

FOLKESTONE TOWN COUNCIL



The Town Hall
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Date of publication: 7 th March 2024

AGENDA

Meeting: **Folkestone Town Council Meeting**
Date: **14th March 2024**
Time: **7.00 p.m.**
Place: **Town Council Chamber, Town Hall, 1-2 Guildhall Street, Folkestone**

To: **Town Councillors**

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

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

Toni Brenchley
Town Clerk

PRAYERS

PUBLIC QUESTIONS

Up to 15 minutes shall be allowed for public questions from registered electors to be put to the Council in accordance with the Council's approved Standing Orders. Questions may not be answered at the meeting if they require further investigation, a written response will be sent after the meeting.

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 Full Council Meeting held on 25th January 2024 and to authorise the Town Mayor to sign them as a correct record.

4. TOWN GRANT APPLICATIONS

The following Town Grant applications have been received and assessed by members on merit against five categories. Applicants requesting town grants of £1,000 and over, will answer any questions that the Council may have, in view of the time constraints it is recommended that this is restricted to 5 minutes per applicant.

Strange Cargo	Charivari 2024	£2,500.00
Folkestone First Timers CIC	First Timers Music Programme 2024	£2,500.00
Folkestone Music Town CIC	Music in May	£2,500.00
Music and Arts for the Shepway Community	Shepway Community Choirs	£750.00
Folkestone Rescue	Funding Towards a Beach Supervisor Role	£1,250.00
MOLO Czechs & Slovaks in Folkestone	Mothers without hands	£700.00
Anna Braithwaite	Green Woman	£1,000.00
Total		£11,200

TOTAL AMOUNT GRANTED THIS FINANCIAL YEAR		£40,610.24
BUDGET 2023/24		£34,200.00
TOWN GRANT REMAINING BUDGET BALANCE		£0.00

TOWN GRANTS RESERVE		£7,842.76
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5. WARD GRANTS

The Ward Grant list below is recommended to be approved.

Organisation	Purpose	Amount	Councillor	Power
Folkestone First Timers CIC	First Timers Music Programme 2024	£100.00	B Walker	LGA 72, Sec 145
Folkestone Music Town CIC	Music in May	£500.00	L McShane	LGA 72, Sec 145
Folkestone Music Town CIC	Music in May	£200.00	C Dickinson	LGA 72, Sec 145
Folkestone Music Town CIC	Music in May	£220.00	C McConville	LGA 72, Sec 145
Folkestone Sports Centre Trust	Pickle Ball Equipment	£170.00	C McConville	LGA 72, Sec 133
Folkestone Malayalee Association	FMA Easter/Vishu/Eid programme	£200.00	A Akuffo Kelly	LGA 72, Sec 145

6. TOWN MAYOR'S AWARDS

Members of the community who have done something particularly noteworthy during the municipal year can be nominated for a Town Mayor's Award. The following awards have been recognised during the 2023/24 municipal year:

- Prof Grenville Hancox MBE and Ian Gordon of The Bayle Music - Recognised for their ongoing contribution in bringing international musicians to the people of Folkestone.
- Tony Gilbert - Recognised for his many years of service to Folkestone by maintaining the cleanliness of the town and raising money for charity.
- Brian and Billie Hoyle – Recognised for their hard work and dedication in raising funds and supporting local projects.
- Charlotte East – Recognised for supporting individuals to integrate into Folkestone's community through taking part in local projects.
- Marion Rietdijk-Bain Smith - Recognised for her dedication to raising money for local projects.
- Folkestone Rescue - recognised for their continued service to Folkestone in keeping the beaches safe for local residents and visitors to Folkestone.

The recipients are invited to an afternoon tea with the Town Mayor and Deputy Mayor where they will be presented with their awards in recognition of their achievements.

7. MINUTES OF THE PLANNING COMMITTEE

To receive the Minutes of the above Committee's meeting of 19th December 2023.

8. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

To receive the Minutes of the above Committee's meeting of 14th December 2023 and 25th January 2024.

9. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

To receive the Minutes of the above Committee's meeting of 3rd October 2023.

10. MINUTES OF THE CLIMATE AND ENVIRONMENT COMMITTEE

To receive the Minutes of the above Committee's meeting of 3rd October 2023.

11. MATTERS AND RESOLUTIONS FROM COMMITTEES

(items in bold italic have been brought forward for debate, remaining items to be noted)

Finance and General Purposes – 15th February 2024

- To release General Reserve funds to carry out lighting works at the Town Hall office switch to LED lights and carry out electrical installation condition report for the Town Hall building. Steel fire escape requires a formal inspection by a structural engineer – Town Clerk to obtain quotes for the work to be undertaken. The cabinet housing the cinema electric board in the basement has rusted due to water ingress and is being replaced by UK Power Networks. Town Clerk to investigate options to resolve the problem with water ingress to all of the electrical panels in the basement and to address the poor maintenance of the area.
- To operate the Community Minibus on a Day/Self Drive Hire to non-profit making, community and voluntary groups in the Folkestone area once section 22 permit has been approved. Maximum six-hour blocks at a cost of £40 hire charge, plus 60p per mile (max of 80 miles). Drivers hiring the minibus will need to hold a D1 licence. The operation of the minibus will be reviewed in six months' time.

Community Services Committee – 6th February 2024

- That the Annual Kwik Cricket be organised and scheduled for a date in May that is the most popular for schools to facilitate best attendance.
- To approve the release of £25,000 from the 2024/25 Armed Forces Day budget to deliver the event.
- That FTC apply to ReferKent to join as an agency.
- That the Town Clerk write to F & HDC requesting details of how the public toilets are managed in Folkestone and the operational / opening schedules for individual sites.

Climate and Environment Committee – 6th February 2024

- That any flower or shrub beds funded by FTC should have a plaque installed indicating their ownership and management and to be provided by FTC.
- That the Town Clerk write to F & HDC and KCC seeking information regarding what grass cutting is scheduled in Folkestone annually to include details of areas that are left uncut and the reasons why.

12. GOVERNANCE AND ACCOUNTABILITY RISK ASSESSMENT AND INSURANCE REVIEW

Report C/24/359 presents the annual business risk assessment and review of the current insurance arrangements for the Council's approval.

13. TREASURY MANAGEMENT REPORT

In line with section 15(1)(a) of the Local Government Act 2003, Report C/24/360 reviews the Council's treasury management policy for 2023/24 and is attached for approval.

14. POLICY & PROCEDURE REVIEWS

Councillors are asked to adopt the following policies:

Co-option Policy (new)

Child and Vulnerable Adult Policy (*Child Protection Policy replaced*)

Complaints Policy (*revised*)

15. HIGHWAYS IMPROVEMENT ACTION PLAN

Following a request from Kent Highways for the Town Council to take part in producing a Highways Improvement Plan, Community Services Committee resolved at its meeting on 6 February 2024, the following:

RESOLVED: That this Item be deferred to Full Council to consider if FTC should be involved with producing a Highways Improvement Plan for Folkestone.

Attached is the HIP Information Pack.

16. NOTICE OF MOTION

Cllr Connor McConville would like to move a motion that Council resolves to positively engage with any and all discussions, events and actions surrounding, the currently closed, Grace Hill Library. Grace Hill library is of vital importance to the people of Folkestone, most notably those in the Central, East and Harbour wards. These parts of Folkestone are some of the most deprived in Kent and the library should be there to provide a safe and warm space to relax, learn and access local services. This council believes that the reopening of the library in its current site is essential for the health and wellbeing of local residents. This council would support any plan or scheme that included keeping the library in the current Grace Hill site. This council shall engage with, and formally respond to, any public consultation regarding the library and its future.

17. TOWN MAYOR ELECT 2023/24

Town Councillors are requested to select the Town Mayor Elect for the ensuing municipal year 2024/25.

18. DATE AND TIME OF NEXT MEETING

Annual Statutory Meeting - Tuesday, 7th May 2024

Annual Town Assembly - Tuesday, 14th May 2024

Councillors on Committee

Cllr Abena Akuffo-Kelly

Cllr Charlie Bain Smith

Cllr Bridget Chapman

Cllr Jane Darling

Cllr Laura Davison

Cllr Christine Dickinson

Cllr Peter Gane

Cllr Nicola Keen

Cllr Keiran Leigh

Cllr Adrian Lockwood

Cllr Connor McConville

Cllr Liz McShane

Cllr Lucy McGirr

Cllr Jackie Meade

Cllr Tim Prater

Cllr John Renshaw

Cllr Belinda Walker

Cllr Roger West

Parking available for Councillors @ 6.00pm on the precinct area at the front of the Town Hall.



Folkestone Town Council

MINUTES of the Full Council Meeting held at the Town Hall, Folkestone on Thursday, 25th January 2024 at 6.00 p.m.

TOWN COUNCILLORS PRESENT: Councillors Abena Akuffo-Kelly (Chair), Charles Bain Smith, Jane Darling, Laura Davison, Christine Dickinson, Peter Gane, Kieran Leigh, Adrian Lockwood, Connor McConville, Jackie Meade, Tim Prater, John Renshaw and Belinda Walker (6.05 p.m.).

ABSENT: Councillor Lucy McGirr

IN ATTENDANCE: Toni Brenchley – Town Clerk

No questions were received.

2035. APOLOGIES

Apologies were received from Councillors Bridget Chapman, Nicola Keen, Liz McShane and Roger West

RESOLVED: To accept the apologies from Councillors Chapman, Keen, McShane and West.

Proposed: Councillor Jane Darling

Seconded: Councillor Peter Gane

Voting: F:13, Ag: 0, Ab: 0

2036. DECLARATIONS OF INTEREST

There were no declarations.

2037. MINUTES

The Council was asked to receive and authorise the Minutes of the Full Council Meeting held on 11th January 2024 and to ask the Deputy Town Mayor to sign them as a correct record.

RESOLVED: That the Minutes of the Full Council Meeting held on 11th January 2024 be received and signed as a correct record.

Proposed: Councillor Jackie Meade

Seconded: Councillor John Renshaw

Voting: F:13, Ag: 0, Ab: 0

EXCLUSION OF PRESS AND PUBLIC

The remainder of the Agenda has classified item 4, Minute number 2038, as disclosing exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) thereby excluding the press and public from

the meeting whilst this item is debated. Press and members of the public left the meeting.

Proposed: Councillor Abena Akuffo-Kelly
Seconded: Councillor Peter Gane
Voting: F:12, Ag: 0, Ab: 0

Councillor Belinda Walker arrived (6.05 p.m.)

2038. CCTV PROVISION

Michelle Anderson (Safer Streets Project Officer), Scott Butler (Community Safety Specialist for Folkestone & Hythe District Council) and Sean Smith (CCTV Manager Swale) were in attendance to present the option for 24/7 CCTV monitoring to Councillors and answer questions.

RESOLVED: CCTV Working Group to be reinstated. Town Clerk to email Councillors for volunteers to join the Working Group.

Proposed: Councillor Abena Akuffo-Kelly
Seconded: Councillor Peter Gane
Voting: F:13, Ag: 0, Ab: 0

RESOLVED:

- 1) To receive and note report C/24/355**
- 2) Due to time constraints and the request by the Safer Streets Partnership for 24/7 CCTV monitoring, part 11.1 (d) of the financial regulations be exercised, to waive contract standing orders and to agree a price without competition entering into an agreement with Swale Borough Council for the financial year 2024/25 for 24/7 CCTV monitoring, thereby preventing any further delay for the safety and protection of the community. With the long-term ambition of the council and its partners to have a functioning council run CCTV control room.**

Proposed: Councillor Connor McConville
Seconded: Councillor Peter Gane
Voting: F:13, Ag: 0, Ab: 0

2039. DATE OF THE NEXT MEETING

14th March 2024 at 7.00 p.m. – Ordinary Full Council Meeting

The meeting concluded at 6.31 pm.

.....Town Mayor



Folkestone Town Council



Ward Grant Application Form

A: APPLICATION SUMMARY

Organisation Name:	Folkestone First Timers CIC
Title of Project:	First Timers Music Programme 2024

Contact name <i>(Inc. title)</i>	Mr Peter Sheridan
Position in organisation / group:	Founder/Director
Correspondence Address:	Apartment 10 Shornccliffe House Encombe Folkestone
Postcode:	CT20 3TU
Email address:	folkestonefirsttimers@gmail.com
Daytime telephone number:	07776134439

Reason for application – brief project/event description:	We run a music education programme to help people who are financially excluded from learning musical instruments in Folkestone & Hythe.
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How much is requested from Folkestone Town Council?	£ 500
Total cost of project:	£23,327

Declaration: I hereby declare that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

Name: Peter Sheridan	Position in the organisation: Director
Signature: (or print name if returning by email) Peter Sheridan	Date: 29/1/24

DATA PROTECTION STATEMENT

Your details will be kept securely by Folkestone Town Council under the terms of the Data Protection Act and Freedom of Information Act 2000

FTC must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. In order to achieve this, information may be shared with other bodies responsible for auditing or administering public funds including the Audit Commission, the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. We might use personal information provided by you in order to conduct appropriate identity checks. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will actively seek recovery of the awarded grant funding, and will provide details to fraud prevention agencies, to prevent fraud and money laundering.

The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

Organisations are asked to agree to allow its details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)

Please select as applicable

Yes ☒ No ☐

B: SUPPORTING STATEMENT

(All applicants to complete – please continue on a separate sheet if necessary)

Why do you think the Town Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the town's residents.

We plan to run a series of workshops and events in both spring and autumn. The programme is targeted at those who feel excluded from music whether through financial costs, feeling it was 'too late' to learn or they were excluded because of gender, age, sexual orientation or those with a visible/invisible disability. We are open and accessible to all, with very low or even no cost for participants. A typical music lesson in Folkestone is £40 per hour, our 2 hour music workshops cost £5 each with a reduction to £2 for those who are financially constrained. We also offered free tickets with travel bursaries and free access to musical instruments. 27% of our 2023 attendees (87 people) took up the offer of reduced/free tickets.

Our workshops cover basic skills in learning to play an instrument with the emphasis on learning songs and the ability to play with others. In line with our programme in 2023 we plan to deliver two series of workshops & events in 2024. Each series will include :-

1. 3x two hour workshops in each of our core musical skills – singing, keyboards/piano, guitar, bass guitar, drums and songwriting. In total we expect to deliver a minimum of 36 workshops in 2024. We may expand the number of workshops depending on demand.
2. Workshops are run by musicians who live in Folkestone and the surrounding areas. Each tutor is paid for the workshops they run.
3. Workshops take place in venues across Folkestone including Community Network (Cheriton High Street), 20th Century Speedway, Eleto Chocolate Café and The Music Workshop. We plan to continue to use these venues in 2024. All venues are paid for the use of their space.
4. Support to First Timers in developing their musical skills through Band Practice sessions where they can learn to play well know songs with others. This helps develop their skills in playing as a group/band. We plan to hold 12 of these in 2024 and may expand depending on funding and demand.
5. Live music events will be held to provide a safe and inclusive environment for First Timers to perform in front of an audience. In 2023 these included busking (Music in May), Folkestone PRIDE (Cheriton High Street), Open Mics (Home Taproom & Folklore) and Folkestone First Timer LIVE - a major event at The Eleto Café where 7 acts performed in front of a live audience in September. In 2024 we have already booked two events – Open Mic night in January and on the 8th February our next major LIVE event will be held at The Eleto Café.

On our website you can view a gallery of our workshops here

<https://www.folkestonefirsttimers.co.uk/gallery>

and for our live performance events we have uploaded videos to our YouTube channel

– <https://www.youtube.com/@FolkestoneFirstTimers>

The legacy of our programme from 2023 has already been seen and we wish to continue this in 2024 including : –

Successfully bring low cost music participation to Folkestone with over 320 attendees at workshops in 2023 and we estimate over 100 people have seen live performances by First Timers.

Over 90% of our expenditure in 2023 has been with local tutors and venues. The only expenditure outside of the local area is website hosting and insurance. We expect this to continue in 2024.

Bringing music and creativity into a community that felt excluded from play live music whether this is due to age, gender, sexual orientation, visible/invisible disabilities, financial constraints, not knowing where to start or feeling they have no musical 'ability'.

Helping people build personal self-confidence by performing music live in front of an audience. We are amazed by how quickly people have taken that step and in September, 7 acts played in front of a full house at Eleto Café in Folkestone.

Maintain and improve mental well-being. Research has proven that music has a very positive impact on mental health and a sense of well-being. We have many testimonials on our website as to the positive impact, here is one

"...a non judgmental community, ready to embrace every level of skill or lack thereof...has given me the courage to fulfil a long time ambition to learn to play the drums. Never in my whole life I would have thought that possible. This has also encouraged me to let my son (age 5) to see mummy apply herself to music, practice and perform. I love Folkestone First Timers and have found new mates to play. Thank you"

You can see more testimonials here <https://www.folkestonefirsttimers.co.uk/testimonials>

In December we did a customer survey and although the sample size is small it reflects the testimonials that we received over the year.

Improved my self-confidence 78%

Made new friends 78%

Increased sense of community 64%

Improved mental health 57%

Recommend the programme to family & Friends 100%

Support for the application – brief outline from Ward Councillor:

These events are beneficial to the community in so many ways. Confidence is built and mental health improved. The benefit is not only to those who participate but those in the audience too.

Any award will be paid by BACS. Please enter you bank details below:

Name of applicant: Peter Sheridan						Name of account holder: Folkestone First Timers CIC							
Signature: (or print name if returning by email) Peter Sheridan						Date: 29/1/24							
Sort Code:						Account number:							
6	0	8	3	7	1	4	3	6	0	0	3	9	7

Ward Councillor to complete:	
Name: Belinda Walker	Ward: Central
Signature: (or print name if returning by email) Belinda Walker	Date: 9 February 2024
Amount Awarded	£100

If the project applied for does not go ahead then the grant funds will need to be returned to the Council in full.

All grants applied for must be spent within 12 months of receipt.

Please send your completed form to your local Ward Councillor.



Folkestone Town Council



Ward Grant Application Form

A: APPLICATION SUMMARY

Organisation Name:	Folkestone Music Town
Title of Project:	Workshops - Music In May

Contact name <i>(Inc. title)</i>	Sophia Stutchbury
Position in organisation / group:	Director
Correspondence Address:	Folkestone Music Town Seaview Studio Seaview House Dover Road Folkestone
Postcode:	CT19 6NJ
Email address:	sophia@seaviewstudio.co.uk
Daytime telephone number:	07877 594555

Reason for application – brief project/event description:	One of the most successful features of last year's Music In May was the Workshop Programme. There is clearly a great deal of demand for this kind of artistic/technical provision in our talented town. To meet this demand we want to increase the number of workshops on offer this year (from 11 to 20). The workshops are free, taught by professional practitioners, designed to be inclusive and will be widely promoted. As well as enhancing the participants' artistic and technical skills, the workshops contribute to improving the participants' communication and interpersonal skills, building their confidence and enhancing community cohesion.
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How much is requested from Folkestone Town Council?	£ 500
Total cost of project:	£10,500

Declaration: I hereby declare that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

Name: Sophia Stutchbury	Position in the organisation: Director
Signature: (or print name if returning by email) Sophia Stutchbury	Date: 6/02/24

DATA PROTECTION STATEMENT

Your details will be kept securely by Folkestone Town Council under the terms of the Data Protection Act and Freedom of Information Act 2000

FTC must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. In order to achieve this, information may be shared with other bodies responsible for auditing or administering public funds including the Audit Commission, the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. We might use personal information provided by you in order to conduct appropriate identity checks. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will actively seek recovery of the awarded grant funding, and will provide details to fraud prevention agencies, to prevent fraud and money laundering.

The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

Organisations are asked to agree to allow its details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)

Please select as applicable

Yes ☒ No ☐

B: SUPPORTING STATEMENT

(All applicants to complete – please continue on a separate sheet if necessary)

Why do you think the Town Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the town's residents.

Music in May has a simple, key aim: to put Folkestone on the map for music in the way the town is acknowledged for the Triennial – with the important difference that Music in May is a Festival born from and for the community, delivered by people who live music and love Folkestone. Music in May is a big public statement that Folkestone is indeed a Music Town.

Residents across Folkestone will benefit from Music In May. There will be more music events and activities taking place than perhaps ever before in May in the town; but equally importantly, (with the support of Folkestone Town Council) these events will be more effectively promoted than is usually possible. Also, and crucially, Music In May will reflect the cultural diversity of the town and there will be events in activities in parts of the town where music events do not generally take place. We really do want there to be something for everyone in Music In May.

A key feature of Music In May is the workshop programme and - as indicated - the workshops we ran last year were very highly regarded. By increasing the number we offer this year, more people in Folkestone will benefit. We are determined through targeted promotion to ensure that we get the word out to as many, different people as possible. We are clear that the workshops should be free. Even modest charges are an obstacle for people attending, especially those not in employment or in low paid work.

Collaboration is a key part of the ethos of Folkestone Music Town and we will encourage the workshop participants to keep-in-touch and work together after the workshops. Participants will also be able to ask their tutors advice following the workshops. We will also help the participants find performance opportunities. So, as well as a good in themselves, the workshops will encourage more music-making in Folkestone.

The workshops scheduled so far include –

Confidence and Stage Presence Workshop For Singers, Speakers and Performers - Sarah Quist - Seaview Studio Saturday, 4 May 2024·12:00 – 2:00pm

Singing for The Soul Workshop - Randolph Matthews - Seaview Studio Saturday, 4 May 2024·3:00 – 5:00pm

Harmonica Workshop for Beginners - Katie Bradley - Seaview Studio Sunday, 5 May 2024·12:00 – 2:00pm

Family Music Session Workshop - Josie Matcham - The Music Workshop Saturday, 11 May and May 28 2024·10:00 – 11:00am

Fly on the Wall Pro Songwriting Workshop - Tim Smith, Sophia Stutchbury & Flo Glen - Seaview Studio Saturday, 11 May 2024·12:00 – 3:00pm

Participatory Songwriting Workshop - Tim Smith, Sophia Stutchbury and Flo Glen - Seaview Studio Saturday, 11 May 2024·3:00 – 6:00pm

Making Money from Music Workshop - Sophia Stutchbury - Seaview Studio Sunday, 12 May 2024·12:00 – 2:00pm

Home Recording Workshop - Tim Smith - Seaview Studio
Sunday, 12 May 2024 3:00 – 5:00pm

Drumming For Beginners Workshop - Harry Arnold - Seaview Studio -
Saturday, 18 May 2024 12:00 – 2:00pm

Guitar for Beginners Workshop - Matt McEvelly - Seaview Studio
Saturday, 18 May 2024 3:00 – 5:00pm

More workshops will be arranged/tutors booked in the led-up to Music In May.

The workshops are geared to meet the needs of beginners and more advanced participants. Some are 'purely for pleasure'; others assist the participants' career development. It is central to our approach that anyone interested can be accommodated somewhere in the programme. We will respond to demand: if people tell us what they want and need we will do we can to help.

We are aiming for 200 participants.

Support for the application – brief outline from Ward Councillor:

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Any award will be paid by BACS. Please enter you bank details below:

Name of applicant: Sophia Stutchbury						Name of account holder: Folkestone Music Town CIC							
Signature: (or print name if returning by email) Sophia Stutchbury						Date: 02/02/24							
Sort Code:						Account number:							
30	99	50				6	6	9	9	0	6	6	0

Ward Councillor to complete:	
Name: Liz McShane	Ward: CEntral
Signature: Liz McShane	Date: 14/02/23
Amount Awarded	£500.00

If the project applied for does not go ahead then the grant funds will need to be returned to the Council in full.

All grants applied for must be spent within 12 months of receipt.

Please send your completed form to your local Ward Councillor.



Folkestone Town Council



Ward Grant Application Form

A: APPLICATION SUMMARY

Organisation Name:	Folkestone Sports Centre Trust
Title of Project:	50+ Pickle Ball

Contact name <i>(Inc. title)</i>	Mrs Tessa Stickler
Position in organisation / group:	Trust Manager
Correspondence Address:	Folkestone Sports Centre Radnor Park Avenue Folkestone Kent
Postcode:	CT19 5HX
Email address:	tessa@folkestonesportscentre.co.uk
Daytime telephone number:	01303 850222

Reason for application – brief project/event description:	The Trust would use funding for the purchase of Pickle Ball equipment to be used for a new sports club for adults over 50 years of age.
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How much is requested from Folkestone Town Council?	£ 170.00
Total cost of project:	£ 170.00

Declaration: I hereby declare that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

Name: Tessa Stickler	Position in the organisation: Trust Manager
Signature: (or print name if returning by email) Tessa Stickler	Date: 19 February 2024

DATA PROTECTION STATEMENT

Your details will be kept securely by Folkestone Town Council under the terms of the Data Protection Act and Freedom of Information Act 2000

FTC must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. In order to achieve this, information may be shared with other bodies responsible for auditing or administering public funds including the Audit Commission, the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. We might use personal information provided by you in order to conduct appropriate identity checks. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will actively seek recovery of the awarded grant funding, and will provide details to fraud prevention agencies, to prevent fraud and money laundering.

The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

Organisations are asked to agree to allow its details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)

Please select as applicable

Yes ☒ No ☐

B: SUPPORTING STATEMENT

(All applicants to complete – please continue on a separate sheet if necessary)

Why do you think the Town Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the town's residents.

Folkestone Sports Centre Trust strives to offer affordable sport for all ages and all abilities. This project is to start Pickle Ball sessions at Folkestone Sports Centre for adults Over 50 years of age, to encourage increased physical activity. These sessions will support local residents to meet new people and enjoy the social side of sport in addition to becoming more active.

Pickle Ball can be played by all abilities and can be either gentle or robust exercise and can move to higher levels, including competition if the participants so wish.

Funding to support this, will enable the Trust to purchase Pickle Ball paddles and balls for use by those participants who do not have their own equipment, enabling them to join the sessions without further cost. Entry to the sessions will be held at a low cost.

Exercise for all ages and all abilities is vital for the health and well-being of our community and our Trust supports this with a wide range of projects, programmes and activities.

Support for the application – brief outline from Ward Councillor:

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Any award will be paid by BACS. Please enter you bank details below:

Name of applicant: Tessa Stickler						Name of account holder: Folkestone Sports Centre Trust Ltd							
Signature: (or print name if returning by email) Tessa Stickler						Date: 19/2/24							
Sort Code:						Account number:							
5	2	4	1	4	2	0	9	5	1	0	3	7	0

Ward Councillor to complete:	
Name: Connor McConville	Ward: East Folkestone
Signature: Connor McConville	Date: 19/02/2024
Amount Awarded	£170

If the project applied for does not go ahead then the grant funds will need to be returned to the Council in full.

All grants applied for must be spent within 12 months of receipt.

Please send your completed form to your local Ward Councillor.



Ward Grant Application Form

Organisation Name:	Folkestone Malayalee Association
Title of Project:	FMA Easter/Vishu/Eid programme

Contact name <i>(Inc. title)</i>	Krishna Nair
Position in organisation / group:	Vice President
Correspondence Address:	31 Grasmere Gardens Folkestone Kent
Postcode:	CT19 5JN
Email address:	knair.qa@gmail.com
Daytime telephone number:	07763123624

Reason for application – brief project/event description:	<p>The Folkestone Malayalee Association (FMA) is currently an unincorporated association and is committed to fostering a sense of community and belonging among the growing South Indian population, particularly those from Kerala, in Folkestone. Our organization recognizes the importance of providing a platform for members to come together and celebrate their cultural heritage while also contributing positively to the local community.</p> <p>In light of this mission, we are applying to organize a multicultural event in late April to commemorate Easter, Vishu, and Eid. This event will serve as an opportunity for individuals from the South Indian community to connect with one another, celebrate their diverse cultural traditions, and share in the joy of these significant holidays. By incorporating cultural programs, traditional food, and festive activities, we aim to create an inclusive and enriching experience for attendees of all backgrounds.</p> <p>Furthermore, our commitment to charitable endeavors is reflected in our decision to collect donations for the local food bank during the event. Through this initiative, we hope to make a meaningful difference in the lives of those in need within the Folkestone community, embodying the spirit of compassion and generosity that is central to our organization's values.</p> <p>Overall, the proposed event aligns seamlessly with the mission and objectives of the Folkestone Malayalee Association, serving as a catalyst for cultural exchange, community building, and philanthropy. We are confident that it will be a resounding success and look forward to the opportunity to contribute positively to the vibrant tapestry of Folkestone's multicultural landscape.</p>
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How much is requested from Folkestone Town Council?	£ 500
Total cost of project:	£ 1500

Declaration: I hereby declare that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

Name: Krishna Nair	Position in the organisation: Vice President
Signature: (or print name if returning by email) Krishna Nair	Date: 12.02.2024

DATA PROTECTION STATEMENT

Your details will be kept securely by Folkestone Town Council under the terms of the Data Protection Act and Freedom of Information Act 2000

FTC must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. In order to achieve this, information may be shared with other bodies responsible for auditing or administering public funds including the Audit Commission, the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. We might use personal information provided by you in order to conduct appropriate identity checks. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will actively seek recovery of the awarded grant funding, and will provide details to fraud prevention agencies, to prevent fraud and money laundering.

The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

Organisations are asked to agree to allow its details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)

Please select as applicable

Yes ☒ No ☐

(All applicants to complete – please continue on a separate sheet if necessary)

Why do you think the Town Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the town's residents.

The Town Council should support this application for several compelling reasons:

1. Community Engagement and Cultural Preservation : By providing a venue for traditional dancing practice, the Council fosters community engagement and preserves cultural traditions, enriching the town's identity.
2. Inter-generational Connection : Supporting spaces for familial bonding across distances enhances social cohesion within the community and maintains cultural heritage.
3. Cultural Representation and Participation : Facilitating cultural events promotes diversity and inclusivity, enriching the town's cultural landscape.
4. Youth Development : Regular practice sessions for traditional dancing foster discipline, teamwork, and creativity, benefiting the overall development of the youth population.
5. Economic Impact : Increased participation in cultural activities can stimulate local businesses and boost tourism, positively impacting the town's economy.

Overall, supporting this application demonstrates the Council's commitment to promoting cultural diversity, community connections, and residents' well-being, enhancing the town's vibrancy and vitality.

Support for the application – brief outline from Ward Councillor:

Any award will be paid by BACS. Please enter you bank details below:

Name of applicant: Krishna Nair						Name of account holder: Folkestone Malayali Association							
Signature: (or print name if returning by email) K Nair						Date: 12.02.2024							
Sort Code:						Account number:							
2	3	0	5	8	0	4	8	2	8	8	8	0	4

Ward Councillor to complete:	
Name: Abena Akuffo-Kelly	Ward: Folkestone Central
Signature: (or print name if returning by email)	Date: 19/02/2024
Amount Awarded	£ 200

If the project applied for does not go ahead then the grant funds will need to be returned to the Council in full. All grants applied for must be spent within 12 months of receipt.

Please send your completed form to your local Ward Councillor.

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Tuesday 19th December 2023 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Charlie Bain Smith, Jane Darling and John Renshaw.

ABSENT: Councillor Christine Dickinson.

OFFICER PRESENT: Liz Timmins (Grants and Communities Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Lucy McGirr and Laura Davison.

2. DECLARATIONS OF INTEREST

There were no declarations.

3. PLANNING COMMITTEE MEETING 26th October 2023

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 26th October 2023 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 26th October 2023 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor John Renshaw

Seconded: Councillor Jane Darling

Voting: F:3, Ag:0, Ab:0

4. REVIEW OF TERMS OF REFERENCE

RESOLVED: The Committee accept the changes to the Planning Terms of Reference.

Proposed: Councillor Jane Darling

Seconded: Councillor John Renshaw

Voting: F:3, Ag:0, Ab:0

5. PLANNING APPLICATIONS

Application no	23/1786/FH
Location	189 Shorncliffe Road
Proposal	Single storey rear extension replacing existing conservatory
Closing date	20.12.23
Comment	No Objection

Application no	23/1838/FH/TCA
Location	Augusta Gardens, Open Gardens, Fronting Sandgate Road

Proposal	Remedial work to be carried out on mature Beech tree (T1) remove two remaining branches either side of break and situated in a Conservation Area.
Closing date	20.12.23
Comment	No Objection
Application no	23/1704/FH
Location	1-40 & 42-88 Craufurd Green
Proposal	Installation of external insulation
Closing date	20.12.23
Comment	No Objection – Subject to a whole retrofit approach including ventilation.
Application no	23/1798/FH
Location	Lower Works, Cherry Garden Lane
Proposal	Change of use of existing workshop to office to include a two storey and single storey extension to the north and a single storey extension to the east side of the building. Demolition of White Lodge and associated works.
Closing date	21.12.23
Comment	Object – It would appear that the development results in the unnecessary loss of a dwelling.
Application no	23/1737/FH
Location	29 Westbourne Gardens
Proposal	Conversion of existing conservatory into a habitable space
Closing date	22.12.23
Comment	Object – to the loss of a Victorian conservatory as a feature and the introduction of UPVC does not enhance the character of the conservation area.
Application no	23/1703/FH
Location	Flat 3, 58 Earls Avenue
Proposal	Replacement of lower panes to ground floor front bay window, leaving the stained glass panes as they are and repair to stonework surround.
Closing date	4.1.24
Comment	No Objection
Application no	23/1330/FH
Location	2A St Michaels Street
Proposal	Conversion and alterations to existing garage unit (use class B2) to create 1no. 2 bedroom apartment with associated parking and external amenity space
Closing date	19.12.23

Comment Object – as per previous comment - *Object due to creating a dwelling with no natural light or ventilation in the main living spaces.*

Application no 23/1706/FH
Location Flat 1, 20 Clifton Gardens
Proposal Single storey rear extension including changes to fenestration, replacing a window with a door adjacent to the proposed works.
Closing date 4.1.24
Comment No Objection

Application no 23/1718/FH
Location 229 Dover Road
Proposal Demolition of existing extension and erection of a single storey ground floor rear extension and outbuilding.
Closing date 27.12.23
Comment No Objection

Application no 23/1849/FH
Location 134A Sandgate Road
Proposal Change of use & conversion of upper floor offices into three self-contained flats & associated alterations.
Closing date 27.12.23
Comment No Objection

Application no 23/1864/FH
Location 134A Sandgate Road
Proposal Listed Building Consent for change of use & conversion of upper floor offices into three self-contained flats & associated alterations.
Closing date 27.12.23
Comment No Objection

6. PREMISES LICENCE

None were received.

7. LATE PLANNING APPLICATIONS

None were received.


8. KENT FLOOD RISK MANAGEMENT STRATEGY 2024-2034

Councillors noted the closing date and will send individual comments on this strategy.

9. DATE OF NEXT MEETING

Thursday, 25th January 2024

The meeting concluded at 9.15pm.

 Chair

FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 14th December 2023 at 7.00 p.m.

PRESENT: Councillors Jane Darling, Christine Dickinson, Belinda Walker, Connor McConville (Chair), Adrian Lockwood, Nicola Keen, Bridget Chapman, Laura Davison, Kieran Leigh and Peter Gane.

ABSENT:

OFFICERS PRESENT: Toni Brenchley – Town Clerk,
Roland Domingo – Finance Officer.

1605. APOLOGIES FOR ABSENCE

Apologies received from Councillor Tim Prater.

RESOLVED: The Committee received and approved apologies.

Proposed: Councillor Nicola Keen

Seconded: Councillor Belinda Walker

Voting: F: 10, Ag: 0, Ab: 0

1606. DECLARATIONS OF INTERESTS

There were no declarations of interest.

1607. MINUTES

The committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 30th November 2023.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 30th November 2023 be signed as a correct record.

Proposed: Councillor Christine Dickinson

Seconded: Councillor Adrian Lockwood

Voting: F: 10, Ag: 0, Ab: 0

1608. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1st November 2023 and 30th November 2023.

RESOLVED: That the Schedule of Payments for the period between 1st November 2023 and 30th November 2023 be approved.

Proposed: Councillor Nicola Keen

Seconded: Councillor Belinda Walker

Voting: F: 10, Ag: 0, Ab: 0

1609. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1st November 2023 and 30th November 2023.

RESOLVED: That the Schedule of Receipts for the period 1st November 2023 and 30th November 2023 be accepted.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

1610. BUDGET MONITORING STATEMENT 2023/24

The budget monitoring statement to the 30th November 2023 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 30th November 2023 be approved.

Proposed: Councillor Laura Davison

Seconded: Councillor Peter Gane

Voting: F: 10, Ag: 0, Ab: 0

1611. BANK RECONCILIATION

The bank reconciliation statement as at 30th November 2023 was noted by the Committee.

1612. MAYORAL CAR LEASE RENEWAL

Report F/23/349 provides information regarding the mayoral car lease ending in April 2024, the Committee is asked to consider four options for the new mayoral car on a three year lease.

RESOLVED: That option C – Kia XCeed be adopted from April 2024 on a three year lease at £4,659.87 per annum.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 9, Ag: 1, Ab: 0

1613. BUDGET 2024/25

Report F/23/350 sets out the draft proposals for the Town Council's budget for 2024/25, considering proposed growth items submitted by spending committees. Members were requested to make final recommendations for the budget/precept for presentation to the full Council on 11th January 2024.

RESOLVED: That the Air Show/Armed Forces Day be reduced to £25,000 for 2024/25 annual budget.

Proposed: Councillor Laura Davison

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

RESOLVED: That the cost of renewing the Christmas lights be discussed by the Community Services Committee.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag:0, Ab: 0

RESOLVED: To keep the Flowerbeds budget at £35,000 for the 2024/25 annual budget and request the Climate & Environmental Committee to add an item for the sponsorship of Flowerbeds to the District for next year.

Proposed: Councillor Peter Gane

Seconded: Councillor Bridget Chapman

Voting: F: 9, Ag: 0, Ab: 1

RESOLVED: That the draft budget be noted and agreed but the precept be deferred to full Council in January when the new property tax base figures will be available.

Proposed: Councillor Nicola Keen

Seconded: Councillor Bridget Chapman

Voting: F: 9, Ag: 0, Ab: 1

1614. WARD GRANTS

A list of ward grants was provided for the Committee's approval.

<i>Organisation</i>	<i>Purpose</i>	<i>Amount</i>	<i>Councillor</i>	<i>Power</i>
Pavement Pounders Community Interest Company	Crossings Remembered	£150.00	J Renshaw	LGA 72, Sec 145
Community Donation Station	Lighting and Heating in the shop	£882.00	J Darling	LGA 72, Sec 133
Ensor's	Christmas Community	£200.00	C McConville	LGA 72, Sec 145
Ensor's	Christmas Community	£100.00	A Lockwood	LGA 72, Sec 145
Ensor's	Christmas Community	£100.00	B Chapman	LGA 72, Sec 145
Ensor's	Christmas Community	£100.00	J Meade	LGA 72, Sec 145
Ensor's	Christmas Community	£100.00	L McGirr	LGA 72, Sec 145
Ensor's	Christmas Community	£100.00	B Walker	LGA 72, Sec 145

RESOLVED: To approve the listed ward grants received.

Proposed: Councillor Peter Gane

Seconded: Councillor Kieran Leigh

Voting: F: 10, Ag: 0, Ab: 0

1615. WARD GRANT BALANCES

The Committee has noted the ward grant balances as at 30th November 2023.

EXCLUSION OF PRESS AND PUBLIC The remainder of the Agenda has classified item 12 (minute 1616) as disclosing exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) thereby excluding the press and public from the meeting whilst this item is debated. Press and members of the public should now leave.

RESOLVED: To exclude the press and public from the meeting whilst the next item is debated.

Proposed: Councillor Peter Gane

Seconded: Councillor Bridget Chapman

Voting: F: 10, Ag: 0, Ab: 0

1616. CINEMA RENT REVIEW

The Committee is asked to consider the current status of the cinema tenancy agreement.

RESOLVED: To instruct the Town Clerk to appoint a chartered surveyor to undertake a rent review and enter into negotiations with the tenant.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

1617. DATE OF NEXT MEETING:

25th January 2024 at 7.00pm

The meeting concluded at 07:54pm

Chair.....

Date.....25-1-24

FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 25th January 2024 at 7.00 p.m.

PRESENT: Councillors Jane Darling, Christine Dickinson, Belinda Walker, Connor McConville (Chair), Adrian Lockwood, Nicola Keen, Laura Davison, Kieran Leigh, Peter Gane and Tim Prater.

ABSENT:

OFFICERS PRESENT: Toni Brenchley – Town Clerk,
Roland Domingo – Finance Officer.

1618. APOLOGIES FOR ABSENCE

Apologies received from Councillor Bridget Chapman.

RESOLVED: To approve apologies from Councillor Bridget Chapman.

Proposed: Councillor Jane Darling

Seconded: Councillor Laura Davison

Voting: F: 8, Ag: 0, Ab: 1

Councillor Nicola Keen attended the meeting at this juncture.

1619. DECLARATIONS OF INTERESTS

There were no declarations of interest.

1620. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 14th December 2023.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 14th December 2023 be signed as a correct record.

Proposed: Councillor Christine Dickinson

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

1621. PERSONNEL SUB-COMMITTEE MINUTES

The Committee received the Minutes of the meetings of the Personnel Sub-Committee held on 26th October and 16th November 2023.

RESOLVED: That the Minutes of the meetings of Personnel Sub-Committee held on 26th October and 16th November 2023 be received and noted.

Proposed: Councillor Nicola Keen
Seconded: Councillor Peter Gane
Voting: F: 10, Ag: 0, Ab: 0

1622. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1st December 2023 to 31st December 2023.

RESOLVED: That the Schedule of Payments for the period between 1st December 2023 to 31st December 2023 be approved.

Proposed: Councillor Jane Darling
Seconded: Councillor Christine Dickinson
Voting: F: 10, Ag: 0, Ab: 0

1623. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1st December 2023 to 31st December 2023.

RESOLVED: That the Schedule of Receipts for the period 1st December 2023 and 31st December 2023 be accepted.

Proposed: Councillor Christine Dickinson
Seconded: Councillor Peter Gane
Voting: F: 10, Ag: 0, Ab: 0

1624. BUDGET MONITORING STATEMENT DECEMBER 2023

The budget monitoring statement to the 31st December 2023 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31st December 2023 be approved.

Proposed: Councillor Nicola Keen
Seconded: Councillor Belinda Walker
Voting: F: 10, Ag: 0, Ab: 0

1625. BANK RECONCILIATION

The bank reconciliation statement as at 31st December 2023 was noted by the Committee and signed by Councillor Adrian Lockwood.

1626. INTERIM INTERNAL AUDIT REPORT F/24/353

Report F/24/353 provides the interim internal audit for the year 2023/24 and recommends the Committee to note in accordance with best practice.

RESOLVED: To approve report F/24/353 and note that this is in accordance with best practice.

Proposed: Councillor Connor McConville

Seconded: Councillor Nicola Keen
Voting: F: 10, Ag: 0, Ab: 0

1627. INVESTMENT POLICY

Report F/24/354 provides the annual investment policy to support future decision making on placement of funds in accordance with Statutory Guidance on Local Authority Investments.

RESOLVED: To approve report F/24/354 with appropriate numbering on paragraph 2.1 and to look at the options that the auditor would be content with for ethical and environmental concerns with the Council's considerations.

Proposed: Councillor Tim Prater
Seconded: Councillor Peter Gane
Voting: F: 10, Ag: 0, Ab: 0

1628. ONLINE BANKING SECRETARY

RESOLVED: To appoint the Town Clerk and Finance Officer as the Secretaries on all Council online banks.

Proposed: Councillor Peter Gane
Seconded: Councillor Nicola Keen
Voting: F: 10, Ag: 0, Ab: 0

1629. WARD GRANTS

A list of ward grants was provided for the Committee's approval.

Organisation	Purpose	Amount	Councillor
United Response	Community food larder	£500.00	J Darling
Pavement Pounders Community Interest Company	Crossings Remembered	£80.00	K Leigh
Cheriton Bowls Club	New Mower for Green	£400.00	P Gane
FTC Reserve	Cheriton Christmas Lights	£200.00	P Gane
Cheriton Bowls Club	New Mower for Green	£170.00	R West
Cheriton Bowls Club	New Mower for Green	£170.00	J Renshaw

RESOLVED: To approve the listed ward grants received.

Proposed: Councillor Kieran Leigh
Seconded: Councillor Laura Davison
Voting: F: 10, Ag: 0, Ab: 0

1630. WARD GRANT BALANCES

The Committee has noted the ward grant balances as at 31st December 2023.

1631. DATE OF NEXT MEETING:

15th February 2024 at 7.00pm

The meeting concluded at 7:18pm

Chair.....

Date.....15/2/24

FOLKESTONE TOWN COUNCIL

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

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

Absent: Councillor Bridget Chapman

In attendance: Vicky Deakin - Communities & Events Officer

1240. Apologies were received from Councillor Liz McShane.

RESOLVED: To accept the apologies from Councillor McShane.

Proposed: Councillor Lucy McGirr

Seconded: Councillor Abena Akuffo-Kelly

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

1241. DECLARATIONS OF INTEREST

There were no declarations of interest.

1242. MINUTES

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

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

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Lucy McGirr

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

1243. HIGHWAY IMPROVEMENT PLAN – THE LEAS

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

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

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



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

1244. COMMUNITY SERVICES COMMITTEE AND CLIMATE & ENVIRONMENT COMMITTEE

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

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

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

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

1245. REVIEW OF THE TERMS OF REFERENCE

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

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

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

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

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



1246. FOLKESTONE MUSEUM REPORT CS/23/344

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

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

Proposed: Councillor Peter Gane

Seconded: Councillor Lucy McGirr

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

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

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

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

RESOLVED:

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

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Lucy McGirr

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

1248. BUDGET 2023/24 – POTENTIAL GROWTH ITEMS

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

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

Proposed: Councillor Peter Gane

Seconded: Councillor Lucy McGirr

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

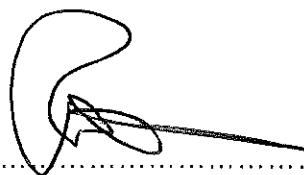
1249. DATE OF NEXT MEETING

Tuesday 6th February 2024 at 7.45pm (TBC)



The meeting concluded at 8.20pm

Chairman.....

A handwritten signature in black ink, consisting of a large, stylized 'P' followed by a horizontal line and a small loop.

Date.....

FOLKESTONE TOWN COUNCIL

Minutes of the Climate and Environment Committee meeting held on Tuesday, 3rd October 2023 at the Town Hall at 7pm.

Present: Councillors Abena Akuffo-Kelly (Chair), Jane Darling, Lucy McGirr, John Renshaw and Roger West.

Absent: Councillors Charles Bain-Smith and Jackie Meade

In attendance: Vicky Deakin – Communities & Events Officer

78. APOLOGIES FOR ABSENCE

Councillors were asked to receive apologies from Councillors Liz McShane and Kieran Leigh.

RESOLVED: To accept Councillors Liz McShane and Kieran Leigh apologies.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Liz McShane

Voting: F: 5, Ag: 0, Ab: 0

79. DECLARATIONS OF INTEREST

There were no declarations of interest.

80. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Climate & Environment Committee held on 6th June 2023 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting held on 6th June 2023 be received and signed as a correct record.

Proposed: Councillor Roger West

Seconded: Councillor Lucy McGirr

Voting: F: 5, Ag: 0, Ab: 0

81. CLIMATE & ENVIRONMENT COMMITTEE AND COMMUNITY SERVICES COMMITTEE

The Committee were asked to consider merging with the Community Services Committee and Best Practice Terms of Reference being created whilst determining the working practices of the future. Any changes the Committee resolved to make must be approved by Full Council at a future meeting.

After much debate it was

RESOLVED: That the committees should not merge and that the two respective meetings be held on consecutive weeks both commencing at

7pm on a Tuesday or Thursday subject to a review of the Schedule of Meetings by Full Council.

Proposed: Councillor Lucy McGirr
Seconded: Councillor Roger West
Voting: F: 5, Ag: 0, Ab: 0

82. REVIEW OF THE TERMS OF REFERENCE

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

RESOLVED: That the following amendments and additions be made to the existing Terms of Reference:

- a) Item 1. To exercise the powers and duties of the Town Council on the following highways and transportation matters and where appropriate, submit proposals to the responsible authority further to engagement with Highways England, Kent County Council and Folkestone & Hythe District Council:
- b) Item 1. d) Traffic and Parking
- c) Item 2. To exercise the powers and duties of the Town Council on the physical environment of the town further to engagement with all associated stakeholders, including:
- d) Item 2. j) Beaches and Harbour – Engage with relevant stakeholders including Southern Water and The Harbour Company
- e) Item 3. a) Support for projects and organisations in Folkestone which aim to: promote biodiversity and wildlife *habitats*, improve air quality and support renewable energy generation
- f) Item 3. d) Facilities and engagement for young people

Proposed: Councillor John Renshaw
Seconded: Councillor Lucy McGirr
Voting: F: 5, Ag: 0, Ab: 0

83. COMMUNITIES & EVENTS OFFICER REPORT CS/23/346

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

RESOLVED:

- a) To receive and note Report CE/23/346 and that a vote of congratulations be recorded in respect of achieving Fairtrade Town Status for Folkestone.

Proposed: Councillor John Renshaw

Seconded: Councillor Roger West

Voting: F: 5, Ag: 0, Ab: 0

- b) i. That the current 2023 /24 remaining tree planting budget of £4,891 be vired to General Reserves for the purpose of grounds maintenance.

ii. That sponsorship of F & HDC owned flower and shrub beds ceases immediately and that the existing 2023 /24 FTC earmarked budget of £33,264 is vired to General Reserves for the purpose of purchasing equipment and plants to maintain FTC planters.

Proposed: Councillor Roger West

Seconded: Councillor Lucy McGirr

Voting: F: 5, Ag: 0, Ab: 0

84. BUDGET 2023/24 – POTENTIAL GROWTH ITEMS

At this juncture the Committee was asked to consider proposals for possible growth items and non-recurring revenue expenditure for climate & environment projects and initiatives for next year. The Finance & General Purposes Committee will consider the full list of proposals put forward by all Committees at its meeting on the 14th December 2023.

RESOLVED: There were no budget proposals made.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Lucy McGirr

Voting: F: 5, Ag: 0, Ab: 0

85. DATE OF NEXT MEETING

Tuesday 6th February 2024 at 7pm (TBC)

The meeting concluded at 7.50pm.

Chairman

Date 06/02/24

This report will be made public on 8 March 2024



Report Number **C/24/359**

To: Full Council
Date: 14 March 2024
Status: Public Report

Responsible Officer: Town Clerk

**Subject: GOVERNANCE AND ACCOUNTABILITY RISK ASSESSMENT
AND INSURANCE REVIEW 2024/25**

SUMMARY:

This report updates the Governance and Accountability Risk Assessment and reviews the current levels of insurance.

REASONS FOR RECOMMENDATION

The Council is asked to agree the recommendations below because:

- a) The Council is required to demonstrate that it has considered any risks which may affect its business.
- b) The Council must be adequately insured.

RECOMMENDATIONS:

- 1. To receive and note Report C/24/359**
- 2. To approve and adopt the Governance and Accountability Risk Assessment 2024/25**
- 3. To approve the Insurance Review and any recommended amendments to insurance cover**

Aims and Objectives – To carry out a business risk assessment and make certain that the Council has adequate insurance cover

Financial Implications – The present budget for insurance premiums is adequate

Equal Opportunities – Equal opportunities for all

Folkestone Town Council

Governance and Accountability

Risk Assessment

2024/25

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
1.	Failure to attract sufficient candidates for vacancies or elections	Low	Medium	Council activities published on website and in community magazine. Publicise elections & vacancies on notice boards, social media and website.	
2.	Councillors lack relevant skills, commitment or work in isolation.	Low	Medium	Councillors' skills are reviewed upon election. In-house and external training offered. Members Welcome Pack & Good Councillor Guide Town Clerk and officers roles clearly defined.	
3.	Lack of Strategy and Forward Planning.	Medium	Low	Council adopts a five year Corporate Plan which sets out key aims and objectives. Councillors skills are reviewed and appointments to committees are made utilising individual strengths and interests wherever possible.	
4.	Adverse publicity and the impact on the services and facilities offered to the public. Lack of consultation.	Low	Medium	Good working relationship with the local media to ensure that the public are informed of any future projects or events. Agendas and minutes of Council meetings are available to the public. The Council promotes full disclosure and transparency. Decisions delegated to the Town Clerk relating to the granting of a permission or license, affecting the rights of an individual or awarding a contract or incurring material expenditure are made available for viewing by the public and retained by the Council for 6 years	
5.	Breaking and entering into the Town Hall offices & museum.	High	Low	Intruder alarms and fire extinguishers fitted. Secure locks fitted. Record of key holders maintained. Emergency call-out measures in place. Alarms and fire protection equipment serviced at least annually. CCTV Coverage. Security Grille to rear door corridor.	

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
6.	Damage to third party property or individuals.	High	Low	Public Liability Insurance with reputable insurance provider. Staff awareness of health and safety policy.	
7.	Loss or damage to Council properties, furniture and equipment.	High	Medium	Town Hall building and contents insured with reputable insurance provider. Furniture and equipment insured by the Town Council with reputable insurance provider. Maintenance of asset register. Regular maintenance of equipment including alarms and fire extinguishers. Staff presence during Museum opening hours. CCTV Coverage.	
8.	Loss of cash through theft or dishonesty.	Medium	Low	Fidelity Guarantee with reputable insurance provider. Regular banking of cash receipts. Thorough vetting process for job applicants and annual staff reviews. Minimise distance between office and bank. Carry out banking at random times.	Ensure that Fidelity Guarantee is sufficient to cover a minimum of total reserves plus half of precept.
9.	Loss of Council funds held in bank accounts.	High	Low	Fidelity Guarantee with reputable insurance provider. Monthly bank reconciliations. Two approved signatures for all payments. Regular schedule of payments reports to Finance & General Purposes Committee. Internal Audit. External Audit.	Ensure that Fidelity Guarantee is sufficient to cover a minimum of total reserves plus half of precept.
10.	Insolvency of insurance company.	High	Low	Use of one of the largest companies providing specialist cover for Councils.	Seek advice from the Financial Services Authority if in doubt regarding insurance company.
11.	Failure to keep proper financial records in accordance with statutory requirements.	High	Low	Regular financial reporting. Adoption of Financial Regulations. Internal Audit checks. Annual External Audit. Appropriate staff training.	
12.	Non-payment of bills.	High	Low	Efficient financial systems.	

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
				Appropriately trained staff.	
13.	Insufficient precept to provide Council services.	High	Low	Approval of budget by full Council. Provision of regular budget monitoring statements.	
14.	Insufficient reserves to meet unexpected expenditure.	High	Low	Regular monitoring of general reserves. Prudent budgeting.	
15.	Failing to comply with legislation and council policies.	High	Low	Qualified Town Clerk. All key legal and regulatory requirements are identified. Regular Committee meetings. Internal Audit. External Audit. Councillor and staff training. FTC employs the services of Peninsula as both HR and H&S consultants to assist with risk mitigation and competent person.	
16.	Failure to ensure that employment law, pension and PAYE/N.I. regulations are adhered to.	High	Low	Contracts of employment for all staff. Systems in place for updating records for changes in relevant legislation. Maintenance of accurate personnel files. Organogram in operation providing clarity of posts.	
17.	Unfair dismissal claims.	High	Low	Disciplinary policy and grievance procedure in place. All staff are offered training. All staff have an annual appraisal and regular meetings with the Town Clerk. All staff have a job description and receive a copy of the employee handbook.	Seek advice from Peninsula to ensure regulations are correctly administered.
18.	Loss of Key Staff	High	Low	Systems, plans and processes are documented wherever feasible. More than one member of staff trained in particular functions wherever possible. Training is offered to all staff. Formal Notice Period written into Contracts.	

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
19.	Physical and/or verbal abuse of staff and/or visitors.	High	Medium	CCTV coverage. Staff awareness of health and safety policy. Appropriate training for frontline staff. Employers' liability cover with reputable insurance provider. Presence of SIA officer during public opening hours. Risk assessments carried out for all activities undertaken by employees.	
20.	Failure to ensure HMRC regulations are met with regard to VAT and the construction industry scheme.	High	Low	Regular returns to HMRC. Systems in place for updating records for changes in relevant legislation. Appropriately experienced/trained staff.	
21.	Failure to comply with Health & Safety and Fire regulations.	High	Low	Annual review of Health & Safety Policy. Prominent display of Health & Safety and Fire Safety advice. Appropriately trained staff. External Competent Person appointed.	
22.	Failure to provide accurate reporting of Council business.	Medium	Low	Minutes properly numbered and paginated with a master copy in safekeeping. Minutes circulated appropriately. Minutes placed on website (in draft initially). Minutes approved at next meeting.	
23.	Failure to ensure the proper use of funds granted to local community groups.	Low	Low	Schedule of payments reported to Finance & General Purposes Committee. Internal Audit. External Audit. Feedback Forms or Reply slips from successful applicants to confirm appropriate use of grants.	
24.	Failure to respond to electors wishing to exercise their rights of inspection.	Low	Low	Minutes placed on website. Advertising of end of year accounts and making them available to the public for inspection, as required under the Financial Regulations.	Meet statutory dates and comply with legislation.

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
25.	Failure to record members' interests, gifts and hospitality received.	Medium	Low	Register of Disclosable Pecuniary Interest and a register of gifts and hospitality received, kept by Town Clerk. Disclosures of interest as item on agendas. Internal Audit check. Update declarations of interest by Councillors is Councillors responsibility when circumstances change.	Annual reminder sent to Councillors requesting that they update the disclosure of pecuniary interests register.
26.	Inappropriate use of amenities/facilities by third parties and community groups.	Medium	Low	Leases and agreements in place for use/hire of amenities/facilities by third parties and community groups. Annual review of Leases & Agreements.	
27.	Failure of Computer System in whole or part.	High	Medium	Service contract with reputable organisation. Virus protection and data backup via Microsoft Azure Cloud and physical disk. Cyber Essentials certification. All PCs running Windows 10 and Microsoft 365 Business Premium. Staff Training.	
28.	Failure to comply with codes of practice for procurement of goods and services.	Medium	Low	Purchase order system. Contracts awarded in line with Standing Orders, Financial Regulations and Procurement Policy.	Adherence to codes of practice for procurement.
29.	Failure to comply with GDPR & Freedom of Information Act	High	Low	Town Clerk appointed as Data Protection Officer. GDPR Fundamentals certification. Annual review of Data Protection and associated audits & procedures. Council adheres to the model publication scheme. The Council is registered with the ICO. Staff Training.	
30.	Government Policy and changes in legislation	High	High	All proposed legal and regulatory changes affecting local authorities monitored and reviewed. Membership of NALC. KALC & SLCC ensures Council is always informed of any proposed changes.	

INSURANCE SCHEDULE 2024/2025

Insurance	Asset Value *	Existing Cover	Recommended Adjustments
<i>Buildings:</i> The Town Hall, 1-2 Guildhall Street Club House, Park Farm Road Allotments Loss of Rent (Town Hall)	£700,000	£3,746,121 (Rebuild Value) £6,955 (+ £6,955 Contents) £60,000	
<i>Contents/All Risks:</i> Civic Regalia Furniture, Fixtures and Fittings Chambers/Cinema Furniture & Kiosk Chambers/Cinema Screen & Speaker System Other Contents and Consumable Stock Computer and Office Equipment Cash (in locked safes) Cash (in transit in the custody of an employee) Cash (in locked receptacles other than safes) Temporary Contents (Third Party Exhibition Items) Rented Items <i>Additional Items:</i> Street Furniture (inc. Leas Beacon) Speedwatch Equipment William Harvey Statue War Memorial Gurkha Memorial Paintings ('Belgian Refugees' & 'Viaduct') 2 x WW1 Archive Books CCTV Equipment Christmas Lights Power Columns (Cheriton High Street) Folkestone Collection (including display cabinets) Minibus Bus Shelters Play Equipment	£94,880 £52,730 £28,300 £24,900 £39,805 £26,750 £2,251 £124,833 £59,073 £30,000 £21,706 £2,000 £130,915 £72,658 £4,400 £2,000,000 £61,055 £27,500 £150,000	£150,800 (See Note 1) £62,067 £36,630 £32,228 £2,625 £41,400 £5,000 £5,000 £500 £633,385 £4,940 £40,138 £3,278 £181,854 £86,056 £39,994 £31,620 £2,913 £153,985 £78,177 £5,695 £2,746,320 £61,055 £31,625 £118,450	

Insurance	Asset Value *	Existing Cover	Recommended Adjustments
Public Liability		£15,000,000	
Employer's Liability		£10,000,000	
Hirer's Liability		£2,000,000	
Libel and Slander		£250,000	
<i>Motor Vehicle:</i> Damage to Property Repairs		£5,000,000 No limit	
Legal Expenses and Uninsured Loss Recovery		£100,000	
Fidelity Guarantee (All Members and Employees)		£2,000,000 (See Note 2)	
Personal Accident (Accident and Assault Cover)		£500,000 any one person £2,000,000 any one incident	

** It is an Audit requirement that assets, as shown in the balance sheet, are not revalued but remain at purchase price. However, they are insured at replacement or rebuild value.*

Notes

1. The Council's Civic Regalia was professionally valued by a NAG Registered Valuer in August 2006. The Insurance Company has applied its standard annual increase (index linked) to all items.
2. The external auditor recommends that the fidelity guarantee insurance should be at least equivalent to cash and investments at year end plus half the precept. At the end of 2022/23 this equated to:

Cash and Investments	£653,880
Half Precept	<u>£457,755</u>
	<u>£1,111,635</u>

The cover of £2,000,000 is sufficient to comply with the external auditor's advice.

This report will be made
public on 8 March 2024

Folkestone
Town Council



Report Number **C/24/360**

To: Full Council
Date: 14 March 2024
Status: Public Report

Subject: TREASURY MANAGEMENT STRATEGY

SUMMARY: This report provides an update on the treasury management activities that have taken place during 2023/24.

REASONS FOR RECOMMENDATION

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

- a) The Council must have regard to the Financial Codes when carrying out its duties under Part 1 of the Local Government Act 2003.
- b) The Financial Standing Orders require that the Council receives an annual report on its treasury management activities.

RECOMMENDATIONS:

- 1. To receive and note Report C/24/360.**

Aims and Objectives – *Quality Council Status*
Financial Implications – *To maximise investment income at no risk to the Council*
Equal Opportunities – *Equal access to services*
Environmental Issues – *N/A*

1. REVIEW OF ACTIVITIES FOR 2023/24

- 1.1 The Council's main source of income for 2023/24 was the Precept. In accordance with good practice and the Council's approved policy, surplus monies were placed on deposit with Folkestone and Hythe District Council at an agreed rate of 0.25% below the bank rate. The bank rate increased steadily throughout the year from 4.25% in March 2023 to 5.25% in February 2024.

- 1.2 Some additional funding has been held on deposit and interest of approximately £4,225 has been received.
- 1.3 The Council opened a business current account this year with Unity Trust Bank as a secondary business current account, in the event the main current account having technical issues and unable to process payments.
- 1.4 The Council is in the process of opening an additional savings account with Cambridge Building Society with an initial deposit of £80,000 to further diversify Council funds likely to be opened in the next financial year.
- 1.5 The Council had the following amounts invested/on deposit at the dates shown:-

	<u>Investment</u>	<u>Deposit Accounts</u>
At 31 March 2023:	£502,190	£450,110
At 5 March 2024:	£480,000	£48,167

The following bank balances as at 5 March 2024 are listed below:

HSBC Current Account

Primarily used for processing payments to suppliers and staff salaries.
Account bank balance at £111,710.67.

Unity Trust Bank Current Account

Secondary current account for processing payments to suppliers and staff salaries.
Account bank balance at £76,403.98.

HSBC Receipts Account

Used for collecting payments on the reception till for Museum workshops, retail and allotment payments.
Receipts Account bank balance £5,811.91.

HSBC Deposit Account

Used for holding precept funds and earn interest on investments.
Current AER interest at 1.92%.
Interest received from 1 April 2023 to 31 February 2024 is £4,225.58.
Deposit Account bank balance £48,167.68.

Folkestone & Hythe District Council Investment Account

- Loan to Folkestone & Hythe District Council current balance of £480,000
- Variable interest average at 4.5%
- Interest is received half yearly from 1 April 2023 to 30 September 2023 is £11,410.97
- Next investment interest will be received in March 2024.



Folkestone Town Council's Co-Option Policy

1.0 Introduction

- 1.1 This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Folkestone Town Council.
- 1.2 The co-option procedure is entirely managed by the Council, and this policy will ensure that a fair and equitable process is carried out.
- 1.3 The co-option of a town councillor occurs in two instances:
 - i) When an ordinary vacancy has arisen on a Parish/Town Council after the ordinary elections held every four years
 - ii) When a casual vacancy has arisen on a Parish/Town Council and no poll (by-election) has been called.
- 1.4 The Council is composed of seven wards: Folkestone Central, Folkestone Broadmead, Cheriton West, Cheriton East, East Folkestone, Folkestone Harbour and Harvey West Ward.

2.0 Ordinary vacancy

- 2.1 An ordinary vacancy occurs when there are insufficient candidates to fill all the seats on a Parish/Town Council at the ordinary elections held every four years. Any candidates who were nominated are automatically elected to the Parish/Town Council and any remaining vacancies are known as "ordinary vacancies". Provided there are enough parish councillors to constitute a quorum, the Parish/Town Council is usually able to co-opt a volunteer to fill the vacancies.

3.0 Casual vacancy

- 3.1 A casual vacancy occurs when:
 - A councillor fails to make his declaration of acceptance of office at the proper time
 - A councillor resigns
 - A councillor dies
 - A councillor becomes disqualified
 - A councillor fails for six (6) months to attend meetings of a council committee or sub-committee or to attend as a representative of the council a meeting of an outside body without a statutory excuse (Membership of the Armed Forces in time of War) or approval of the reason for absence by Council before the end of the period.

- 3.2 A Parish/Town Council has to notify the Borough/District Council of a casual vacancy and then advertise the vacancy and give electors for the ward the opportunity to request an election. This occurs when ten (10) electors write to the Borough/District Council stating that an election is requested.
- 3.3 If a by-election is called, a polling station will be set up by Folkestone & Hythe District Council and the people of the ward will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. Folkestone Town Council will pay the costs of the election. The people of the ward have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election, but the Electoral Services Office of Folkestone & Hythe District Council will advise the Clerk of the closing date.
- 3.4 If more than one (1) candidate is then nominated, a by-election takes place but if only one (1) candidate is put forward they are duly elected without a ballot.
- 3.5 If ten (10) residents do not request a ballot within fourteen (14) days of the vacancy notice being posted, as advised by the Electoral Services Office, the Town Council is able to co-opt a volunteer.

4.0 Confirmation of Co-Option

- 4.1 On receipt of written confirmation from the Electoral Services Office that no by-election has been claimed, the casual vacancy can be filled by means of co-option.
- 4.2 The Clerk will:
- Advertise the vacancy for four weeks or such other period as the Town Council may agree on the Town Council notice boards and website
 - Advise Folkestone & Hythe District Council that the co-option policy has been instigated.
- 4.3 This procedure will also apply in the case of an ordinary vacancy where the Electoral Services Office has confirmed that there were insufficient nominations to fill all the seats but there are sufficient town councillors elected to constitute a quorum.

5.0 Eligibility of Candidates

- 5.1 The Town Council is able to consider any person to fill a vacancy provided that:
- They are 18 or over
 - They are a British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union;

and at least one of the following apply:

- They are an elector for the Town and continues to be an elector

- Or has resided in the Town for the past twelve months or rented/tenanted land in the Parish
- Or has had his/her principal or only place of work in the Town for the past twelve months
- Or has lived within three miles of the Town for the past twelve months.

5.2 There are certain disqualifications for being a town councillor, of which the main are (see s80 of the Local Government Act 1972):

- Holding a paid office or employment under the Town Council,
- Bankruptcy
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years
- Being disqualified under any enactment relating to corrupt or illegal electoral practices.

6.0 Applications

6.1 We aim to encourage applications from anyone in the town who is eligible to stand.

6.2 Councillors or parishioners can approach individuals to suggest that they might wish to consider putting their names forward for co-option.

6.3 As a minimum, co-option vacancies will be advertised on the website and on the noticeboard. The advertisement for the co-option will include:

1. Method by which applications can be made, this will be in writing to the Clerk
2. The closing date for applications
3. Contact point for potential candidates to obtain more information – the Clerk
4. Advice that further information is available on request
5. A form to complete which includes asking the candidate why they would like to be a councillor; name; address and other contact details. When applications are received, the Clerk will confirm eligibility.

6.4 Any candidate found to be offering inducements will be disqualified.

6.5 Candidates will be requested to:

- Submit information about themselves, by way of completing a short application form – see Appendix A
- Confirm their eligibility for the position of town councillor within the statutory rules.

6.6 Following receipt of applications, the next suitable Full Council meeting will have an agenda item 'To receive written applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy'.

6.7 Eligible candidates will be invited to attend the meeting.

- 6.8 Copies of the eligible candidates' applications will be circulated to all town councillors by the Clerk at least 3 clear days prior to the meeting of the Full Council, when the co-option will be considered.
- 6.9 All such documents must be treated by the Clerk and all town councillors as strictly private and confidential.

7.0 Co-Option

- 7.1 All candidates will be sent a copy of the Full Council agenda.
- 7.2 At the Full Council meeting, candidates will be given five minutes maximum to introduce themselves to the town councillors (members), give information on their background and experience and explain why they wish to become a member of the Town Council. The process will be carried out in the public session and there will be no private discussions between members prior to a vote being taken.
- 7.3 In the event of a candidate being unable to attend, their application will still be considered by members. In the event of a candidate being related to a councillor, then the councillor would be expected to declare an interest and request a dispensation to speak and vote.
- 7.4 Following the candidate presentations/addresses, members will proceed to a vote in the form of an anonymous ballot.
- 7.5 In order for a candidate to be co-opted to the Town Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.
- 7.6 If there is more than one vacancy then each vacancy must be filled by a separate vote or series of votes.
- 7.7 The Mayor (or person presiding over the meeting) may vote, and if there is an equality of votes they may exercise their casting vote. The council's debate and vote on the co-option must be conducted in the public section of its meeting. It follows that the candidates, as members of the public, will be entitled to be present during the proceedings.
- 7.8 The ballot(s) will be counted by the Town Clerk, being observed by the Deputy Clerk (or other duly appropriate officer if they are unavailable).
- 7.9 If present, a candidate who is co-opted will sign a Declaration of Acceptance of Office, including an undertaking to abide by the Town Council's Code of Conduct, and may take office thereafter. If not present, a co-opted candidate

will sign the Declaration of Acceptance of Office either before or at the next meeting of the Town Council.

- 7.10 The new member should have received an agenda however the fact that they have not received a summons does not make their attendance as a councillor illegal. (Local Government Act 1972 Sch 12, para 10(3)). Where appropriate they will also be appointed to any council committee
- 7.11 The Clerk will notify Folkestone & Hythe District Council Electoral Services Office of the co-option of the new town councillor.
- 7.12 The co-opted town councillor will complete a Register of Interests form within 28 days of co-option.
- 7.13 If insufficient candidates are co-opted, the process should continue, whereby the vacancies are again advertised.



Appendix A Folkestone Town Council's Co-Option Policy

Application Form for the role of Town Councillor on Folkestone Town Council

Name:	
Address:	
Postcode:	
Contact Tel No:	
Email:	
It is a condition of being a Councillor that your phone number and email address (official email address will be supplied) be made public via notice boards and website.	
LEGAL QUALIFICATIONS FOR BEING A COMMUNITY COUNCILLOR	
<p><i>To qualify you must be able to answer 'yes' to <u>at least</u> one of the questions below:</i></p> <ol style="list-style-type: none">1. Are you a British citizen, a Commonwealth citizen or a citizen of a European Union Country? Yes/No2. Are you 18 or over? Yes/No <p><i>To qualify you must also be able to answer 'yes' to <u>at least</u> one of the questions below:</i></p> <ol style="list-style-type: none">3. Are you on the electoral register for Folkestone and Hythe? Yes/No4. Have you lived either in Folkestone and Hythe or within 3 miles of its boundary, for at least a year? Yes/No5. Have you been the owner or tenant of land in Folkestone and Hythe for at least a year? Yes/No6. Have you had your only or main place of work in Folkestone and Hythe for at least a year? Yes/No	

DISQUALIFICATIONS

You must be able to answer 'no' to all the questions below to be eligible to serve as a Councillor:

7. Are you the subject of a bankruptcy restrictions order or interim order? Yes/No
8. Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine? Yes/No

9. Please briefly outline why you are interested in being a Town Councillor:

10. Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

11. Are there any questions you would like to ask the Council?

Signed:

Dated:

Supporting notes for applicants

1.0 Eligibility of Candidates

- 1.1 The Town Council is able to consider any person to fill a vacancy provided that:
- He/she is 18 or over
 - He/she is a British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union;

and at least one of the following apply:

- He/she is an elector for the Town and continues to be an elector
 - Or has resided in the Town for the past twelve months or rented/tenanted land in the Parish
 - Or has had his/her principal or only place of work in the Town for the past twelve months
 - Or has lived within three miles of the Town for the past twelve months.
- 1.2 There are certain disqualifications for being a town councillor, of which the main are (see s80 of the Local Government Act 1972):
- Holding a paid office or employment under the Town Council,
 - Bankruptcy
 - Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years
 - Being disqualified under any enactment relating to corrupt or illegal electoral practices.

2.0 Applications

- 2.1 The Clerk will confirm eligibility to apply.
- 2.2 Any candidate found to be offering inducements will be disqualified.
- 2.3 Eligible candidates will be invited to attend a Full Council meeting and will be given five minutes maximum to introduce themselves to the town councillors (members), give information on their background and experience and explain why they wish to become a member of the Town Council. The process will be carried out in the public session.
- 2.3 In the event of a candidate being unable to attend, their application will still be considered by members. In the event of a candidate being related to a councillor, then the councillor would be expected to declare an interest and request a dispensation to speak and vote.
- 2.4 Following the candidate presentations/addresses, members will proceed to a vote in the form of an anonymous ballot.
- 2.5 In order for a candidate to be co-opted to the Town Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.
- 2.6 If there is more than one vacancy then each vacancy must be filled by a separate vote or series of votes.
- 2.7 If present, a candidate who is co-opted will sign a Declaration of Acceptance of Office, including an undertaking to abide by the Town Council's Code of Conduct, and may take office thereafter. If not present, a co-opted candidate will sign the Declaration of Acceptance of Office either before or at the next meeting of the Town Council.

- 2.8 The co-opted town councillor will complete a Register of Interests form within 28 days of co-option.



Child & Vulnerable Adult Protection Policy

Adopted ???? – Full Council – Minute ???

It is a legal requirement for any organisation working with young children or vulnerable adults (V.A's) to ensure that there are procedures in place which, as much as possible, provide for their safety. As the Town Council operate a number of activities for children and vulnerable adults it is important that we adopt a robust set of procedures to protect both individuals and the Council.

The policy statement below is supported by a more detailed working procedures document which all staff, volunteers and councillors should be aware of and for which the Council will provide basic training during the induction process.

1. Responsibility

Every staff member, volunteer or councillor who supports activities involving young people or vulnerable adults has a duty of care to themselves and to others and should familiarise themselves with the procedures relating to this policy.

2. Responsible Officer

The Town Clerk will be the responsible officer for all Child and Vulnerable Adult Protection issues and any activities undertaken by the Town Council which are likely to involve these people should be reported to the Town Clerk prior to their commencement.

3. Reporting Procedures

When there is a suspicion of child or adult abuse taking place it should be reported to the Town Clerk who in turn should report all incidents to the Town Mayor. If the Town Clerk is unavailable then the incident should be reported to the Deputy Town Clerk. Staff, volunteers and councillors should acquaint themselves with the types of abuse and how to recognise signs of abuse.

4. Types of Abuse

Neglect	Sexual
Physical	Emotional

5. Confidentiality

It is important to ensure confidentiality about any suspicions, or allegations being made by a child or V.A. Whilst it is recommended that notes are made as soon as possible these should be treated in confidence until required by investigating authorities.

6. Emotional Distress

It is possible that anyone having abuse reported to them or identifying the signs of abuse may be affected emotionally. In such cases staff, volunteers or councillors should contact the Town Clerk or the Emergency Duty Team at Social Services for advice and support.

7. Procedures

Guidelines on precautions and checks to be carried out should be followed at all times. Advice on whether an activity requires special measures in place is available from the Town Clerk or the procedures relating to this policy. It is recommended to always err on the side of safety.

8. Staff DBS Checks

Any staff member, volunteer or councillor who wishes to support activities involving children and/or vulnerable adults must be DBS checked first. Anyone not DBS checked must not support activities where there is a possibility of unsupervised contact with a child or V.A. occurring.

9. Self Certification

To avoid adverse effects on planned activities whilst staff, volunteers and councillors are awaiting their full DBS check a 'Self Certification' form can be completed.

Self Certification is a minimum requirement and does not negate the need for a full disclosure.

10. External Staff / Bought in Staff

If an activity requires the buying in of outside expertise e.g. children's entertainers or trainers, then DBS must have been carried out. Individuals should have their own DBS certification which should be checked:

- The original document or the DBS number can be accepted as proof of a DBS - photocopies should not be accepted and On Line Checks should be explored prior to arrival.
- Certificates more than 3 years old MUST NOT be accepted
- Where certificates are more than 6 months old individuals must complete a 'Self Certification' form
- Bought in staff should not have unsupervised access to children or V.A's at any time during the course of activities.

11. Additional Information / Support

If anyone has concerns about Child Protection or V.A. issues additional support is available from:

Kent: Social Services Team
Tel 03000 41 11 11

<mailto:social.services@kent.gov.uk>

Emergency Duty Team

Tel 03000 41 91 91

12. Disclosure

Any information about allegations or suspicion of abuse incidents must be conveyed to Town Council responsible officers as soon as possible. This will enable procedures to be examined and statements prepared if the allegations require further investigation.

13. Procedures Document

Procedural information relating to this policy is available from the Town Clerk or Deputy Town Clerk.

———— **POLICY ENDS HERE** ————



OLD POLICY

CHILD PROTECTION POLICY

This policy was adopted by Folkestone Town Council at its meeting held on: 12th May 2020 – Minute 1692.

Folkestone Town Council believes that children and young people have the right:

- to have fun
- to be safe
- to live their lives to the fullest potential
- to have the opportunity to participate in and enjoy any activity
- to be treated with dignity and respect and to be protected

The Council, as represented by its Members, Officers, Contractors and Volunteers, will take all reasonable steps to preserve the rights of young people as stated above while engaged in Council activities or attending Council venues.

The Council aims to do this by:

- raising awareness throughout the Council and beyond of Council's beliefs.
- requiring all working on behalf of the council to adhere to these beliefs.
- creating a safe and healthy environment within all its services, avoiding situation where abuse or allegations of abuse may occur.
- requiring Staff and Volunteers who work with children and young people to be
- subject to the appropriate level Criminal Records Bureau check.
- implementing the appropriate disciplinary and appeals procedures where allegations of breaches are made by its staff or members.

Promoting Good practice

Child abuse, particularly sexual abuse can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgment about the appropriate action taken.

Good Practice Guidelines

All personnel should be encouraged to demonstrate behaviour in order to promote children's welfare and reduce the likelihood of allegations being made.

Responding to Allegations or Suspicions

It is not the responsibility of anyone working in the Council in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate Officer or the appropriate authorities.

The Council will assure all staff that it will fully support and protect anyone, who may in good faith report his/her concerns by reporting that a colleague is or may be abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation

The results of the police and child protection investigation may well influence and inform the disciplinary investigation but all available information will be used to reach a decision.

Actions if there are Concerns

Poor Practice:

- The designated Child Protection Officer will deal with it as a misconduct issue.
- If the matter has been handled inadequately and the concerns remain it should be reported first to the Council.

Suspected abuse:

- Any suspicion should be reported to the Child Protection Officer who will take steps as considered necessary to ensure the safety of the child in question and any other child at risk.
- The Child Protection Officer will refer the allegation to social services department who may refer it to the Police.
- The parents/carers will be contacted as soon as possible following advice from social services.
- The Child Protection Officer should notify a welfare officer.
- If the Child Protection Officer is the subject of the suspicion/allegation the report must be made to a Council Member who will refer the allegation to Social Services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis.

Action if Bullying is Suspected

If bullying is suspected, the same procedure should be followed as set out in responding to allegations.

- Take all signs of bullying seriously.
- Encourage all children to speak and share their concerns.
- Create an open environment.
- Investigate all allegations and take action to ensure victim is safe.
- Keep records of what is said
- Report any concerns to the Council.
- Keep a written record of action taken.

If you are worried about sharing concerns about abuse you can contact social services or the police or the NSPCC Child protection helpline on 0808 800 5000 or Childline on 0800 1111.



Folkestone Town Council's Complaints Procedure

Adopted ????? – Full Council – Minute ???

References to the Town Clerk in this document should be changed to the Town Mayor if the Town Clerk is the subject of the complaint.

1.0 INTRODUCTION

- 1.1 This document sets out the procedures to be used when dealing with complaints by members of the public against the Council.
- 1.2 In accordance with the advice in the National Association of Local Councils (NALC) Legal Topic 9, it does not cover all complaints that may be made by the public.
- 1.3 Any complaint by a member of the public should initially be communicated to the Town Clerk to allow for an informal resolution to the issue, if possible and appropriate, or to the Town Mayor if the complaint relates to the Clerk.
- 1.4 However, there are a number of circumstances where the use of the process set out in this document would be inappropriate. These are:
 - a. Financial irregularity – where a local elector may wish to exercise their rights to object to the accounts, or where the Council may wish to consult their auditors before taking further action.
 - b. Criminal activity – which should be referred to the police by the Clerk (or the Town Mayor if it relates to the Clerk).
 - c. Member conduct – if a complaint refers to a Member's failure to comply with the Council's Code of Conduct, then it should be referred by the Clerk to the Monitoring Officer at Folkestone & Hythe District Council.
 - d. Employee conduct – which should be dealt with under the Council's disciplinary procedure.
- 1.5 The process below should therefore be used for complaints by members of the public

against the Council which have not been resolved informally in accordance with paragraph 1.3 above, and do not fall in the categories set out in paragraph 1.4 above.

2.0 COMPLAINTS PANEL

- 2.1 Complaints by members of the public will be heard by a Complaints Panel, made up of the Mayor and Chairs of Committees and Sub-Committees.
- 2.2 Any member of the Complaints Panel who is unavailable to attend the hearing, or who has a conflict of interest related to the complaint, should declare this to the Clerk at least 72 hours before the start of the meeting, and indicate that they will not be attending. Should this result in the number of eligible members of the Panel able to attend falling below three the Clerk will ask the Town Mayor to nominate one or more eligible substitutes to the Panel so that there are no less than three eligible members available for the meeting. Wherever possible, these substitutes should be nominated from amongst the Vice Chairs of Committees and Sub-Committees.
- 2.3 There may be occasions where it would be inappropriate for the Clerk to both present the Council's case and advise the Panel. In advance of the meeting the Clerk, in consultation with the Town Mayor, will determine if this is the case and, if so, who will undertake these separate roles. In some cases, it may be appropriate that an independent advisor is secured for the meeting.
- 2.4 Throughout the procedure below, reference is made to the Clerk presenting the case for the Council. This should be read instead as the nominated person as determined in accordance with paragraph 2.3 above, if it has been determined that the Clerk would not be presenting the case on this occasion.
- 2.5 The press and public will be excluded from meetings of the Complaints Panel, but public minutes will be produced and reported to Full Council stating the nature of the complaint and the decision made by the Panel.

3.0 BEFORE THE MEETING

- 3.1 The complainant will be asked to put the complaint about the Council's procedures or administration in writing to the Clerk, or to the Town Mayor if the complaint relates to the Clerk. If this later situation occurs, the Town Mayor should determine whether the complaint:
 - a. Is the result of potential misconduct by the Clerk, in which case the disciplinary procedures should be used rather than these procedures, and the complainant advised accordingly, or,

- b. Relates to the Clerk as a representative of the Council, in which case the Town Mayor should refer the matter back to the Clerk, who should then continue to follow these procedures.
- 3.2 The Clerk will acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the Complaints Panel. The complainant will be advised that the press and public will be excluded from the meeting, but public minutes will be produced and reported to Full Council stating the nature of the complaint and the decision made by the Panel.
- 3.3 The complainant will be invited to attend the meeting and to bring with them a representative if they wish.
- 3.4 Seven clear working days prior to the meeting, the complainant will be expected to provide Council with copies of any documentation or other evidence relied on. The Council will then provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the complainant the opportunity to read the material in good time for the meeting.

4.0 AT THE MEETING

- 4.1 The chair should introduce everyone and explain the procedure.
- 4.2 The complainant (or representative) should outline the grounds for complaint and, thereafter, questions may be asked by the Clerk, then members of the Panel.
- 4.3 The Clerk will have an opportunity to explain the Council's position and questions may then be asked by the complainant and members of the Panel.
- 4.4 The Clerk and then the complainant should be offered the opportunity to summarise their position.
- 4.5 The Complainant (and their representative, if any) should then be asked to leave the room, leaving just Members and their advisor. The Clerk will also be asked to leave if not acting in the capacity of advisor at the meeting. Members will then decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both the Clerk (if not already present) and the complainant shall be invited back.
- 4.6 The Complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them.

5.0 AFTER THE MEETING

The Clerk should confirm the decision of the Panel in writing within seven working days together with details of any action to be taken.

———— **POLICY ENDS HERE** ————



OLD POLICY

COMPLAINTS - CODE OF PRACTICE

This policy was adopted by Folkestone Town Council at its meeting held on: 12th May 2020 – Minute 1692.

A. Before the Meeting

1. The complainant should be asked to put the complaint about the Folkestone Town Council's procedures or administration in writing to the Town Clerk.
2. If the complainant does not wish to put the complaint to the Town Clerk, they may be advised to put it to the Town Mayor.
3. The Town Clerk shall acknowledge the receipt of the complaint, within three working days, and advise the complainant when the matter will be considered by the Council or by a Committee/Panel established for the purposes of hearing complaints, if the complaint cannot be satisfactorily resolved.
4. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
5. Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The Town Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

B. At the meeting

6. The Town Council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at a Full Council meeting in public.
7. Town Mayor to introduce everyone.
8. Town Mayor to explain procedure.
9. Complainant (or representative) to outline grounds for complaint.

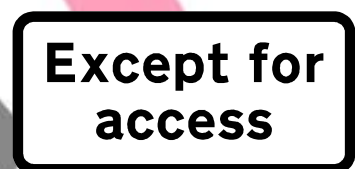


10. Members to ask any question of the complainant.
11. If relevant, the Town Clerk will explain the Council's position.
12. Members to ask any question of the Town Clerk.
13. The Town Clerk and complainant to be offered opportunity of last word.
14. The Town Clerk and complainant to be asked to leave the room while Councillors decide whether or not grounds for the complaint have been made.
(If a point of clarification is necessary, both parties to be invited back).
15. The Town Clerk and complainant return to hear decision, or to be advised when decision will be made.

C. After the Meeting

16. Decision confirmed in writing within seven working days together with details of any action to be taken.

Highway Improvement Plan Information Pack



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Highway Improvement Plan

A. Introduction

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

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

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

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

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

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

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

B. Notes on Timescales

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

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

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

C. Traffic Regulation Orders

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

A TRO is required for:

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

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

It should be noted that an application for a TRO may not result in its successful implementation. All TROs are subject to a statutory legal consultation and democratic scrutiny process, and should a significant number of valid objections be received, it may be necessary to abandon the proposals, or debate them at a meeting of the local Joint Transportation Board.

Therefore, we would expect that an informal consultation is undertaken by the County Member or Parish/Town Council as a first step to ensure that the proposal has full community support. The results of the consultation must be evidenced. A template is attached under [Appendix 1](#) to assist with the informal consultation process.

The example in the template is for parking restrictions but should provide ideas for the general layout, regardless of what is being consulted on. It is up to the Parish Council to determine what questions you would like to ask as part of the informal consultation.

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

If we receive six or more objections to a proposal, a report will be written by KCC and presented to the Joint Transportation Board (JTB) to debate and decide whether or not to proceed with the measures proposed. This could delay a project and Orders can take on average between 9 and 12 months to come into force.

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

Highway Improvement Plan (HIP) – Guidance Notes

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Community Engagement

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

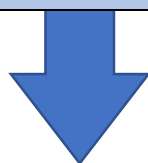


Completion of HIP

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

East: East.HighwayImprovements@kent.gov.uk

West: West.HighwayImprovements@kent.gov.uk



KCC to Review HIP

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

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



Outline Estimates

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

Please note: No designs will be started without payment.

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



Scheme Delivery

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

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

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

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



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

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

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

20mph Limit

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

20mph Zone

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

Site Requirements

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

average speeds.

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

Typical Costs

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

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

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

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

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

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



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



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

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

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



Site Requirements

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

Typical Costs

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

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

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

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

In some situations, the existing speed limit may be considered to be inappropriate and there may be a wish to change it. The speed limit on a road should reflect the local environment, nature of the road and its use. The Department for Transport sets out how speed limits should be set and KCC follows this guidance with any new requests: [Setting local speed limits - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/264262/Setting_local_speed_limits_-_GOV.UK.pdf).

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

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

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

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

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



Site Requirements

- The proposed speed limit must comply with the Department for Transport's guidance document Circular 01/2013 - Setting Local Speed Limits: [Setting local speed limits - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/264262/Setting_local_speed_limits_-_GOV.UK.pdf).
- Traffic speed surveys will be needed to provide evidence of existing speeds for use in the assessment. The number of surveys required will depend on the extent of the speed limit change.
- The minimum length of a speed limit should not be less than 600 metres to avoid too many changes of speed limit along the route.

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

Typical Costs

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

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

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

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

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

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



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

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

Site Requirements

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

Typical Costs

The starting costs for the gateway element installation are:

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

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

additional costs are incurred:

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

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



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

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

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

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

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

Site Requirements

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

Typical Costs

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

- Traffic Regulation Order from £2,850

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

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

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



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

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

and pedestrian flows are medium to high throughout the day.

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

Site Requirements

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

Typical Costs

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

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

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

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

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

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



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

Site Requirements

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

Typical Costs

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

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

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



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

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

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

Site Requirements

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

Typical Costs

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

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

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



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

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

Site Requirements

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

Typical Costs

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

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

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

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



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

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

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

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

Site Requirements

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

Typical Costs

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

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

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

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

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

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

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



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

Site Requirements

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

Typical Costs

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

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

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

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

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

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



Site Requirements

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

Typical Costs

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

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

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

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

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



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

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

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

Site Requirements

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

Typical Costs

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

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

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

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



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

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

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

Site Requirements

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

Typical Costs

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

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

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

signs.

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

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

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



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

Site Requirements

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

Typical Costs

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

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

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

Keep Clear Markings:

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



Yellow Box Markings:

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



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

Site Requirements

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

Typical Costs

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

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

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

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

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



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

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

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

Site Requirements

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

Typical Costs

The cost of a standard bollard is approximately £240.

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

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

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

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

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

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



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

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

Site Requirements

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

Typical Costs

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

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

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

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

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

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

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

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



Site Requirements

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

Typical Costs

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

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

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

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

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



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

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

Site Requirements

ATC tube surveys ideally need:

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

Typical Costs

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

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

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

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

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

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

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



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

Installation and maintenance

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

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

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

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

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

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

Finance

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

Below are examples of typical VAS used in Kent:

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

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

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

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



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

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

Sign equipment

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

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

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

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

Poles and brackets

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

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

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

Relocation and site safety

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

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

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

Maintenance

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

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

Finance

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

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

Mini SID



(recommended)

8kg SID + 4kg battery

Advanced SID



12kg SID + 12kg battery

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

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



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

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

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

There is more information available on:

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

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

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



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

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

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

There is more information available on:

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

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



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

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

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

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

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

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

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

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

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

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

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



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

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

KCC may also be able to assist with the funding of this equipment and this should be discussed with the Community Engagement Team.

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

There is more information available on:

www.kent.police.uk/speedwatch

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



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

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

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

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

Please contact the Freight Team at freight@kent.gov.uk if you require further information.

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

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

This is an **informal consultation** to canvas local opinion. If there is no clear consensus, or a strong view that parking restrictions should not be implemented, then these proposals will be abandoned. Either way, the outcome of the informal consultation will be discussed in detail by *** *Parish/ Town Council*.

We are proposing to install double yellow lines on sections of the following roads. Please use in conjunction with the detailed map(s) enclosed:

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

1. Do you agree with the proposals to decrease on street parking as shown on the attached plan(s)? Yes/No
 - 1a. If "No" please provide comments.
2. Is there a particular road where you feel that parking should be decreased? Yes/No
 - 2a. If "Yes" please specify which road, and why.
3. Where do you currently live (please provide road name and postcode)?
4. Any other comments?