



# FOLKESTONE TOWN COUNCIL

Date of publication: 30 January 2024

## AGENDA

Meeting: **Community Services Committee**  
Date: **6 February 2024 (Tuesday)**  
Time: **7.45 p.m.**  
Place: **Town Council Meeting Room, Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY**

To: **The Community Services Committee**  
(All other Councillors for information only)

**YOU ARE HEREBY SUMMONED** to attend a meeting of the Community Services Committee on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the Agenda which is not fully covered in these papers is requested to contact the Town Clerk prior to the meeting.

Toni Brenchley

T Brenchley  
Town Clerk

**1. APOLOGIES FOR ABSENCE**

To receive and approve any apologies for absence.

**2. DECLARATIONS OF INTEREST**

To receive any declarations of either personal or prejudicial interest that Members may wish to make.

**3. MINUTES**

To receive the Minutes of the meeting of the Community Services Committee held on 3rd October 2023 and to authorise the Chairman of the Committee to sign them as a correct record.

**4. ANNUAL KWIK CRICKET TOURNAMENT**

Further to the success and positive response from all schools involved with the last Primary Schools' Kwik Cricket tournament in 2022, Members are asked to consider if they wish for this annual sports event to be organised for

2024. If so, Members views are sought for a proposed date in May with the event to be funded by the Youth Facilities budget (Code 4881).

**5. COMMUNITIES & EVENTS OFFICER REPORT CS/24/357**

The committee is asked to receive, note and consider the recommendations in the attached report.

**6. FOLKESTONE MUSEUM REPORT CS/24/358**

The Committee is asked to receive and note Report CS/24/358 (to follow).

**7. HIGHWAY IMPROVEMENT PLAN**

At the last meeting councillors resolved:

*That the C & E Officer further research the criteria of submitting an application for a Highway Improvement Plan in liaison with F & HDC and The Leas Residents Association with a report of findings to be brought to the next Community Services Committee to facilitate a decision as to whether FTC should pursue this initiative.*

The Communities and Grants Officer has contacted Kent Highways who has asked that the Town Council take part in producing a much-needed Highways Improvement Plan (HIP) for Folkestone. Attached is the Highway Information Pack and HIP form sent from Kent Highways, which can be filled in with suggestions from members. Councillors are asked to provide any information they feel is relevant, this could have been raised by residents or simply their own observations. This is a working document and can be added to at any time, however, to make a start, it is asked that any initial suggestions are emailed to [liz.timmins@folkestone-tc.gov.uk](mailto:liz.timmins@folkestone-tc.gov.uk) by Sunday 18th February for discussion.

The C&G officer also requested further advice for the Leas residents. The residents have been advised previously by Kent Highways that traffic calming, using planters, or any other type of buildout measure is not appropriate due to the parking spaces along the length of the road. Speed Indicator Devices are also not installed in 20mph limited areas, due to the sensitivity of the radar unit. It is recommended that the Leas Residents are offered the use of the Town Council Speed Watch Equipment. Although it's a Kent Police scheme the residents can liaise directly with them, as they manage and collect the data to assist them in their enforcement of speed limits.

**8. CHRISTMAS LIGHTS SWITCH ON EVENT, LIGHT & LANTERN PARADE AND FESTIVITIES 2023**

The Communities & Events Officer will update the Committee in respect of post event feedback received including key organisational elements of the event that were considered and reviewed at the event debrief meeting in December. The purpose is to assist Members decisions in respect of the potential Christmas event programme for November 2024 at its next meeting.

**9. CHRISTMAS LIGHTING SCHEMES REPORT CS/24/356**

The committee is asked to receive, note and consider the recommendations in the attached report.

**10. PUBLIC TOILET FACILITIES FOLKESTONE**

Folkestone Town Council regularly receive complaints via its Customer Service desk that, public toilets in Folkestone are regularly closed, in a poor state of repair and are at an unacceptable level of cleanliness.

Members views are sought and are asked if they wish for the Town Clerk to write to F & HDC seeking an update in respect of this provision including details of any scheduled improvement works.

**11. DATE OF NEXT MEETING**

Tuesday 2nd April 2024 at 7.45pm (TBC).

## FOLKESTONE TOWN COUNCIL

**Minutes of the Community Services Committee meeting held at the Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 3<sup>rd</sup> October 2023 at 7.45pm.**

**Present:** Councillors Abena Akuffo-Kelly, Peter Gane, Lucy McGirr and Roger West (Chair).

**Absent:** Councillor Bridget Chapman

**In attendance:** Vicky Deakin - Communities & Events Officer

**1240.** Apologies were received from Councillor Liz McShane.

**RESOLVED: To accept the apologies from Councillor McShane.**

Proposed: Councillor Lucy McGirr

Seconded: Councillor Abena Akuffo-Kelly

Voting: F: 4, Ag: 0, Ab: 0

### **1241. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **1242. MINUTES**

The Committee was asked to receive the Minutes of the meeting of the Community Services Committee held on 6<sup>th</sup> June 2023 and to authorise the Chair of the Committee to sign them as a correct record.

**RESOLVED: That the minutes of the meeting held on the 6<sup>th</sup> June 2023 be received and signed as a correct record subject to the record of voting being added.**

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Lucy McGirr

Voting: F: 4, Ag: 0, Ab: 0

### **1243. HIGHWAY IMPROVEMENT PLAN – THE LEAS**

Folkestone Town Council have been approached by The Leas Residents Association and other groups in the area of The Leas in respect of whether it can lead on a Highway Improvement Plan. The C & E Officer briefed the Committee regarding proposals.

Members were asked to consider if they wish for FTC to establish / examine whether it can lead on and support a Highway Improvement Plan consultation and application for traffic calming measures on The Leas.

**RESOLVED: That the C & E Officer further research the criteria of submitting an application for a Highway Improvement Plan in liaison with F & HDC and The Leas Residents Association with a report of findings to be brought to the next Community Services Committee to facilitate a decision as to whether FTC should pursue this initiative.**

Proposed: Councillor Peter Gane  
Seconded: Councillor Abena Akuffo-Kelly  
Voting: F: 4, Ag: 0, Ab: 0

#### **1244. COMMUNITY SERVICES COMMITTEE AND CLIMATE & ENVIRONMENT COMMITTEE**

At its meeting before the Community Services Committee meeting, the Climate & Environment Committee were asked to consider merging with the CSC and Best Practice Terms of Reference being created whilst determining the working practices of the future.

Members resolved that the committees should not merge and that the meetings be held on consecutive weeks on a Tuesday or Thursday subject to a review of the Schedule of Meetings by Full Council.

**RESOLVED: That the Community Services Committee supports not merging with the Climate & Environment Committee and the proposal for meetings to be held on consecutive weeks on a Tuesday or Thursday.**

Proposed: Councillor Peter Gane  
Seconded: Councillor Abena Akuffo-Kelly  
Voting: F: 4, Ag: 0, Ab: 0

#### **1245. REVIEW OF THE TERMS OF REFERENCE**

In line with the Town Council's adopted Standing Orders, the Committee were asked to consider the Terms of Reference for the Community Services Committee. Any changes the Committee resolved to make must be approved by Full Council at a future meeting.

**RESOLVED: That the following existing committee Terms of Reference be removed and added to the Planning Committee as the appropriate body for their responsibility, review and management:**

*To exercise the powers and duties of the Town Council on the following highways and transportation matters:*

- a) Policy procedure and legislation*
- b) Road traffic regulation and enforcement*
- c) Highways management and maintenance*
- d) Parking*
- e) Road signs and signposting, including street naming*
- f) Footway and street lighting*
- g) Traffic orders*
- h) Traffic calming measures*

Proposed: Councillor Peter Gane  
Seconded: Councillor Lucy McGirr  
Voting: F: 4, Ag: 0, Ab: 0

**1246. FOLKESTONE MUSEUM REPORT CS/23/344**

The committee were asked to receive, note and consider the recommendations in the report.

**RESOLVED:** That an expression of thanks to all Museum Officers be recorded in respect of their continued hard work and dedication, particularly acknowledging the success of the summer programme in delivering exhibitions, educational sessions, workshops and events.

Proposed: Councillor Peter Gane

Seconded: Councillor Lucy McGirr

Voting: F: 4, Ag: 0, Ab: 0

**1247. COMMUNITIES & EVENTS OFFICER REPORT CS/23/345**

The committee were asked to receive, note and consider the recommendations in the report with the C & E Officer also updating Members in respect of the developing plans and proposed programme for the Christmas Lights Switch On event.

Councillor Peter Gane updated Members in respect of the Cheriton Christmas Lights Switch On event being held on Saturday 25<sup>th</sup> November.

**RESOLVED:**

1. To receive and note Report CS/23/345
2. To approve the proposed Christmas event programme.
3. To approve the release of £12,000 from the Christmas Festivities budget to deliver the 'Switch On' event and Festive Lantern & Light Parade.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Lucy McGirr

Voting: F: 4, Ag: 0, Ab: 0

**1248. BUDGET 2023/24 – POTENTIAL GROWTH ITEMS**

The Committee were asked to consider proposals for possible growth items and non-recurring revenue expenditure for community projects and initiatives for next year. The Finance & General Purposes Committee will consider the full list of proposals put forward by all Committees at its meeting on the 14<sup>th</sup> December 2023.

**RESOLVED:** That a proposed increase of £20,000 for the Christmas Lights budget be submitted to the Finance & General Services committee.

Proposed: Councillor Peter Gane

Seconded: Councillor Lucy McGirr

Voting: F: 4, Ag: 0, Ab: 0

**1249. DATE OF NEXT MEETING**

Tuesday 6<sup>th</sup> February 2024 at 7.45pm (TBC)

The meeting concluded at 8.20pm

Chairman.....

Date.....

This report will be made  
public on 30th January  
2024

**Folkestone  
Town Council**



**REPORT NUMBER CS/24/357**

**To:** Community Services Committee  
**Date:** 6<sup>th</sup> February 2024  
**Responsible Officer:** Town Clerk  
**Subject:** Communities & Events Officer Report

**SUMMARY:**

The report provides an update on the delivery and development of services and events led by the Communities & Events Officer covering the period from October 2023 to January 2024.

**REASONS FOR RECOMMENDATION:**

The Town Council is committed to the continual development of its services and events.

To identify what aspects of our Community Services within Folkestone Town Council require priority development and to consider the provision of additional services to enhance existing resources. Therefore, there is a need to show evidence of current provision and those to be considered for the future.

**RECOMMENDATIONS:**

- 1. To receive and note Report CS/24/357**
- 2. To approve the proposed draft Armed Forces Day event programme (Appendix A).**
- 3. To approve the release of £25,000 from the 2024/25 Armed Forces Day budget to deliver the event.**

Aims and Objectives – *To enhance the current services to the community*  
Financial Implications – *Services Budget 2024/25 £94,420*  
Equal Opportunities – *Access to all*



## **1. INTRODUCTION**

- 1.1 The intent of this report is to summarise the development and delivery of projects, events and initiatives from October 2023 to January 2024.

## **2. CHRISTMAS LIGHTS SWITCH ON EVENT AND FESTIVE LANTERN PARADE 2023**

- 2.1 The Christmas event began at 1pm with vocal performances on the outdoor stage from St Mary's Primary Academy Choir and Morehall, Martello & Folkestone Primary Academy combined choirs, each of which sang confidently and beautifully, delighting the crowds.
- 2.2 A series of professional and entertaining musical and dance acts followed with performances from Folkestone Teeny Boppers, Folkestone Academy Band & Vocalist, KM Dance Group, Duncan Moris, The Dulcettes, Chloe Scott's Dance for Fun Group, Special Guest 'Q & A' Section with the Leas Cliff Hall Pantomime Cast of Beauty & The Beast, Studio Six, Annette Wardell International Soprano Opera Singer and Shepway Voices Choir.
- 2.3 There was much excitement at the lantern & light parade with festivities at the Clifton Hotel before the procession, led by the Deputy Town Mayor and Rentadinosaur with 'Santasaurus' & Dino Babies, Leas Cliff Hall Pantomime Cast of Beauty & The Beast, children's animated film themed characters, stilt walkers, local dance groups and choirs set off down Sandgate Road to the precinct to be welcomed by the growing crowd.
- 2.4 Santa made his way to the stage where he delivered a special Christmas message to children and residents with the Deputy Mayor, welcoming everyone and thanking all those involved.
- 2.5 The brilliant Academy FM team working with Paul Reynolds (Sound Experience Disco), who once again provided brilliant sound and technical support, continued to professionally host the main stage event in a fun-filled manner, introducing and engaging with performers and the audience respectively.
- 2.6 Members of the crowd were invited on to the stage for fun competitions with prizes and gifts, generously donated by Tesco Supermarket and Folkestone Town Councillors, presented to winning recipients.
- 2.7 The entertainment programme wowed the crowds and the headline act, East 17 certainly did not disappoint and thrilled the thousands of audience members performing all their best known and popular 90's tracks with exciting dance routines.
- 2.8 The annual Mayors Christmas Card competition winners were presented with their prizes on stage by East 17.
- 2.9 The Deputy Town Mayor, Abena Akuffo-Kelly was accompanied by East 17 and Leas Cliff Hall pantomime cast to turn on the lights to sounds of gasps, cheers and applause for the eagerly anticipated display.

- 2.10 2023 saw new and updated additions to the existing lighting scheme with Folkestone Town Council to consider developing and extending it even further for 2024 and beyond.
- 2.11 This Folkestone Town Council event was supported by, the Leas Cliff Hall, Academy FM, Paul Reynolds Sound Experience Disco, Bouverie Place Shopping Centre, The Rotary Club of Folkestone, Fosbery Studio, Suite Twenty Eight, Tesco Supermarket - Cheriton and Folkestone & Hythe District Council.

### **3. LOCAL PROJECTS**

- 3.1 The C & E Officer will update and brief the committee in respect of local projects currently being supported and / or considered for support by FTC including:
- Police Surgeries
  - Violence Against Women & Girls (VAWG)
  - Organisational Sustainability Networking Events
  - Folkestone & Hythe Independent Advisory Group

### **4. VISITOR INFORMATION SERVICE AND VISIT FOLKESTONE & HYTHE WEBSITE**

- 4.1 The C & E Officer supported by the Visitor Services Officer continues to work in partnership with F & HDC and other stakeholders to promote Folkestone's tourism offer.
- 4.2 FTC are developing a mailshot and survey to continue engagement with local tourism attractions, organisations and hospitality providers whilst determining how we can potentially support them further.
- 4.3 The C & E Officer will provide an update on proposals in respect of the development and management of the VF&H tourism website.

### **5. ARMED FORCES & COMMUNITY FUN DAY WITH AIR DISPLAYS**

- 5.1 Folkestone Town Councils annual event supporting the national Armed Forces Day has been scheduled for Sunday 30th June 2024. The 2024/25 budget for this is £25,000. The Communities & Events Officer will update the Committee regarding suggested plans for this year.
- 5.2 Folkestone Armed Forces Day is a free family day out with recognition of Service Personnel, Veterans and Cadets past, present and future the prime focus.
- 5.3 Each year this event has grown with success, and we expect over 50,000 visitors again this year.

- 5.4 **Traders and Attractions** – 12 traders and attractions have already committed to attend this event (at time of printing). All trade and F & B stands will be located on the lawns between the Leas Cliff Hall and WWI Memorial Arch.
- 5.5 **Charities inc. RBL, SSAFA, RNLI, Air Ambulance etc.** - FTC offers pitches free of charge to military charities and rescue / blue light organisations who have display stands, donation collection points and information stations providing details of the services / support they respectively deliver and signposting service personnel, Veterans and members of the public to additional support available from other armed forces champions. Currently 10 have been booked.
- 5.6 **Cadet Groups & Youth Organisations** – Folkestone & Hythe Sea Cadets and 99 (Folkestone) Squadron RAF Air Cadets have replied to FTC's invitation and indicated they would like to attend to support and provide displays at this event once again.
- 5.7 Event sponsorship has been sought from local businesses and larger employers.
- 5.8 The C & E Officer has completed and submitted grant applications for funding to support the event to the National Lottery Communities Fund, Roger De Haan Charitable Trust and the MOD Armed Forces Day Events Team. F & HDC have been invited to support the event with funding.
- 5.9 **Entertainment Programme** – Appendix A details the draft event programme.
- 5.10 **Air Displays** - Will include exhilarating air displays from a parachute team, various RAF display assets including the Battle of Britain Memorial Flight (Lancaster & Spitfire) and Chinook Display Team (TBC).
- 5.11 **Static Displays** – The area to the rear of the bandstand (to the junction of Clifton Road) will be dedicated to displays and stands including cadet's laser shooting tents, face painting, military benevolent organisations, military static aircraft & vehicle displays and Great War Trench Experience with the Red Arrows flight simulator, Typhoon display team flight simulator, Funfair, Classic Car & Military Vehicle Show, Battle of Britain and weapon display stands sited in the grassed area between The Metropole and junction of Clifton Road and Clifton Crescent.
- 5.12 **Military Band(s)** – A Request for Service Band Musical Support has been submitted to the MOD requesting attendance from a Marching Band.
- 5.13 This event enables FTC to continue its commitment to the Armed Forces Covenant and acknowledge our serving personnel, past, present & future whilst sharing the Armed Forces Day Message, #SaluteourForces.
- 5.14 The Committee are asked to consider and approve the proposed Armed Forces Day event programme for 2024.

- 5.15 The Committee are asked to approve the release of £25,000 from the 2024/25 Armed Forces Day budget to deliver the event.

**ARMED FORCES DAY FOLKESTONE WITH AIR DISPLAYS – Sunday 30<sup>th</sup> June 2024**

**ENTERTAINMENT PROGRAMME RUNNING ORDER**

**MAIN ARENA**

**10:00 – 10:25**

- **MILITARY BAND PARADE FROM WWI MEMORIAL ARCH PLAYING TO THE LEAS BANDSTAND**
- **BAND PLAY ON, STANDARD BEARERS, CADETS AND CIVIC PARTY PROCESSION INTO THE ARENA**
  - **WELCOME / INTRODUCTIONS BY THE WORSHIPFUL TOWN MAYOR OF FOLKESTONE**
  - **BAND PLAY NATIONAL ANTHEM**
- **FOLKESTONE & HYTHE SEA & ROYAL MARINE CADETS, KENT ARMY CADET FORCE (FOLKESTONE) AND 99 (FOLKESTONE) SQUADRON RAF AIR CADETS WITH RAISING OF THE FLAGS**

**10:30 – 17:25**

- **11:00 VICTORIA BASS – WARTIME THEMED VOCAL PERFORMANCE (20 MINS - BANDSTAND)**
  - **11:45 RAF CADET UNIT BAND AND BANNER DRILL SQUAD (20 MINS – ARENA)**
- **12:30 THE CINQUE PORTS LINDY HOPPERS – VINTAGE DANCE GROUP (20 MINS – MAIN ARENA)**
  - **13:00 SHEPWAY PRIMARY SINGERS (15 MINS – BANDSTAND)**
- **13:25 FOLKESTONE ROYAL BRITISH LEGION COMMUNITY CHOIR (BANDSTAND – 20 MINS)**
- **13:55 SECOND BATTALION THE ROYAL GURKHA RIFLES KUKRI KNIFE DISPLAY (10 MINS - MAIN ARENA)**
  - **14:15 MILITARY BAND (20 MINS - MAIN ARENA)**
- **14:45 THE CINQUE PORTS LINDY HOPPERS – VINTAGE DANCE GROUP (20 MINS – MAIN ARENA)**
- **15:15 BATTLE OF BRITAIN MEMORIAL FLIGHT AIR DISPLAY (15 MINS - VIEW FROM THE LEAS)**
- **15:40 SECOND BATTALION THE ROYAL GURKHA RIFLES TAEKWONDO DISPLAY (10 MINS - MAIN ARENA)**
  - **16:00 RAF ASSET AIR DISPLAY (20 MINS – VIEW FROM THE LEAS)**
  - **16:30 MILITARY WIVES CHOIR – SHORNCLIFFE (BANDSTAND – 20 MINS)**
  - **17:00 RAF ASSET AIR DISPLAY (20 MINS – VIEW FROM THE LEAS)**

**MAIN ARENA**

**17:30 – 17:45**

**MUSTER**  
**TOWN MAYOR'S THANK YOU AND FAREWELL SPEECH**  
**PRAYERS**  
**SUNSET AND LOWERING OF THE FLAGS WITH NATIONAL ANTHEM**

This report will be made public  
on 30<sup>th</sup> January 2024

## **Folkestone Town Council**



Report Number: **CS/24/358**

**To:** Community Services

**Date:** 6<sup>th</sup> February 2024

**Responsible Officer:** Town Clerk

**Subject:** Museum

### **SUMMARY:**

This report provides an update on Folkestone Museum's work covering the period 26<sup>th</sup> September 2023-30<sup>th</sup> January 2024.

### **REASONS FOR RECOMMENDATION:**

The long-term agreement (2020-2040) between the Town Council and National Lottery Heritage Fund (principal funder) to deliver its heritage objectives: to preserve and enhance the town's heritage through the provision of Folkestone Museum.

### **RECOMMENDATIONS:**

- 1. To receive and note report CS/24/358**

Aims and Objectives – Maintaining an accredited museum  
Financial Implications – Meeting the requirements of NLHF & Council within budget  
Equal Opportunities – Access to all

## **1. Introduction**

The Museum continues to open on a five-days-per-week basis alongside the Town Hall and visitor information service.

For the last full quarter (October-December 2023) there have been 6,655 visits and for the year-to-date (30<sup>th</sup> January) 23,914 visits overall. Compared to the same quarter 2022-2023 (5,445 visits) this is an 22% increase; the year-to-date visitor figures currently sit at 98% of the full 2022-2023 year, still with two months to go.

## **2. Exhibitions**

The 'This Art Two-Tone' exhibition, which looked at the graphic art of the Two Tone music genre, which itself was a response to the rise in racism during the 1970s, remained on display during October 2023 for Black History Month. This has been followed by 'The Metropole Collection', which is a continually revolving exhibition displaying selected works from 'The Metropole Collection' of 20<sup>th</sup> century contemporary art. The collection was assembled during the life of the New Metropole Arts Centre, subsequently inherited by Creative Folkestone on its closure and then gifted to Folkestone Museum in late 2023; the exhibition continues until mid-June.

The next exhibition, 'Mind the Gap', takes place in the Town Hall foyer during February 2024. Curated by Art in Romney Marsh and taking place during Pride History Month, it looks at queer creatives through the lens of 1920s style black and white portraiture.

Work continues on the main summer exhibition, which celebrates the centenary of the archaeological excavation of East Wear Bay Roman Villa by Samuel E. Winbolt, working alongside Dr Lesley Hardy, who has written a yet to be published biography of him. The Winbolt exhibition will run from July to the end of October, when it will be replaced by a community led exhibition about local music hero Noel Redding, which will take the Museum's exhibition programme into 2025.

## **3. Outreach and Education**

The informal autumn half term holiday programme ran from Saturday 21<sup>st</sup> - Saturday 28<sup>th</sup> October with a Halloween theme. A total of 309 visitors (127 adults and 182 children) attended one or more of the workshops across six days. A further five Makelt! Children's Saturday activity workshops have been held during the reporting period, with an average of 40 attendees at each.

Adult informal engagement has revolved around Saturday afternoon lectures, one given by the Friends of Old Folkestone Cemetery and another about recent fossil discoveries made in Folkestone. A total of forty-two attendees came to both talks. A 2024 talks programme is currently in development, which, with a gift made by the former Friends of Folkestone Museum to fund equipment to allow talks (and educational workshops) to be streamed on the internet, should grow the talks audience substantially.

The formal education programme has attracted 29 class visits during October-December 2023, these have all been primary aged children. As normal it proves more difficult to attract secondary schools to the Museum due to pressure of teaching time and exam led curriculums which focus on the core subjects of Maths, Science and English. On a positive note the placements for secondary school work experience continue to be oversubscribed, with two already agreed for 2024. A further visit was made by an HE college as part of their cultural capital week.

#### **4. Collections Development & Care**

For the year to date 6,417 artefacts have had their MODES catalogue record updated, with 580 done since 1<sup>st</sup> October 2023, giving an accurate location and indication of condition and completeness. Overall 9,938 records have now been updated with 934 left to update, these mostly being a mixture of natural history, in particular very fragile herbaria and other natural history specimens, as well as those that are likely to come under the work below.

With the progress made above, discrepancy checking against legacy documentation from the former Borough Council/Kent County Council museum has now started in earnest. The documentation which has been listed as part of a volunteer project has highlighted historic losses through damage, loss and theft (reported to police at the time) from the 1970s to 1990s and also highlighted a number of artefacts that have been “doubled numbered” and so, erroneously and incorrectly, have more than one record.

These errors are now being corrected. Un-accessioned or unmarked artefacts identified during the earlier inventory stage are also being rechecked to ensure that they aren’t in fact accessioned and catalogued items that have been disassociated from their unique number and record. Items that have never been formally brought into the museum collection, yet *exist* within it, and which have place in the town’s story will also be accessioned into the collection.

Much credit must be given to former and current volunteers who have ably assisted the Museum staff in getting to this point.

#### **5. Future Projects**

With the enhancements to the archaeological displays, prehistoric and Roman, largely complete, attention has turned to other displays. A scheme to improve the ‘Collectors’ case has come about through the Collections Access & Development Officer’s work on the taxidermy collections and the Curator has also been looking at enhancements to the ground floor displays including a possible *Post-War to now* case which illustrates the towns contemporary history.

The Curator has also been looking at ways to make the Museum more sustainable, both in terms of energy usage and user flexibility, through increased functionality of its spaces. It is anticipated, as these ideas are further refined that a recommendation will be made to Members during 2024 to use the Museum Reserve as well as seek external funding.

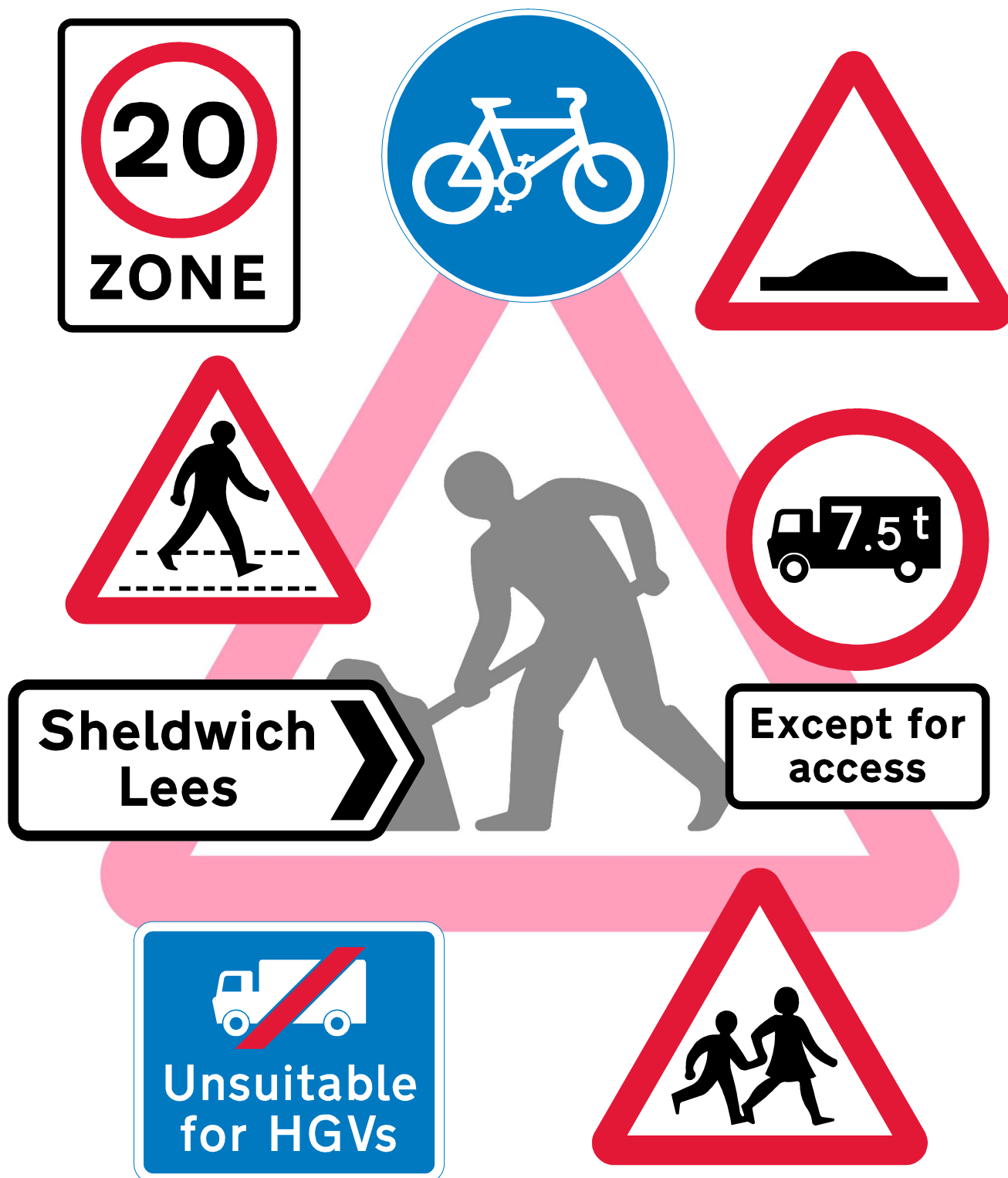


## 6. Corporate Plan KPI Performance 2022-2023 Financial Year

KPI	Q.3 October- December 2023	Year to date (includes Jan '24)
<b>D9</b> No. of visitors to the Town Hall	6,655	23,914
<b>D11</b> Website visits (Museum only)	7,603	29,163
<b>D12</b> Facebook reach	16,100	43,000
<b>D13</b> Twitter followers	667	674
<b>M1</b> Exhibition room bookings	0	4
<b>M2</b> Volunteer hours	127	552
<b>M3</b> No. of school visits	30	57
<b>M4</b> No. room bookings	5	10

*Folkestone Museum Instagram account also has 2,201 followers (up from 2,131 reported in CS/23/344).*

# Highway Improvement Plan Information Pack



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# Highway Improvement Plan

## A. Introduction

As the Local Highway Authority, KCC wants to help deliver changes which our local communities support, but we cannot do this without Parish/ Town Councils input.

We recommend that Parish/ Town Councils have a Highway Improvement Plan (HIP) as we need you to identify and prioritise what your communities see as the main problems on the highway and work collaboratively with us on developing your Highway Improvement Plan.

Within this booklet there are a number of information sheets that have been produced detailing some of the more commonly requested items. Please use this information pack to make a positive difference to your community.

Prices for the construction costs given are indicative only and are a 'starting from' cost. In most cases there are a range of factors that can increase costs. These figures do not include fees and costs for the design and consultation (TRO) which need to be assessed on a case-by-case basis. KCC staff within the Community Engagement Team can assist with providing advice.

In the first instance, please use the email address below. You will then be contacted by the designated point of contact for your area:

**West Kent** (Maidstone, Tonbridge & Malling, Tunbridge Wells, Sevenoaks, Dartford and Gravesham): [west.highwayimprovements@kent.gov.uk](mailto:west.highwayimprovements@kent.gov.uk)

**East Kent** (Swale, Canterbury, Ashford, Thanet, Dover and Folkestone & Hythe): [east.highwayimprovements@kent.gov.uk](mailto:east.highwayimprovements@kent.gov.uk)

## B. Notes on Timescales

For all projects delivered by the Road Safety and Active Travel Team, our contractor has up to 3 months to start the work once it has been handed over for delivery. However, there is typically a 3-to-9-month lead-in, depending on the nature of the work, need for a Traffic Regulation Order (TRO), the allocation of resources and procurement of the required materials.

Works involving new electrical connections or utility service diversions may also be delayed if the relevant utility company cannot carry out the work to our timescale.

The Community Engagement Team will keep you updated throughout scheme delivery.

### C. Traffic Regulation Orders and Pre-consultation engagement

Some requests may require a Traffic Regulation Order (TRO). A TRO is a legal document which is required to manage traffic flow, speed limits and parking restrictions and is necessary to make the restriction enforceable.

A TRO is required for:

- Change of speed limit
- Parking places
- Waiting, loading and unloading bays including school keep clear markings
- Single and double yellow lines
- Prohibition of vehicles
- Vehicle weight and width restrictions
- Bus lanes
- Cycle lanes

All new TROs are advertised and a formal consultation with relevant stakeholders, including the Police, bus companies and emergency services, will be undertaken.

**It should be noted that an application for a TRO may not result in its successful implementation.** All TROs are subject to a statutory legal consultation and democratic scrutiny process, and should more than five valid objections be received, it will be necessary to discuss them at a meeting of the local Joint Transportation Board (JTB).

JTB's meet every three months and an additional cost will be incurred to produce a report for JTB. The applicant may also be required to attend the JTB which are generally evening meetings. This could delay a project and Orders can take on average between 9 and 12 months to come into force.

**As a result, the Parish/ Town Council or County Member must be able to demonstrate that prior engagement with all relevant stakeholders has been undertaken, and the results provided to Kent County Council, before a TRO application progresses. Stakeholders, even during the early engagement stage, need to include Statutory Consultees (a list of which has been provided under [Appendix 2](#)).**

This pre-consultation engagement is a first step to ensure that the proposal has full stakeholder and community buy-in. **A template is attached under [Appendix 1](#) to assist with the pre-consultation engagement process.** It is recommended that a mix of consultation and communications methods are used to help to extend the accessibility, reach and engagement in your pre-consultation exercise.

The example in the template is for parking restrictions but should provide ideas for the general layout, regardless of what scheme you are seeking feedback on.

It is up to the Parish/ Town Council or County Member to determine what questions you would like to ask as part of the pre-consultation engagement but please consider the following legal principles for consultation:

1. Consult when your proposals are at a formative stage – that means when there is still an opportunity to influence the outcome.
2. Provide sufficient information and reasons for your proposals to enable

people to give intelligent consideration and response.

3. Allow enough time for consideration and response – this needs to be proportionate to the scale and size of the change being proposed.
4. Feedback must be conscientiously taken into account in finalising proposals and in the decision-making process.

Ultimately the aim is to have a good idea at the end of the engagement exercise as to whether or not the scheme will be supported at the formal TRO stage. If a large number of objections are received at this stage, we will be able to review the responses to see what, if any, amendments would be needed in order to gain support from the objectors, so asking for the reasons why a resident might object is key.

The cost for a TRO is £2850 with an additional £650 should the decision be referred to the JTB. Please note the fees will increase yearly on 1 April.

## Highway Improvement Plan (HIP) – Guidance Notes

The Highway Improvement Plan (HIP) is a list of potential highway improvements requested by the community and endorsed by the Parish/Town Council or County Member if led in an unparished area.

The HIP is intended to bring together all the requests for NEW highway improvements requested via the community and endorsed by the Parish/Town Council and/or County Member.

A copy of the HIP template should have been provided to you by the Community Engagement Team but if not, please contact [east.highwayimprovements@kent.gov.uk](mailto:east.highwayimprovements@kent.gov.uk) or [west.highwayimprovements@kent.gov.uk](mailto:west.highwayimprovements@kent.gov.uk) to request a copy.

KCC always recommends that members of the public contact their Parish/Town Council, or County Member to ensure a community voice helps to prioritise their concerns and ideas and this enables us to assist with requests in a more pro-active way.

The Parish/Town Council/County Member then use the HIP to log and prioritise their concerns and ideas within the community and ultimately identify who is to fund the improvements, should there be mutual agreement between KCC and the Parish/Town Council to take forward an idea.

The Community Engagement Team is committed to meet parishes annually as a minimum and discuss their requests and issues raised. It is recommended that your County Member is also invited to the meeting. **The Parish/Town Council need to be clear on what the problem is that they are trying to resolve when meeting the Community Engagement Team and have evidence to support the concerns being raised.**

KCC is unable to guarantee that all requests will be deliverable, but our Community Engagement Team can advise this once we know what the problems are.

The Community Engagement Team can provide initial advice on HIP requests at no cost, but it should be noted that officers time for the design and delivery will be charged as we do need to recover our design fees to fund the additional work and staffing required to provide design and delivery services.

The rates have been compiled based on an estimate of the number of person hours required to compile the appropriate documents and project management associated with designing and highway scheme, they are then banded based on the anticipated construction cost of that project. The current fees are as follows:

Anticipated Construction Cost	Design Fee
<£1,000	£326
£1,000 - £10,000	£1,068
£10,000 - £30,000	£1,980

All cost estimates are based on our standard 2023 rates. However, material costs have increased substantially, and each scheme will require a quote from the contractor.

It should be noted that the design costs outlined are very modest, and much cheaper than private highway consultants. We do encourage Parish/ Town Councils to liaise with the Community Engagement Team before engaging a private consultant to carry out any highway designs or investigations. This way we can ensure that the most cost-effective solution is identified, and any suggested changes are acceptable based on KCC's design standards and technical approval process.

We aim to produce a design and cost for Parish/ Town Councils to consider within six weeks of a design fee being paid. There will be times when this will not be achievable for reasons outside of our control, such as complexity, working with third parties to ascertain materials/services/quotes, existing scheme commitments and staff resourcing, but we will endeavour to meet our six week target wherever possible.

In addition to the design fees, any physical changes to the road layout such as traffic calming measures, build outs, zebra crossings etc. will also require a minimum of two Road Safety Audits at a cost of £995 each.

The information on each of the highway improvements detailed in this information pack are to assist the Parish/Town Councils with approximate costs and considerations when requesting any new measures.

Any day-to-day maintenance issues can continue to be logged via the online reporting tool using the link below:

<https://www.kent.gov.uk/roads-and-travel/report-a-problem>



## Community Engagement

The Parish/Town Council/County Member are the voice for their community. Therefore, prior to completing the HIP, Parish/Town Councils/Members are to prioritise the improvements they would like to see within their parish/ward with feedback from the local community.



## Completion of HIP

Parish/Town Councils complete the HIP, **taking into account information within this information pack**, and submit to the Community Engagement Team

East: [East.HighwayImprovements@kent.gov.uk](mailto:East.HighwayImprovements@kent.gov.uk)

West: [West.HighwayImprovements@kent.gov.uk](mailto:West.HighwayImprovements@kent.gov.uk)



## KCC to Review HIP

Upon receipt of your HIP, the Community Engagement (CE) Team will review and arrange a meeting to discuss the requests and problems to ascertain what is feasible to take forward and who is funding. KCC officers will also provide advice, guidance and support with matters arising.

The CE Team will annotate the HIP, in the KCC comments column, following the discussions at the meeting, outlining the actions to be taken.



## Outline Estimates

If a scheme is to be externally funded by a Parish/Town Council or County Member, KCC will provide an outline **estimate** of costs and timescales for the design and delivery of the agreed feasible scheme. If the Parish/Town Council wish to proceed, KCC will issue an invoice for the design fee.

**Please note: No designs will be started without payment.**

**The design fee is non-refundable if the Parish/Town Council or County Member decide not to proceed with the scheme.**



## Scheme Delivery

Once the designs and final costs have been agreed and the Parish/Town Council/County Member wish to proceed with a scheme, an invoice for the remaining costs will be issued. Subject to the proposal it may be necessary for a Traffic Regulation Order (TRO) or Road Safety Audit (RSA) which will increase scheme delivery timescales.

**Please note: No TRO, RSA or construction work will be ordered until full payment has been received.**

20mph speed limits are often used in residential areas where there is generally a high proportion of vulnerable road users and where traffic flows are low.

A 20mph speed limit should be designed to be "self-enforcing" so that the traffic naturally keeps to the speed limit. This can sometimes be achieved without additional measures due to the physical layout of the road, on-street parking etc.

otherwise physical traffic calming measures may be needed to go along with the introduction of the change in the speed limit. This can include gateway treatments, speed humps, chicanes, road narrowing, and other measures to both physically and visually reinforce the reduced speed limit.



Where existing measured traffic speeds are above 24mph it may be necessary to install traffic calming features to reduce speeds below 24mph. These might be physical or virtual traffic calming depending on the nature of the road. It is worth noting that while residents may support a 20mph zone in principle they often object to traffic calming measures near their home and design requirements often give little scope to adjust the location.

Signing alone is unlikely to have a significant effect on traffic speeds (typically around a 2mph reduction to the mean speeds is all that is likely) and so KCC will consider requests on a case-by-case basis, with the whole road environment and context being assessed.

### 20mph Limit

20mph limits are signed with terminal signs and at least one repeater sign and do not require traffic calming measures. Average existing speeds need to be 24mph or below. Kent Police are supportive of appropriate 20mph schemes where a high level of compliance is expected.

### 20mph Zone

20mph zones require traffic calming measures (e.g. speed humps or chicanes) or repeater speed limit signing and/or roundel road markings at regular intervals. Zones usually cover a number of roads.

## Site Requirements

- KCC will very rarely be able to install physical traffic calming measures on A or B classified roads due to emergency services as well as high flows of HGV's. This is consistent with other Local Authorities and national guidance.
- Traffic speed surveys will need to be carried out to identify current traffic speeds and to enable the design of possible traffic calming measures depending on

average speeds.

- Physical traffic calming measures must be lit at night and so 20mph zones that require a system of physical traffic calming must be in areas with street lighting.
- No point within a 20mph zone should be more than 50m from a traffic calming feature (this can be a natural feature such as a tight bend, on-street parking or an installed measure).
- The minimum length of a speed limit should generally be not less than 600 metres to avoid too many changes of speed limit along the route.
- Pre-consultation engagement will need to be carried out by the scheme promoter prior to the formal Traffic Regulation Order (TRO) being advertised to ensure there is community support for a 20mph limit.
- A Traffic Regulation Order (TRO) for the new speed limit will then need to be advertised and if there are sufficient valid objections, a report to the Joint Transportation Board will be required and the recommendation may be not to allow the new limit to be implemented.
- There needs to be suitable locations to install the speed limit signing on all the entry points into the zone. In more rural locations this may not be possible if highway land is not available.

### Typical Costs

The cost of 20mph zones can vary significantly and will depend on the number of roads affected, the number of entry points into the zone and the type and amount of traffic calming required. Typical starting costs for the installation of a 20mph zone are:

- Traffic Regulation Order from £2850 (required for all 20mph Zones)
- Zone entry treatment (2x pairs of signs on new posts plus carriageway roundel) from £1100 each which will be needed for each entry point into the zone

Please note that the overall cost can increase significantly if any of the following additional costs are incurred:

- The carriageway may need to be resurfaced to provide a sound, even surface for the entry treatment if provided.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- A Public Notice will need to be published if road humps are to be installed.
- Utility services in the verges may need to be relocated in order to install gates or enhanced signing (this can be very expensive, especially if there are fibre optic cables)
- Amendments to the existing TROs (parking etc.) may be needed to accommodate the changes.
- Drainage alterations
- Enhanced construction materials
- Provision or enhancement of street lighting which can be a substantial cost
- Road safety audits giving independent safety advice on proposed changes

Traffic calming is used to manage traffic speeds where there is a speeding issue, evidenced by average speeds of more than 10% +2mph above the posted speed limit.

Traffic calming can also have an effect on the volume of traffic as drivers may use alternative routes to avoid calmed streets. There are many different forms of traffic calming which can include gateway treatments, speed humps, chicanes, and road narrowing.



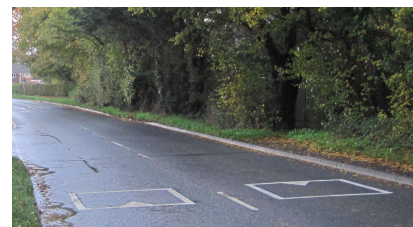
The type of measure which is most appropriate will vary from site to site and careful consideration will be needed to ensure the most appropriate type of calming is used.



It is worth noting that there are unfavourable side effects to most types of calming. Speed humps and cushions for example can cause unwanted vibration and noise for nearby residents. Chicanes and narrowing may result in the loss of on-street parking and can increase noise levels, cause congestion and, in extreme cases, lead to road rage incidents.

Virtual traffic calming measures could be an option if the site requirements do not allow for physical measures.

This could include, but is not limited to, virtual narrowing using hatched edge line markings at 30mph and 40mph sites, or virtual humps at 30mph and 40mph sites throughout the speed limit co-located with speed limit repeater signs as a speed management feature in poorly observed limits.



### Site Requirements

- Physical traffic calming measures are not appropriate on A or B class roads.
- Traffic speed surveys will need to be carried out to identify current traffic speeds and to enable the design of traffic calming measures.
- Most physical traffic calming measures need to be lit at night and so a system of street lighting will need to be present or provided by the scheme.
- The traffic calming features must be provided at regular intervals to properly manage traffic speeds. For large areas, this can become very expensive.
- Pre-consultation engagement will need to be carried out with affected residents by the scheme promoter in relation to the traffic calming measures.
- The road surface needs to be in good condition without ruts, crack or potholes. The material needs to be laid in reasonably warm, dry conditions and so will only be laid from mid-spring through to mid-autumn.

## Typical Costs

The cost of traffic calming can vary significantly and will depend on the number of roads affected and the type and amount of traffic calming required. Typical starting costs for the installation of some of the more commonly used traffic calming measures are:

- Traffic Regulation Order from £2,850 (required for a speed limit change or if changes are needed to on-street parking provision for example)
- Blacktop speed hump from approximately £1600 each.
- Pre-cast concrete speed cushions from approximately £9000 per pair.
- Carriageway speed limit roundel £180 per pair.
- Road narrowing from £1700 each.
- Chicane from £3,600 each.
- Road Safety Audit will be required

Please note that the overall cost can increase significantly if any of the following additional costs are incurred:

- The carriageway may need to be resurfaced to provide a sound, even surface.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- A Public Notice will need to be published if road humps are to be installed.
- Utility services may need to be relocated in order to accommodate some types of calming features (this can be very expensive, especially if there are fibre optic cables).
- Amendments to any existing TROs (parking etc) may be needed to accommodate the changes.
- Drainage alterations.
- Enhanced construction materials.
- Provision or enhancement of street lighting.
- A Traffic Regulation Order (TRO) will be needed if the speed limit is to be changed.



In some situations, the existing speed limit may be considered to be inappropriate and there may be a wish to change it. The speed limit on a road should reflect the local environment, nature of the road and its use. The Department for Transport sets out how speed limits should be set and KCC follows this guidance with any new requests: [Setting local speed limits - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/guidance/setting-local-speed-limits).

Speed limits should be evidence-led and self-explaining and seek to reinforce people's assessment of what is a safe speed to travel. They should encourage self-compliance. Speed limits should be seen by drivers as the maximum rather than a target speed.

Speed limits should not be used to warn of single hazards, but relate to the whole road environment, and the average speed should be around the proposed speed limit change to ensure compliance (i.e. no higher than the enforcement speed of 10% plus 2).

A change in the posted speed limit alone will rarely make a significant change to the actual speeds of vehicles being driven along a road. Typically, a reduction of only 2-3mph is achieved through signing alone.

In instances where the majority of drivers are already driving at or below the desired speed limit, especially in a National Speed Limit (NSL), installing new signage could have a negative impact on speeds, as drivers may feel the need to drive at the posted speed limit as a safe target speed to aim for, where before they were driving below this.

A Traffic Regulation Order (TRO) is needed to change a speed limit and if there are significant objections, KCC may decide not to proceed with the change. In particular, Kent Police should not have objections to the speed limit when they are consulted where a high level of compliance is expected.



### Site Requirements

- The proposed speed limit must comply with the Department for Transport's guidance document Circular 01/2013 - Setting Local Speed Limits: [Setting local speed limits - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/guidance/setting-local-speed-limits).
- Traffic speed surveys will be needed to provide evidence of existing speeds for use in the assessment. The number of surveys required will depend on the extent of the speed limit change.
- The minimum length of a speed limit should not be less than 600 metres to avoid too many changes of speed limit along the route.

- There must be a suitable location to install the signs at each end of the limit as well as any repeater signs (i.e. sufficient highway land, good visibility of the signs, clear of obscuring vegetation etc).
- A Traffic Regulation Order (TRO) will need to be advertised. Objections to the proposal may result in KCC deciding not to proceed with the new restriction. Costs up to this point will need to be paid by the applicant.

### Typical Costs

The cost of new speed limits will vary and will depend on the number of entry points into the limit. Typical starting costs for the provision of a new speed limit are:

- Traffic Regulation Order from £2,850 (required for virtually all changes to the speed limit)
- Speed limit entry signing (2x pairs of non-illuminated signs on new posts) from £650 each which will be needed for each entry point into the zone.
- Painted carriageway roundels can be added from £100 each.
- Speed limit repeater signs (not permitted for 30mph limits with street lighting) from £280 each.

Please note that the overall cost can increase significantly if any of the following additional costs are incurred:

- In certain circumstances the signs may need to be lit requiring lighting units and new power supplies.
- Vegetation may need to be cleared to provide sufficient advance visibility of the signs or permission may be required from the landowner if not publicly maintainable land.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Removal and disposal of existing speed limit signs.

In some locations, there is a desire to draw drivers' attention to the fact that they are entering a lower speed limit or a village environment.

A variety of measures can be installed which will increase the prominence of the speed limit change or entry to the village. These can include a speed limit roundel on the carriageway, village nameplates and white 'gates' in the verges.



A mix and match approach can be used to select elements appropriate for the location.

“Dragon’s teeth” markings and coloured surfacing are not a prescribed road marking and should not be used except where there is a need to increase conspicuity to address a significant safety issue and more traditional engineering solutions would not be practicable or have proved unsuccessful.

### Site Requirements

- These gateway treatments will need to be installed where there is an existing speed limit change or at a suitable point at the entry to a village. Please note that village gateways should be sited as close as possible to the start of the main centre of a village in order to achieve the maximum effect.
- For the coloured carriageway patch, the road surface needs to be in good condition without ruts, crack or potholes. The material needs to be laid in reasonably warm, dry conditions and so will only be laid from mid-spring through to mid-autumn.
- Village gateways will be white in colour and will require at least 1.5m of clear verge in which to install them as the smallest gate is about 1m wide and they need to be set back at least 0.5m from the edge of the carriageway for clearance.
- Village signs will be provided with a white background, black border and black text. No other colours may be used. A shaped mangle type backing board is not to be used.

### Typical Costs

The starting costs for the gateway element installation are:

- Village nameplate from £400 each including posts although the cost will vary depending on the length of the village name, additional information included and speed of approaching traffic which determines the sign size.
- Speed limit carriageway roundel from £100 each.
- White gates from approximately £1200 each.

Please note that the overall cost can increase significantly if any of the following



additional costs are incurred:

- The carriageway may need to be resurfaced to provide a sound, even surface for the carriageway patch.
- Vegetation may need to be cleared to provide sufficient improved visibility of the gateway.
- Existing speed limit signs may need to be changed or relocated to suit the new layout.
- Utility services in the verges may need to be relocated in order to install gates or enhanced signing (this can be very expensive, especially if there are fibre optic cables).
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- **Future maintenance:** At end of life, funding will need to be found by the scheme promotor to maintain/ replace the gateways as KCC are not in the position to fund this. We would advise that the Parish Council add these assets to their insurance.

In some locations, excessive numbers of large vehicles using a road can be very disruptive to local people. Where these large vehicles are using a road as a through route (rather than those going to local farms, businesses etc.) and there is a more appropriate route, a weight limit could be considered.



A traffic survey would usually be needed to assess the extent of the problem and would act as a guide for the best course of action.

Environmental weight limits are usually set at 7.5 tonnes which allows smaller twin axle lorries, horseboxes etc. to use the roads but excludes anything larger.

Please note that for environmental weight limits we will always include an exemption for vehicles gaining access to properties within the restricted area.

Any restriction should be largely self-enforcing, and its reason should be obvious to drivers and not cause them significant inconvenience or cost. Only Kent Police have the power to enforce such restrictions but may not be willing for its officers to spend significant time on this.

Where a weight or width restriction does not meet the criteria, an advisory “unsuitable for HGVs” signage or positive lorry direction signage may be considered more appropriate. Please note that an advisory sign would not be enforceable.

### Site Requirements

- The entry point to the restriction must be sited at a point where oversized vehicles can turn away or advance warning must be provided.
- There must be suitable locations to install the signs on the entry points to the restriction (i.e. sufficient highway land, good visibility of the signs, clear of obscuring vegetation etc).
- A traffic survey will be needed to provide evidence of existing traffic for use in the assessment.
- There must be a suitable alternative route for vehicles to use to avoid the restriction.
- A Traffic Regulation Order (TRO) will need to be advertised. Objections to the proposal may result in KCC deciding not to proceed with the new restriction. Costs up to this point will need to be paid by the applicant.

### Typical Costs

The cost of new width or weight limits will vary and will depend on the number of entry points into the restriction. Typical starting costs for the provision of a new width or weight limit are:

- Traffic Regulation Order from £2,850

- Restriction entry signing (2x pairs of non-illuminated signs on new posts) from £600 each for width restrictions and £800 for weight limits which will be needed for each entry point into the zone.

Please note that the cost can increase significantly if any of the following additional costs are incurred:

- In certain circumstances the signs may need to be lit requiring lighting units and new power supplies.
- Vegetation may need to be cleared to provide sufficient advance visibility of the signs.
- Additional signs will be needed if there are any side roads not included in the TRO.
- Advance warning signs may be required.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.



Where pedestrians are having difficulty crossing a road, a new zebra crossing may be a suitable solution to deal with this issue. They consist of dropped kerbs, tactile paving, belisha beacons on posts and sometimes high friction surfacing on the approaches to help vehicles stop quickly.

These are only suitable where the existing speed limit is 30mph and below

and pedestrian flows are medium to high throughout the day.

A signal-controlled crossing is usually preferable for high or very high pedestrian flows to reduce delays to traffic by grouping pedestrians and existing speed limit is 40mph and above (see relevant information sheet).

### Site Requirements

- Existing 20/30mph speed limit. The measured 85<sup>th</sup> percentile speed (the speed at, or below 85% of traffic travels) must be below 35mph for a zebra crossing to be safe.
- Street lighting must be in place to illuminate the crossing at night. If missing or insufficient it will need to be provided or upgraded at significant cost.
- Footways on both sides of the road, usually at least 1.8m wide.
- Nearby power supply for the belisha beacons.
- Good visibility for drivers and pedestrians (i.e. not on or near a bend, on a hill or obscured by trees or parked vehicles etc). The minimum distances for visibility of pedestrian crossings for approaching traffic are based on the 85<sup>th</sup> percentile speed. For example, the recommended stopping sight distance for a road in which 85% of drivers travel at 20mph is 22m and at 30mph is 40m.
- Away from junctions (absolute minimum 5m from side roads and well away from signal junctions) and clear of private driveways.
- Pedestrian and traffic speed surveys will be required to justify the need and to assess the safety and operation of this type of crossing.

### Typical Costs

Initially, a Pedestrian count and traffic speed survey will be required at a cost of approximately £700 for each location.

The cost for a basic zebra crossing then typically starts from about £21,000 but can increase significantly if any of the following additional costs are incurred:

- Resurfacing of the carriageway if the existing is unsuitable.
- Additional street lighting.
- Enhanced belisha beacons.
- Widened or extended footways.
- Pedestrian guardrail.

- Additional electrical costs if there is no nearby suitable supply.
- Kerb build-out to narrow the road at the crossing point.
- Drainage alterations.
- Enhanced construction materials.
- Traffic Regulation Orders (TRO) for changes to the speed limit, waiting restrictions etc.
- Utility alterations/diversions.
- Road safety audits giving independent safety advice on planned changes.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

Puffin crossings have replaced pelican crossings and are much more responsive to pedestrians' needs. They consist of dropped kerbs, tactile paving for people with vision impairments, traffic signals to control traffic flow and sometimes high friction surfacing on the approaches.

Puffin crossings are used to help pedestrians cross the road where traffic speeds are higher (40mph and above), and a zebra crossing would not be safe.



In addition, they are used at sites with high pedestrian flows to reduce delays to traffic by grouping pedestrians.

### Site Requirements

- Street lighting must be in place to illuminate the crossing at night. If missing or insufficient it will need to be provided or upgraded at significant cost.
- Footways on both sides of the road, usually at least 1.8m wide.
- Nearby power supply for the traffic signals.
- Good visibility for drivers and pedestrians (i.e. not on or near a bend, on a hill or obscured by trees or parked vehicles etc). The minimum distances for visibility of pedestrian crossings for approaching traffic are based on the 85<sup>th</sup> percentile speed. For example, the recommended stopping sight distance for a road in which 85% of drivers travel at 20mph is 22m, at 30mph is 40m, and at 40mph is 80m.
- Away from junctions (absolute minimum 20m from side roads and well away from signal junctions) and clear of private driveways.
- On dual carriageway roads, the central reservation needs to be wide enough to accommodate a waiting area for pedestrians and effectively two crossings will be provided, one for each carriageway to minimise delays to vehicular traffic.
- A pedestrian count and traffic speed survey will be required to justify the need for the crossing and to assess the safety and operation of this type of crossing.

### Typical Costs

The works cost for a basic puffin crossing typically starts from about £46,000 but can increase significantly if any of the following additional costs are incurred:

- Resurfacing of the carriageway if the existing is unsuitable.
- Additional street lighting.
- Widened or extended footways.
- Pedestrian guardrail.
- Additional electrical costs if there is no nearby suitable supply.
- Kerb build-out to narrow the road at the crossing point.

- Drainage alterations.
- Enhanced construction materials.
- Traffic Regulation Orders (TRO) for changes to the waiting restrictions etc.
- Utility alterations/diversions.
- Vegetation/tree clearance to ensure visibility of the signals.
- Alternative vehicle detection equipment if microwave detectors are not suitable for the site.
- Road safety audits giving independent safety advice on planned changes.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.



Toucan crossings are similar to puffin crossings, but they are also designed to be used by cyclists.

They consist of dropped kerbs, tactile paving, traffic signals to control flow and sometimes high friction surfacing on the approaches.

A Toucan crossing is only to be used if there is an existing or planned cycle route on both sides of the road that need to be linked.

### Site Requirements

- Street lighting must be in place to illuminate the crossing at night. If missing or insufficient it will need to be provided or upgraded at significant cost.
- Footways and cycleways on both sides of the road.
- Nearby power supply for the traffic signals.
- Good visibility for drivers and pedestrians (i.e. not on or near a bend, obscured by trees etc.). The minimum distances for visibility of pedestrian crossings for approaching traffic are based on the 85<sup>th</sup> percentile speed. For example, the recommended stopping sight distance for a road in which 85% of drivers travel at 20mph is 22m, at 30mph is 40m, and at 40mph is 80m.
- Away from junctions (absolute minimum 20m from side roads and well away from signal junctions) and clear of private driveways.
- On dual carriageway roads, the central reservation needs to be wide enough to accommodate a waiting area for pedestrians/cycles and effectively two crossings will be provided, one for each carriageway to minimise delays to vehicular traffic.
- A pedestrian count and traffic speed survey will be required to justify the need for the crossing and to assess the safety and operation of this type of crossing. In addition, a cycle count will be needed unless this is part of a new cycle route.

### Typical Costs

The works cost for a basic toucan crossing typically starts from about £50,000 but can increase significantly if any of the following additional costs are incurred:

- Resurfacing of the carriageway if the existing is unsuitable.
- Additional street lighting.
- Widened or extended footways.
- Pedestrian guardrail.
- Additional electrical costs if there is no nearby suitable supply.
- Kerb build-out to narrow the road at the crossing point.
- Drainage alterations.
- Enhanced construction materials
- Traffic Regulation Orders (TRO) for changes to the speed limit, waiting restrictions etc.



- Utility alterations/diversions.
- Vegetation/tree clearance to ensure visibility of the signals.
- Alternative vehicle detection equipment if microwave detectors are not suitable for the site.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Road safety audits giving independent safety advice on planned changes.



Where pedestrians are having difficulties crossing the road, an alternative to a formal pedestrian crossing is a refuge island.

This allows pedestrians to cross the road in two halves and is particularly useful on busier roads, where getting a gap in traffic in both directions at the same time is difficult and where a zebra or puffin crossing is not warranted.

## Site Requirements

- There must be sufficient carriageway width within which to construct the island. A minimum of 10m road is needed to avoid the need to widen the road.
- There needs to be sufficient visibility of the crossing and pedestrians for approaching traffic. The minimum distances for visibility of pedestrian crossings for approaching traffic are based on the 85<sup>th</sup> percentile speed. For example, the recommended stopping sight distance for a road in which 85% of drivers travel at 20mph is 22m, at 30mph is 40m, and at 40mph is 80m.
- The crossing should ideally be sited where it is not hidden in a dip in the road or just over the crest of a hill as drivers will not be able to see it or any pedestrians using it.
- There needs to be a standard footway of 1.2m (minimum) in width on either side of the road for pedestrians to use. If the kerbs are not dropped and tactile paving (to assist blind or partially sighted pedestrians) in place, this will need to be included in the project work.
- The island should be on, or close to the 'desire line' for pedestrians wishing to cross the road.
- The island must be sited so that it doesn't obstruct the turn in and out of junctions or private accesses.

## Typical Costs

The cost for a pedestrian refuge island with new dropped kerbs on either side of the road starts from about £9,000 but can increase significantly if any of the following additional costs are incurred:

- Widening of the carriageway to provide sufficient space to install the island. May be issues if not highway land as private land would need a land transfer and deed of dedication to publicly maintainable highway.
- Drainage provision or alterations.
- Enhanced construction materials.
- Relocation of street furniture (bollards, signs, streetlights etc.).
- Alterations or additions to the street lighting to ensure the crossing and users are visible in the dark.
- On traffic islands and pedestrian refuges, non-illuminated bollards may be used however, should illuminated bollards or a high-level beacon requiring a nearby power supply be more suitable, this would be at additional cost.

- Utility alterations/diversions.
- Alterations to parking restrictions may be required to ensure the crossing point is kept clear.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Road safety audits giving independent safety advice on planned changes.

Where pedestrians currently have to walk in the verge or carriageway, there may be a wish to provide a footway for them to use.



Consideration needs to be given to the number of pedestrians walking along a road against the practicalities and cost of providing a footway.

New footways typically consist of a new kerb (if not already present) with a 1.8m wide blacktop pavement behind.

The footway width may be reduced to 1.2m minimum at pinch points if

necessary or widened if there is expected to be a high pedestrian flow or other special access requirements. If the verge is particularly wide, it may be preferable to leave a grass strip between the footway and carriageway.

### Site Requirements

- There must be sufficient highway land on which to construct the footway (at least 1.8m wide).
- The land on which the footway is to be constructed should be reasonably level as an embankment or cutting may require retaining structures to be built at additional cost.
- Existing trees that need to be removed must not have a Tree Preservation Order.
- Obstructions such as signs, telegraph poles or lamp columns that need to be relocated must have a suitable location for them to be moved to.
- A new footway would usually connect into the existing network at either end or lead to a particular destination such as shops, a school etc.
- Dropped kerbs with tactile paving will need to be provided as a minimum at all road crossing points.

### Typical Costs

The cost for a basic blacktop footway with kerbing typically starts from about £120 per linear metre based on a length of 100m length of footway.

Please note that this could increase significantly if any of the following additional costs are incurred, or short lengths of footway are required:

- If the verge is not level, a retaining structure may be needed.
- Drainage provision or alterations.
- Enhanced construction materials.
- Relocation of street furniture (bollards, signs, streetlights etc.).
- Additional construction costs at private vehicle accesses.
- Drop kerbs/tactile paving at crossing points.
- Vegetation/tree clearance.
- Utility alterations/diversions.

- Land acquisition costs if insufficient highway land is available. If land is required from private landowners, a Deed of Dedication would be necessary which would add to the cost.
- Accommodation works such as new fences or planting.
- Ecology/environmental surveys and resulting additional works.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Road safety audits giving independent safety advice on planned changes.

KCC can look at providing warning signs where there is an identified and evidenced safety issue.

Scheme promoters should consider the potential visual intrusion of any new signage, particularly as many parts of the County fall within the Kent Downs AONB or Conservation Areas.

In addition, too many signs can lead to “sign blindness” where drivers start to ignore signs because there are too many and they lose their impact.



Generally, the number of traffic signs should be kept to a minimum, although this needs to take into consideration legal requirements, the need to address safety issues, and the benefits of providing highway users with appropriate information.

### Site Requirements

- There must be suitable locations to install the signs. There should be sufficient highway land to ensure the edge of the sign face is at least 450mm back from the edge of the carriageway, good visibility of the signs and clear of obscuring vegetation.
- Chevron signs would require more land available due to the size of the sign and this would be dependent on the speed of the road.
- The size and siting of warning signs should comply with Chapter 4 of the Traffic Signs Manual, which also sets out which signs must be mounted alone rather than with other signs.
- The proposed sign must be an authorised highway sign as defined in the Traffic Signs Regulations and General Directions 2016.
- Consideration should be given to minimising sign clutter and the visual intrusion of any new installation.
- Grey backing boards are not usually used unless there is an evidenced need, and yellow backing boards are only used at crash cluster sites.
- SLOW markings can be used next to a warning sign but not generally in isolation.

### Typical Costs

The cost for a basic warning sign and post typically starts from about £260 but can increase significantly if any of the following additional costs are incurred:

- In certain circumstances the signs may need to be lit requiring lighting units and new power supplies.
- Vegetation may need to be cleared to provide sufficient advance visibility of the signs.
- The size of traffic signs depends on the information being displayed and speed of

traffic. As the size increases, so does the cost of the sign and supporting post.

- On roads where traffic speeds are over 40mph, the sign assembly needs to be “passively safe” which means that special deformable posts may be needed to minimise the risk of injury in the event of a vehicle crashing into a sign. These special posts can significantly increase the cost of providing a sign.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

A kerb build-out can be provided for a number of reasons. These include:

- narrowing the road as a traffic calming feature
- to bring a pedestrian crossing point out between parked cars to improve visibility and pedestrian safety
- to bring a bus stop out beyond parked cars, reducing the loss of parking needed to get the bus into the kerb to pick up passengers
- when placed either side of a junction the give way line can be brought forward to improve visibility for emerging vehicles.



### Site Requirements

- The site requirements will vary depending on the type of build-out, size and location, but generally the build-out should be positioned so that it is not a hazard to traffic while still performing the required function. It is important to consider whether the build-out will be a hazard if there are no parked cars present.
- A build-out must not reduce the available carriageway width to an extent that large vehicles permitted to use the road are obstructed. Consideration should be given to large agricultural vehicles, for example, which may need to use roads occasionally in rural areas.
- Buildouts will need to be in areas with street lighting so that they do not become a hazard in the dark.
- Where buildouts are used to pinch the carriageway to a single lane, there must be sufficient forward visibility for drivers to see opposing traffic approaching.

### Typical Costs

The cost for a basic build-out typically starts from about £2,200 but can increase significantly if any of the following additional costs are incurred:

- Advance warning signing or priority signing.
- Buildouts used as a pedestrian crossing point will need a corresponding dropped kerb and tactile paving on the other side of the road.
- Utility services may need to be altered or relocated (this can be very expensive, especially if there are fibre optic cables).
- It may be necessary to remove on-street parking and amendments to the existing Traffic Regulation Orders and associated signing and lining may be needed to accommodate the changes.
- Drainage alterations – these are likely to occur as buildouts tend to trap water that would previously flow in front of the kerbs to the nearest gully.
- Enhanced construction materials.
- Provision or enhancement of street lighting.
- Depending on site conditions, traffic management will need to be considered to



ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

- Road safety audits giving independent safety advice on planned changes.

Many pedestrians have difficulty crossing streets where there are full height kerbs.



This can include people with mobility issues, particularly those with walkers, wheelchairs or mobility scooters. They can also present issues to able bodied pedestrians notably parents with prams or pushchairs. Providing dropped kerbs will help these pedestrians move around more freely.

Adding tactile paving will also help people with vision impairments to find the crossing points and guide them across the road.

Dropped kerbs can also be installed individually to assist people to gain access to a parking area or similar.

### Site Requirements

- Footways on both sides of the road if the dropped kerb is used for a crossing point.
- Located at a safe point with good visibility for drivers and pedestrians. The minimum distances for visibility of pedestrian crossings for approaching traffic are based on the 85th percentile speed. For example, the recommended stopping sight distance for a road in which 85% of drivers travel at 20mph is 22m, at 30mph is 40m, and at 40mph is 80m.
- On, or close to the 'desire line' for pedestrians wishing to cross the road.
- Located where they will not be obstructed by parked vehicles.

### Typical Costs

The works cost for a basic pair of dropped kerbs typically starts from about £1100 but can increase significantly if any of the following additional costs are incurred:

- May be an additional cost to provide tactile paving.
- Additional or extended footway links to connect the crossing point into the nearby footways.
- Drainage alterations (drainage gully gratings in particular can be an issue for wheelchair and buggy wheels etc. and can also trap heels and so should be relocated or the crossing point moved away from them).
- Road marking renewal or alterations.
- Utility alterations/diversions.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

Parked vehicles near an entrance to a school can be a hazard for children, obscuring their view of traffic and vice-versa.

A School Keep Clear marking prohibits stopping or parking in the vicinity of the pedestrian entrance(s) to the school to deal with this issue.



They can also help to keep an area clear of parking for a crossing patrol to operate safely.

The marking can also be used for combined vehicle/pedestrian access but would not usually be marked for solely vehicular accesses.

The markings only apply Monday to Friday during term times and can either operate for periods at the start and end of the school day or can be continuous between these two time periods depending on the particular local requirements.

### Site Requirements

- The markings can be provided to protect entrances normally used by pedestrians and can be between 25.56m and 43.56m long in steps of 6m.
- If the school has more than one pedestrian entrance, then multiple markings can be provided but their overuse can reduce their effectiveness if drivers cannot find anywhere else to stop.
- There must be somewhere suitable to site the time plates and posts that accompany the markings.
- Currently, a Traffic Regulation Order (TRO) is required for the marking to be enforceable by the local Parking Attendants. Objections to the proposal may result in KCC deciding not to proceed with the new restriction. Costs up to this point will need to be paid by the applicant.
- Pre-consultation engagement will need to be carried out by the scheme promoter prior to the formal Traffic Regulation Order (TRO) being advertised to ensure there is community support.

### Typical Costs

The cost for the Traffic Regulation Order starts from £2,850 and the installation of a basic School Keep Clear and associated signs typically starts from about £800.

Please note that this can increase significantly if any of the following additional costs are incurred:

- Any existing controlled parking bays will need to be removed and the relevant TRO amended to reflect the change.
- Vegetation may need to be cleared to provide sufficient visibility of the signs.
- If more than one marking is required there will be extra costs for the markings and

signs.

- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- If the school changes its access arrangements or operating times, it is expected that they will fund any changes to the TRO and/ or Keep Clear markings and signage.

In some locations, irresponsible parking can cause a safety hazard or obstruction. Each request for double yellow or single yellow lines is assessed and considered on a case-by-case basis.

It is imperative that the Parish/Town Council or County Member carries out pre-consultation engagement with affected residents to ensure there is community support, as any restriction could cause displacement of vehicles to a more unsuitable location.



Enforcement and ongoing maintenance of restrictions is the responsibility of the District/Borough Council as the local parking authority.

### Site Requirements

- If supplementary signs are required, there must be somewhere suitable to site the time plates and posts that accompany the markings.
- A Traffic Regulation Order (TRO) is required for the marking to be enforceable by the local Parking Attendants. Objections to the proposal may result in KCC deciding not to proceed with the new restriction. Costs up to this point will need to be paid by the applicant.
- Pre-consultation engagement will need to be carried out by the scheme promoter prior to the formal Traffic Regulation Order (TRO) being advertised to ensure there is community support.

### Typical Costs

The cost for the Traffic Regulation Order starts from £2,850 and the installation of lines, and associated signs where single lines are installed, typically start from about £800.

Please note that this can increase significantly if any of the following additional costs are incurred:

- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely, including no parking cones. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Amendment to existing road markings.
- Resurfacing of the carriageway if the existing is unsuitable.

### Keep Clear Markings:

White “Keep Clear” markings tend to be over-used and should only be used where traffic waiting at a junction blocks traffic at another junction where waiting times would be unacceptable, or to indicate where a road should be kept clear of waiting or parked vehicles to allow access to side roads. They could be used outside of premises but the above applies and only if the premises is used by the general public.



### Yellow Box Markings:

Yellow box markings are a strategic tool used to maintain traffic flow. They are mainly used on the principal road network, but may be used on lower classes of road, where traffic blocks a junction, and indicate that a road must be kept clear of waiting or queuing vehicles to allow access to side roads.



In Kent, yellow box markings have historically been overused and are expensive to install and maintain. To maintain the usefulness of yellow box markings the marking will only be considered for installation at specific locations.

### Site Requirements

- A traffic survey should be carried out to determine the extent of the problem.
- A good quality road surface is required before road markings are installed.
- A Traffic Regulation Order (TRO) is not required to install a yellow box marking, although the views of the Police should be sought before installation as marking is subject to the Road Traffic Act.

### Typical Costs

The installation of a ‘Keep Clear’ typically starts from about £150.

Please note that all costs can increase significantly if any of the following additional costs are incurred:

- The carriageway may need to be resurfaced to provide a sound, even surface, if the existing is unsuitable.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.



Bollards are often requested to prevent vehicles parking on the verge or footway and potentially causing significant damage to highway infrastructure or statutory undertakers services.

Bollards should only be provided where they are needed and where alternative solutions have been considered and rejected. Bollards are frequently damaged, costly to maintain, and add to general street clutter. They can also present a hazard for people with visual impairments and restrict available footway width.



KCC is unable to install any measures to protect private property in the footway or verge. Trying to barrier or deflect vehicles in this way could cause additional safety risks and likely increase the severity of any injuries. Nationally there is a move to make road environments more passively safe by reducing the scale and amount of street furniture alongside the carriageway.

This is not just for the purpose of reducing injury severity of vehicle occupants, but also of other road users. When barriers and bollards are hit or vandalised, they are often left in a dangerous state for example in some cases damaged bollards are left blocking footways forcing pedestrians to walk in the carriageway.

KCC has a policy of not installing physical features to protect private property, and this is partly due to ongoing maintenance considerations, but also due to longer term highway safety as outlined above.

### **Site Requirements**

- Under current standards, we are unable to install bollards where the minimum footway width following the installation of bollards is not met. Current rules require minimum footway widths of 1.2 metres be maintained where new highway works are taking place.
- Bollards must be set back at least 450mm from the edge of the carriageway.
- We are unable to install bollards on verges which are service strips, housing utility plant and cables.
- Generally, bollards will be wooden or of recycled plastic construction, as these are cost effective and safe. Plastic bollards will be provided in black except where they are required to match existing bollards or street furniture. The use of metal bollards, including traditional cast-iron bollards, is not generally permitted in Kent, as they can result in injury if struck by vehicles.

### **Typical Costs**

The cost of a standard bollard is approximately £240.

Please note that this can increase significantly if any of the following additional costs are incurred:

- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation

Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.

- Depending on the site and what is trying to be achieved, there may be different fixing requirements.



A one-way street allows vehicles to move in one direction down the road. 'No-entry' signs are used to prevent vehicles travelling the wrong way along the road, and sometimes road junctions are redesigned to make it difficult to turn against the flow of traffic. For traffic travelling in the correct direction, arrow signs are used to show it is a one-way street.

When considering one-way systems, it helps to fully understand the problem that is trying to be resolved. One-way systems are generally used as a last resort and should be short in length. It is therefore important to first consider whether or not there are any other improvements that could be made which would address the issues being experienced.



One-ways can only be investigated if there is evidence of substantial local support as they can often lead to increased driver speeds, as motorists are aware that they will not meet oncoming vehicles, and can lead to notable diversions.

Consideration also needs to be given to bus routes as any change to one-way could risk losing services which would likely be very unpopular. One-way systems can also have a negative impact on any side roads causing rat running through smaller streets.

### Site Requirements

- Ideally not on a bus route or where the road has a width or weight restriction.
- Is there a suitable, short diversion?
- A traffic survey will be required to show how many vehicles are travelling in each direction along the road(s) in question which will help demonstrate the best likely format/ direction of any new one-way system according to the existing driver behaviours. Where the directional split is 50/50, it may be difficult to determine a workable one-way scheme as rerouting traffic would impact the same/similar number of drivers. Additionally, where traffic count/volume in either direction is very high, rerouting all of the movements in one direction may have an impact on other junctions.
- Highway land should be available to install one-way signs.
- Pre-consultation engagement will need to be carried out by the scheme promoter prior to the formal Traffic Regulation Order (TRO) being advertised to ensure there is community support.
- A Traffic Regulation Order (TRO) for the one-way system will need to be advertised and if there are sufficient valid objections, a report to the Joint Transportation Board will be required and the recommendation may be not to implement the one-way system.

### Typical Costs

The cost of one-way system will vary and will depend on the number of signs required. Typical starting costs for the provision of a one-way system are:

- Traffic Regulation Order from £2,850.
- One-way signs (2x pairs of illuminated signs on new posts) from £650 each.

- No entry signs and new posts £650.
- Carriageway markings (arrows or no entry markings) may be required from approximately £30 each.

Please note that this can increase significantly if any of the following additional costs are incurred:

- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- Additional electrical costs if there is no nearby suitable supply.

Flashing school signs, also known as wig wags, are often used outside schools to emphasise the warning sign. They can also be used in conjunction with a part-time advisory 20mph speed limit near a school.

To retain their impact, wig wags should only be used at high-speed sites, where the 85th percentile (the speed at which 85% of vehicles are being driven at or below) is above 35mph or on a busy road.

Advisory 'School 20' signs should only be used on single carriageway 30mph roads.



### Site Requirements

- A speed survey will be required to determine the average and 85<sup>th</sup> percentile speeds.
- There would be a need to engage with the nearby school to ensure they are willing to take on responsibility for the programming, operation and maintenance going forward, so they would need to be in full agreement in taking on these responsibilities.
- If new signs are required, suitable highway land must be available to install them.
- A nearby suitable electrical supply, such as a streetlight, would be required.

### Typical Costs

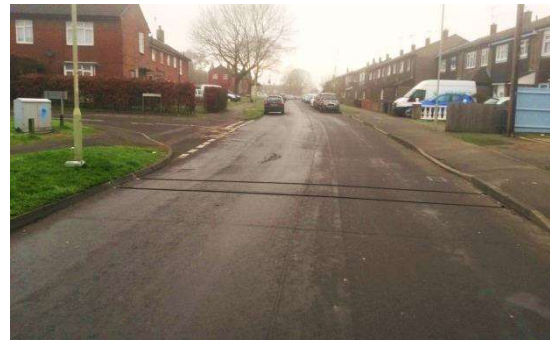
Costs for the installation of wig wags start from: £6000.

Please note that this can increase significantly if any of the following additional costs are incurred:

- Additional electrical costs if there is no nearby suitable supply.
- Depending on site conditions, traffic management will need to be considered to ensure that the works can be installed safely. A Temporary Traffic Regulation Order (TTRO) to close the road, along with associated diversion signs or temporary traffic lights, may be needed in order to install the physical measures. Restricted working hours charges and/ or Lane rental fees may also apply.
- **Future maintenance:** Asset suitability would need to be reviewed once it has reached the end of its serviceable life and there is no guarantee that it would be replaced. If it is to be replaced, a funding source will need to be found by the scheme promoter.

Traffic Surveys are necessary to provide data for designers to use when developing new works on the highway and when considering speed limit changes.

Traffic counts fall into two main categories, automatic or manual. Automatic counts involve equipment placed in or alongside the highway. The most common of these is the ATC tube survey which consists of a pair of tubes laid across the carriageway which are connected to a data logger that allows reports such as traffic volume, speed and vehicle classification to be generated. This type of count would generally be carried over a 7-day period.



Manual counts are carried out by people on the ground (enumerators), by video recording or Automatic Number Plate Recognition (ANPR) cameras and are typically carried out over a 12-hour period from 7am and 7pm. They are used for junction turning counts, origin and destination (OD) surveys, pedestrian and cycle surveys, parking and queue length surveys.

OD Surveys can also be carried out by a roadside survey however this requires the Police to be involved to stop the vehicles.

### Site Requirements

ATC tube surveys ideally need:

- to be situated on straight stretches of road, away from junctions, bends, on street parking or other factors that might affect data collection.
- a secure fixing point at the survey site in order to attach the counter, i.e. a lamp column or signpost is ideal.
- to avoid all school holidays, particularly Summer Holidays, as well as the winter months due to ice/snow on the road and the Christmas period.
- Manual surveys have no particular site requirements other than a suitable location for the enumerators or video equipment to observe from with an unobstructed view.

### Typical Costs

The cost for a single ATC tube survey is around £85 for a week of data collection. A simple manual count (12 hours) such as a pedestrian count for a new crossing is from £700.

Please note that this can increase if any of the following additional costs are incurred:

- Longer than standard survey durations.
- Surveys on dual carriageways.
- Prices for ATC surveys are for single locations. Additional ATC counts that are carried out at the same time and general area as the first will incur an additional

charge, but this will be less than for the single count.

- Counts on higher speed roads will require additional traffic management which will incur extra costs.
- Manual surveys that are more complex and require additional people or video equipment.

Fixed electronic warning signs are installed at locations throughout the county as a road safety education tool. The most common application is to remind drivers of the prescribed speed limit and activate when the Kent Police enforcement threshold is exceeded.

These signs are non-mandatory and non-statutory; therefore, they cannot be legally enforced and must be supported by other adjacent legal signage. Every location must have either a crash history or speed related problem that has not been addressed by the use of other engineering measures, such as gateways, build outs or white lining improvements. For speed related applications, comprehensive survey data will be required to evidence the issue, as electronic signs are a last resort option. Whilst the signs have a positive impact, the benefits are short-lived and decline over time.



A variety of sizes and prescribed legends can be used, including: 30mph, bend/junction warning, road narrows or school; each with an optional SLOW DOWN message. However, the use of smiley/sad faces or “Thank You” is not permitted within the regulations.

### Installation and maintenance

All VAS requests are managed by the Traffic Operations and Technology Team, who are responsible for the siting, installation, annual inspection and maintenance. All SID apparatus must be procured through this agreed process to ensure the safe delivery of an effective scheme using tested and approved suppliers. Many manufacturers offer similar equipment, but unauthorised installations on (or adjacent to) the highway will be removed.

A considerable number of the existing VAS have exceeded their predicted life of six years and are obsolete. A small stock of components has been salvaged from damaged/faulty signs in order to effect repairs and extend the life of the remaining assets, although this may not be possible. As these are not safety critical devices, a full assessment and speed survey of the ongoing issue will be needed, as a VAS may no longer be the best solution, even in situations where a VAS has been installed previously; SpeedWatch data are not a comparable substitute.

The signs can be either solar or mains powered, although the preferred option is to use a solar panel which affords more flexibility in locating the sign for remote situations. However, due to adjacent vegetation or structures these are not always viable, and a dedicated mains power supply will be required. All mains powered VAS require a dedicated UKPN connection, feeder pillar and a specific investigation but can significantly affect the cost and timescale.

Proposed sites will be assessed on an individual basis; there are no specific criteria, but each must be within the highway boundary, be supported by mandatory signage, not cause an obstruction nor other safety concerns. This equipment cannot be attached to existing signs or lamp columns and must not distract drivers or obscure hazards. Therefore, not all sites will be suitable for a VAS, although every effort will be made to accommodate the request.


This equipment will not be installed in 20mph zones as these should be self-enforcing.

Delivery time will be approximately three months from the order being placed and each sign comes with a six-year warranty from the manufacturer.

## Finance

There is no funding available for the routine replacement of faulty signs, as they are not safety critical assets. Elected County Councillors have often used their Member funding allocation to support the installation or replacement of VAS equipment, optionally with a contribution from the Parish Council.

Below are examples of typical VAS used in Kent:

	<p><b>Speed repeater sign, 300mm diameter</b></p> <p>This option includes:</p> <ul style="list-style-type: none"> <li>• Site visit, land ownership check and utility surveys</li> <li>• Post installation and labour</li> <li>• Solar/mains powered 30mph roundel</li> <li>• Ongoing maintenance and electrical testing</li> </ul>
	<p><b>Speed repeater sign, 450mm + flashers</b></p> <p>This option includes:</p> <ul style="list-style-type: none"> <li>• Site visit, land ownership check and utility surveys</li> <li>• Post installation and labour</li> <li>• Solar/mains powered 40mph roundel with flashers</li> <li>• Ongoing maintenance and electrical testing</li> </ul>
	<p><b>Speed repeater sign, 450mm + flashers + SLOW DOWN</b></p> <p>This option includes:</p> <ul style="list-style-type: none"> <li>• Site visit, land ownership check and utility surveys</li> <li>• Post installation and labour</li> <li>• Solar/mains powered 30mph roundel with flashers and SLOW DOWN</li> <li>• Ongoing maintenance and electrical testing</li> </ul>
	<p><b>Hazard warning sign, 600mm + SLOW DOWN</b></p> <p>This option includes:</p> <ul style="list-style-type: none"> <li>• Site visit, land ownership check and utility surveys</li> <li>• Wide base post installation and labour</li> <li>• Solar powered bend warning triangle with SLOW DOWN</li> <li>• Ongoing maintenance and electrical testing</li> </ul>

**An alternative scheme is available using a portable speed indicator device (SID) which is managed locally by parish volunteers. This gives more flexibility than a VAS, does not require a speed survey and is a community-based asset – a separate leaflet on this is available.**



Parish Councils are often concerned with speed related issues in their local area. To assist we have created a scheme using a portable Speed Indicator Device (SID) as an alternative to the fixed electronic sign.

This comprises a single SID unit used in rotation across multiple fixed poles within existing 30mph zones as a driver education tool. It cannot be used for enforcement purposes and not suited to use in 20mph areas due to the sensitivity of the radar unit and reduced effectiveness.



Please be aware this scheme is not affiliated to SpeedWatch, as each have specific requirements and serve different purposes. Active SpeedWatch sites are not necessarily suitable for the SID; each proposed location will be assessed on an individual basis but must be within the highway boundary.

All SID apparatus must be procured through this agreed process to ensure the safe delivery of an effective scheme using tested and approved suppliers. Many manufacturers offer similar equipment, but unauthorised installations on (or adjacent to) the highway will be removed.

### Sign equipment

Each SID is battery powered and can be moved by a single person and supplied with a charger and spare battery to allow it to be swapped when necessary. Delivery time is approximately three months from the order date, which will be after a suitable scheme has been agreed.

Two versions are available (Mini or Advanced), but both have the same size electronic panel to show actual speed. The use of smiley/sad faces or "Thank You" is not permitted within the regulations. For vehicles above 25mph the speed is displayed, which flashes for those above the 30mph limit and then blanks at 40mph to discourage "high scores". The Advanced sign includes a 'SLOW DOWN' legend but is notably heavier. The SID is easily moved between locations with the correct training and requires no tools to be used on site.

Battery life is dependent on traffic volume but estimated at up to four weeks for the Mini SID and one week for the Advanced version. There is no option for a solar powered system as this creates additional risks when moving the sign, and mains power prohibits portability.

The SID can be supplied with data collection to allow downloading to a spreadsheet via Bluetooth. However, these data are indicative and not a substitute for a formal traffic survey.

### Poles and brackets

Proposed sites will be assessed on an individual basis; there are no specific criteria, but each must be within the highway boundary, at least 150m inside 30mph speed limits, not cause an obstruction and away from junctions or bus stops. The SID cannot be attached to existing signs or lamp columns and must not distract drivers or obscure hazards. No locations will be agreed where traffic management is required to access and relocate the SID.



A minimum of three posts are required per SID, with a bracket for each, to a maximum of five sites per sign in order to retain overall effectiveness. For maximum benefit, these locations should be well distributed and not on a single corridor. All agreed locations will require a 4m high post to be installed which will remain empty when not in use.

A local consultation exercise must be undertaken by the Parish Council prior to agreement of the SID to ensure that residents have an opportunity to comment on the proposal. Evidence of this will be required, as any objections will need to be considered and may affect the plans.

### Relocation and site safety

To comply with national regulations, the SID must not remain in one location for more than eight weeks so need regular relocation. Local volunteers will need to be responsible for the regular SID movement between the agreed sites, battery charging and data retrieval.

Training will be given on the SID setup and mounting/removal, but it is a very simple process. The use of hi-visibility vests and PPE by the volunteers is essential during the SID relocation and the Parish Council must carry out a risk assessment for the movement of the signs including parking/access for each location.

A Memorandum of Understanding to define the roles and responsibilities of each party will need to be signed, although the SID will be the property of the Parish Council.

### Maintenance

The sign has a 12-month warranty from the manufacturer who will liaise directly with the parish council on any technical issues. Replacement batteries, new brackets or extra poles are available but must be discussed with the KCC Traffic Operations and Technology Team to ensure compatibility.

It is strongly advised that the SID is covered by Parish Council insurance, as in the event of theft or third-party damage we are unable to provide a replacement.

### Finance

It is not possible to provide a price as each scheme will be based on the specific requirements but will include:

- Site visit, land ownership check and utility surveys
- One SID with optional data collection facility, two batteries and a charger
- Galvanised poles with mounting brackets at each agreed site, including post installation and minor traffic management
- Delivery, handover on site, training and padlocks with keys

#### Mini SID



(recommended)

8kg SID + 4kg battery

#### Advanced SID



12kg SID + 12kg battery

Parish Councils are often keen to address speed related issues in their local area.

The key to implementing any successful engineering scheme is for it to be delivered in collaboration with education, training, publicity and enforcement for all road users.



This toolkit supports Parish and local Councils with the tools, assets and information needed to conduct successful communication and to encourage compliance of a 20mph scheme once implemented.

The toolkit will be supplied to you initially, although there may be a charge if you require further copies) and consists of:

- Advisory Information
- Road User Tips for Travelling in 20mph Limits
- Social media messages
- Digital Adverts
- A4 Posters
- A1 A-Frame Posters
- Car stickers
- Bin stickers
- Roadside banners
- A4 letterhead template
- Images

There is more information available on:

[20MPH Toolkit - KCC Road Safety \(kentroadsafety.info\)](http://kentroadsafety.info)

Parish Councils are often keen to address speed related issues in their local area.

The key to compliance to any engineering scheme is that it be underpinned by collaboration with education, training, publicity and enforcement for all road users.



This toolkit supports Parish and local Councils to encourage compliance of 30mph speed limits; it provides the tools, assets and information needed to successfully communicate this message.

The toolkit will be supplied to you initially, although there may be a charge if you require further copies) and consists of:

- Advisory Information
- Road User Tips for Travelling in 30mph Limits
- Social media messages
- Digital Adverts
- A4 Posters
- A2 posters
- A1 A-Frame Posters
- Car stickers
- Bin stickers
- Road banners
- A4 letterhead template
- Images

There is more information available on:

[Speed - KCC Road Safety \(kentroadsafety.info\)](http://kentroadsafety.info)

The objectives of Quiet Lanes are to preserve the character of country lanes, to reduce traffic dominance and vehicle speeds, to encourage drivers to look out for and be more mindful of non-motorised road users and, thereby, to encourage more journeys on foot, by bike or by horse.



Occasionally a Parish/Town Council may be considering the introduction of a Quiet Lane with the intention of helping to preserve the character and tranquillity of their rural area and encourage an increase in non-motorised users, whilst maintaining vehicular access.

The idea is to make motorists more aware of non-motorised users and, over time, to reduce the number and speed of motor vehicles by changing attitudes ('hearts and minds') of local residents and other road users) rather than lowering the speed limit or using physical measures for enforcement.

Ideally Quiet Lanes link homes with shops, bus routes, schools, workplaces, village halls, pubs and other local amenities, allowing people to use non-motorised modes of transport in preference to cars for short journeys.

Generally, a Quiet Lane in urban areas will have a speed limit of 20mph and daily traffic flows less than 2,500 traffic flows and in rural areas a speed limit of 40mph and daily traffic flows of less than 1,000. They will have good visibility for all users and include traffic signs and road markings. Drivers of vehicles should be expecting to see walkers, cyclists and horse riders.

A community-based approach to Quiet Lanes is required to develop a consensus and to encourage a change in road user behaviour of local people in a rural context as local buy-in for the idea is essential as is a robust and continued road safety campaign to highlight to all traffic the purpose of the Quiet Lane. Before developing a proposal, a comprehensive public consultation, including at least one local public meeting is required along with publishing the intention in a local newspaper and allowing at least 21 days for formal replies.

However, it is important to bear in mind that Quiet Lanes can be resource intensive to develop and deliver and an ongoing programme of engagement and publicity with local people and interest groups is needed to maintain the benefits in the long term. Any scheme should be seen as a long-term project which needs continued attitude changes brought about by regular road safety messaging and continued local community input.

The cost of implementing Quiet Lanes can also vary depending on the measures required to aid compliance as they can range from just simple entry/exit signs on wooden posts to vertical and horizontal treatments, surface treatments and road markings. Quite often on rural lanes, this can detract from the rural nature of the road and so needs careful and sympathetic designs. The advertising and road safety campaigns can add a significant amount to the costs.

Whilst there are some advantages to the implementation of Quiet Lanes, in practice it has been found that they have little perceived benefit. A report produced by TRL Ltd for the Countryside Agency back in 2003 following the implementation of The Greensand Ridge Quiet Lane scheme, concluded that, whilst there was a small, declared increase in non-motorised use and decrease in motorised use, as well as a declared increase in careful driving, it also found:

- No change in measured traffic on Quiet Lanes, despite large increases on adjacent roads
- No significant change in measured vehicle speeds on Quiet Lanes
- Observed increase in pedestrians but numbers remain low
- Sustained strong support for the scheme but about half say it is not working in practice
- There remain some concerns over safety
- There remain perceived problems with quiet lanes

Parish Councils are often keen to address speed related issues in their local area.

Operating at carefully selected sites on roads in 20mph, 30mph and 40mph speed limits, a group typically of three CSW practitioners monitors the speed of passing vehicles using a portable speed indication device.



Details of vehicles travelling at or above nationally-specified thresholds (25+, 35+ and 46+mph) are recorded and reported. The registered keepers of vehicles observed repeatedly or 'high-end' speeding anywhere in Kent in the previous 12 months are then sent advisory letters by Kent Police.

In order to access this scheme, communities will need to identify a number of volunteers to carry out Speedwatch. You will need to gain access to Speedwatch equipment which includes an approved speed measuring device. Speedwatch equipment typically costs in the region of £2,000, however it is common for groups adjacent to other active Speedwatch groups to share equipment and there may be opportunity to borrow equipment also.

KCC may be able to assist with the funding of this equipment. Please speak to your Community Engagement lead.

You need to contact Kent Police to discuss where you would like to operate Speedwatch in your community; they will be able to run through the site risk assessment process and training for operators.

There is more information available on:

[www.kent.police.uk/speedwatch](http://www.kent.police.uk/speedwatch)

The issue of lorries using unsuitable routes is a difficult problem to deal with. On a strategic level the council has adopted a Freight Action Plan that has a specific objective to try and tackle the routing of HGV's. The intention is to encourage the use of strategic roads for the transportation of goods across the county to minimise the impact on communities. However, it must be recognised that the economy needs be supported, which means that local companies will sometimes use smaller roads to continue their businesses.



There is a scheme we can help set up called Lorry Watch. This scheme aims to empower local residents to record the details of HGVs that are inappropriately using a road. This data is passed to the Freight Officer at KCC who liaise with the Police when a restriction has been broken as they alone have enforcement powers. In this instance, there would be no law broken but the benefit of collecting this data would be to build a picture of the numbers of lorries using the road and which companies are using it.

The Freight Team collect the data and provide this to the Police if it is requested. They will attempt to contact the companies that are caught using a restricted road but do not always get a response unfortunately. Where we can, we will discuss with the business and discuss alternative and more appropriate routes.

The Lorry Watch Scheme is run via the parish councils and a MSRA with public liability insurance will be required prior to commencing with the scheme.

Lorry Watch has proven very successful in a number of locations around Kent. We are told that the temporary Lorry Watch signing alone has shown significant decreases in HGV traffic in some areas. Further information can be found at <https://www.kent.gov.uk/roads-and-travel/travelling-around-kent/lorries-and-hgv/lorry-watch>.

Please contact the Freight Team at [freight@kent.gov.uk](mailto:freight@kent.gov.uk) if you require further information.

### Have your say – *Installation of Double Yellow Lines, \*location*

Following concerns raised by residents, \*\*\* *Parish/ Town Council* and Kent County Council's (KCC) Highway Improvements Team have been reviewing on-street parking provision in \*\*\* and we have ascertained a number of roads where additional parking restrictions could be installed to facilitate access and turning.

Ahead of any statutory consultation, we are canvassing local opinion and we have provided this feedback questionnaire for you to tell us your views.

If there is no clear consensus, or a strong view that parking restrictions should not be implemented, then these proposals may be abandoned. Either way, the outcome of this pre-consultation engagement will be discussed in detail by \*\*\* *Parish/ Town Council* and the feedback will be taken into account as part of any decision-making process.

We are proposing to install double yellow lines on sections of the following roads, as shown on the enclosed map(s):

- 
- 
- 

Please answer the questions below and email your responses to: *\*Parish/ Town Council email address* or post them to *\*Parish/ Town Council postal address*. **The deadline to receive responses is \*\*\*.**



**Q1. Are you responding as...?**

Please select the option from the list below that most closely represents how you will be responding to this consultation. *Please select **one** option.*

<input type="checkbox"/>	A <i>Parish/Town</i> resident
<input type="checkbox"/>	A resident from somewhere else
<input type="checkbox"/>	On behalf of a friend or relative ( <a href="#">please complete this questionnaire using their information</a> )
<input type="checkbox"/>	A representative of a local community group or residents' association
<input type="checkbox"/>	On behalf of a charity or Voluntary, Community or Social Enterprise organisation (VCSE)
<input type="checkbox"/>	On behalf of a local business
<input type="checkbox"/>	On behalf of a Parish / Town / Borough / District Council in an official capacity
<input type="checkbox"/>	A Parish / Town / Borough / District / County Councillor
<input type="checkbox"/>	On behalf of an educational establishment, such as a school or college
<input type="checkbox"/>	On behalf of the emergency services
<input type="checkbox"/>	Other, please specify:

--

**Q1a. If you are responding on behalf of an organisation, please tell us the name of your organisation. Please write in below.**

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**Q2. Please tell us the first 5 characters of your postcode:**

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Please do not reveal your whole postcode. If you are responding on behalf of an organisation, please use your organisation's postcode. If you are responding on behalf of someone else, please use their postcode. We use this to help us to analyse our data. It will not be used to identify who you are.

**Q3. Do you agree with the proposals to decrease on street parking as shown on the attached plan(s)? Please select *one* option.**

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Don't know

**Q4. Please tell us the reason for your answer to Q3, using the box below.**

--

**Q5. Is there a particular road where you feel that parking should be decreased? Please select *one* option.**

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Don't know

**Q6. If "Yes" please specify which road, and why, using the box below.**

--

**Q7. Do you have any other comments on these proposals?**

Please do not include any personal information that identifies who you are.

--

- Kent Police [Roadspol.td@kent.pnn.police.uk](mailto:Roadspol.td@kent.pnn.police.uk)
- Kent Fire and Rescue Service [enquiries@kent.fire-uk.org](mailto:enquiries@kent.fire-uk.org)
- Ambulance Service [enquiries@secamb.nhs.uk](mailto:enquiries@secamb.nhs.uk)
- Road Haulage Association [Southern-eastern@rha.uk.net](mailto:Southern-eastern@rha.uk.net)
- Freight Transport Authority [trafficordersgreatersoutheast@fta.co.uk](mailto:trafficordersgreatersoutheast@fta.co.uk)
- [County Councillor](#) (if applicable)
- District/Borough Councillor
- Parish Council (if applicable)
- Local Bus Operators (See [KCC website](#) for local bus operators)
- Affected Dwellings (those immediately affected)



## Highway Improvements Team working in Partnership with **XXXX** Parish Council Highway Improvement Plan

Submission Date: **XXXX** 2022

(Please remember that the HIP is for new initiatives/measures/schemes in your community – it is NOT to be used as a maintenance log, as these MUST be logged using the online reporting tool via this link <https://www.kent.gov.uk/roads-and-travel/report-a-problem> )

### HIP Front Cover

HIP Version	Submitted by (Name)	HIP Date	Record Of Meeting Dates with KCC Virtual or Face to Face	County Member	
1					
Please list below the funding opportunities/Sources for HIP initiatives/Measures				I.e., County Member, Parish Precept Donation, LTP	
Are you an active member of the Speed Watch Scheme?		Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you an active member of the Lorry Watch Scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name of HIP Representative		Contact Telephone Number		Email Address	
Name of Clerk		Contact Telephone Number		Email Address	
Name of Chair		Contact Telephone Number		Email Address	
KCC Project Manager Team	Community & Engagement Team (EAST)	Contact Telephone Number	03000 418181	Email Address	<a href="mailto:east.highwayimprovements@kent.gov.uk">east.highwayimprovements@kent.gov.uk</a>

- Please note the Priority column MUST be those issues which are regarded as the most important (No 1 being your highest priority, then filtering down)  
KCC is unable to guarantee that all your requests will be deliverable, but Project Managers can investigate your top 1 or 2 priorities per year.

Please Note: Highway Improvement Plans will only be accepted if they are in this prescribed template format. **PLEASE DO NOT ALTER IN ANY WAY.**  
Whilst this is intended to be a living document for your Parish Council, KCC can only make resources available to review your HIP annually –  
**XXXX's** review is on or after **XXXX** each year.



## Highway Improvements Team working in Partnership with XXXX Parish Council Highway Improvement Plan

### Live Priorities Record

Priority	Location	Problem/Concern	What do you feel are the potential solutions?	KCC Comments (This column is to be completed by Project Manager ONLY)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				



## Highway Improvements Team working in Partnership with XXXX Parish Council Highway Improvement Plan

### Historical Priorities Record

No	Location	Problem/Concern	What do you feel are the potential solutions?	KCC Comments

This report will be made  
public on 30 January 2024

**Folkestone  
Town Council**



Report Number **CS/24/356**

**To:** Community Services Committee  
**Date:** 6th February 2024  
**Status:** Public Report  
**Responsible Officer:** Town Clerk

**SUBJECT:** Christmas Lighting Schemes

**SUMMARY:**

This report details the existing Christmas lighting infrastructure in the Town Centre and Cheriton and proposed development of the schemes.

**REASONS FOR RECOMMENDATION:**

The Council is asked to agree the recommendations set out below because:

- 1) The Christmas lights are free for the townspeople to enjoy as a 'kick-start' to Christmas and support local retailers, businesses and other organisations in encouraging footfall into the town.
- 2) The Christmas lighting schemes, and associated festivities support the Councils mission to revitalise our town of Folkestone, restore and develop civic pride, regenerate and enhance community spirit.

**RECOMMENDATIONS:**

- 1) To receive and note report CS/24/356
- 2) Determine any development and enhancement of the Christmas lighting scheme for 2024 and beyond.

*Aims and Objectives – To make available to the community as many leisure, sport and cultural opportunities as possible and to support and enhance facilities in Folkestone.*

*Financial Implications – circa £41,000 supported by Christmas Lighting Budget*

*Equal Opportunities – Access to all*

## 1. INTRODUCTION

1.1 The current lighting schemes in Folkestone Town Centre and Cheriton High Street, except for ad hoc replacements of broken decorations (inc. lighting strings in trees, large Christmas motifs and various infrastructure) were last significantly updated in 2018.

1.2 The objectives included, but were not limited to:

- Promoting social and physical wellbeing within Folkestone.
- Protecting, promoting and representing the interests of local residents, retailers, businesses and community organisations.
- Engaging with the local community and encouraging civic pride.

## 2. CURRENT PROVISION

2.1 2024 will be the 12<sup>th</sup> year of Council's responsibility for the Towns Christmas Lighting schemes.

## 3. FUNDING / COSTS

3.1 The 2024/25 budget for Christmas lighting and infrastructure is £41,000.

3.2 The costs for Christmas lighting provision in 2023 are listed below at (3.3 & 3.4).

### 3.3 TOWN CENTRE

<i>Service, Repair, Test and Install Christmas Lighting Scheme</i>	£12,800.00
<i>Town Hall Christmas Tree inc. collection, delivery, install (with telehandler) and disposal</i>	£635.00
<i>Callout &amp; reinstate various faulty Christmas light installations during festive period.</i>	£2,900.00
<i>12No x Blue Glitter LED Garland and 6No x Gold LED Garland to replace unrepairable strings in existing lit trees on Sandgate Road</i>	£2,880.00
<i>18No x Etoile Stelly Stars 50 x 50cm to replace unrepairable existing ceiling of light motifs on Guildhall Street and Sandgate Road</i>	£2,160.00
<i>Installation of above Garlands and Stelly Stars</i>	£1,700.00
<b>£23,075</b>	



### 3.4 CHERITON WARD

<i>Service, Repair, Test and Install Christmas Lighting Scheme</i>	<b>£1,690.00</b>
<i>3No x Transformers for existing Cheriton Lit Trees</i>	<b>£287.75</b>
<b>£1,977.75</b>	

#### 4. EXISTING SITES REQUIRING REPAIR TO AND / OR REPLACEMENT OF CHRISTMAS LIGHTING INSTALLATIONS (Costings below are estimated based on charges for these sites in 2018.)

1. The roundabout at the junction of Castle Hill Avenue and Bouverie Road West. This site has 4No x trees. The existing strings of lights require repair or removal to be replaced with new strings. **£10,000**
2. The roundabout at the junction of Castle Hill Avenue and Sandgate Road. This site has 4No x trees. The existing strings of lights require repair or removal to be replaced with new strings. **£10,000**
3. 7No x trees on Sandgate Road. The existing strings of lights require repair or removal to be replaced with new strings: **£14,000**
  - 2 No x Trees O/S Papas Fish Bar
  - 1 No x Tree O/S Browns
  - 1 No x Tree O/S Café Ganmac
  - 2 No x Trees O/S The Wishing Well
  - 1 No x Tree O/S Landau
4. The Town Hall illuminated Christmas lighting curtain strings all require removal to be replaced with a new installation. **£5,000**
5. Cheriton High Street. This site has 11No x trees. The existing strings of lights require removal and replacement. **£20,000**

#### 5. CHRISTMAS LIGHTING REVIEW PROCESS

Given the last significant review and enhancement of the schemes in Folkestone & Cheriton was last undertaken in 2018, Council is required to determine how it wishes to proceed with the current lighting scheme.

FTC Officers have attended numerous meetings with F & HDC and their partners in respect of the District Council led Levelling Up Fund project – ‘Folkestone a Brighter Future’ and have been advised that the associated and extensive renovation work will start in the town centre in June / July

and carry on until 2025 (a comprehensive update will be provided by the Communities & Events Officer at the committee meeting).

As such, Members should be mindful of the implications of these planned works and the unavoidable significant impact this will have on the town centre / precinct including potential accessibility issues at certain times depending on the work being undertaken.

This will inevitably cause difficulties / obstructions in relation to installing Christmas lighting and any required emergency repairs and potentially limit the footfall to the Town Centre during certain works.

#### **4.1 OPTION 1**

With the high costs (detailed above) associated in bringing the Folkestone and Cheriton schemes back to a standard similar to that of 2018 and that the works in respect of the Folkestone A Brighter Future Project may significantly affect the ability to carry out lighting installations in the Town Centre, Members consider lights to be installed in a concentrated area near to where the Christmas lights switch on events are held, therefore, directly outside the Town Hall and in the shopping area to the left and right of Community Network on Cheriton High Street with any remaining 2024 Christmas Lighting budget to be vired to the General Reserve with a view to reviewing the entire lighting schemes for 2025.

#### **4.2 OPTION 2**

Review the entire lighting schemes in Folkestone Town Centre and Cheriton - consider and determine which of the installations and sites as detailed above should be installed and whether the Committee wishes to continue investing and adding to FTC's existing stock to further enhance the scheme.