



FOLKESTONE TOWN COUNCIL

Date of Publication: 2nd February 2023

AGENDA

Meeting: **Climate and Environment Committee**
Date: **Thursday 9th February 2023**
Time: **7 p.m.**
Place: **Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone.**

To: **The Climate and Environment Committee**
(All other Councillors for information only)

YOU ARE HEREBY SUMMONED to attend a meeting of the Climate and Environment 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 give notice prior to the meeting to the Town Clerk.

P Cross
Finance Officer

1. **APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence.
2. **APPOINTMENT OF VICE CHAIRMAN**
To appoint a Vice Chairman of the Committee for the remainder of the 2022/23 Municipal Year.
3. **DECLARATIONS OF INTEREST**
To receive any declarations of either personal or prejudicial interest that

Members may wish to make.

4. MINUTES

To receive the Minutes of the meeting of the Climate & Environment Committee held on 9th June 2022 and to authorise the Chairman of the Committee to sign them as a correct record.

5. PLASTIC FREE FOLKESTONE

As a Member of Plastic Free Folkestone, Councillor Belinda Walker will provide an update on their recent activities and advise of any ways in which FTC can support this worthwhile initiative.

6. C & E OFFICER REPORT CE/23/329

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

7. FLOWER & SHRUB BED MAINTENANCE INCLUDING NEW PLANTERS 2023 / 24

The Committee will be updated on F & HDC planting and maintenance in 2022/23. Members are asked to approve the release of £35,000 from the 2023 / 24 Parks, Gardens & Recs - Flowerbeds budget and consider whether they wish this to include the acquisition of new planters, and plants to fill them, in Wards where it is difficult to plant trees.

8. PLAY PARKS REPORT CE/23/331

The committee is asked to receive and note Report CE/23/331

9. DATE OF NEXT MEETING

Tuesday 4th April 2023 @ 7pm (TBC)

FOLKESTONE TOWN COUNCIL

Minutes of the Climate and Environment Committee meeting held on Thursday, 9th June 2022 at 7pm at the Town Hall.

Present: Councillors Abena Akuffo – Kelly, Ray Field, David Horton and Jackie Meade.

Absent: Councillors Ann Berry, Richard Wallace and Tim Prater

In attendance: Vicky Deakin – Communities & Events Officer

43. APOLOGIES FOR ABSENCE

Apologies from Councillors Danny Brook (stuck in traffic) and Michelle Keutenius (work) were received and approved.

44. APPOINTMENT OF CHAIRMAN

RESOLVED: That Councillor Abena Akuffo-Kelly be appointed as Chairman of the Committee for the 2022/23 Municipal Year.

Proposed: Councillor David Horton

Seconded: Councillor Jackie Meade

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

45. APPOINTMENT OF VICE CHAIRMAN

Due to the meeting not having full attendance from Members, there were no nominations for Vice Chairman and therefore it was

RESOLVED: That the appointment of a Vice Chairman be deferred to the next meeting.

Proposed: Councillor Jackie Meade

Seconded: Councillor David Horton

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

46. DECLARATIONS OF INTEREST

There were no declarations of interest.

47. MINUTES

The committee were asked to receive the Minutes of the meeting of the Climate & Environment Committee held on 3rd February 2022 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting held on 3rd February 2022 be receive and signed as a correct record.

Proposed: Councillor Jackie Meade

Seconded: Councillor David Horton

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

48. REVIEW OF THE TERMS OF REFERENCE

In line with the Town Council's adopted standing orders, the Committee is asked to consider the terms of reference for the Climate & Environment Committee.

RESOLVED: That the Terms of Reference be re-adopted without any changes and that there be a Plastic Free Folkestone item on every forthcoming agenda to facilitate members of this external body to update the committee on all developments, initiatives and projects relating to this.

Proposed: Councillor David Horton
Seconded: Councillor Jackie Meade
Voting: F:4, Ag:0, Ab:0

49. WORKING GROUPS 2022/23

The Committee were asked to approve nominations for 2022/23 Working Groups.

RESOLVED: To adopt the following working groups and that the C & E Officer write to all Town Councillors inviting them to join any they wish to be a Member of:

Play Parks
Fairtrade (Champions)
Allotment (Ambassador)

Proposed: Councillor Jackie Meade
Seconded: Councillor David Horton
Voting: F:4, Ag:0, Ab:0

50. FOLKESTONE TOWN COUNCIL PLAY PARKS

The 'Folkestone Town Council Play Parks Upgrade' document, inviting contractors to submit tenders to upgrade the eight parks recently adopted by the Town Council, was completed, and published on the public sector contracts finder portal.

The following timetable was agreed:

- 9th May 2022 - ITQ Contract Notice Published & All Documents available electronically
- 16th June 2022 at 12 noon - Tenders returned to Town Clerk (as per Financial Regulations)
- 16th June - Tenders assessed (reported to F&GP)
- 20th June 2022 - Contracts issued (subject to approval of winning tender at F&GP)
- 11th July 2022 - Contract works commence (start on site)

The tender documents have already received some interest and it is hoped that this will result in competitive tenders being received on the 16th June. In line with Financial Regulations, all tenders will be opened by the Town Clerk in the presence of one member. A panel made up of the Town Clerk, the Communities and Grants Officer and a representative from Martello Building Consultants together with the member will score the tenders there and then, the details, excluding contractor names, would be signed off at the Finance and General Purposes Committee meeting 16th June 2022. The Committee is asked to nominate a member from the Climate and Environment Committee to attend the opening of the tenders on the 16th June 2022.

Noted

51. COMMUNITIES & EVENTS OFFICER REPORT CE/22/314

The committee were asked to receive, note and approve the recommendations of the report.

RESOLVED:

- That Report CS/22/314 be received and noted.
- To support the C & E Officers application submission to the Fairtrade Foundation for Folkestone to be awarded Fairtrade Town Status.
- To approve the release of £500 from the Local Projects Budget to assist in the delivery of ongoing Fairtrade initiatives in support of FTC's imminent submission of its Fairtrade Town status submission.

Proposed: Councillor Jackie Mead

Seconded: Councillor David Horton

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

52. CLIMATE ACTION PLAN

Members were updated as to the status of the acquisition of the electric minibus and advised the project is currently postponed due to the inability to procure a vehicle within the grant received because of financial and resource issues caused by the coronavirus pandemic.

Noted

53. DATE OF NEXT MEETING

6th October 2022 @ 7.00pm

The meeting concluded at 7.20pm.

Chairman

Date

This report will be made
public on 2nd February
2023

**Folkestone
Town Council**



REPORT NUMBER CE/23/329

To: Climate & Environment Committee
Date: 9th February 2023
Responsible Officer: Town Clerk
Subject: Communities & Events Officer Report

SUMMARY:

This report provides an update on the delivery and development of services, initiatives and events led by the Communities & Events Officer covering the period from June 2022 to January 2023.

REASONS FOR RECOMMENDATION:

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

To identify what aspects of our Climate & Environmental responsibilities within Folkestone Town Council require priority delivery, and to consider the provision of additional services to develop existing initiatives. 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 CE/22/329
2. To approve the virement of £500 from the 2023 / 24 Local Projects Budget to be allocated to the Fairtrade initiative to facilitate continued engagement with local business and residential communities whilst sustaining momentum for this project.

Aims and Objectives – *To enhance the current services to the community*
Financial Implications – *Services Budget 2022/23 £106,350*
Equal Opportunities – *Access to all*

1. INTRODUCTION

The intent of this report is to summarise the development and delivery of projects, initiatives and events between June 2022 and January 2022.

2. FAIRTRADE TOWN STATUS FOR FOLKESTONE – www.fairtrade.org.uk

- 2.1 The Communities and Events Officer will update the Committee in respect of the current situation regarding Folkestone Town Council's application submission.
- 2.2 FTC continues to focus on raising further awareness of the Fairtrade Foundation aims and objectives and is hosting information stands at various upcoming local events (further information will be published on our website and social media pages as dates / times are confirmed).
- 2.3 The Town Hall Fairtrade product display consistently generates public questions and interest in the Fairtrade message.
- 2.4 The C & E Officer recently wrote again to all local schools, youth organisations, community groups, faith groups, local businesses and retailers inviting them to join the Fairtrade Steering Group. At its second meeting on Thursday 15th April 2022 Members reviewed the Fairtrade Action Plan and identified, agreed and assigned specific tasks with a lead for each nominated.
- 2.5 The C & E Officer is developing a Fairtrade Folkestone PowerPoint presentation to be received by local groups and organisations to encourage their involvement and engagement with the initiative.
- 2.6 Promotional materials are currently being distributed to retailers, food & drink establishments and other businesses to further spread the Fairtrade message and details of what we are aiming to achieve.
- 2.7 The Fairtrade Champion, Cllr Jackie Meade and the Communities & Events Officer will update the Committee in respect of ongoing tasks, continuing engagement with the local business and residential communities whilst sustaining momentum for this initiative. Members views are sought.

3. TREE PLANTING 2022 / 23 and 2023 / 24

- 3.1 The Communities and Events Officer will update the Committee regarding this year's tree planting schedule further to the Tree Working Group meeting on Thursday 29th September 2022 with significant work being carried out by and, support and feedback from Members.
- 3.2 All Town Councillors were invited to nominate sites in their respective Wards to facilitate equal coverage across Folkestone.
- 3.3 Following the death of Her Majesty The Queen, and the wishes of His Majesty The King, The Queen's Green Canopy (QGC) initiative will be extended to the end of March 2023 to give people the opportunity to plant trees in memoriam

to honour Her Majesty. Any trees planted by KCC on our behalf will include a commemoration plaque identifying it as part of the Queens Green Canopy.

- 3.4 Members views and details of suggested planting sites are again sought for the 2023 / 24 Tree Planting Schedule. Any hard sites (i.e. footpaths) must be agreed by no later than end April 2023 to facilitate pit creation in time for planting between October 2023 – March 2024.

4. LOCAL COMMUNITY PROJECTS

- 4.1 The C & E Officer will brief the committee in respect of local projects currently being considered for support by FTC including:
- Sunshine House - Repair Café
 - Sunshine House - Kintsugi Art

This report will be made
public on 2 Feb 2023

**Folkestone
Town Council**



REPORT NUMBER CE/23/331

To: Climate & Environment Committee
Date: 9 February 2023
Responsible Officer: Town Clerk
Subject: Play Parks

SUMMARY:

This report gives an overview of the refurbishment of the Folkestone Town Council parks.

REASONS FOR RECOMMENDATION:

The refurbishment is close to finishing and this report will give Councillors an overview of the work carried out and future maintenance considerations.

RECOMMENDATIONS:

- 1. To receive and note Report CE/23/331**

Aims and Objectives – Continuing to improve the appearance and quality of the environment in which we live.

Financial Implications – Parks, Gardens & Recs – Play Areas has a budget of £35,000.

Equal Opportunities – Access to all

1. INTRODUCTION

Safeplay Playground Services were awarded the tender to refurbish the play parks after impressing the Parks Working Group with their innovative designs and attention to detail for the brief. The refurbishment of the parks started in October 2022 and is due for completion week commencing 6th February 2023 (subject to the weather).

2. MAINTENANCE

As part of the tender, Safeplay has conducted the annual inspections for all the play areas, all equipment installed is covered by the following guarantees/warranties and material specifications:

- 30 year guarantee - Structural strength of steel and stainless steel.
- 15 year guarantee - Structural strength of Robinia posts.
- 15 year guarantee - Structural failure of steel and stainless steel, for dynamic equipment.
- 10 year guarantee – Structural failure of high density polyethylene and high pressure laminates components.
- 5 year guarantee - Corrosion of stainless steel and hot dip galvanized and powder coated components; against bark beetles and rot in case of wooden structural elements.
- 5 year guarantee on springs.
- 3 year guarantee on installation work (excluding vandalism).
- 3 year guarantee on maintenance work (excluding vandalism).
- 5 year guarantee on surfacing work (see 'Appendix 4 - Safeplay Wetpour Guarantee').
- All new products are TUV certified (certificates can be provided upon request)
- All new products are certified to the EN1176 playground standards.
- All new surfacing is certified to the EN1177 surfacing standards.
- All MUGA products are certified to the EN15312 MUGA standards.
- All work completed by Safeplay is EN1176 compliant.
- Materials used by Safeplay are FSC certificated.
- New installations are from manufacturers who are SO 14001:2015 certified. The International Standard ISO 14001:2015 specifies requirements for an environmental management system that an organization can use to improve the environmental performance of its operations.

The Town Council has a structure in place for reporting, repairing faults and replacing parts and we have an electronic system for recording and checking on these repairs.

Each park now has a new sign with an email and contact number for the Town Council. Work carried out will be with guarantees and warranties where applicable.

Tree works, as per report F-22-318, are now complete. The Communities and Grants Officer will be looking at replacement trees next winter.

3. FINANCIAL IMPLICATIONS

The parks refurbishment work has stayed within the budget set. However, after designs had been agreed, the Communities and Grants Officer was contacted by a member of the public to enquire about accessibility at Roman Way and requested a path over the grassy area to enable her disabled son to walk more easily over to the play area. A grant of £9,000 was awarded from The Roger DeHaan Charitable Trust, which enabled the pathway and the addition of accessible equipment.

The Town Council has an annual budget of £35,000 in place for grass and hedge cutting, repairing faults and replacing parts, litter picking and weekly RoSPA checks.

Below are the set costs for 2022/23, excluding any repairs required.

<i>Location</i>	<i>Annual grounds maintenance</i>	<i>RoSPA Weekly Checks x 50 weeks</i>	<i>Litter pick x 10 May-Sept (1x every 2 weeks)</i>	<i>Litter pick x 8 Sept-April (1 x per month)</i>	<i>Total Payable (per annum)</i>
Naseby Av	£1,940.00	£750.00	£250.00	£200.00	
George Gurr	£2,625.00	£750.00	£250.00	£200.00	
Firs Lane	£2,000.00	£750.00	£250.00	£200.00	
Downs Road	£2,250.00	£750.00	£250.00	£200.00	
Roman Way	£2,565.00	£1,000.00	£250.00	£200.00	
Southern Way	£2,315.00	£1,000.00	£250.00	£200.00	
Pine Way	£1,940.00	£1,000.00	£250.00	£200.00	
Coniston Road	£2,750.00	£750.00	£250.00	£200.00	
Totals	£18,385.00	£6,750.00	£2,000.00	£1,600.00	£28,735.00

4. RECOMMENDATIONS

To Receive and Note Report CE/23/313