



FOLKESTONE TOWN COUNCIL

001

Date of Publication: 27 May 2021

AGENDA

Meeting: **Climate and Environment Committee**
Date: **Thursday 3 June 2021**
Time: **6.30 p.m.**
Place: **Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone.**

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

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

Any member who wishes to have information on any matter arising on the Agenda which is not fully covered in these papers is requested to give notice prior to the meeting to the Town Mayor, the Committee Chairman or the Town Clerk.

A handwritten signature in black ink that reads 'J L Childs'.

J L Childs
Town Clerk

- 1. APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence.
- 2. APPOINTMENT OF CHAIRMAN**
To appoint a Chairman for the Committee for the 2021/22 Municipal Year.

- 3. APPOINTMENT OF VICE CHAIRMAN**
To appoint a Vice Chairman for the Committee for the 2021/22 Municipal Year.
- 4. DECLARATIONS OF INTERESTS**
To receive any declarations of either personal or prejudicial interests that Members may wish to make.
- 5. TERMS OF REFERENCE**
The terms of reference for the Climate and Environment Committee approved by Full Council are attached for noting.
- 6. WORKING GROUPS 2021/22**
The Committee is asked to consider whether any working or task & finish groups are necessary and if so, approve nominations for membership for 2021/22.

Folkestone Town Council is governed by s.101 of the Local Government Act 1972, which states that if the Council does not exercise a function itself it can only be delegated to a Committee, a Sub-Committee, or Officer as individual Councillors have no statutory authority to make a decision. When delegating authority to a Committee, Sub-Committee or the Town Clerk for delegation to her officers, the legal responsibility for any decisions still remains with Council as a whole corporate body.
- 7. COMMUNITIES & EVENTS OFFICER REPORT CS/21/291**
The committee is asked to receive and note the attached report.
- 8. COMMUNITIES & GRANTS OFFICER PARK REPORT CS/21/292**
The committee is asked to receive and note the attached report.
- 9. CLIMATE ACTION PLAN**
The committee is asked to consider and note the attached Climate Action Plan.
- 10. CARBON FOOTPRINT REDUCTION POLICY**
Council's adopted Carbon Footprint Reduction Policy is attached for noting.
- 11. UNAUTHORISED ENCAMPMENT**
The Town Clerk will update committee following the unauthorised encampment in the playing field, Firs Lane, Cheriton (one of the new play parks recently adopted). Town and District Council Officers have attended the park to ascertain an appropriate course of action.
- 12. BUDGET 2022/23 – POTENTIAL GROWTH ITEMS**
The Committee is asked to give thought to possible growth items and non-recurring revenue expenditure for next year.

The Finance & General Purposes Committee will consider the full list of proposals put forward by all Committees at a future meeting ahead of submitting the budget request to Full Council in January 2022.

Detailed below is the 2021/22 budget.

CLIMATE & ENVIRONMENT COMMITTEE		£
4504	ALLOTMENTS PFR MAINTENANCE	3,000
4505	ALLOTMENTS TKL MAINTENANCE	3,000
4850	LOCAL PROJECTS	2,000
4878	PARKS, GARDENS & RECS - FLOWERBEDS	32,500
4881	YOUTH FACILITIES	5,600
4884	PARKS, GARDENS & RECS – TREES	15,000
4885	PARKS, GARDENS & RECS – PLAY AREAS	25,000
4890	PARK BENCHES	500
4891	LITTER BINS, BOLLARDS & RAILINGS	2,250
TOTAL		88,850

13. **DATE OF NEXT MEETING**
2nd September 2021 @ 6.30pm



CLIMATE & ENVIRONMENT COMMITTEE

COMMITTEE STRUCTURE – 10 MEMBERS

TERMS OF REFERENCE

1. To exercise the powers and duties of the Town Council on the following highways and transportation matters:
 - a) Cycling and cycle ways
 - b) Community transport
 - c) Public rights of way, footpaths and bridleways
2. To exercise the powers and duties of the Town Council on the physical environment of the town, including:
 - a) Open spaces and common land
 - b) Public Parks, Gardens (inc. Community Gardens), Recreation and Pleasure Grounds (inc. Tree Planting and Flowerbeds with associated carbon emission compensation strategies)
 - c) Provision of play equipment, sports and recreation facilities
 - d) Allotments (inc. biodiversity development plan and establishment of 'bug hotels')
 - e) Engagement with Allotments Associations
 - f) Monitoring of the council's action plan for becoming carbon neutral by 2030
 - g) Climate & Environment Communications with Community Partnership Working
 - h) Plastic Free Folkestone
 - i) Folkestone Fairtrade Status
3. To consider and make recommendations on:
 - a) Support for projects and organisations in Folkestone which aim to: promote biodiversity and wildlife, improve air quality, support renewable energy generation
 - b) Litter Management (via schemes such as 'Keep Folkestone Beautiful Campaign')
 - c) Climate Change / Action Plan and Carbon Reduction Strategy
 - d) Youth facilities
4. To prepare budgetary forecasts, where necessary, on any of the above activities for inclusion in the Town Council's budget for the following financial year and submit these to the Finance and General Purposes Committee in the Autumn to calculate the precept for the ensuing year.
5. To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the committee to adapt to changing circumstances and be better prepared to carry out its mission.

This report will be made public on 27 May 2021

**Folkestone
Town Council**



REPORT NUMBER CE/21/291

To: Climate & Environment Committee
Date: 3 June 2021
Responsible Officer: Town Clerk
Subject: Communities and Events Officer Report

SUMMARY:

The report provides an update on the delivery and development of services, initiatives and events led by the Communities & Events Officer covering the period from 6th April 2021 to 21st May 2021.

REASONS FOR RECOMMENDATION:

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

To identify what aspects of our Climate & Environmental responsibilities within Folkestone Town Council require priority development, especially mindful of Covid19 and its far-reaching impact and to consider the provision of additional services to develop existing initiatives. Therefore, there is a need to show evidence of current provision and those to be considered for the future.

RECOMMENDATIONS:

- 1. To receive and note Report CS/21/291**
- 2. To consider hosting a Fairtrade Awareness Stand at the Food Festival, Radnor Park on Saturday 7th August 2021**
- 3. To approve the virement of agreed allocated £1,000 funding from the 2021/22 Local Projects budget to the Fairtrade budget code to facilitate support of the Fairtrade Action Plan.**

Aims and Objectives – *To enhance the current services to the community*
Financial Implications – *Services Budget 2021/22 £99,800*
Equal Opportunities – *Access to all*

1. INTRODUCTION

The intent of this report is to summarise the development of projects, initiatives and events from April 2021 to May 2021.

2. FAIRTRADE TOWN STATUS & AWARENESS STAND AT FOOD FESTIVAL

2.1 The C & E Officer recently wrote again to all local schools, youth organisations, community groups, faith groups, local businesses and retailers inviting them to join the Fairtrade Steering Group. At its second meeting on Thursday 15th April Members reviewed the Fairtrade Action Plan and identified, agreed and assigned specific tasks with a lead for each nominated.

2.2 The Steering Group Constitution was agreed and formalised with focus on aims, objectives and structure.

2.3 A stand has been provisionally booked at the Food Festival, Radnor Park on Saturday 7th August 2021 to raise awareness of this FTC and community led project to achieve Fairtrade Town accreditation.

2.4 The C & E Officer is developing a Fairtrade Folkestone PowerPoint presentation to be received by local groups and organisations to encourage their involvement and engagement with the initiative.

2.5 Draft promotional materials are currently being designed by Cllr Akuffo-Kelly and the C & E Officer to be distributed by Steering Group members to retailers, food & drink establishments and other businesses to further spread the Fairtrade message and details of what we are aiming to achieve.

3. TREE PLANTING 2021 / 22

3.1 The C & E Officer, Cllr Richard Wallace (Tree Champion) and Tree Wardens have begun drafting a suggested Tree Planting Schedule for 2021/22 to be presented at the next Climate & Environment Committee meeting for Member's consideration.

3.2 Further to the report in the FTC community magazine, members of the public have submitted many suggestions for new planting sites and this information is currently being collated.

3.3 The C & E Officer is also looking into the feasibility of the free sapling tree scheme which is available to community groups to Commemorate the Queen's Platinum Reign.

3.4 Members views and details of suggested planting sites are sought.

4. FLOWER AND SHRUB BED PLANTING 2021 / 22

4.1 The flower and shrub beds in the town continue to be enhanced based on FTC sponsorship and working in partnership with FHDC.

4.2 The C & E Officer is currently liaising with the FHDC Horticultural Manager to ascertain a timeframe for the delivery of the agreed renewal of all FTC sponsored shrub beds.

This report will be made public on 27 May 2021

**Folkestone
Town Council**



REPORT NUMBER CE/21/292

To: Climate & Environment Committee
Date: 3 June 2021
Responsible Officer: Town Clerk
Subject: Play Parks

SUMMARY:

The report outlines proposed plans to improve the facilities in the Folkestone Town Council Play Parks recently adopted from Folkestone and Hythe District Council.

REASONS FOR RECOMMENDATION:

Folkestone Town Council has recently adopted 8 play parks around the Town. It is now the responsibility of the Town Council to enhance the play value in these parks and to ensure the play provision meets the needs on the Folkestone Community.

RECOMMENDATIONS:

1. To receive and note Report CE/21/292
2. The Committee is asked to determine whether any further financial assistance should be approved.

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

Financial Implications – Parks, Gardens & Recs – Play Areas has a budget of £25,000. A dowry of £100,000 received from F&HDC with the transfer of the assets. FTC has a New Services Reserve budget for further initiatives.

Equal Opportunities – Access to all

1. INTRODUCTION

Folkestone and Hythe District Council reviewed their Play Strategy in 2017 – 2019 and it revealed that the play provision in Folkestone and Hythe are well below the FiT (Fields in Trust) recommended benchmark standard per 1,000 head of population for equipped/designated play areas. The District Council decided that achieving a good standard of play provision would prove to be financially challenging and they would therefore only prioritise the management and enhancement of play areas where there is considered greatest need i.e. play spaces located in areas with the largest concentration of children and young people.

A main objective of the Play Strategy was to offer some Strategically Important Play Areas* (SIPAs) and Non-Strategic Play Areas* (NSPA) to F&HDC's partners as part of an asset transfer. In 2021 the following play parks were adopted by the Town Council.

- Downs Road (SIPA)
- Coniston Road (SIPA)
- Firs Lane (NSPA)
- George Gurr (NSPA)
- Naseby Ave (SIPA)
- Pine Way (NSPA)
- Roman Way (SIPA)
- Southern Way (SIPA)

2. CURRENT PROVISION

The play areas above, over many years, have had insufficient budget to support any ongoing maintenance and the policy of the District Council has been to undertake some repairs where they are affordable, however, where an item is irreparable or past its useful life, it was removed without replacement, resulting in some very sparse areas and a decline in the play value of the park.

It was also noted in the Play Strategy that there is insufficient inclusive play, where children of all abilities can play together across many of the smaller parks.

3. INSPECTION & MAINTENANCE

Since the transfer, the play areas are managed by the Town Clerk and Communities and Grants Officer. These are maintained by Harmer & Sons on behalf of Council, who currently carry out weekly inspections to ensure play areas are kept clean and in a safe condition. Written inspection forms are produced notifying of any defects. Any necessary repairs or redecoration are carried out within an agreed budget. Reports of any additional works required, outside the agreed budget are also prepared for consideration by the managing Officers.

We are responsible for providing the appropriate insurance cover and full safety checks are carried out by RoSPA once per year for the insurance to be

validated. The C&G Officer receives, monitors and maintains records; and prepares reports with recommendations should additional funding be appropriate. Quarterly inspections are also required by RoSPA, this will be carried out by the C&G Officer once the training course has been completed.

**Strategically Important Play Areas (SIPAs). The network of SIPAs was identified with the aim of ensuring the majority of the district's residents live within a 15-minute walk of a high quality and high value play area. Those play areas not considered to be part of this network will be known as Non-Strategic Play Areas (NSPA)*

4. PROPOSALS

4.1 Existing Budget Outline

The Town Council has in its budget for 2021/22, £25,000 for Play Areas. Below is a list of the costs for grass cutting and weekly RoSPA inspections per park, carried out by Harmer & Sons. This maintenance budget does not cover remedial tree work, other grounds maintenance or repairs and redecoration of the play equipment.

<i>Location</i>	<i>Annual</i>	<i>RoSPA Weekly Checks x 50 weeks</i>	<i>Total Payable (per annum)</i>
Naseby Av	£1,860.00	£750.00	
George Gurr	£2,520.00	£750.00	
Firs Lane	£1,920.00	£750.00	
Downs Road	£2,160.00	£750.00	
Roman Way	£2,460.00	£1,000.00	
Southern Way	£2,220.00	£1,000.00	
Pine Way	£1,860.00	£1,000.00	
Coniston Road	£2,640.00	£750.00	
Totals	£17,640.00	£6,750.00	£24,390.00

The 8 Parks also came with a dowry of £100,000 from the District Council, this is to be used to bring the parks up to a standard which increases the current play value of the parks.

In March 2021, the RoSPA inspection identified the minimum safety repairs required for the parks for insurance purposes. These inspections do not look at play value and when this is considered, many of the parks fall short of Play England standards. In most of the parks, equipment is missing where it has been irreparable or beyond its useful life, leaving behind unusable rubber tiles that have created trip hazards. (Pine Way pictured).

4.2 **Park Equipment and Installation**

Park equipment and installation is very expensive, with the average set of swings costing £3-4,000 for equipment, delivery, installation, groundwork prep and wet pour. Many of the rubber tiles that are in situ will need to be replaced and even the newer wet pour (most of it is over 10 years old) needs shrinkage repairs. Wherever possible, some of the older equipment will be repaired and used in situ or elsewhere.



£70,000 of the dowry is proposed for replacement park equipment, delivery, installation, groundwork prep and wet pour. Although it would be great to enhance the play value in all the parks, to keep costs down, the equipment will be like for like, where possible, as this will reduce the need for larger areas of ground to be prepared/changed to accommodate different installations. The replacement equipment will be in the following parks:

- Coniston Road: the swings and slide can be repaired, although they are very aged (20+ years old), however, the area is very large and equipment is minimal offering very little play value. It is proposed to extend the play offer with one or two low level clamber and trim trail style equipment, where only grass matting is required, therefore there would be no costs for wet pour.
- Firs Lane: replacement swings, although this is like for like the rubber tiles need to be removed and disposed of and extended to accommodate a new swing area to be in line with current safety standards.
- George Gurr Crescent: replacement swings, although this is like for like the rubber tiles need to be removed and disposed of and extended to accommodate a new swing area to be in line with current safety standards.
- Pine Way: remove all rubber tiles and reinstate the grass to allow for 4/5 pieces of equipment that would include, trim trail and clamber stacks to be installed with grass matting.
- Roman Way: replacement swings and new wet pour. Although this park could accommodate much more equipment, the budget does not allow for this.

Many of these parks could accommodate additional or different types of play equipment to increase the play value, however, we are currently awaiting quotes and are hoping that, with the budget constraints, as a minimum, the above can be achieved.

Grass matting is not ideal and allows for the equipment to get muddy and slippery, however, not having wet pour reduces the cost by approximately 50%.

4.3 Wet Pour Repairs

£10,000 of the dowry is proposed for the wet pour repairs. This is required in possibly 7 of the 8 parks, shrinkage of wet pour is a normal everyday maintenance and will need to be factored into future maintenance budgets. The rubber tiles in situ in many of the parks are very old and do not comply with current play safety standards for new equipment. Repairs on the tiles can be done in some cases, however, in the long term this is not a cost-effective investment. The following repairs have been identified:

- Roman Way, shrinkage repairs around the edges of the wet pour on multi play system.
- Firs Lane, shrinkage repairs around the edges of the wet pour on multi play system.
- Downs Way, a few holes in the wet pour to be repaired.
- George Gurr, shrinkage repairs required around the edges of the multi play system.
- Coniston Road, the swings and slide will be retained rubber tiles removed. New wet pour required.
- Southern Way, new wet pour is required to replace the grass matting around the swings (42.5 sqm) and see saw (40 sqm). Shrinkage repairs around the multi play system. The area around the roundabout was recently completed by F&HDC but has been listed for urgent repair by the RoSPA report in March 2021.

Quotes have been sought for the wet pour repairs. Again, budget constraints will dictate if all the repairs can be carried out.

4.4 Additional Park Items

£6,000 has been budgeted for the following:

- Benches
- Dog poo bag dispensers
- Replacement Litter bins
- Signage

Where possible, benches will be repaired and cleaned by the maintenance team.

4.5 Removal of Rubber Tiles

£5,500 - Once rubber tiles are removed they are usually put into landfill at a cost. However, there is a company who remove and recycle (where possible, rubber that has degraded too much is not able to be recycled). This will be the preferred method of disposal for these in line with Council's commitment becoming a carbon-neutral organisation.

4.6 General Maintenance

£8,500 has been budgeted for the many small repairs and repainting required across all the parks. This will be carried out by Harmer & Sons.

5. SUMMARY

The repairs and maintenance will be prioritised, where new equipment needs to be installed, budgets will be considered. Recommendations for additional funding to carry out any repairs or installations that are beyond the current budget can be prepared for consideration at the budget setting for 2022/23. Alternatively, funds could be released from the New Services Reserve which would ensure these are carried out in the current financial year.

Action Plan Progress 2020-21

Aim 1 Reduce the Council's carbon footprint to net zero by 2030

Action	By	Progress
1.1 Find out what energy and fuel is currently used in our daily operations. Then calculate baseline carbon footprint.	August 2020	Complete. Carbon Footprint in August 2020 is 26.85 tonnes of CO2e
1.2 Switch energy to 100% renewable energy supplier	January 2020	Complete.
1.3 Review energy use in Town Hall	Ongoing	
1.4 Investigate options for adding solar panels to the roof of the Town Hall	Ongoing	Listed building approval unlikely due to visibility Insufficient south facing areas

Aim 2 Reduce car emissions by encouraging switch to walking cycling and electric vehicles

Action	By	Progress
2.1 Replace council owned vehicle with suitable electric model when existing diesel vehicle lease is up for renewal	April 2021	Electric Vehicle Nissan Leaf leased

2.2	Develop safe walking and cycle routes in partnership with district and county councils.	Ongoing	
2.3	Encourage more use of local shops as alternative to driving further afield or getting orders delivered to home	Ongoing	A directory of businesses supplying local produce is being developed and will be shared on community websites and via social media. Posters will be displayed on the Town Councils' noticeboard to encourage local shopping and this message is frequently shared on the Council's social media.

Aim 3 Increase Carbon Capture through tree planting and land management

Action	By	Progress
3.1	Ongoing	3 areas agreed with KCC and FHDC to turn into wildflower verges 1200 sqm Tile Kiln Lane 12000 sqm Churchill Ave Southern Way water plant banks
3.2	Ongoing	Linking into KCC Plan Bee project Bee bombs being purchased for sale in Town Hall
3.3	Ongoing	Tree Planting Schedule underway Shrub Beds maintained annually with a three year programme to renew some of the ones beyond maintaining.
3.4	2020	Signed

3.5	Reduce use of harmful pesticides in the Town	Ongoing	The council will not use any harmful pesticides in managing its land and this commitment.
3.6	Encourage residents and landowners to support bio-diversity in their gardens through information sharing and education		Sharing weblinks to relevant information and tips has been developed on the Council website.

Aim 4 Single Use Plastic Free

Action	By	Progress
4.1	Remove single use plastic from the Town Hall	Old stock being used up but not replaced
4.2		

Aim 5 Recycle & Reuse

Action	By	Progress
5.1	Recycle paper used	Confidential Paper Collection Bin collecting all paper for recycling
5.2	Reducing paper usage	Councillors 'opt in' to receive paper agenda packs otherwise sent electronically.

Carbon Footprint Reduction Policy

Introduction

There is strong consensus within the international scientific community that climate change is occurring and is caused by human activity.

Folkestone Town Council is taking steps to reduce its carbon emissions with an overall aim of reducing the negative impact that our organisation's activities have on the environment as economically, morally and environmentally, this makes good sense.

The scope of this policy is focused on efforts to reduce carbon emissions and energy consumption within our own operations where we have greater influence, but alongside this we will continuously use our influence to promote carbon emissions reduction and clean energy usage to our councillors, staff, residents and partners.

This Carbon Reduction Policy outlines Folkestone Town Council's commitment to becoming a carbon-neutral organisation by 2030.

We will achieve this by:

- embedding and prioritising achieving carbon neutrality into everything we do
- and having an on-going programme of investments in energy efficiency, renewable energy and carbon offset initiatives.

Our aim:

- Achieve an average annual carbon footprint reduction of 2.5% from our own operation.

Our commitments:

1. Establishing a Carbon Footprint Reduction Action Plan.
2. Aspiring to divert 99% of our waste from landfill by reducing our waste, recycling, reducing and reusing where possible.
3. Measuring and publishing annually, a carbon footprint report, the scope of which is defined as:
 - Energy, water and fuel consumption in our buildings (monitored via utility bills, fuel consumption of council vehicles and machinery,
 - Using 100% renewable energy,
 - Removing single use plastics from the Town Hall,
 - Maintaining an annual tree planting programme to help offset our carbon emissions,
 - Introducing into our procurement supplier selection process the requirement to provide an environmental policy,

- Promoting climate change and carbon emission reduction awareness to councillors, staff, residents and partners.
- Ensuring we operate within all environmental regulations as imposed by UK law.
- Reviewing this policy document once in every election cycle to ensure that it continues to meet our aim and local priorities.

Baseline

Between August 2019 and August 2020, Folkestone Town Council had a carbon footprint of 26.85 tonnes of CO₂e.

During 2020 we used a total of:

- 561m³ of water (town hall & allotments)
- 33,380 kWh of electricity
- 44,356 kWh of gas

Conclusion

The Council has ultimate responsibility for this policy but recognises that every individual, councillor, staff and partner must contribute to the success of the aim we have set out in this document.