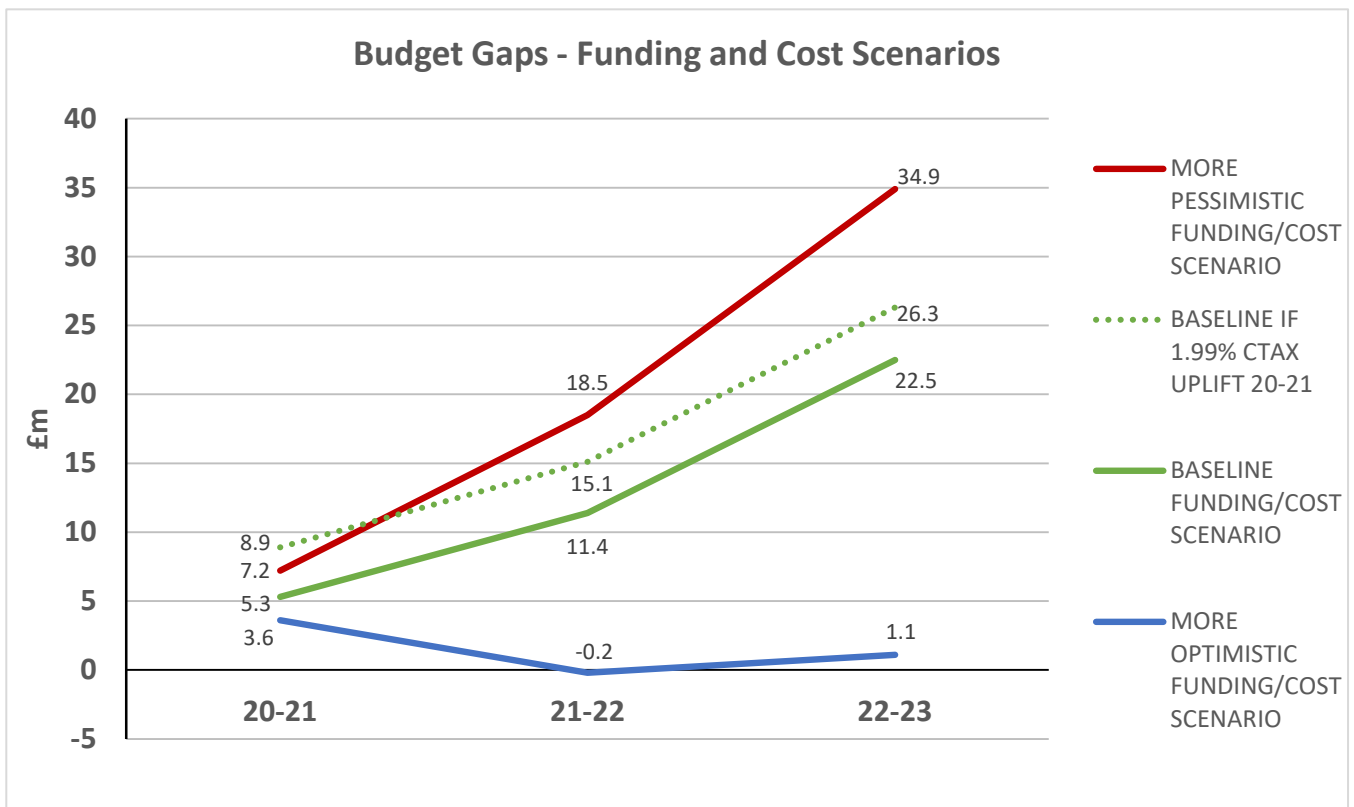
- i) *when reviewing their medium term financial plans and preparing their annual budgets, local authorities should consider the establishment and maintenance of reserves;*
- ii) *authorities should make their own judgements on such matters taking into account all the relevant local circumstances; and*

iii) in assessing the appropriate level of reserves, a well-managed authority will ensure that the reserves are not only adequate but are also necessary. There is a broad range within which authorities might reasonably operate depending on their particular circumstances.

- 2.15.6 The updated reserves position set out in this section of the report takes into account the above guidance.
- 2.15.7 This Council faces continuing and significant financial challenges and service pressures over the medium term. The national funding landscape beyond 2020/21 is uncertain, and there is potentially increased volatility in terms of impact from a range of risks recorded on the Council's updated corporate risk register (see Appendix E), including the potential impact from the United Kingdom's withdrawal from the European Union.
- 2.15.8 The extent of this concern has also extended to the sector's professional accounting body, CIPFA, who last year consulted Councils on proposals on a benchmark measure of Councils relative financial resilience (see also para 2.15.3 above). This is alongside a proposed financial management code of practice to guide officers and members in understanding and considering all relevant factors in assessing Council financial resilience, including local as well as national factors. CIPFA will update Councils later in the year on emerging new guidance.
- 2.15.9 The Council has also set out its ambition to invest, transform and change. Financial resilience reserves are a key element of the Council's budget strategy in terms of Council financial resilience to manage unbudgeted risks and pressures over the 2020 to 2023 period.
- 2.15.10 The s151 officer recommends that the existing £37m financial resilience reserves are maintained as a minimum at their current level, at least for the next financial year, pending further analysis and clarification of the broader national and local funding, policy and economic landscape.
- 2.15.11 The following section includes some sensitivity analysis regarding updated baseline budget forecasts included in this report. The range of sensitivities reflect marginal changes to a number of key assumptions but show the extent of potential volatility of medium term budget forecasts, in a climate of significant national funding uncertainty beyond 2020/21, and short, medium and longer term economic uncertainty in light of UK's intended withdrawal from the UK on 31 October 2019.

2.16 BUDGET FORECASTS – SENSITIVITY ANALYSIS

- 2.16.1 Included at Appendix G are a range of potential sensitivities on baseline budget forecast assumptions as set out in this report. While these sensitivities are illustrative, and there can be different combinations, in broad terms they represent relatively minor changes to a number of key baseline budget forecast assumptions, and the cumulative impact of these over time.
- 2.16.2 The impact of these budget forecast sensitivities are summarised in the graph below.



2.16.3 Illustratively here, the forecast budget gap by 2022/23 could be in the actual range £1.1m to £34.9m, and to a large extent this reflects the extent of both Council funding uncertainty post 2021, and the potential impact of the highlighted headline corporate risks, compared to baseline budget forecast assumptions.

2.16.4 Also included in the sensitivity analysis for illustrative purposes is the cumulative impact on current baseline budget gap assumptions over the 2020 to 2023 period, if the Council decided to maintain council tax at 2019/20 levels i.e. 1.99%, over the next 3 years. The cumulative impact would be a further £15m budget pressure by 2022/23.

2.16.5 If the Council decided not to uplift Council tax by the additional 2% Adult social Care precept in 2020/21 and stick with a 1.99% increase, this would result in an additional pressure above baseline of £3.8m by 2022/23. This impact is also illustrated on the above chart.

2.17 Flexible Capital Receipts Strategy

2.17.1 The current flexible capital receipts strategy which covers the period 2016 to 2022, was approved as part of last year's Council Budget Strategy Update report to Council on 10 October 2018. This strategy allows for the annual capitalisation of transformation related revenue costs over the 2016 to 2022 period, which can instead be funded from available in-year capital receipts.

2.17.2 Proposals for the Council's continued application of this flexibility are reflected in the Council's existing Capital plans, which provide for an annual capitalisation of up to £2.8m per annum from 2020/21 onwards in relation to a range of Council Transformation activity.

2.18 Housing Revenue Account (HRA)

- 2.18.1 The overarching context for the existing multi-year HRA budget plans rolled forward into 2020 to 2023 MTFP update is a sustainable, self-financed 30 year HRA business plan, which delivers the following key objectives:
- i) annual servicing of HRA debt
 - ii) capital improvements and maintenance of all Council housing stock to a minimum decency standard ,
 - iii) delivery of high quality and cost effective housing management and repair service, and
 - iv) inclusion of funding for a number of HRA strategic capital priorities and scope to consider further investment opportunities
- 2.18.2 The main driver for the financial sustainability of the HRA is housing rents. Since 2001, these have been calculated based on national Government rent restructuring guidelines, applied locally. As part of Government austerity measures, over the 2016-20 period, housing rents were subject to annual reductions of 1% to alleviate pressures on the national housing benefit bill (about 60% of social housing rents are funded from housing benefit).
- 2.18.3 Government published a 'Rents for Social Housing from 2020/21' paper in February 2019 which confirmed its intent to allow Councils with HRA's to uplift annual rents over the 2020 to 2025 period by upto CPI+1% per annum. Previous Government announcements also included the lifting of HRA borrowing caps set by Government for individual Councils with HRA's under self-financing; effective from 29 October 2018.
- 2.18.4 Updated baseline HRA spending control totals are summarised at Appendix C. They reflect Government intention to uplift social housing rents by CPI + 1% over the 2020 to 2023 period.
- 2.18.5 Other assumptions include Right to Buys over the 2020 to 2023 period continuing at about 170 per annum based on current trends, void level targets of 1.1%, and gradual annual uplifts in rent and service charge bad debt provision requirement from 2.1% current year, to 2.5% by 2022/23.
- 2.18.6 The gradual uplift takes account of predicted rollout of universal credit, which includes housing benefit, and the adverse impact of direct payments to an increasing number of tenants in terms of timing of payments, consequential impact on household income and ability to pay backdated rents, and HRA bad debt provision requirement.
- 2.18.7 HRA revenue reserves commitments include a set aside of £4m for business risks; in particular, with regard to proposed welfare reform changes. The balance of commitments includes £1.5m working balance, and the planned build up (sinking fund) of reserves to support longer term HRA business plan capital investment requirements.
- 2.18.8 The Council, working in partnership with KNH, jointly and regularly reviews and updates the HRA 30 year business plan with the aim to produce a self-financed and balanced budget position over the 30 year plan that delivers the key objectives set out in paragraph 2.18.1 above.

2.18.9 It is anticipated that existing, mainly efficiency budget savings totalling £800k over the 2020 to 2022 period will still be delivered, following on from the £2.3m in 2019/20. The overall resourcing potential for the HRA and any associated further proposals will continue to be reviewed through the remainder of this budget round.

2.19 Capital

2.19.1 The current capital plan 2019 to 2024 is detailed at Appendix D.

2.19.2 Council officers are currently undertaking a review of the capital plan, including consideration of emerging new capital proposals not currently in view, to support the delivery of Council priority outcomes over the medium and longer term. The outcome of this review, including a re-working of capital plan affordability and re-prioritisation, will be factored into further updated capital plan proposals for member consideration through the remainder of the current budget round.

3. Implications for the Council

3.1 The Council's budget plans support the overall delivery of the following Council objectives and Priorities within available resources:

- i) Early Intervention and Prevention (EIP)
- ii) Economic Resilience (ER)
- iii) Improving Outcomes for Children
- iv) Reducing demand of services

Financial, Legal & Other Implications

3.2 A robust Medium Term Financial Plan and budget strategy is a key element of financial and service planning. This will be updated in detail by full Council in February 2020. This report sets a framework for development of draft plans by officers and Cabinet, for consideration by all Members in due course.

3.3 Key funding and spend assumptions factored into the MTFP update will be subject to further review, informed by most current local and national intelligence, including the outcome of the Chancellor's Autumn Budget and the provisional government 2020/21 financial settlement.

3.4 Any further material changes to funding and spend assumptions will be considered for incorporation into the finalised annual budget report for Cabinet and Council approval in January/February 2020.

RISK ASSESSMENT

3.5 The MTFP update is based on a range of local and national intelligence, and risk assessments underpinning current and future funding and spend assumptions, acknowledging that the extent of these are all potential risk factors to the delivery of balanced budget plans over the medium term. This is summarised at Appendix E, alongside identified management actions to mitigate the risks.

Budget Planning Framework

3.6 The updated budget plans set out in this report provide the budget planning framework for officers to bring forward proposals to Cabinet and members through

the remainder of the current budget round, in order to deliver a sustainable and balanced overall multi-year budget over the 2020 to 2023 period (revenue) and 2019 to 2025 period (capital).

- 3.7 The key budget timetable milestones for the remainder of this budget round are set out at Appendix F.

Budget Consultation

- 3.8 The Council's overall budget planning framework includes consideration of wider engagement and timetabling on stakeholder views on high level priorities in resource allocation. This will be timetabled for a 6 week period between November-December. Stakeholder views on emerging HRA budget proposals will be considered through the relevant Council Tenant stakeholder forums.
- 3.9 In addition, there may be a requirement for more detailed service consultations, led by the relevant services, on specific service budget proposals. These will engage service users as early as possible, and target the groups most likely to be affected.
- 3.10 There is also on-going engagement with the business and voluntary and community sectors.
- 3.11 The Council has a duty, under section 149 of the Equalities Act 2010, to comply with the Public Sector Equality duty when developing budget proposals. Key budget proposals include accompanying evidence available to members; namely officer led equalities impact assessments, which are undertaken annually and reviewed and updated as appropriate, on a range of budget proposals. These are also made available on the Council's website, in a timely manner. This purpose of the assessments is to ensure that decision makers have due regard to the Council's equalities duties on key decisions.
- 3.12 This Cabinet agenda includes an item proposing changes to the equalities impact assessment process in its current form to move to an integrated Impact Assessment, incorporating additional diversity characteristics, such as low income and Environmental Impact. Any such changes will be reflected in updated Impact Assessments to support forthcoming budget proposals.

4. Consultees and their opinions

- 4.1 This report is based on consultation with the Council's Executive Team and Cabinet Members in assessing the current issues, risks and factors to be addressed.

5. Next Steps

- 5.1 Resultant budget proposals will be submitted to Cabinet and full Council. The Council's Chief Finance Officer (& Service Director, Finance) will co-ordinate the development of draft budget proposals and options, and supporting budget documentation within the budget framework and planning totals.
- 5.2 Cabinet will bring forward detailed budget proposals in the new year, for consideration at Budget Council on 12 February 2020.

6. Cabinet portfolio-holders recommendations

The portfolio holder supports the recommendations in this report, and welcomes the changes to the way the budget update has been prepared.

In a time of great uncertainty around the funding of the Council in future years, and also national and international events having the potential to impact on the Council's costs, this budget update takes a pragmatic view in light of all these uncertainties.

It's important that we have a flexibility within the budget to allow us to react to these uncertainties, and this update allows the degree of flexibility that we need at this time.

The review of the capital plan will allow us to invest in our places, and with the help of partners will help to stimulate the wider Kirklees economy. We will also invest in our children's services, to ensure that those children that are most in need have the best facilities we can provide. I believe that the current level of capital investment is affordable and is without excessive risk.

As with all budget updates there has to be a certain amount of assumptions made, and I believe the assumptions we have made are reasonable and the correct ones for the position we and the nation finds itself in at this moment in time. Of course things can and will change, but I believe we have the ability and skills to be able to react in a manner that will enable us to ensure our finances are sound and the we can continue to deliver the Council's outcomes.

7. Officer recommendations and reasons

Having read this report and the accompanying Appendices, Cabinet are asked to:

- 7.1 approve the updated baseline general fund revenue & HRA budget spending control totals over the 2020 to 2023 period set out at Appendix A (general fund) and Appendix C (HRA);
- 7.2 note the funding and spend assumptions informing the updated budget forecasts as set out in section 2 of this report;
- 7.3 note current and forecast earmarked reserves and general balances as set out at Appendix B;
- 7.4 note the existing 2019-24 capital budget plans rolled forward as set out at Appendix D;
- 7.5 approve the budget planning framework set out in this report,
- 7.6 note the corporate budget timetable and approach set out at Appendix F; and
- 7.7 approve the budget consultation approach and timetable set out in this report

The above approach allows the updated budget plans to be adjusted subsequently for major factors identified and sets the basis for officers to update draft service plans within a clear Council budget framework.

8. Contact Officer

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9. Background papers and History of Decisions

Government Spending round 2019

Annual budget report 2019 to 2022

Government Financial Settlement 2019/20

Technical Consultation ; 2019/20 Local Government Finance Settlement

Annual financial outturn and rollover report 2018/19

Financial monitoring report 2019/20; Quarter 1

Council Corporate Plan 2019 re-fresh

Housing Strategy 2018 to 2023

Government Paper; rents for social housing from 2020/21

10. Service Director responsible

Eamonn Croston, Service Director, Finance

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GENERAL FUND SUMMARY – BASELINE FUNDING AND SPEND CONTROL CHANGES 2020 to 2023

APPENDIX A

	2020/21 £000	2021/22 £000	2022/23 £000
<u>FUNDING</u>			
STARTING POINT (MTFP 2019-2022)	(288,634)	(316,080)	(318,426)
<u>CHANGES</u>			
Adult Social Care Precept 2% ; 2020/21 only (SR2019)	(3,616)	(3,722)	(3,830)
Additional 100 CTB growth per annum to 1,100	(162)	(329)	(503)
Baseline/Bad Debt Review	(1,617)	(1,587)	(1,556)
Reverse Austerity Funding Reductions ; 2020/21 (SR2019)	(3,233)	(3,233)	(3,233)
Business Rates Baseline Inflation ; 2020/21 (SR2019)	(1,803)	(1,803)	(1,803)
No 75% Pilot in 2020/21 - 50% retention (SR2019)	1,476	-	-
Total Changes	(8,955)	(10,674)	(10,925)
BASELINE 2020-23	(297,589)	(326,754)	(329,351)
<u>SPENDING</u>			
STARTING POINT (MTFP 2019-2022)	302,596	336,572	349,265
<u>CHANGES</u>			
CHILDREN'S SERVICES			
Assessment and Care Management	260	520	520
Schools Organisation / Statutory responsibilities	401	401	401
Early Learning Support	220	220	220
Education to Vulnerable Children	30	30	30
Schools Transport	1,100	1,100	1,100
	2,011	2,271	2,271
ADULTS			
Assessment and Care Management	500	500	500
Care Provider Market - Stability Measures	900	900	900
In-House Residential provision	1,400	1,400	1,400
Existing Adult Social Care grant adjustment	(1,200)	(1,200)	(1,200)
Additional social care grant (SR2019)	(4,423)	(4,423)	(4,423)
	(2,823)	(2,823)	(2,823)
ECONOMY AND INFRASTRUCTURE			
Markets - Income	500	500	500
Parking - Income	600	600	600
Waste Management Service Investment	2,000	3,000	4,000
Planned use of Waste Management Reserves	(2,000)	(2,000)	(2,000)
	1,100	2,100	3,100
Total Changes	288	1,548	2,548
BASELINE SPEND 2020-23	302,884	338,120	351,813
BASELINE BUDGET GAP 2020-23 (Cumulative)	5,295	11,366	22,462
MEMO – ORIGINAL BUDGET GAP (MTFP 2019-22)	13,962	20,492	30,839

GENERAL FUND RESERVES

General Fund Reserves	Reserves at 1st April 2019	Estimated Balance 1st April 2020	Estimated Balance 1st April 2021	Estimated Balance 1st April 2022	Estimated Balance 1st April 2023
<i>Schools Reserves</i>	(9,745)	(9,477)	(9,477)	(9,477)	(9,477)
<u><i>Earmarked Reserves</i></u>					
Financial Resilience	(37,146)	(37,146)	(37,146)	(37,146)	(37,146)
Rollover	(2,161)	(1,161)	(161)	-	-
Revenue Grants	(12,923)	(10,633)	(8,633)	(6,633)	(4,633)
Public Health	(2,069)	(1,246)	(423)	(423)	(423)
Stronger Families	(1,818)	(1,318)	(818)	(318)	-
Insurance	(1,900)	(1,900)	(1,900)	(1,900)	(1,900)
Ward Based Activity	(1,227)	(937)	(687)	(437)	(187)
Property and Other Loans	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
Adverse Weather	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
Strategic Investment Support	(5,400)	(4,400)	(3,400)	(2,400)	(1,400)
Social Care	(2,496)	-	-	-	-
Mental Health	(1,400)	(700)	-	-	-
Business Rates	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
Elections	(500)	(450)	(450)	(450)	(450)
Waste Management	(11,000)	(11,000)	(9,000)	(7,000)	(5,000)
Commercialisation	(500)	(250)	-	-	-
Other	(4,032)	(3,641)	(3,341)	(3,041)	(2,741)
	(92,572)	(82,782)	(73,959)	(67,748)	(61,880)
General Balances	(10,214)	(10,025)	(10,025)	(10,025)	(10,025)
Grand Total	(112,531)	(102,284)	(93,461)	(87,250)	(81,382)

Reserves as % of 1920 net revenue budget *

35% 32% 29% 27% 25%

* Excludes Schools and Public Health

GLOSSARY OF RESERVES

RESERVE	DESCRIPTION
School Reserves	Statutory reserves relating to both individual schools balances/deficits carried forwards, and Dedicated Schools Grant (ring-fenced for schools related expenditure).
Financial Resilience	Covers a range of potential costs highlighted in the Council's corporate risk assessment, including budget risks as set out in the sensitivity analysis within this report.
Rollover	To fund deferred spend commitments against approved rollover.
Revenue Grants	Represents grants and contributions recognised in the Comprehensive Income and Expenditure Statement before expenditure has been occurred.
Public Health	Public Health grant recognised in the Comprehensive Income and Expenditure Statement before expenditure has been occurred (ring-fenced for Public health expenditure).
Stronger Families	Represents deferred expenditure commitments supporting a range of Stronger Families activity.
Insurance	Mitigates against risk from increased liabilities and insurance claims.
Ward Based Activity	To fund deferred ward based activity commitments.
Property and Other Loans	Set aside against the potential risk of future loan default. Arising from the introduction of a new local government accounting code intended to strengthen balance sheet transparency.
Adverse Weather	Mitigates against budget risk arising from severe weather events in the District.
Strategic Investment Support	To address the likely scale of one off costs required to support the scale of regeneration capital investment over the 2018-24 period.
Social Care	Set aside to cover a range of social care expenditure commitments as agreed at Cabinet, August 2018.
Mental Health	To support a number of local area based mental health initiatives over 2019-21.
Business Rates	Set aside against potential backdated payment with respect to national ATM business rates appeal and also to resource the Council's approved business start-up and retention policy.
Elections	Set aside to accommodate potential local and national elections costs in excess of current base budget.
Waste Management	To support the development of the Council's waste management strategy, in light of the known financial implications of the current Council PFI Waste Contract ending in 2022-23.
Commercialisation	To support Commercialisation opportunities including the One Venue Development Plan, to help drive investment in public and community buildings
Other	A range of smaller reserves earmarked for specific purposes, each less than £0.6m.
General Balances	General reserve available for Council use, excluding Housing Revenue Account purposes. Minimum level proposed to be £10m going forwards.

Housing Revenue Account (HRA) SUMMARY MTFP 2020-23

	20-21	21-22	22-23
	£000	£000	£000
<u>Repair & Maintenance</u>			
KNH Fee	21,900	21,900	21,900
<u>Housing Management</u>			
KNH Fee	15,957	15,957	15,957
Other	18,102	18,102	18,102
Sub-total	34,059	34,059	34,059
<u>Other Expenditure</u>			
Depreciation charge	16,500	16,500	16,500
Interest on capital debt	7,903	7,587	7,587
Bad Debt Provision	2,852	2,952	2,952
Other	3,057	4,010	4,010
Sub-total	30,312	31,049	31,049
Total Expenditure	86,271	87,008	87,008
<u>Dwelling rent income</u>			
Dwelling rent income	(80,392)	(82,257)	(84,148)
Government Grant	(7,912)	(7,912)	(7,912)
Other	(4,478)	(4,595)	(4,595)
Total Income	(92,782)	(94,764)	(96,655)
Net Operating Expenditure	(6,511)	(7,756)	(9,647)
Planned funding support to Capital	6,511	7,756	9,647
Balanced Budget	0	0	0

HRA Reserves Forecast

	19-20	20-21	21-22	22-23
	£000	£000	£000	£000
As at April 1	(61,782)	(51,532)	(43,954)	(38,815)
Transfers to/from HRA	-	-	-	-
In-year capital funding	5,039	7,578	5,139	833
Earmarked - business risk	4,000	-	-	-
Earmarked – working balance	1,500	-	-	-
In-year forecast (HRA)	(289)	-	-	-
As at 31 March (capital sinking fund rolled forward)	(51,532)	(43,954)	(38,815)	(37,982)

Capital Plan Expenditure Summary

Appendix D

2019/20 – 2023/24 Capital Plan Expenditure Summary	Capital Plan Budget					
	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total £'000
General Fund:						
Achievement	16,031	19,930	22,763	13,030	5,045	76,799
Children	200	1,250	3,600	4,200	750	10,000
Independent	2,673	5,100	5,050	3,450	11,400	27,673
Sustainable Economy	59,746	106,468	77,576	68,546	16,255	328,591
Well	4,029	14,968	9,260	2,249	867	31,373
Safe & Cohesive	180	20	0	0	0	200
Clean & Green	1,789	5,475	125	6,600	20,600	34,589
Efficiency & Effectiveness	4,456	3,937	3,900	3,900	3,900	20,093
General Fund Capital Plan	89,104	157,148	122,274	101,975	58,817	529,318
Housing Revenue Account:						
Independent - Strategic Priorities	6,790	9,825	9,014	7,364	8,864	41,857
Independent - Baseline	18,892	18,696	19,591	19,278	18,923	95,380
HRA Capital Plan	25,682	28,521	28,605	26,642	27,787	137,237
TOTAL EXPENDITURE	114,786	185,669	150,879	128,617	86,604	666,555

Capital Plan Funding Summary

Funding Summary	Capital Plan Funding					
	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total £'000
<i>Direct / Earmarked Contributions to Schemes</i>						
Capital Grants / Contributions applied	29,200	78,643	67,025	47,919	15,005	237,792
Earmarked Capital Receipts	4,974	4,499	4,499	4,499	4,499	22,970
Revenue Contributions (HRA)	11,979	14,088	12,894	8,588	13,701	61,250
Reserves (HRA)	11,917	11,493	13,579	16,500	12,532	66,021
Revenue Contributions (General Fund)	1,279	0	0	0	0	1,279
<i>Pooled Resources</i>						
Non Earmarked Capital Receipts	700	700	700	700	700	3,500
Corporate Prudential Borrowing	54,737	76,246	52,182	50,411	40,167	273,743
FUNDING	114,786	185,669	150,879	128,617	86,604	666,555

Capital Plan 2019/20-2023/24

GENERAL FUND CAPITAL PLAN		Funding	Capital Plan					
			2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	5 Yr Total £'000
ACHIEVEMENT								
Strategic Priorities								
	Alternative Provision School	B	499	5,000	4,250	250	0	9,999
	Special School - SEMHD	B	500	1,000	5,500	7,500	500	15,000
	<i>District Sufficiency - SEND</i>		999	6,000	9,750	7,750	500	24,999
	New Pupil Places in Primary/Secondary Schools		2,979	4,680	6,063	780	545	15,047
	Delivery of an Autistic Spectrum Disorder (ASD) School to mitigate expenditure on out of area ASD placements	B	500	2,150	350	0	0	3,000
	Dewsbury Learning Quarter	B	2,086	0	0	0	0	2,086
	Libraries & Public Buildings	B	700	1,950	2,100	250	0	5,000
	Strategic Priorities Total		7,264	14,780	18,263	8,780	1,045	50,132
Baseline								
	Basic Need	G	577	500	500	500	500	2,577
	Capital Maintenance	G/B	4,408	3,400	3,200	3,000	2,800	16,808
	Devolved Formula Capital	G	1,500	850	800	750	700	4,600
	Baseline Total		6,485	4,750	4,500	4,250	4,000	23,985
One Off Projects								
	SEND Provision	G	1,360	400	0	0	0	1,760
	Healthy Pupils	G	358	0	0	0	0	358
	Completed Schemes	B	29	0	0	0	0	29
	Commissioning option appraisals to facilitate the delivery of the outcomes of the SEN High Level review of future needs	B	535	0	0	0	0	535
	One Off Projects Total		2,282	400	0	0	0	2,682
ACHIEVEMENT TOTAL			16,031	19,930	22,763	13,030	5,045	76,799

Capital Plan 2019/20-2023/24

GENERAL FUND CAPITAL PLAN		Funding	2019/20 £'000	Capital Plan				
				2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	5 Yr Total £'000
CHILDREN								
Strategic Priorities								
	Specialist Accommodation/Youth Services	B/G	200	1,250	3,600	4,200	750	10,000
	Strategic Priorities Total		200	1,250	3,600	4,200	750	10,000
	One Off Projects Total (Childrens IT System)	R/B	0	0	0	0	0	0
	CHILDREN TOTAL		200	1,250	3,600	4,200	750	10,000
INDEPENDENT								
Strategic Priorities								
	Pump Prime & Commissioning Specialist Accommodation	B	250	750	750	250	0	2,000
	Commissioning Option Appraisals to facilitate outcomes of Specialist Accommodation Strategy	B	310	250	150	0	0	710
	Day Services Support for Vulnerable Adults	B	699	2,800	3,500	2,600	11,400	20,999
	Strategic Priorities Total		1,259	3,800	4,400	2,850	11,400	23,709
One Off Projects								
	Adults Social Care Operation	G/R	164	700	50	0	0	914
	Information Technology (Digital)	B/R	600	600	600	600	0	2,400
	Information Technology (*Laptops/GDPR)	B/R	600	0	0	0	0	600
	Occupational Health Care (IT)	B	50	0	0	0	0	50
	One Off Projects Total		1,414	1,300	650	600	0	3,964
	INDEPENDENT TOTAL		2,673	5,100	5,050	3,450	11,400	27,673

Capital Plan 2019/20-2023/24

GENERAL FUND CAPITAL PLAN		Funding	2019/20 £'000	Capital Plan				
				2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	5 Yr Total £'000
SUSTAINABLE ECONOMY								
Strategic Priorities								
	A62 & A644 Corridors & Cooper Bridge	G	560	23,040	22,405	22,405	0	68,410
	Corridor Improvement Programme – A62 Smart Corridor	G	338	3,042	3,920	176	0	7,476
	Corridor Improvement Programme - Holmfirth Town Centre Access Plan	G	72	646	3,906	0	0	4,624
	Huddersfield Southern Gateways	G	300	2,700	4,000	842	0	7,842
	A653 Leeds to Dewsbury Corridor (M2D2L)	G	410	3,687	4,097	4,097	0	12,291
	A629 Ainley Top to Huddersfield (Phase 5)	G	317	2,850	3,781	3,909	0	10,857
	Huddersfield Station Gateway Phase 1	G	0	5,000	0	0	0	5,000
	Huddersfield Station gateway Phase 2	G	0	5,000	0	0	0	5,000
	Highways – Others Non-Core	G	0	0	0	0	0	0
	WYTF Land Acquisition	B	591	0	0	0	0	591
	<i>West Yorkshire plus Transport Schemes</i>		2,588	45,965	42,109	31,429	0	122,091
	Aspirational Regeneration of Major Town Centres - Feasibility	B	331	150	0	0	0	481
	Regeneration of Strategic Town Centres - Dewsbury	B	2,250	5,310	4,144	3,256	0	14,960
	Regeneration of Strategic Town Centres - Huddersfield	B	1,644	8,640	7,000	12,406	0	29,690
	<i>Town Centre Action Plans</i>		4,225	14,100	11,144	15,662	0	45,131
	KSDL (HD One)	B	0	4,100	4,900	4,000	0	13,000
	Property Investment Fund	B**	13,327	11,500	0	0	0	24,827
	Bridge Homes (Joint Venture)	B	0	1,250	1,250	0	0	2,500
	<i>Loans - Development Finance</i>		13,327	16,850	6,150	4,000	0	40,327
	Local Growth Fund	B	153	0	0	0	0	153
	Site Development	G	0	6,000	0	0	0	6,000
	Public Realm Improvements	RR	1,244	0	0	0	0	1,244
	Strategic Priorities Total		21,537	82,915	59,403	51,091	0	214,946

Capital Plan 2019/20-2023/24

GENERAL FUND CAPITAL PLAN		Funding	2019/20 £'000	Capital Plan					5 Yr Total £'000
				2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000		
SUSTAINABLE ECONOMY									
Baseline									
	Housing (Private)	G	3,600	4,650	3,350	3,350	3,350	18,300	
	Highways	G/B	15,143	10,346	9,873	9,155	9,155	53,672	
	Corporate Landlord Asset Investment	B	7,074	2,300	2,300	2,300	2,300	16,274	
	Vehicle Replacement Programme	B	2,505	1,250	1,250	1,250	1,250	7,505	
	School Catering	B	271	200	200	200	200	1,071	
	Baseline Total		28,593	18,746	16,973	16,255	16,255	96,822	
One-Off Projects									
	Housing (Private)	G/R	468	432	0	0	0	900	
	Economic Resilience	G/B	981	0	0	0	0	981	
	Strategic Asset Utilisation	B	947	150	0	0	0	1,097	
	Leeds City Region Revolving Fund	B	1,211	0	0	0	0	1,211	
	Highways	B/B*/ S278	4,198	3,000	1,000	1,000	0	9,198	
	Corporate Landlord Compliance	B	1,295	1,000	0	0	0	2,295	
	Bereavement	B	125	25	0	0	0	150	
	School Catering - Compliance Essential Works	B*	280	200	200	200	0	880	
	Ward Based Activity	B	111	0	0	0	0	111	
	One-Off Projects Total		9,616	4,807	1,200	1,200	0	16,823	
SUSTAINABLE ECONOMY TOTAL			59,746	106,468	77,576	68,546	16,255	328,591	

Capital Plan 2019/20-2023/24

GENERAL FUND CAPITAL PLAN		Funding	Capital Plan					5 Yr Total £'000
			2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	
WELL								
Strategic Priorities								
	Spenborough Valley Leisure Centre	B	1,434	8,000	3,500	232	0	13,166
	Spenborough Valley Leisure Centre - KAL Contribution	B*	0	0	750	0	0	750
	Huddersfield Leisure Centre	B	220	0	0	0	0	220
	Dewsbury Sports Centre Priorities	B	300	250	300	1,400	250	2,500
	Strategic Priorities Total		1,954	8,250	4,550	1,632	250	16,636
Baseline								
	KAL Self Finance Programme	B*	362	2,959	617	617	617	5,172
	Play Strategy	B/G	1,713	3,759	4,093	0	0	9,565
	Baseline Total		2,075	6,718	4,710	617	617	14,737
	WELL TOTAL		4,029	14,968	9,260	2,249	867	31,373
SAFE AND COHESIVE								
Strategic Priorities								
	Youth Offending Team	B	180	20	0	0	0	200
	Strategic Priorities Total		180	20	0	0	0	200
	SAFE AND COHESIVE TOTAL		180	20	0	0	0	200
CLEAN AND GREEN								
Strategic Priorities								
	Depot Works	B	100	375	25	0	0	500
	Waste Management Plant/Infrastructure	B/B*	1,000	5,000	0	6,500	20,500	33,000
	Strategic Priorities Total		1,100	5,375	25	6,500	20,500	33,500

Capital Plan 2019/20-2023/24

			Capital Plan					
GENERAL FUND CAPITAL PLAN		Funding	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	5 Yr Total £'000
	Environment & Strategic Waste	B	144	100	100	100	100	544
	Baseline Total		144	100	100	100	100	544
	One Off Projects							
	Electric Vehicle Charge Points	G	545	0	0	0	0	545
	One Off Projects Total		545	0	0	0	0	545
	CLEAN AND GREEN TOTAL		1,789	5,475	125	6,600	20,600	34,589
	EFFICIENCY AND EFFECTIVENESS							
	Baseline							
	Information Technology	B*	905	900	900	900	900	4,505
	Flexible Capital Receipts Strategy	R	2,800	2,800	2,800	2,800	2,800	14,000
	One Venue Development	B	200	200	200	200	200	1,000
	Baseline Total		3,905	3,900	3,900	3,900	3,900	19,505
	One Off Projects							
	Internal Refurbishments	B	551	37	0	0	0	588
	One Off Projects Total		551	37	0	0	0	588
	EFFICIENCY AND EFFECTIVENESS TOTAL		4,456	3,937	3,900	3,900	3,900	20,093
	GENERAL FUND CAPITAL PLAN TOTAL		89,104	157,148	122,274	101,975	58,817	529,318

FUNDING KEY:

B = Borrowing

B* = Service funded Borrowing - Work is ongoing to remove this category and have one system of prudential borrowing.

G = Grant

R = Capital receipts

RR = Revenue Rollover

*Addition

Capital Plan 2019/20-2023/24


		Capital Plan						
HOUSING REVENUE ACCOUNT CAPITAL PLAN	Funding	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	5 Yr Total £'000	
Strategic Priorities								
Housing Growth	H / R	4,800	4,364	4,364	4,364	4,363	22,255	
New Build Phase 1 - Ashbrow Extra Care	H / R/ G	990	3,961	1,650	0	0	6,601	
Remodelling / High Rise	H / R	500	1,000	3,000	3,000	4,500	12,000	
IT System (Universal Housing Replacement)	H / R	500	500	0	0	0	1,000	
Strategic Priorities Total		6,790	9,825	9,014	7,364	8,863	41,856	
Baseline								
Housing Capital Plan	H	11,006	10,522	11,346	10,960	10,605	54,439	
Estate Improvements (Neighbourhood Investment)	H	1,093	1,108	1,122	1,137	1,138	5,598	
Compliance	H	1,000	1,479	1,479	1,479	1,478	6,915	
Compliance – Fire Doors	H	3,000	1,913	1,913	1,912	1,912	10,650	
Fuel poverty	H / G	0	826	826	826	825	3,303	
Adaptations	H	2,793	2,849	2,906	2,964	2,964	14,476	
Baseline Total		18,892	18,697	19,592	19,278	18,922	95,381	
TOTAL HRA CAPITAL PLAN		25,682	28,522	28,606	26,642	27,785	137,237	





FUNDING KEY:

H = HRA revenue contribution/major repairs reserve


R = Capital receipts

G = Grant

Risk No	Risk – Description of the risk	Management actions already in place to mitigate the risk	Control Opptnty	Trend
	Community Impacts & Risks			
1	The council does not adequately safeguard children and vulnerable adults, as a result of increased complexity, referral volumes and a lack of service capacity to respond to the assessed need.	<ul style="list-style-type: none"> • Disclosure & Barring Service (DBS) checking, staff training, supervision, protection policies kept up to date and communicated. • Effective management of social work (and related services); rapid response to any issues identified and from any serious case review work. • Active management of cases reaching serious case review stage, and any media interest • Review of current practices following the child sexual exploitation in Rotherham and the emerging requirements. • Ensure that workloads are balanced to resources. • Staff and skill development to minimise dependence on key individuals. • Use of agency staff and or contractors when necessary • Ideal manager training • Development of market sufficiency strategy; consider approaches to support the development of the available service offer both locally and regionally. • Ensure competence of the Safeguarding Boards and that they are adequately resourced to challenge and improve outcomes • Ensure routine internal quality assessment • Take effective action after Serious Case Reviews • Effective listening to messages about threats from other parts of the council and partner agencies • Proactive recognition of Members role as “corporate parent” • Childrens Improvement Board to assist governance and quality improvement <i>Responsible for this risk – R Parry and M Meggs (owners several)</i> 	H	 4X5=20
2	Legacy issues of historical childcare management practices, and	<ul style="list-style-type: none"> • Additional resources and expertise allocated to new and historical Child Sex Exploitation (CSE) and other legacy work, as required. 	LM	

	particularly, the heightened national attention to Child Sexual Exploitation and historical abuse cases leads to reputational issues, and resource demands to address consequential matters.	<ul style="list-style-type: none"> • Risk matrix and risk management approach implemented with the police and partners. • Understand relationship with the Prevent strategy, and issues linked to counter terrorism • Take steps per risk 7 to seek to avoid ongoing issues <p><i>Responsible for this risk –M Meggs</i></p>		 4x4=16
3	Failure to address matters of violent extremism and related safer stronger community factors create significant community tension, (and with the potential of safeguarding consequences for vulnerable individuals).	<ul style="list-style-type: none"> • Prevent Partnership Action Plan. • Community cohesion work programme • Local intelligence sharing and networks. • New status as a Prevent Priority Area provides funding for a Prevent Coordinator Post and enables the development of bids for additional funding. • Counter terrorism local profile. • Home Office funded Counter Extremism Community Co-ordinator role <p><i>Responsible for this risk – R Parry and M Meggs(owners C Gilchrist)</i></p>	M	 4x5=20
4	Significant environmental events such as severe weather impact on the Council's ability to continue to deliver services.	<ul style="list-style-type: none"> • Effective business continuity and emergency planning (including mutual aid) investment in flood management, gritting deployment plans. • Winter maintenance budgets are supported by a bad weather contingency. • Operational plans and response plans designed to minimise impacts (e.g. gully cleansing for those areas which are prone to flooding.) <p><i>Responsible for this risk – K Battersby (owners L Haywood, W Acornley)</i></p>	M	 3x5=15
5	The policy presumption of communities taking more responsibility for service provision does not deliver the hoped for outcomes, with the consequence that some community services will no longer be sustainable from the resources available, with reputational and policy risks.	<ul style="list-style-type: none"> • Reduced demand for statutory services • If the reduction is not realised at the pace set out, (in change plans) then those services that are directly impacted will need to identify this early, and to help in doing so, ensure that appropriate demand management and monitoring is put in place to record the levels of service take up. Remedial action should also be identified by those services. • Successful implementation of new service models • Impact assessments for those services directly affected should be carried out to reflect the impact on citizens of losing a service as a consequence of the pace and scale of new service models not meeting demand. <p><i>Responsible for this risk – all strategic directors (owner C Gilchrist)</i></p>	M	 5x4=20


	The UK exiting the EU			
6	<p>The process of the UK exiting the EU lead to the following consequences and impact:</p> <ul style="list-style-type: none"> • Economic uncertainty impact on business rates and housing growth, with knock-ons to council tax, new homes bonus and business rate income. • The potential for increased cuts in core government funding (as a result of economic pressures) in the context of ongoing increases in demand for council services. • Rising inflation could lead to increased costs (e.g. the cost of raw materials). Interest rate volatility impacting on the cost of financing the council's debt. • The general uncertainty affecting the financial markets could lead to another recession. 	<p>These risks are largely addressed elsewhere in the Matrix</p> <ul style="list-style-type: none"> • Monitor government proposals and legislation, and their impact on council, partner services and local businesses • Working with the WY Combined Authority, and other WY local authorities and partners • Continue to lobby, through appropriate mechanisms, for additional resources and flexibilities in the use of existing funding streams to e.g. Local Government Association (LGA) • Be aware of underlying issues through effective communication with partners, service providers and suppliers and other businesses about likely impact on prices and resources. • Ensure that budgets anticipate likely cost impacts • Utilise supplementary resources to cushion impact of any cuts and invest to save. • Ensure adequacy of financial revenue reserves to protect the council financial exposure and that they are managed effectively not to impact on the council essential services • Local intelligence sharing and networks. • Prevent partnership action plan. • Community cohesion work programme • Continue to work with local employer representative bodies e.g. FSB, MYCCI to make best use of existing resources and lobby for additional resources to support businesses pre/post EU Exit • Service and financial strategies kept under review to keep track of developments related to the UK exiting the EU. 	LM	↑



	<ul style="list-style-type: none"> • An uncertain economic outlook potentially impacting on levels of trade and investment. • Uncertainty about migration impacting on labour markets, particularly in key sectors like health and social care • Potential impact on community cohesion, with increased community tensions and reported hate crimes 	<ul style="list-style-type: none"> • Working Group established to consider and monitor implications. <p>Responsible for this risk –all ET (owner D Bundy)</p>		4x4=16
	The finances of the Council			
7	A failure to achieve the Councils savings plan impacts more generally on the councils finances with the necessity for unintended savings (from elsewhere) to ensure financial stability	<ul style="list-style-type: none"> • Established governance arrangements are in place to achieve planned outcomes at Cabinet and officer level • Escalation processes are in place and working effectively. • Alignment of service, transformation and financial monitoring. • Tracker developed which allows all change plans to be in view and monitored on a monthly basis • Programme management office established and resourced • Monthly (and quarterly) financial reporting <p>Responsible for this risk - E Croston & ET (owner J Anderson)</p>	H	 4x5=20
8	Failure to control expenditure and income within the overall annual council approved budget leads to the necessity for unintended savings (from elsewhere)). The most significant of these risks are	<ul style="list-style-type: none"> • Significant service pressures recognised as part of resource allocation in 2018/19 and 2019/20 • Responsibility for budgetary control aligned to Strategic and Service Directors. • Examine alternative strategies or amend policies where possible to mitigate growth in demand or reduce costs • Utilise supplementary resources to cushion impact of cuts and invest to save. 	H	






	<p>related to volumes (in excess of budget) of;</p> <ul style="list-style-type: none"> • Complex Adult Care services • Childrens Care Services • Educational high needs <p>& Rent Collection impact of Universal Credit rollout (H R A) And in the longer term, the costs of waste disposal.</p>	<ul style="list-style-type: none"> • Continue to lobby, through appropriate mechanisms, for additional resources • Proactive monitoring as Universal Credit is introduced <p><i>Responsible for this risk - E Croston & ET(owner J Anderson)</i></p>		3x5=15
9	<p>Above inflation cost increases, particularly in the care sector, impact on the ability of providers to deliver activities of the specified quality, and or impacting on the prices charged and impacting on the budgets of the Council.</p>	<ul style="list-style-type: none"> • Monitor quality and performance of contracts. • Be aware of underlying issues through effective communication with service providers and suppliers about likely impact on prices • Renegotiate or retender contracts as appropriate. • Ensure that budgets anticipate likely cost impacts • Seek additional funding as a consequence of government imposed costs <p><i>Responsible for this risk - E Croston & R Parry (owner several)</i></p>	M	<p>↑</p> <p>4x4=16</p>
10	<p>Making inappropriate choices in relation to lending or and borrowing decisions, leads to financial losses.</p>	<ul style="list-style-type: none"> • Effective due diligence prior to granting loans and careful monitoring of investment decisions. • Effective challenge to treasury management proposals by both officers and members (Corporate Governance & Audit Committee) taking account of external advice <p><i>Responsible for this risk - E Croston (owner R Firth)</i></p>	MH	<p>↔</p> <p>2x5=10</p>
11	<p>Exposure to uninsured losses or significant unforeseen costs, leads to the necessity for unintended savings to balance the councils finances</p>	<ul style="list-style-type: none"> • Ensure adequacy of financial revenue reserves to protect the council financial exposure and managed effectively not to impact on the council essential services. • Consider risks and most cost effective appropriate approach to responding to these (internal or external insurance provision) <p><i>Responsible for this risk - E Croston & J Muscroft(owner K Turner)</i></p>	H	<p>↔</p> <p>4x4=16</p>
12	<p>A future financial regime set by government causes a further loss of resources or increased and</p>	<p>The prospective one year settlement for 2020/21 appears to be positive, but longer term risks remain;</p>	L	



	under-funded obligations (e.g. in relation to social care), with impact on the strategic plans.	<ul style="list-style-type: none"> • Monitor government proposals and legislation, and their impact on council and partner services. • Continue to lobby, through appropriate mechanisms, for additional resources e.g. Local Government Association (LGA) • Be aware of underlying issues through effective communication with citizens, partners, service providers and suppliers about likely impact on resources • Ensure that budgets anticipate likely impacts • Ensure adequacy of financial revenue reserves to protect the council financial exposure and managed effectively not to impact on the council essential services. <p style="text-align: right;"><i>Responsible for this risk - E Croston & ET (owner J Anderson)</i></p>		
	Other Resource & Partnership Risks			
13	<p>Council supplier and market relationships, including contractor failure leads to;</p> <ul style="list-style-type: none"> • loss of service, • poor quality service • an inability to attract new suppliers (affecting competition, and to replace any incumbent contractors who have failed) • complexities and difficulties in making arrangements in respect of significant and long running major outsource contracts, and their extension and renewal. 	<ul style="list-style-type: none"> • Avoid, where possible, over dependence on single suppliers; • More thorough financial assessment when a potential supplier failure could have a wide impact on the council's operations but take a more open approach where risks are few or have only limited impact. • Recognise that supplier failure is always a potential risk; those firms that derive large proportions of their business from the public sector are a particular risk. • Need to balance between only using suppliers who are financially sound but may be expensive and enabling lower cost or new entrants to the supplier market. • Consideration of social value, local markets and funds recirculating within the borough • Understanding supply chains and how this might impact on the availability of goods and services • Be realistic about expectation about what the market can deliver, taking into account matter such as national living wage, recruitment and retention issues etc. • Develop and publish in place market position statement and undertake regular dialogue with market. 	MH	

		<ul style="list-style-type: none"> • Effective consultation with suppliers about proposals to deal with significant major external changes • Early consultation with existing suppliers about arrangements to be followed at the end of existing contractual arrangements • Realign budgets to reflect real costs • Commission effectively • Ensuring adequate cash flow for smaller contractors <p style="text-align: center;"><i>Responsible for this risk – J Muscroft (owner J Lockwood)</i></p>		4x4=16	
14	Management of information from loss or inappropriate destruction or retention and the risk of failure to comply with the Council’s obligations in relation to Data Protection, Freedom of Information legislation and the General Data Protection Regulations (GDPR) leading to reputational damage, rectification costs and fines. Cyber related threats affecting data integrity and system functionality	<ul style="list-style-type: none"> • Thorough, understandable information security policies and practices that are clearly communicated to workforce. • Effective management of data, retention and recording. • Raised awareness and staff training • Compliance with IT security policy. • Compliance with retention schedules. • Compliance with information governance policy. • Business continuity procedures. • Comply with new legislation around staff access to sensitive data. • Council has a Senior Information Risk Owner (“SIRO”) officer and a Data Protection Officer (DPO) who are supported by an Information Governance Board • Development of action plan to respond to GDPR requirements and resourcing requirements as appropriate • Increased awareness of officers and members as to their obligations • Proactive management of cyber issues, including additional web controls <p style="text-align: center;"><i>Responsible for this risk – J Muscroft (owner K Deacon) & A Simcox (owner T Hudson)</i></p>	H (INFO) M (CYBER)		4x5=20
15	Health and safety measures are inadequate leading to harm to employees or customers and possible litigious action from them personally and/or the Health and Safety Executive.(and the potential	<ul style="list-style-type: none"> • New Fire Safety Policy approved and being implemented with improved monitoring of fire risk • Prioritised programme of remedial works to buildings to tackle fire safety and other issues • Review work practices to address H&S risks • Monitor safety equipment 	H		

	of prosecution and corporate /personal liability)(and in particular issues of fire safety,)	<ul style="list-style-type: none"> Improved employee training as to their responsibilities, as employees and (where appropriate) as supervisors Approval of additional resources to improve corporate monitoring regime. <p><i>Responsible for this risk – R Spencer Henshall (owner S Westerby)</i></p>		3x5=15
16	Exposure to increased liabilities arising from property ownership and management, including dangerous structures and asbestos, with reputational and financial implications.	<ul style="list-style-type: none"> Routine servicing and cleansing regimes Work practices to address risks from noxious substances Property disposal strategy linked to service and budget strategy Review of fire risks Develop management actions, categorised over the short to medium term and resource accordingly. Prioritisation of funding to support reduction of backlog maintenance Clarity on roles and responsibilities particularly where property management is outsourced. <p><i>Responsible for this risk – K Battersby (owner D Martin)</i></p>	H	 4x4=16
17	A funding shortfall in partner agencies) leads to increased pressure on community services with unforeseen costs.	<ul style="list-style-type: none"> Engagement in winter resilience discussions with NHS partners Secure funding as appropriate Consider extension of pooled funds Accept that this may lead to an increase in waiting times Strengthen partnership arrangements to ascertain whether other funding or cost reduction solutions can be introduced. <p><i>Responsible for this risk – R Parry & all ET (owner Various)</i></p>	L	 4x4=16
18	The risk of retaining a sustainable, diverse, workforce, including <ul style="list-style-type: none"> aging and age profile encouraging people to enter hard to recruit roles (which often have low pay, or challenging hours or tasks) encouraging entrants to professional roles where 	<ul style="list-style-type: none"> Effective Workforce Planning (including recruitment and retention issues) Modernise Human Resources policies and processes Increased accessibility to online training managers/ employees. Selective use of interim managers and others to ensure continuity of progress regarding complex issues Ensure robust change processes including Equality Impact Assessments (EIA's) and consultation.. Understand market pay challenges Promote the advantages of LG employment Emphasise the satisfaction factors from service employment 	H	

	<p>pay is often below market levels.</p> <ul style="list-style-type: none"> and ensuring that the workforce are broadly content, <p>without whom the council is unable to deliver its service obligations.</p>	<ul style="list-style-type: none"> Engage and encourage younger people through targeted apprenticeships, training, and career development <p style="text-align: center;"><i>Responsible for this risk – R Spencer Henshall (owner D Lucas)</i></p>		4x4=16
19	<p>National legislative or policy changes have unforeseen consequences with the consequence of affecting resource utilisation or budgets.</p>	<ul style="list-style-type: none"> Reprioritise activities Deploy additional resources Use of agency staff or contractors where necessary Development of horizon scanning service <p style="text-align: center;"><i>Responsible for this risk – all ET (owner Various)</i></p>	L	 5x4=20

All risks shown on this corporate matrix are considered to have a potentially high probability, or impact, which may be in the short or medium horizon

20190917




Risk Factor

Probability; Likelihood, where 5 is very likely and 1 is very unlikely

Impact; The consequence in financial or reputational terms

Risk ; Probability x Impact

TREND ARROWS

Worsening	
Broadly unchanged	
Improving	

CONTROL OPPORTUNITIES

H	This risk is substantially in the control of the council
M	This risk has features that are controllable, although there are external influences
	This risk is largely uncontrollable by the council

Corporate Budget Timetable

Year	Date	Forum	Milestone activity
2019	8 Oct/ 16 Oct	Cabinet & Council	MTFP Update report
	Nov to Dec	General budget consultation	6 weeks consultation period
	Late Nov	Central Gov't	Autumn Budget
	Mid-Dec	Central Gov't	Provisional Financial Settlement 2020-21
2020	Mid Jan	Cabinet/Council	Update to members on the outcome of the provisional 2020-21 financial settlement Council Tax Base report 2020-21 HRA rent & service charge setting report Schools funding reports
	Mid to late Jan	Central Gov't	Finalised financial settlement 2020-21
	28 Jan / 12 Feb	Cabinet & Council	Council annual budget report

SENSITIVITY ANALYSIS

		20-21 £m	21-22 £m	22-23 £m
<u>BEST CASE SCENARIO</u>				
Baseline Scenario – Budget Gap		5.3	11.4	22.5
<u>Changes</u>				
Net Funding Changes	Mainly Social Care Funding		(8.0)	(16.0)
Council Tax	Further 100 properties p.a.		(0.2)	(0.3)
Pay Inflation	Inflation at 1%	(1.7)	(3.4)	(5.1)
		(1.7)	(11.6)	(21.4)
Best Case Scenario – Updated Budget Gap		3.6	(0.2)	1.1

		20-21 £m	21-22 £m	22-23 £m
<u>WORST CASE SCENARIO</u>				
Baseline Scenario – Budget Gap		5.3	11.4	22.5
<u>Changes</u>				
Net Funding Changes	Mainly Brexit Impact		3.0	6.0
Council Tax	Fewer 100 properties p.a.		0.2	0.3
Pay Inflation	Inflation at 3%	1.9	3.9	6.1
		1.9	7.1	12.4
Worst Case Scenario – Updated Budget Gap		7.2	18.5	34.9

Spending Review 2019

Chancellor Sajid Javid announces the “end of austerity,” on the grounds that no government department faces a budget cut next year.

The chancellor outlined £13.8bn of investment on areas including health and education in what he described as the fastest increase for 15 years.

The chancellor laid out the spending plans against the background of Brexit – it is fair to say that the spending review was overshadowed by the unfurling parliamentary crisis and the possibility of a general election.

At a glance:

Brexit

- Sajid Javid announces £2bn for Brexit delivery next year. There will be more support for business readiness and to prepare Britain’s ports for a no-deal Brexit.
- The Treasury will work with the Bank of England to coordinate a fiscal and monetary response for the UK economy.

Spending

- Mr. Javid says that day-to-day spending will increase by £13.8bn next year.
- The chancellor says £1.7bn will be added to capital spending.
- He says the increase in spending is the fastest accounting for inflation for 15 years.

Fiscal rules

- The chancellor says he will “review our fiscal framework to ensure it meets the economic priorities of today, not of a decade ago”.
- Mr. Javid says the rule change comes ahead of the budget.

Policing and criminal justice

- Mr. Javid says there will be a 6.3% increase in real terms Home Office spending – £750m - to fund the first year of the government’s plan to recruit 20,000 new police officers. There will also be an extra £45m provided so recruitment can start immediately getting 2,000 officers in place by end of March.

- He also announced a 5% real terms increase in resources budget for the Ministry of Justice as well as confirming the extra £80m for the Crown Prosecution Service (CPS).
- To protect religious and minority communities, the chancellor says he will double a fund to protect places of worship.

Local authorities

- Mr. Javid says local councils will get £1.5bn for social care next year “to help stabilise the system”. £500m will be raised through a 2% council tax precept. Mr. Javid said the increase was a “down payment” for more extensive reforms to “fix” adult social care in the autumn.
- He says the overall departmental spending on local authorities will be the largest increase in local government spending power since 2010.
- Mr. Javid promises £54m of new funding to address homelessness and rough sleeping.
- There will be £241m next year from the new towns fund to help regenerate town centres’ high streets.

Environment

- The chancellor says there will be £432m in additional funds for the Department for Environment, Food and Rural Affairs to tackle climate issues.
- Mr. Javid says there will be money earmarked for climate issues when the government publishes an infrastructure strategy review later this year.

Education

- Mr. Javid says school spending will increase over three years by £7.1bn.
- The chancellor says every secondary school will be allocated a minimum of £5,000 for every pupil next year. Every primary school will be allocated at least £3,750 per pupil, on track to reach £4,000 per pupil next year.
- The government will provide an additional £700m to support children with special educational needs next year.
- Teachers’ starting salaries will rise to £30,000 a year by 2022-23.
- There will be a £400m increase in further education funding next year.

Transport

- Mr. Javid promises to “put the wheels back on the Great British bus” with more than £200m to transform bus services across the country, funding low-emission buses and trialling on-demand services.

Health

- The chancellor says he will increase NHS spending by £6.2bn next year.
- He says there will be £210m for frontline NHS staff.

- The Treasury will invest more in training and professional development for doctors and nurses.
- Mr. Javid says there will be more than £2bn of new capital funding – starting with an upgrade to 20 hospitals this year, and £250m for new artificial intelligence technologies.

Defence

- Mr. Javid promises an extra £2.2bn for defence next year, a real-terms increase of 2.6%.
- This ensures that defence spending not only stays above the Nato target level of 2% of GDP but increases its share from the existing 2.1%.
- He also announces £7m of funding for the Normandy Memorial Trust and confirms funding for new Office for Veterans' Affairs, previously announced at £5m.

Next steps:

- More in depth briefing on the spending review and in particular implications for local authorities to follow.

Data sources and links:

<https://www.bbc.co.uk/news>

<https://www.local.gov.uk/parliament/briefings-and-responses/spending-round-2019-day-briefing>

<https://www.lgiu.org.uk/briefing/spending-round-2019-headlines-from-the-chancellors-speech/>

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