

Folkestone Town Council



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Date of publication: 30 July 2019

AGENDA

Meeting: **Community Services Committee**
Date: **6 August 2019 (Tuesday)**
Time: **7.00 p.m.**
Place: **Town Council Offices, The Town Hall, 1 – 2 Guildhall Street, Folkestone**

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 give notice prior to the meeting to the Town Mayor, Committee Chairman or Town Clerk.

Jennifer Childs
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 4th June 2019 and to authorise the Chairman of the Committee to sign them as a correct record.



4. YOUTH FESTIVAL OF REMEMBRANCE

The Town Council has financially supported the Youth Festival of Remembrance since it was established. At its meeting on 3rd October 2017 the Community Services Committee resolved: *'That FTC wishes to support local cadets in providing an opportunity for them to take part in an annual youth/cadet event with the Youth Festival of Remembrance to receive £2,000 annual funding from the Youth Facilities Budget to facilitate this with immediate effect'*.

The Committee currently has £2,000 earmarked in Youth Facilities and is asked if it wishes to agree to a Service Level Agreement and release the funds from the 2019/20 budget.

5. TREES 2019/20

Further to a draft Tree Planting Schedule (attached) currently being developed, the Committee are invited to consider proposals for additional sites. Members are asked to send any suggestions for tree sites in their wards to Councillor Richard Wallace and / or Vicky Deakin (Communities & Events Officer) to be reviewed by KCC prior to them being put to committee in October when the Tree Planting Schedule will be finalised.

6. FOLKESTONE TOWN COUNCIL - TREE CHARTER BRANCH UPDATE

At its meeting on 3rd October 2017 the Community Services Committee resolved *'To become a 'Champion' for the scheme, sign up to the Charter and also apply for a Legacy Tree'*.

The Communities and Events Officer will update Members in respect of the implications and responsibilities of Folkestone Town Council being a Charter Champion, National Tree Week, Tree Charter Day and potential projects to help build the movement and create a legacy for the Tree Charter in our Community.

Members views and suggestions are sought.

7. NOTICE OF MOTION

Councillor Abena Akuffo-Kelly would like to move a motion to request Folkestone & Hythe District Council reduce the price of parking or make parking free on set days to increase footfall in the town.

Councillor Abena Akuffo-Kelly would like to move a motion to review the bus shelters in the town and undertake a programme of repairs via a business sponsorship scheme.

Councillor Abena Akuffo-Kelly would like to move a motion to enter into dialogue with Kent County Council regarding bringing Folkestone library services under the control of Folkestone Town Council.

Councillor Abena Akuffo-Kelly would like to move a motion regarding setting a timetable for making Folkestone Town Council a more climate-conscious council.

Councillor Abena Akuffo-Kelly would like to move a motion regarding the diversification of Town Council funds to enable more cultural events such as bringing Pride in-house.

8. BUS SHELTERS

The Town Clerk has applied to Kent County Council under its Parish Bus Stop Shelter Grant Scheme for 2019-2020, if the applications are successful then match funding would be required. Councillor Belinda Walker recommended three shelters one in Central Ward and two in Cheriton which have been requested by members of the public and organisations and are supported by Stagecoach and Folkestone & Hythe District Council.

9. ALLOTMENTS RULES

The Committee is asked to receive and approve Allotment Rules v10 which includes additional items at number 5.

10. BT PUBLIC PAYPHONE REMOVALS

The Committees views are sought on this Community Consultation with responses to be submitted by Friday 9th August, 2019.

11. WORKING GROUPS 2019/20

At its meeting on 13 June 2019 the Finance & General Purposes Committee confirmed the membership of the Folkestone & Hythe District Council/Folkestone Town Council Working Group for the 2019/20 Municipal Year. As Councillor R West is chair of both the Community Services and Grants Committees, it was agreed that he should be included as Chair of the Grants Committee and Community Services should be represented by its Vice-Chair, Councillor P Bingham.

The Committee are asked to consider and elect a substitute.

12. FOLKESTONE MUSEUM ADVISORY GROUP

A member from the museum working group is required to attend the FMAG together with the Mayor, a nomination is therefore sought.

13. LITTER BINS

Councillor Ray Field has highlighted some damaged bins in Harbour Ward, one of which belongs to us, it is proposed that this bin is replaced with a larger capacity bin and costs are being sought. It would be helpful if all members could advise if there are any other damaged blue and gold bins in their wards.

14. BUDGET

The Committee is asked to consider any proposals they wish to make for the Community Services Budget 2020/21 and to bring them forward at the next meeting on 1st October 2019.

15. DATE OF NEXT MEETING – 1st October 2019

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Council offices, The Town Hall, 1 – 2 Guildhall Street, Folkestone on Tuesday 4th June 2019 at 7pm.

Present: Councillors Abena Akuffo-Kelly, Ann Berry, Paul Bingham and Peter Gane.

**In attendance: Jennifer Childs – Town Clerk
Vicky Deakin – Communities and Events Officer**

1039. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Roger West, Belinda Walker, Jonathan Graham and Michelle Dorrell.

1040. APPOINTMENT OF CHAIRMAN

RESOLVED: That Councillor Roger West be appointed as Chairman for the Committee for the 2019/20 Municipal Year.

Proposed: Cllr Peter Gane
Seconded: Cllr Ann Berry
Voting: F:4, Ag:0, Ab:0

In the absence of Councillor West, the Town Clerk asked the Committee to appoint a Chairman for this meeting.

RESOLVED: That Councillor Peter Gane be appointed Chairman for this meeting.

Proposed: Cllr Paul Bingham
Seconded: Cllr Abena Akuffo-Kelly
Voting: F:4, Ag:0, Ab:0

1041. APPOINTMENT OF VICE CHAIRMAN

RESOLVED: That Councillor Paul Bingham be appointed as Vice Chairman for the Committee for the 2019/20 Municipal Year.

Proposed: Cllr Ann Berry
Seconded: Cllr Abena Akuffo-Kelly
Voting: F:4, Ag:0, Ab:0

1042. DECLARATIONS OF INTEREST

Cllr Ann Berry declared a personal interest in relation to the Folkestone Great War Baseball Game.

1043. MINUTES

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 2nd April 2019 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting 2nd April 2019 be received and signed as a correct record.

Proposed: Cllr Peter Gane
Seconded: Cllr Ann Berry
Voting: F:4, Ag:0, Ab:0

1044. REVIEW OF THE TERMS OF REFERENCE

In line with Councils adopted standing orders the Town Clerk requested that members review the Terms of Reference for the Community Services Committee.

RESOLVED: That the existing Terms of Reference remain unchanged.

Proposed: Cllr Paul Bingham
Seconded: Cllr Ann Berry
Voting: F:4, Ag:0, Ab:0

1045. WORKING GROUPS

The Committee were asked to approve nominations for membership to the 2019/20 working groups.

RESOLVED: To adopt the following working groups and nominations.

Christmas (Volunteers) - Councillors Peter Gane, Roger West, Conor McConville, Jonathan Graham, Nicola Keen.

Museum (Ambassadors) – Councillors Jackie Meade, Roger West, Paul Bingham, Michelle Dorrell, David Horton.

Environment (Champions) – Councillors Roger West (Allotments), Jackie Meade (Fairtrade), Ann Berry (Flowers), Richard Wallace (Trees), Belinda Walker (Plastic Free), Abena Akuffo-Kelly (Climate Change).

Proposed: Cllr Peter Gane
Seconded: Cllr Paul Bingham
Voting: F:4, Ag:0, Ab:0

1046. FAIRTRADE

It was noted that Council needs to meet five goals to submit an application to be formally awarded Fairtrade Town Status by the Fairtrade Foundation; some of which have already been achieved.

Work towards Goal 4: '*Attract media coverage and popular support for the campaign*' and Goal 5: '*Set up a local Fairtrade steering group to ensure the Fairtrade Town campaign continues to develop and gain new support*' will be

championed by Councillor Jackie Meade.

1047. CLIMATE CHANGE

As a member of the Cinque Ports, committee was asked to consider facilitating the reduction of carbon emissions.

Resolved: That Folkestone Town Council wishes to facilitate the reduction of carbon emissions by:

- **Committing to becoming a carbon-neutral organisation by 2030.**
- **Seeking ways to encourage our community to reduce direct and indirect CO2 emissions and to become resilient to climate change.**
- **Taking active steps, wherever possible to encourage:**
 - a) **More sustainable transport**
 - b) **Reductions in energy use in homes and businesses**
 - c) **Use and development of renewable energy sources**
 - d) **Production, sale and consumption of locally sourced food**
 - e) **Any other methods of achieving the aims above**
- **Requesting Finance & General Purpose release £5,000 from the New Services Reserve to support this initiative.**

Proposed: Cllr Peter Gane

Seconded: Cllr Ann Berry

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

1048. SINGLE-USE PLASTIC FREE

Committee was asked to consider pledging to become a 'single-use plastic free' Council, this would mean phasing out the use of 'single use plastic' (SUP) products such as bottles, cups, cutlery, food containers and drinking straws in all council activities wherever it is reasonable to do so and encouraging other organisations to do the same, by championing alternatives such as reusable water bottles and developing local initiatives under a 'Plastic-Free Folkestone' banner.

RESOLVED: That the Council pledges to become a 'single-use plastic free' Council and adopts the Plastic Free Communities Toolkit.

Proposed: Cllr Abena Akuffo-Kelly

Seconded: Cllr Paul Bingham

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

1049. FOLKESTONE MUSEUM REPORT CS/19/252

Committee reviewed report CS/19/252. Councillor Bingham advised he may have some memorabilia that would compliment the Channel Tunnel Exhibition.

RESOLVED: That the committee receive and note Museum Report CS/19/252 and request the Museum Officers deliver a presentation to the Town Council.

Proposed: Cllr Peter Gane
Seconded: Cllr Ann Berry
Voting: F:4, Ag:0, Ab:0

1050. ARMED FORCES DAY

The Town Clerk advised committee that following the Safety Advisory Group meeting for the 2019 Armed Forces Day event, additional recommendations were needed to be put into place to ensure a safe event is delivered.

RESOLVED: That Finance & General Purpose release funds as necessary from the New Services Reserve to cover the extra costs being accrued following the recommendations made by Safety Advisory Group.

Proposed: Cllr Peter Gane
Seconded: Cllr Paul Bingham
Voting: F:4, Ag:0, Ab:0

1051. FOLKESTONE GREAT WAR BASEBALL GAME

The Town Clerk updated committee regarding the funding situation for this event and the links between Council and the Canadian Armed Forces.

RESOLVED: That up to £1,500 is allocated from the Local Projects budget to support a Folkestone Great War Anglo/Canadian Baseball Game at Three Hills Sports Ground on the 16th June via a Service Level Agreement and for the Town Clerk to manage this via her delegated authority.

Proposed: Cllr Peter Gane
Seconded: Cllr Paul Bingham
Voting: F:4, Ag:0, Ab:0

1052. KCC LIBRARIES

At the Annual Assembly of the Town of Folkestone on the 21st May a question was raised by a member of the public regarding the consultation around a reduction in library opening hours and resources. Committee noted that the Town Clerk had contacted Kent County Council and asked for an update, but no response had been received to date.

1053. SIDNEY COOPER WESTON FOUNTAIN

At the Annual Assembly of the Town of Folkestone on the 21st May a question was raised by a member of the public regarding the relocation of the Sidney Cooper Weston Fountain from the East Cliff to the Harbour.

Committee noted that the Town Clerk advised that she had contacted Folkestone & Hythe District Council's property department who confirmed that 'FHDC has no intention to re-position the fountain, nor is it looking to complete any works to the fountain at this time'.

1054. ADDITION OF NAME TO FOLKESTONE SECOND WORLD WAR MEMORIAL

The Town Clerk advised that Council had been approached by the family of Henry James Savery who served with 'The Royal Tank Regiment, Royal Armoured Corps' in the Second World War and died on 19th July 1944 in Normandy. Evidence has been provided showing that Henry James Savery and his parents lived in Folkestone when he was born, and it is therefore requested that his name be added to the War Memorial in Folkestone.

RESOLVED: That Henry James Savery be added to the War Memorial

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

1055. CHRISTMAS CRAFT MARKET

Committee noted that the Town Clerk had been in discussion with the Town Mayor regarding the feasibility of a Christmas craft market in Guildhall St / Rendezvous St. The Town Clerk advised that she had contacted Folkestone & Hythe District Council who informed her that their market policy will not be completed until at least September 2019 but they believe that Folkestone Town Centre Management will be holding a Christmas market this year, however, a licence would be required to support any potential market. Further information will be brought before committee when it is available.

1056. DATE OF NEXT MEETING – 6th August 2019

.....Chairman

6 August 2019

Ward	Road	Location Description	W3W	Surface	Watering	Resident Approved	Resident Details	Cost
Shorncliffe Road	Shorncliffe Road	O/S 207/209 KCC Tree planned with crossover funding now missing						
		1 x empty pit identified with exact location tbc						
	O/S 95 Shorncliffe Crescent	O/S 19 Gap in grass verge						
	St Hilda Road	32 Has filled tree pit on a sparse stretch of road						
		O/S 26 Existing tree pit						
	Royal Military Ave	O/S 58 Existing tree pit						
		O/S 32 (filled pit)						
	Chart Road - Services an issue	O/S 28						
		O/S 16 existing poor Cherry requires replacement						
Morehall Ave	Morehall Ave	O/S 15 filled pit - Residents' Chener' positive about new tree					Chener	
		O/S 9 filled tree pit						
		O/S 74 filled tree pit						
		O/S 18/20 filled tree pit - residents positive (Molovu)					Molovu	
		O/S 88 Hard tree pit - residents positive (Bailey)					Bailey	
		O/S 92 Has stump in small pit						
	Trimworth Road	O/S 19/21 Filled tree pit						
		O/S 37/39 empty pit - both residents approve Hornbeam or Norway Maple						
	Joyes Road (KCC Subsidence Review)	Chambers & P Murphy					P Chambers & P Murphy	
Archer Road	Archer Road	O/S 17/19 Empty tree pit - both residents approve (Mr & Mrs Parsons and Mrs M Davy)					Mr & Mrs Parsons and Mrs M Davy	
		RW/BH would like to recover a couple of filled tree pits in former Avenue:						
		O/S 58						
		O/S 7 - Mr Briggs positive					Mr Briggs	
		O/S 46						
		11 - 13 Residents Marshalls and Mrs Rumsey approve					Marshall and Mrs Rumsey	
	Dawson Road	Side of 64 Archer Road - stump in small pit						
	Garden Road (known subsidence)	O/S 6 Hard tree pit (Mrs Gibbs would like a Cherry or similar - No 2 rejected a tree)					Mrs Gibbs	
		At side of Allendale Rd - stump in small pit						
Downs Road	Downs Road	O/S 44 Stump in small pit						
		O/S 82 Filled tree pit (Mortons approve)					Mortons	
		O/S 49 Stump in small pit						
		O/S 33 Diseased stump in small pit						
		O/S 21 Soft tarmac pit (Mr Flaherty positive)					Mr Flaherty	
		O/S 13/15 Dead 2018 tree						
	Bouverie Road West	O/S Ho Takeaway - Small empty tree pit						
		Residents feel this was cleared of trees in 1990's and could strat having a couple. BM is						
	Christchurch Rd (Nr Village Parade)	Investigating whether there is a service trench present.						
		O/S 3 stump in verge (Residents Joyce's have moved)						
Martens Road	Martens Road	Corner of Cornwallis Ave O/S 132 Cheriton Rd large verge						
		Long empty stretch here in a traditionally well tree'd area but hard surface road. O/S 9						
	Broadfield Road	& 11. If KCC feel appropriate for more trees						
		O/S 19/21 - Filled tree pit						
		O/S 9 - Prepared pit with 4 posts (Ms A O'Brien positive)					Ms A O'Brien	
		O/S 12						
	Limes Road	O/S 19 is tree dead? Possible replacement O/S No 2 if No 19 is diseased						
	St Georges Road	O/S 23 Stump in pit - to be replaced ?						

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THE TREE CHARTER

The Tree Charter | How to get involved



ABOUT

The National Association of Local Councils (NALC) has partnered with the Woodland Trust, the National Union for Students (NUS) and the Tree Council to embed the ten principles of the Charter for Trees, Woods and People (the Tree Charter) within communities across the UK.

The call for a **Tree Charter** (<https://treecharter.uk/home.html>) was initiated in 2015 by the Woodland Trust in response to the crisis facing trees and woods in the UK. Before the launch of the charter, there was no clear, unifying statement about the rights of people in the UK to the benefits of trees, woods and forests.

The Tree Charter was launched at Lincoln Castle on 6th November 2017. It sets out the principles for a society in which people and trees can stand stronger together.

NALC believes that local (town and parish) councils have a key part to play in protecting trees and woodland and believes they can do this by embedding the ten principles from the Tree Charter into their everyday practice.

You can show your support for the Charter's principles by **signing the Tree Charter** (<https://sign.treecharter.uk/page/6023/petition/1?locale=en-GB>)

Read the Tree Charter Toolkit for local councils (</library/news-stories/2664-charter-for-trees-woods-and-people/file>)

SIGNATURE GATHERING

We are asking local councils to encourage their local community to show support for the 10 Principles of the Tree Charter by signing these signature sheets.

Local councils can incorporate signature gathering into their events, activities and communications.

Find out more about the Tree Charter campaign (</library/our-work/tree-charter/2471-tree-charter-faqs-january-2017>)

Print out and use the signature sheet at your events (</library/publications/2789-tree-charter-signature-sheet/file>)

JOIN THE MOVEMENT - BECOME A CHARTER BRANCH

The Tree Charter draws its strength from the grassroots – from people and communities across the UK who stand up for trees, and help others to realise the importance of living by the charter's 10 Principles.

The charter branch network includes parish councils, schools, community woodland groups, artists and campaigners. By gathering the stories that shaped the 10 Principles, and collecting signatures in its support, charter branches have made the Tree Charter what it is, and given it the strength to make real impact in society. This grassroots movement for trees is needed more than ever to bring the charter's 10 Principles to life. This means shaping local policies to support the role of trees, and helping people understand the value of trees and what they can do to help them.

In 2018 the charter branch network will be able to utilise new resources and guidance developed by the Woodland Trust and other organisations which are committed to driving forward the Charter's legacy.

NALC is encouraging more local councils to become charter branches. Becoming a local council charter branch means you will join a network which is dedicated to delivering the principles of the Tree Charter to their communities. There are currently over 240 local councils who have decided to become charter branches and they have formed some of their policies around some of the principles in the Tree Charter. Your council may already be doing this ie through its neighbourhood plan for example. If you are looking to protect trees and woodland within your neighbourhood plan or have done something to actively encourage the planting of trees you are already ticking the boxes to become a charter branch.

To become a charter branch please download the form below and return it to policycomms@nalc.gov.uk (<mailto:policycomms@nalc.gov.uk>).

Download charter branch registration form. (</library/publications/2836-tree-charter-branch-and-champion-form-june-2018-002/file>)

If you are interested in becoming a charter branch please contact policycomms@nalc.gov.uk (<mailto:policycomms@nalc.gov.uk>) or call on 020 7637 1865.

TREE CHARTER DAY

This year, Tree Charter Day will be taking place on 30 November 2019. NALC is encouraging all local councils to get involved and celebrate the positive effects trees and woodland has had on their communities. There are plenty of ways you can do this from hosting a local event to taking a picture of your favourite tree and tweeting it to @NALC and @WoodlandTrust using #TreeCharter.

Use the **Tree Charter Day wallchart** (</library/publications/2788-tree-charter-day-wallchart/file>) and the case studies below to give you some ideas on how you can make a change.

- **Tree Charter Day Case Study: Devizes Town Council, Wiltshire** (</library/publications/2800-tree-charter-day-case-study-devizes-town-council/file>)
- **Tree Charter Day Case Study: Haywards Heath Town Council, Sussex** (</library/publications/2801-tree-charter-day-case-study-haywards-heath-town-council/file>)
- **Tree Charter Day Case Study: Laverstock and Ford Parish Council, Wiltshire** (</library/publications/2799-tree-charter-day-case-study-laverstock-and-ford-parish-council-wiltshire/file>)

- **Tree Charter Day Case Study: Leamington Town Council, Warwickshire** (</library/publications/2802-tree-charter-day-case-study-leamington-town-council/file>)
- **Tree Charter Day Case Study: Staveley Parish Council, Cumbria** (</library/publications/2803-tree-charter-day-case-study-staveley-parish-council/file>)
- **Tree Charter Case Study: West Swindon Parish Council** (</library/publications/2855-tree-charter-case-study-west-swindon-parish-council/file>)

If you have any questions please get in touch at policycomms@nalc.gov.uk (<mailto:PolicyComms@nalc.gov.uk>) or call on 020 7637 1865

LOCAL COUNCIL TREE POLICY

NALC recently undertook a **survey** (</news/entry/811-nalc-survey-shows-local-councils-have-a-big-environmental-role>) of local councils across the UK on behalf of The Tree Charter project. We found although 87% of local councils said issues around trees were discussed either frequently or sometimes during council meetings, only 22.8% of respondents indicated they have guiding policies concerning trees.

CHARTER BRANCH NEWSLETTERS

- **February 2019** (<https://mailchi.mp/4df7ec1be205/nalc-charter-branch-newsletter-february-2019>)
- **March 2019** (<https://mailchi.mp/91838773309f/charter-branch-newsletter-march-2019>)

RESOURCES

- **Template tweets and posts** (</library/our-work/tree-charter/2472-posts-for-charter-branches>)
- (</library/our-work/tree-charter/2472-posts-for-charter-branches>) A series of videos, starring celebrities such as Clive Anderson (<https://www.youtube.com/watch?v=gjuDtvLYi44>), John Humphrys (https://www.youtube.com/watch?v=Z11QUWBAgCQ&list=PLbKmvYI09zixa36rS_Sn-P1Pn0bnBYLFk&index=2), Chris Packham (https://www.youtube.com/watch?v=Pm-VUy_Es&list=PLbKmvYI09zixa36rS_Sn-P1Pn0bnBYLFk&index=3), Benjamin Zephaniah (https://www.youtube.com/watch?v=ah6uUtrXjA&list=PLbKmvYI09zixa36rS_Sn-P1Pn0bnBYLFk&index=1), Gemma Cairney (https://www.youtube.com/watch?v=m0QlyWURbdl&list=PLbKmvYI09zixa36rS_Sn-P1Pn0bnBYLFk&index=4) and Kevin McCloud (https://www.youtube.com/watch?v=HI733EzGWKY&list=PLbKmvYI09zixa36rS_Sn-P1Pn0bnBYLFk&index=5)
- (https://www.youtube.com/watch?v=HI733EzGWKY&list=PLbKmvYI09zixa36rS_Sn-P1Pn0bnBYLFk&index=5) You can also join the Charter Branch Facebook page (<https://www.facebook.com/groups/treecharterchampions/>) where you can find updates and info regarding the activities of Charter Branches
- **Tree Charter Toolkit for local councils** (</library/news-stories/2664-charter-for-trees-woods-and-people/file>)
- **Charter for Trees, Woods and People** (<https://treecharter.uk/pdf/Charter-for-Trees%2CWoods-and-People.pdf>)
- **Tree Charter principles** (<https://treecharter.uk/pdf/Tree-Charter-Principles.pdf>)
- **A3 poster - Charter for Trees, Woods and People** (<https://treecharter.uk/pdf/TreeCharterA3.pdf>)
- **Tree Charter Day wallchart** (</library/publications/2788-tree-charter-day-wallchart/file>)
- **Tree Charter Signature Sheet** (</library/publications/2789-tree-charter-signature-sheet/file>)
- **Tree Resource Poster** (</library/publications/2790-tree-resource-sheet/file>)
- **Young people and the tree charter** (</library/publications/2791-young-people-and-the-tree-charter/file>)
- **Frome Town Council's initiative to tackle climate change** (</library/our-work/tree-charter/2946-frome-town-council-s-initiative-to-tackle-climate-change>)

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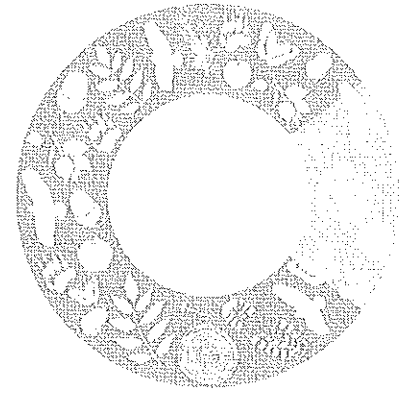
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Charter for Trees, Woods & People

*Natural treasures, in roots, wood and leaves,
for beauty, for use, the air that we breathe.
Imagine: a wood starts with one small seed.
We're stronger together – people and trees.*



Sustain landscapes rich in wildlife

Each tree is a world within itself, teeming with life. A fallen branch is a feast for beetles, fungal-rich woodland soil is a wildflower bed. A hedgerow is a living network, where a host of creatures share their home. Forests are full of opportunities for people, but their natural wealth is the wildlife. Our future good means thinking in the round, adapting plans to what is on the ground. New urban and transport projects should make routes for our native wildlife to move forward too. Take heed of nature's needs.



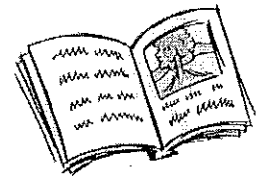
Plant for the Future

When we enjoy the company of a treasured tree or the beauty of a favourite wood we often owe thanks to those with the foresight and confidence to invest in the future. We must show that same generosity of spirit, that same sense of hope for the future, and plant more now. Line streets with living greenery, let trees allow shifting colour into every life. More orchards for communities, more hedges for wildlife, more forests for timber and jobs. Nurture people's pride in their local trees and empower them to care for their future. Right tree, right place, bright future.



Celebrate the power of trees to inspire

Stories have always grown on trees. Artists are drawn to their intricacies. Woods are rooted in memories, but it's the leaf mould of tales told that nourishes future growth. The poetry of trees is always living, for every older work sends out new shoots. We grow attached to trees in books and learn to look for them in life. We feel connected to trees we know and love to see them painted well. Celebrate Tree Charter Day each year to strengthen this cultural legacy and help our living traditions thrive.



Grow forests of opportunity and innovation

Forests, woods and trees all flourish under the stewardship of skilled professionals. Trees reward us with fuel for enterprise, craft and invention, green energy and fires. Consider the source of wooden products and choose the home-grown from well-managed forests. Teach the rising generation that with responsible management a wooded land is a thriving nation.



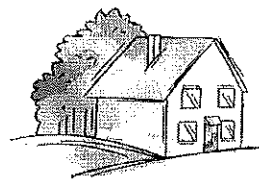
Protect irreplaceable trees and woods

Ancient woods have been continuously wooded since before records started: they are living descendants from Britain's prehistory. A tree may be a village's oldest inhabitant, a founding figure in a region's identity, a natural monument in the nation's story. Thorn-bushes and hedgerows harbour our history. Old orchards are habitats for some of our rarest species and living museums of disappearing ways of life. A country that cares for irreplaceable natural treasures.



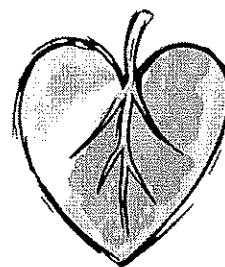
Plan greener local landscapes

The trees that touch us most are those that live among us, along our street, in the local park, beside our school or place of work. Like us, they grow and change, need space to breathe and support to thrive. Trees give places their distinctive character. Local community networks have a vital role to play in caring for woods and trees. Trees provide long-lasting good, so well-informed planning reaps long-term rewards. Take guidance on planting, felling and replanting from skilled professionals. Good landscapes of the future depend on care for trees today.



Recover health, hope and wellbeing with the help of trees

Peace grows quietly in tree-lined places, where bees, fresh scents and birdsong revive our jaded senses. Sprays of greenery ensure cleaner air and clearer minds, and fitter bodies, more inclined to take a walk or meet a friend. Spirits lift and stress recedes when we stroll through healing glades. Parks and woodlands keep us well and help to quell fears of illness, ageing, loss – we breathe more freely under trees. Healthcare and tree-care go hand in hand: harness the therapeutic power of trees.



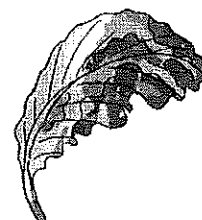
Make trees accessible to all

Trees offer shared experience to every age, religion and race. In woods people can work together, sharing experiences and learning from each other and their natural surroundings. Those who no longer move with ease can still find pleasure among the trees. Cheerful voices ring through leaves, from makeshift pitches and games of make-believe. There should be room for us all beneath spreading canopies.



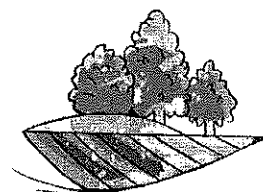
Combat the threats to our habitats

Pests, diseases and climate change pose serious threats to our precious trees. Enlightened management of woods will help ensure their future health: planting strong seeds and saplings, selecting species suited to the site, keeping forests mixed in age and kind, regular thinning, combatting invasive plants, and controlling infections and pests at the earliest sign.



Strengthen our landscapes with trees

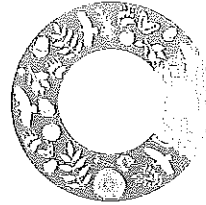
From roots that bind and enrich the soil to leaves that shade and shelter, from locking carbon into timber and purifying air and water, trees make our landscapes better. Rising water swells and floods, so strengthen riverbanks with roots. Bare hills need trees to keep the soil stable, to slow the flow of nature's deluge, to shelter sheep or shade the cattle. The right tree in the right place earns its keep again and again. As farmers and landowners benefit from woods, the country will be strengthened in the years ahead.



These principles were shaped by more than 60,000 stories from people across the UK explaining how trees and woods enhance their lives. The wording was crafted by author Fiona Stafford, guided by a steering group of more than 70 cross-sector organisations led by the Woodland Trust who collaborated to define and launch the Charter for Trees, Woods and People in 2017.

For background to the Tree Charter project and for guidance on how to contribute to delivering the

Become a Charter Champion /
Register a Charter Branch



Charter
for Trees, Woods
and People

The Tree Charter's strength comes from grassroots support from people across the UK who are prepared to stand up for trees.

There are many things you can do to help trees and people stand stronger together. Collectively, we can deliver the Principles of the Tree Charter right across the neighbourhoods and countries of the UK.

The Tree Charter team will share ideas, opportunities and resources to help you. An annual 'Tree Charter Day' will fall on the last Saturday in November, as part of National Tree Week which is led by the Tree Council. Our growing network of Charter Branches will be mapped online so everyone can connect to other people who are interested in standing up for trees in their area.

As a Charter Champion or as part of a Charter Branch you could:

- Encourage all your friends, family and colleagues and online networks to sign the Tree Charter
- Talk about why trees matter on social media and in your own blogs or other platforms
- Join forces with other local tree lovers and start a Charter Branch to help build the movement, and create a legacy for the Tree Charter in your community
- Organise local events and activities to strengthen people's understanding of and interest in trees and woods, and to help people take action to protect and plant more trees near them
- Urge your MP and Local Authority to follow the Tree Charter Principles and demonstrate their support through activities, decision-making and policies
- Get involved with Tree Charter Day and help keep trees and their value to us all at the forefront of public consciousness

More about the Tree Charter: treecharter.uk



Folkestone Town Council



Allotment Rules

Contents

1	Definitions and Interpretations	2
2	Eligibility Criteria and Allocation of Plots	3
3	Allotment Tenant Responsibilities	3
4	Council Responsibilities	7
5	Buildings and Structures	7
6	Site Management	9
7	Termination of Allotment Tenancy Agreements	10
8	Charges.....	11
9	Change of Address and Notices.....	11

1 Definitions and Interpretations

"The Council"	means Folkestone Town Council, and includes any committee of the Council, or any allotment officer appointed by the Council under the Allotments Acts 1908 and 1950.
"Allotments"	means an area of land set aside by the Council, and protected by statute, for the purposes of leisure and of growing vegetables, flowers and fruit.
"Allotment Tenant"	means any person, 18 years or older and residing within the area of Folkestone, who is thereby entitled to rent an allotment plot situated within one of the Council's allotment sites.
"Allotment Plot"	means an area of land, of various sizes, within each allotment site, that is available to rent for an annual sum.
"Allotment Rent"	means the annual charge for renting an allotment plot for 12 months, from the 1 st April to 31 st March. This charge is reviewed annually by the Council, and any increases will be notified in writing prior to invoices being sent.
"Minimum Charge"	means the minimum invoice amount that will be issued by the Council.
"Tenancy"	The tenancy is a yearly tenancy starting on the 1 st of April in the year specified in the tenancy agreement.

2 Eligibility Criteria and Allocation of Plots

- 2.1 To be eligible for an allotment a person must be 18 years or older and resident within the Town of Folkestone (Allotments Act 1908 Section 23 (1)).
- 2.2 The Council will supply information regarding available plots, on a site by site basis, to allow applicants to visit and inspect potential plots before making a decision to confirm their interest in a particular plot.
- 2.3 When someone confirms their wish to commence a new tenancy, having identified a vacant plot and clarified that they are eligible, then they will be asked to sign a Tenancy Agreement before being allowed to start work on the plot.
- 2.4 All allotment plots are let on an as seen basis, there is one waiting list. The Council is not able to carry out improvement or clearance works for new tenants.
- 2.5 When a vacant plot is not available, the Council operates a Waiting List for each site. When a plot becomes vacant the person on the top of a list is given first refusal for the tenancy. People are given two weeks to respond to this offer and if no response is received within this time, their name is removed from the waiting list. If they do not wish to or cannot take that plot at that point in time, the Council will allow them to defer whilst staying at the top of the list until another plot becomes available. In this instance, the plot will be offered to the next person on the list. Where, for example two plots become available at the same time, the Council will write to the first two people on the list regarding the two vacant plots and these will be allocated on a "first come first served basis".
- 2.6 The Council rents out plots of various sizes, and due to the increasing demand for allotment plots the Council is splitting a number of larger plots in order to increase the availability of space to prospective tenants. New tenants are being restricted to being able to rent a plot, according to what becomes available at the time. Existing tenants who currently rent more than one plot will not be affected, but will not be allowed to increase their holding, or retain this larger number of plots if they make an application to change sites.
- 2.7 Each allotment tenancy will be leased in the name of one person only, even if more than one person works on the plot. There will be no automatic right of inheritance. However, the other person can make a representation to the Council, before the tenant vacates the plot, seeking the Council's agreement to take over the tenancy. The Council will consider such representations on a case-by-case basis.
- 2.8 Plot allocation is restricted to the equivalent of two average size (126m²) plots per household. Tenants cannot go back on the waiting list for additional plots.

3 Allotment Tenant Responsibilities

- 3.1 The tenant shall keep their allotment plot in a good state of cultivation, and not allow weeds and grass to cause a nuisance to neighbouring plots. (See 6.3).

- 3.2 Tenants must only use their allotment plot for their own personal use, and must not use their plot to carry out any business or grow produce for their own profit.
- 3.3 The tenant shall not deposit, or permit to be deposited any refuse, rubbish or extraneous¹ matter on their plot, or any other part of the allotment site. All waste from the permitted allotment activities shall either be composted on the plot, or burnt as outlined in 3.4.
- 3.4 Bonfires are permitted under certain conditions, which are designed to prevent a nuisance being caused to neighbouring residents and other plot holders. Under the **Environmental Protection Act 1990** it is an offence to cause a nuisance through the generation of 'smoke emitted from premises so as to be prejudicial to health or a nuisance'. Therefore the tenant must conform to the following requirements:
- No bonfires are permitted between 1 April and 31 August
 - From 1 September to 31 March, bonfires are permitted on Tuesdays after 12pm and the first and third Saturday of the month after 12pm.
 - Bonfires must be extinguished, if not burnt out, by dusk.
 - When permitted, only burn when suitable weather conditions permit, to avoid causing a nuisance (wind drift etc)
 - When permitted, only burn organic matter and dry vegetable matter that has been produced on your own plot. Do not burn material that has been given to you from other plots.
 - Do not set fire to massive piles of materials, but start with a medium stack and add further material in stages.
 - Non-vegetable matter such as plastic, rubber, carpet or roofing felt must not be burnt, and flammable liquids such as old sump oil must not be burnt or used to light fires.
 - In the event of a reasonable complaint, from another tenant or member of the public, regarding a nuisance being caused by the bonfire, then the fire must be extinguished immediately.
 - All fires must be contained within an incinerator. No open fires are permitted.
- 3.5 The tenant shall not cause or permit any nuisance or annoyance to any other tenant, or obstruct or encroach onto other plots, paths, communal thoroughfares and roadways.
- 3.6 The tenant shall not, without the written consent of the Council, cut or prune any trees growing in a communal allotment area.
- 3.7 The tenant shall not take, sell or carry away any minerals, gravel or clay from the allotment sites.
- 3.8 The tenant shall not plant conifers or trees that are non fruiting, or have non edible fruits. When planting fruit trees the tenant must use dwarf rootstock.

¹ Any matter which is not relevant/essential/pertinent to the use of an allotment.

- 3.9 The tenant shall not, without the written consent of the Council, plant a hedge or install any type of fence around or on their plot (see section 5.11).
- 3.10 The tenant is permitted to bring dogs onto the allotment site, however, for health and safety reasons any such dogs must be kept on a lead at all times. All faeces must be removed immediately and disposed of appropriately. Dogs must not be allowed to foul neighbouring plots.
- 3.11 The tenant shall not keep, or allow other persons to keep animals or livestock (except hens or rabbits, but not cockerels) on their allotment plot. Although it is lawful to keep hens or rabbits on an allotment, the Council requests that it is advised in writing when this is intended and the tenant will need to demonstrate that this can be done in a way that is not detrimental to the health of the animals or fish and will not cause a nuisance to other allotment tenants - S12 Allotments Act 1950 see also the Animal Welfare Act 2006.. Any structure required to keep hens or rabbits on a plot is subject to the provisions of Section 5 of these rules.
- 3.12 The tenant shall not be permitted to keep bees and beehives on the allotments, without the written consent of the Council. The tenant will need to demonstrate that they are properly qualified, and that bee keeping will not cause a nuisance to other allotment tenants.
- 3.13 The tenant shall not alter, or permit anyone to alter the water supply system on the allotments provided by the Council, and shall not connect or permit to be connected a hose pipe to the water taps.
- 3.14 Tenants that are elderly or have a disability that makes it hard to carry water to their plots may be allowed to use a hose pipe to fill their water butts, if they make representation to the Council on an annual basis. They must also show that they have made attempts to collect rain water on their plots before they will be allowed to do so.
- 3.15 That tenants could be allowed to use hose pipes to fill their water butts only in dry periods of weather during the months of June, July and August when the Town Council has permitted this by placing a notice in the Allotments notice boards. Provided that a hose pipe ban has not been enforced by the Water Authorities.
- 3.16 All tenants should be encouraged to install rain water collection systems.
- 3.17 The Tenancy of an Allotment is personal to the Tenant. Pursuant to **Section 27 (4) of the Allotment Act 1908**, tenants may not assign, underlet or part with possession of all or part of their Allotments (including any structure shed or greenhouse). Breach of this rule by any tenant may result in termination of the tenancy by the Council.
- 3.18 The Council reserves its right to change the allotment rules from time to time, but will make such changes known to tenants in advance in an appropriate manner e.g. through the Council's website, on-site notice board or by letter. The Council will supply a copy of any updated rules, free of charge to any person who

requests a copy. Tenants will be expected to comply with any rule changes, following the consultation and notification process.

3.19 Disputes and Tenant behaviour

3.19.1 Any disputes between tenants should be referred to the Council and the decision of the council will be binding on all tenants involved in the dispute

3.19.2 Tenants shall not at any time use offensive language or offensive / aggressive behaviour towards other tenants, Council Officers or members of the public. The Council shall reserve the right to issue one month's Notice to Quit if this condition is not adhered to.

3.19.3 The Council operates a complaints procedure, and details of this can be obtained from the Council, or via the Council website.

3.20 When using any weed killers, pesticides or fertilisers on their plot, the tenant must:

- a) put up a notice on your plot to advise tenants with Children or Pets to take all reasonable care and to ensure that other plots, grass roads and paths, hedges and trees are not adversely affected, and make good or replant as necessary should any damage occur.
- b) select and use pesticides, whether for spraying, seed dressing or for any other purpose whatsoever, so that there is minimal risk to members of the public, birds and other wildlife, with the exception of vermin or pests.
- c) comply at all times with current pesticide regulations

3.21 The tenant shall not, without the written consent of the Council, install ponds on their plot(s). Requests to install ponds on allotment plot(s) will be dealt with on a case by case basis. Factors that will be considered by the Council when dealing with such requests are as follows:

- Size of allotment plot
- Proposed size of pond
- Proposed location of pond on allotment plot
- Proximity to communal paths and roadways

3.22 The tenant is required when entering or leaving the allotment site to lock the gate behind them.

3.23 The tenant will not use sunken baths or tanks for water or any other use. Baths being brought onto allotment land will be considered waste and tenants will be given notice to remove them.

3.24 Tenants are not permitted or allowed to bring carpets or underlay onto the allotment site, or to be used on any allotment plot in any way.

4 Council Responsibilities

- 4.1 The Council will provide and maintain computerised allotment records in accordance with the **General Data Protection Regulations**. The Council will also provide public access to staff during normal working hours. The public and allotment tenants can also contact the Council via telephone, 01303 257946 and via the Council's website, www.folkestonetc.kentparishes.gov.uk.
- 4.2 The Council will provide and manage a notice board on each allotment site, and will permit allotment tenants and societies to use it to display suitable and relevant notices.
- 4.3 The Council will encourage and work with allotment associations, and will endeavour to attend meetings when requested.
- 4.4 The Council will promote best practice on all its allotment sites, and encourage sustainable environmental management. It will seek to make sites accessible and useable for all allotment tenants.
- 4.5 The Council will provide, and maintain in good working order, a water supply to every site, with water access points spaced around the site. The Council will arrange to have the water supply turned off during the winter months (between the beginning of November and late March each year) to protect against burst pipes. Tenants are not permitted to tamper with the main stopcock. Breach of this rule by any tenant may result in termination of the tenancy by the Council.
- 4.6 The Council will assist security by providing boundary fences and/or hedges, with lockable access gates at every site. Every tenant, at the start of their tenancy, is provided with an access gate key (£10 administration charge required, non-refundable) for their personal use only. In the interests of maintaining security tenants are asked not to make copies for others to use. All keys provided by the Council remain the property of the Council, and together with any additional copies must be returned to the Council when a tenancy comes to an end.
- 4.7 The Council will arrange for ground maintenance operations to be carried out on every site through its Grounds Maintenance contracts. This will include grass cutting on all the roads, (but not the small paths between plots) and the boundary hedge.

5 Buildings and Structures

- 5.1 The Council, will give permission on receipt of an Allotment Structure Permission Request Form for tenants to erect one shed and one greenhouse subject to the size of the plot. Greenhouses are to be no larger than 10'0" (3.05m) x 8'0" (2.44m) and sheds no larger than 8'0" (2.44m) x 6'0" (1.83m). Written permission from the Council is also required to erect any further provision or structure, such as poly tunnels and hen houses. Should permission be granted for additional or larger structures planning permission may be required.

- 5.2 The Council's consent is subject to tenants obtaining any appropriate planning permission and compliance with any applicable building control regulations. The tenant is liable for any costs in relation to compliance with planning and building control regulations. Any liability associated with failure to comply with current planning and building control regulations is the responsibility of the tenant.
- 5.3 All buildings and structures on allotments must only be used in connection with the use of allotment plots.
- 5.4 All such buildings should be maintained in a good state of repair and condition. If the Council is not satisfied with the state of repair it may require the tenant to remove the shed, green house or structure forthwith
- 5.5 Buildings and structures must not be installed on a permanent base.
- 5.6 When a tenancy ceases on a plot, the tenant will be expected to remove their buildings and structures from the allotment site before their plot is re-allocated. Such buildings, structures or belongings shall be removed by the end of one month from the end of the tenancy, unless otherwise agreed with the Council. Following the end of this period, any remaining structures on the plot will revert to the ownership of the Council and will subsequently be offered for use by the new tenant.
- 5.7 Tenants must not remove, demolish or alter in any way sheds or structures provided by the Council and the Council is not liable for loss or damage to any contents stored in sheds and structures owned by the Council.
- 5.8 Tenants are advised not to store valuable equipment and materials in their sheds or structures, and should not store petrol, oil, propane/LPG gas, lubricants or other inflammable materials. Any weed killers or poisonous liquids should be clearly labelled.
- 5.9 Tenants are permitted to install compost bins and structures intended for such purpose. Tenants are also permitted to erect fruit cages and support structures for soft fruit and fruit trees. Barbed wire is not permitted on any allotment plot. Where possible all compostable material should be composted in an agreed compost area managed by the Allotment Association and contents burned under a controlled environment following receipt of permission from Folkestone Town Council.
- 5.10 Tenants are required to clear any broken glass from their plot and to ensure no sheets of glass are stored on the plot, unless they are framed in some way, to protect themselves and others from sharp edges.
- 5.11 The tenant can apply, in writing to the Council, for written consent to allow fencing to be erected around his/her plot for the protection of his/her crops, but, the tenant must not obstruct any of the paths around the allotment site. Such fencing and gates shall:
 - Not exceed 1 metre in height

- Be properly constructed and anchored to the ground
- Not involve any sharp edges or rusty metal.
- Not encroach onto paths which should be at least 1 metre wide

- 5.12 The Council operates a no smoking policy in all shared buildings and structures in accordance with **the Public Health (Tobacco) Act 2006**. Where applicable, 'No Smoking' signs will be displayed in clear view. These signs must not be obstructed, tampered with or removed.
- 5.13 The Council reserves the right to request the removal of any structures or objects that is not in keeping with Allotments Buildings and Structures. i.e. unsightly objects not in keeping with the Allotments which cause a nuisance to neighbours or neighbouring plot holders.
- 5.14 Erection of tents, yurts and other temporary structures, as well as daytime and overnight camping, are not allowed on allotment land.
- 5.15 Motor vehicles may not be parked overnight or deposited on allotment land. Caravans, Motorhomes and live-in vehicles are not permitted on any allotment land.

6 Site Management

- 6.1 The Council will arrange for regular site inspections, to ensure that each site is being properly maintained and used. The Council reserves the right to access any plot or structure in order to carry out these inspections.
- 6.2 The site inspections will include checking on the performance of the Council's Grounds Maintenance contractor, the cultivation of plots, the condition of site boundaries and identifying any other problems that the Council needs to resolve. It is also an opportunity for Council officers and members to meet allotment tenants, and to receive feedback.
- 6.3 Given the high demand for allotment plots the Council wishes to avoid plots being left uncultivated for lengthy periods, especially during the main growing season. However, the Council recognises that cultivation practices can vary during the seasons, and has prepared the following definition to help tenants understand what the Council is expecting:
- A minimum area equal to 80% of the total plot should be cultivated and in active use during the main growing season (March to September)
 - The Council will accept that space can be taken up by raised borders and internal paths, provided the minimum cultivation area is obtained.
 - Fruit trees are allowed (see section 3.8), but it is not acceptable to turn a plot into a fruit orchard, with fruit trees planted on grass. The minimum cultivation rule is still expected.
 - The Council will allow new tenants a reasonable period of time to reach these standards, especially if they have taken over a plot in poor condition.

- 6.4 Any site problems should be reported to the Council as soon as possible.
- 6.5 If it appears to the Council that the plot has not been cultivated, the tenant will receive a non cultivation letter giving them 14 days to respond. A maximum of two non cultivation letters will be sent to the tenant within a 12 month period, if after a reasonable period of time the plot is still uncultivated the Council shall reserve the right to issue one month's Notice to Quit.

7 Termination of Allotment Tenancy Agreements

- 7.1 Tenants will have many reasons to terminate their tenancy agreement, but the Council requires confirmation of the cancellation in writing, giving a minimum of one month's notice. The Council will not refund any rent paid in that year, when the cancellation is at the request of the tenant.
- 7.2 The Council reserves the right to terminate an allotment tenancy via one month's written Notice To Quit pursuant to **Section 30 (2) of The Allotment Act 1908** if:
 - 7.2.1 Allotment rent is in arrears for 40 days or more (whether formally demanded or not); or
 - 7.2.2 It appears to the Council that the Tenant of an allotment, after the commencement of the tenancy thereof; is resident outside the Town for which the allotments are provided.
 - 7.2.3 It appears to the Council, not less than three months after the commencement of the tenancy thereof, the Tenant is not duly observing the rules affecting the allotment plot/site (**The Allotment Act 1908 Section 28**), or any other term or condition of his/her tenancy;
- 7.3 The Council will initially write to any tenant, where it is considering cancelling a tenancy agreement, explaining the reasons for its concern and asking the tenant for an explanation. Sometimes a plot is not being cultivated due to illness, and the Council will take this into account, and not be unreasonable. A written Notice To Quit will only be issued after all reasonable efforts to resolve the issue have been unsuccessful.
- 7.4 In extraordinary circumstances, the Council may be required to cancel or temporarily suspend some tenancy agreements, where the land is required or appropriated under statutory provision, or for purposes for providing new services such as roads or sewers, building, mining or any other industrial purpose. In such unusual circumstances the Council shall give tenants 3 months notice in writing pursuant to **Section 1 of the Allotments Act 1922**. In all other circumstances the Council shall give tenants 12 months written Notice To Quit expiring before 6th April or after 29th September in any year.
- 7.5 The tenancy of an allotment plot shall, unless otherwise agreed in writing, terminate two months after the death of the tenant.

8 Charges

- 8.1 At the end of January each year tenants will be sent an invoice in advance for allotment rent and a Tenancy Agreement covering the forthcoming year -1st April to 31st March. Invoices are on a strict 30 day payment term, should full or partial payment (if paying quarterly) not be received within this time frame it will be assumed that a new tenancy is not required and the plot will be offered to someone on the waiting list. New tenants starting during this year will initially be sent a reduced invoice, covering the period from their start date until the 31st March. After that they will receive the annual invoice in January.
- 8.2 The Council reviews its allotment charges on an annual basis, as part of its budget setting process, and tenants are then written to in January, giving them 3 months notice of the introduction of any new allotment charges.
- 8.3 Tenants wishing to pay allotments charges quarterly can do so only if they apply to the Council in writing; however they will be required to pay an administration charge of £10 per annum, unless otherwise agreed in writing, paid in advance with the first quarters rent. The tenant is reliable for keeping up with his/her payments. See section 7.2.1 for rent arrears.

9 Change of Address and Notices

- 9.1 Tenants should immediately inform the Council, in writing, of any changes in their contact details. Tenants will be required to surrender the tenancy of their plots if their new address is outside the town boundary, save in exceptional circumstances.
- 9.1 Notices to be served by the council on the tenant may be:
 - a) Sent to the Tenant's last known address in the Tenancy agreement (or notified to the Council under these rules) by first or second class post, registered letter, recorded delivery or hand delivered', or
 - b) Served on the Tenant personally or
 - c) Left on the Allotment plot
- 9.1 Notices served under sub-paragraph a) above will be treated as properly served even if not received as a notice sent by post is presumed (subject to the contrary being proved) to have been received when the letter would ordinarily be delivered in ordinary course of post; **Interpretation Act 1978 Section 7.**

If you have any queries about these rules please contact the Allotment Manager on 01303 257946 or ian.bishop@folkestone-tc.gov.uk .

The Council accepts no liability for any loss, damage or injury to tenants or their belongings occurring on their allotment sites.





Welcome to the Adopt a Kiosk Scheme

The Adopt a Kiosk scheme enables your community to retain its iconic red kiosk.

It is open to the following bodies:

- Recognised local authority (e.g. District/Borough Council)
- Parish/Community/Town Council or equivalent
- Registered charity
- Private land owner. (Anyone who has one of our telephone boxes on their land)

The scheme is not available to other individuals, community groups such as residents associations or commercial organisations.

The Adopt a Kiosk programme

Since the Adopt a Kiosk programme was launched, more than 5,000 communities across the UK have seized the opportunity to do something wonderful with local phone boxes that had little or no usage.

Often, BT phone boxes have stood for years as part of a town or village, and many members of the community are keen to avoid simply having the phone box removed, leaving an empty space where it once stood.

The growth of the mobile phone industry has inevitably meant phone box usage has dropped dramatically, and nearly half of the phone boxes in the UK have been removed, but there are still around 5000 red phone boxes which can be adopted.

So BT is delighted to give communities the opportunity to get back in touch with the remaining phone boxes – and make them once again an asset that local people can enjoy.

Thousands of communities already have come up with a fantastic array of ideas to re-use their beloved local phone box.

Phone boxes already adopted include a grocery shop, a wildlife information centre and the Community Heartbeat Trust charity has even installed defibrillators in some local phone boxes.

This pack is designed to inspire you as to what you could do with your local phone box, and give you some more information about how to get involved in adopting.

Whether it's something that would bring heritage and culture, a practical solution or just joy and inspiration to your community, BT would love you to consider adopting!

Saving lives with phone boxes at the heart of communities

Up and down the country, the Community Heartbeat Trust is campaigning for redundant phone boxes to be turned into vital medical centres for local communities, including the installation of lifesaving defibrillators in the phone boxes.

From Aberdeen to Plymouth, working with BT, the charity has already installed defibrillators into a number of phone boxes, and is now inundated with inquiries from parish councils.

Trust secretary Martin Fagan said: "With something as serious as a cardiac arrest, time is of the essence, and unfortunately ambulance services often can't reach country villages in time."



"To install defibrillators in disused phone boxes is ideal, as they are often in the centre of the village and it means the iconic red phone box can remain a lifeline and focus the community."

"The take-up has been fantastic, and we hope many more people will adopt and choose our help to save lives in rural communities."

“ To install defibrillators in disused phone boxes is ideal, as they are often in the centre of the village and it means the iconic red phone box can remain a lifeline and focus the community ”

And here's how it can work...

When crowds gathered to watch the Tour de France stream through the little Essex village of Finchingfield, an adopted BT phone box played a major role in saving a man's life.

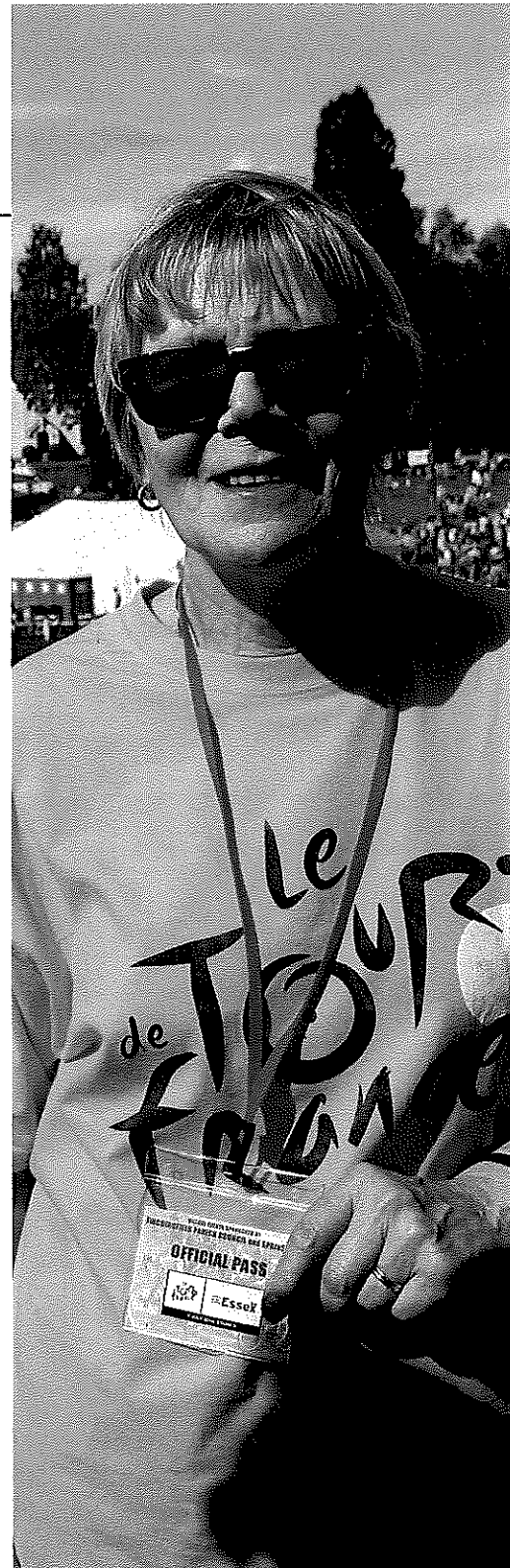
Parish clerk Kate Fox said: "A man suffered a heart attack while visiting Finchingfield to join the 8,000-strong crowd thronging the village that day.

"Fortunately, one of the ladies from the post office was on hand and her prompt action in using the phone box defibrillator to stimulate his heart before an ambulance arrived was certainly instrumental in saving his life.

"The ambulance crew worked on the patient for nearly hour to stabilise him before he was transferred to Basildon hospital by air ambulance."

The council is now planning to put another defibrillator in another BT phone box in the neighbouring parish of Great Bardfield.

"Anyone would be able to use the defibrillator in the event of an emergency," said Kate. "The devices are very intuitive with audio directions so, although training is beneficial, it's not essential."



Promenade of art as Cheltenham boxes clever

Ten red phone boxes in the centre of Cheltenham are being transformed into miniature art galleries.

The phone boxes have been a familiar sight in a pedestrianised section of the Promenade in the Gloucestershire town since the 1960s.

The go-ahead for their novel new use was approved at a meeting of the borough council's planning committee. Councillors

voted unanimously in favour of the idea and said they were pleased the phone boxes would remain a permanent feature in the town.

The phone boxes were removed to undergo renovations before being returned to the site where they now provide a showcase for the work of local artists.



Village phone box looks blooming lovely, thanks to littl'uns

Green-fingered tots have given a new lease of life to the Red phone box in the village of Minety, Wiltshire.

Adopted by the community, the phone box has blossomed as a pop-up plant shop where local pre-school children sell flowers and vegetables they have grown themselves.

The plant-growing initiative started as a fundraiser to earn £65 to buy red paint to smarten up the phone box but thanks to a request from Rob Hilliar of BT, who happens to be the deputy chair of the local parish council, BT volunteered to provide the correct shade of red paint.

Rob said: "The whole thing has been so successful, and such fun for the kids, that they are continuing their little enterprise.

"As plants sell, the shop is restocked and the children are also growing produce such as lettuce and tomatoes at customers' request.

"They've already raised more than £150 so far towards the pre-school funds."



Superstar Brian May opens exhibition in the world's smallest art gallery

Brian May had many great opportunities while he was part of legendary rock band Queen – but one of his most unusual involvements centres on a red BT phone box in North Yorkshire.

The phone box, which has been part of the market town of Settle for over 50 years, has been turned into a fantastic mini art gallery, and Brian was one of the big names behind the project due to his passion for photography and huge desire to bring some Bohemian Rhapsody to village and community life.

The community of Settle bought the phone box for £1 as part of Adopt a Kiosk box and turned it into one of the quirkiest art galleries in the country.

Curator Roger Taylor (no connection to Queen!) and Brian exhibited some of his beloved stereoscopic photographs, and the booth has also shown postcards, poetry, paintings and even fabric pictures.



Roger said: "The project has given the people of Settle a real sense of community and joy, and also helped to put our town of 4,000 people on the map."

"We were bursting with pride when Brian came to open the exhibition, and his lecture packed out our small village theatre."

"The effect on the local economy has been significant, with local holiday rentals and B&Bs even referencing the gallery on their websites as one of Settle's latest attractions."

"The project has given the people of Settle a real sense of community and joy, and also helped to put our town of 4,000 people on the map"

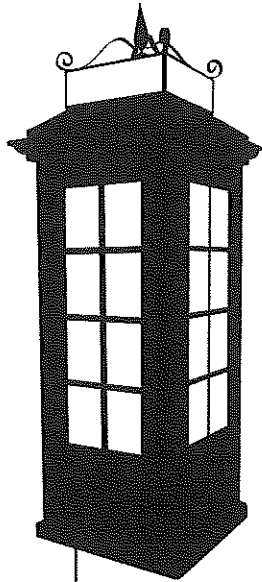




Adt a Kiosk

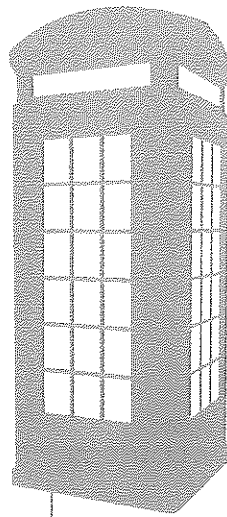
reat ideas brought together by communities just like yours, from across the UK

Phone box design timeline



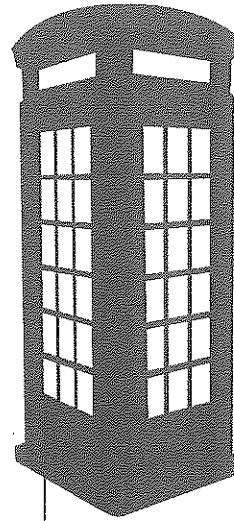
K1

Designed by
Somerville & Company
1920



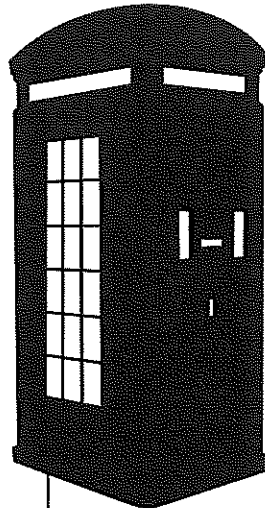
K2

Designed by
Giles Gilbert Scott
1924



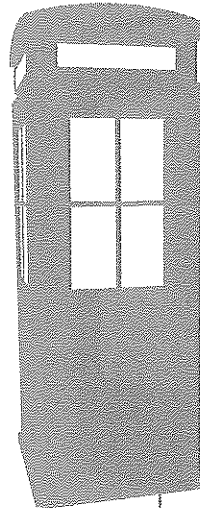
K3

Designed by
Giles Gilbert Scott
1927



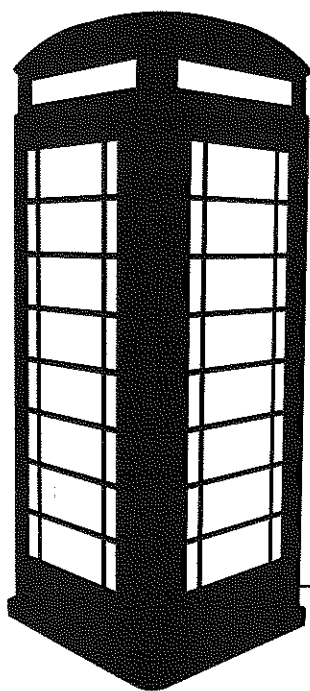
K4

Designed by
the Post Office
1927



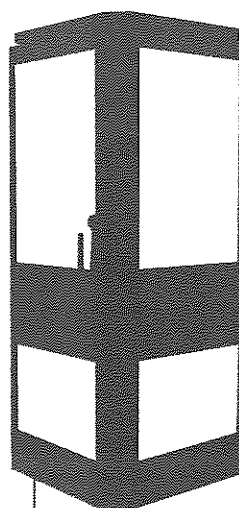
K5

Designed by
the Post Office
1934



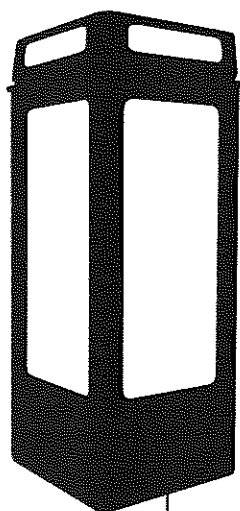
K6

Designed by
Giles Gilbert Scott
1935



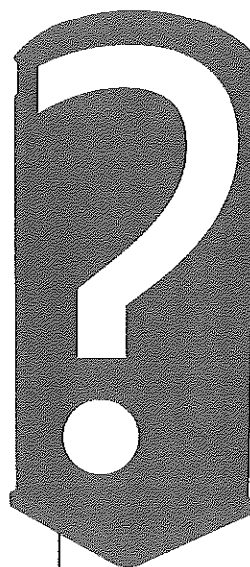
K7

Designed by
Neville Conder
1959



K8

Designed by
Bruce Martin
1968



What will yours be?

Designed by your community

All you need to know about adopting

We would love you to adopt your phone box, and below are some of the key questions to help you make the decision for your community.

WHO can apply?

Any recognised local authority, parish/ community/town council, Registered Charity or any Community Interest Company throughout the UK or Scotland can apply to adopt their local phone box.

HOW much does it cost?

To comply with legal requirements, authorities will be required to purchase the phone box from BT for a £1. Where there is power present at the kiosk the Parish / Community / Town council has the option to take ownership of the power supply, or for BT to continue to supply the power free of charge on your behalf.

WHICH planning regulations which need to be complied with?

Any group who adopts a phone box must apply to the relevant authorities for all of the necessary consents to retain a phone box.

WHAT happens to the power connection?

Option1: BT Payphones will continue to be responsible for the electrical supply and any payments to the electricity companies for that supply. BT reserves the right to disconnect the electricity supply at some point in the future, however BT will contact the kiosk owner should this become necessary. Electrical equipment cannot be connected to the electrical supply unless agreed with BT.

At the point of adoption BT will ensure that the light will be working but from then on BT will only be responsible for the supply in to the kiosk to the point of the fusebox. Any future faults beyond this point will be the responsibility of the phone box owner.

Option 2: The customer can choose to take over the responsibility for the electricity supply. Customers choosing this option will have to apply for an MPAN number from their electricity company. Please contact us should you wish to choose this option.

WHAT is an MPAN number?

A Meter Point Administration Number or MPAN number is a 21 digit reference number, used across the UK to determine electricity supply points. Where the customer chooses to own the power connection for themselves BT will require the customer's un-metered MPAN number. The number is required to transfer the billing for a phone boxes power supply. Local power companies will be able to supply this. Please contact us if you require more information on how to apply for an un-metered MPAN number.

WHAT if the power supply has already been disconnected?

Where a power disconnection has already taken place BT will not refund any payments made or reconnect the supply.

WHAT is the annual electricity cost for a phone box?

If the customer chooses to transfer the electricity supply over to themselves BT has no control over what electricity companies will charge for providing an un-metered supply for the lighting. This will vary depending on the electricity company chosen.

CONDITIONS OF TRANSFER

The following provides an overview of the key requirements for any potential transfer. Please ensure that you also review the contract agreements.

Next steps

WHO TO CONTACT NEXT?

Please visit www.bt.com/adopt for more information

1. The adopting community must apply to the relevant authorities for any of the necessary consents to retain a phone box. This may involve planning consent depending on the Local Authority.
2. The phone box will be disconnected from the telecommunications network and the payphone equipment removed by BT.
3. Where a phone box is powered, the adopting community will have the option for BT to continue to supply the power free of charge or to take ownership of the supply for themselves. Please contact us should you wish to own the power connection for yourselves.
4. To comply with legal requirements, the adopting community will be required to purchase the phone box from BT for £1.
5. The phone box will be purchased with any and all physical defects. No representations, warranties or conditions concerning the quality or fitness for purpose are given or assumed by BT.
6. The adopting community will be responsible for all support and maintenance of the phone box and for any liability resulting from the phone box or its use following completion of the transfer.

WHAT HAPPENS WHEN YOU APPLY?

Once an application has been submitted, BT will handle the rest. It is that simple!

1. It is imperative that all the legal conditions contained within the "agreement for the sale and purchase of telephone kiosk(s)" are met. Only submit an online application when the contract can be signed and returned to BT.
2. Upon receipt of both the online application and a signed contract, BT will review the application.
3. BT will sign and return a copy of the contract for all approved applications, upon which the transfer process will commence automatically.
4. Upon completing the removal of the payphone equipment from the phone box, BT will forward a Notice to Complete to the adopting community. Ownership of the phone box will be automatically transferred within 5 days.
5. The phone box(es) will then be the property of the adopting community!
6. Some applications will require the permission of the Local Authority. BT will apply for permission in these cases, but this can take up to 90 days and acceptance cannot be guaranteed. In the event an application isn't approved BT will contact the adopting community directly.

Did you know...

- Any recognised local authority, parish/community/town council, parish meeting or Registered Charity throughout the UK or Scotland can apply to adopt their local phone box
- Since the Adopt a Kiosk scheme was launched in 2008, 4,000 phone boxes have been adopted
- Boxes have been turned into defibrillator kiosks, art galleries, book exchanges, exhibitions and information centres and even a pub!
- Every village that fits a defibrillator supplied by the Community Heartbeat Trust in their adopted phone box can receive a free paint kit from the British Coatings Federation to spruce up the box
- Villagers in Ambridge – in BBC Radio 4's long-running drama The Archers – have adopted their own phone box
- You can check easily online to find out if your local phone box is available for adoption, but even if it isn't then you can contact us to see what we can do for you.

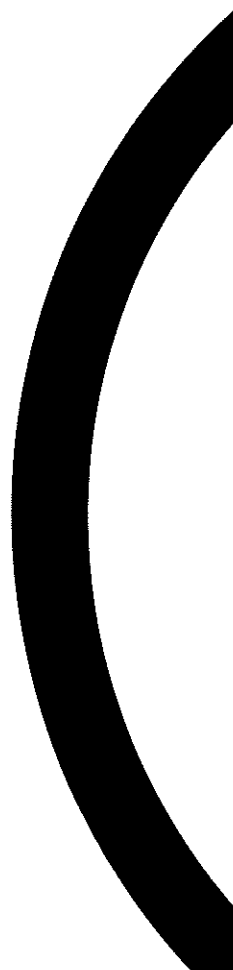
If you would like to find out more about adopting a phone box,
Please visit www.bt.com/adopt for more information

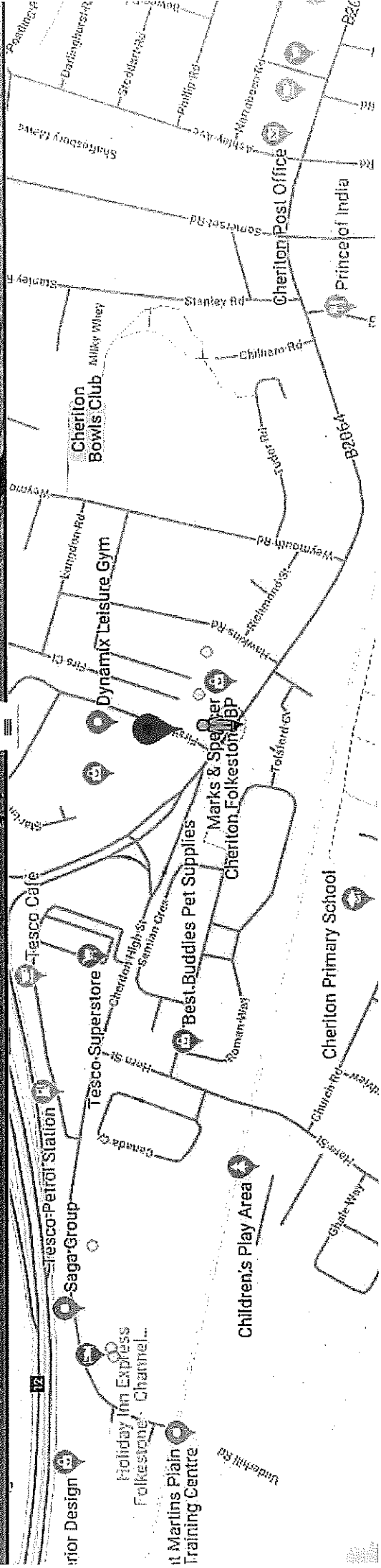


Offices worldwide

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PHME 78264





Folkestone Hythe District Council - P1 Public Payphone Removals
 Community Consultation - Response by Friday 9th August, 2019

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
1	01227 709 280	LAY-BY OUTSIDE COUNCIL HOUSE PCO1 MINNIS GREEN STELLING MINNIS CANTERBURY	CT4 6AA	5	13/06/2019		
2	01303 266 089	NR POST OFFICE PCO1 THE GREEN SALTWOOD HYTHE	CT21 4PS	25	13/06/2019		
3	01303 275 218	OPP FIRS LANE PCO1 CHERITON HIGH STREET FOLKESTONE	CT19 4JE	27	13/06/2019		
4	01303 862 282	O/S POST OFFICE PCO1 STATION ROAD LYMINGE FOLKESTONE	CT18 8HS	5	13/06/2019		
5	01303 872 100	O/S 10 CHURCH VIEW PCO1 CHURCH VIEW NEWCHURCH ROMNEY MARSH	TN29 0DR	0	13/06/2019		
6	01797 344 398	PCO PCO1 KING STREET BRENZETT ROMNEY MARSH	TN29 9UD	3	13/06/2019		
7	01797 367 122	PCO PCO1 DYMCHURCH ROAD NEW ROMNEY	TN28 8UE	1	13/06/2019		