



Agenda

Meeting: **Folkestone & Hythe District and Parish Councils' Joint Committee**
Date: **18 July 2019**
Time: **7.00 pm**
Place: **Council Chamber, Civic Centre, Folkestone**

To: **All members of the Folkestone & Hythe District and Parish Councils Joint Committee**

The committee will consider the matters listed below at the date, time and place shown above. The meeting is open to the press and public.

Members of the committee who wish to have information on any matter arising on the agenda which is not fully covered in these papers are requested to give notice prior to the meeting to the Chairman or appropriate officer.

1. **Appointment of chairman**

The committee must appoint a District councillor to chair the meeting.

2. **Apologies for absence**

3. **Declarations of interest**

Members of the Council should declare any interests which fall under the following categories*:

- a) discloseable pecuniary interests (DPI)
- b) other significant interests (OSI)
- c) voluntary announcements of other interests

4. **Minutes (Pages 3 - 40)**

To receive and note the minutes of the meeting held on 14 March 2019.

Queries about the agenda? Need a different format?

Contact Kate Clark – Tel: 01303 853267
Email: committee@folkestone-hythe.gov.uk or download from our website
www.folkestone-hythe.gov.uk

5. Otterpool Update

A presentation will be provided to Members which will include an update from the District's Local Planning Authority and Landowner perspective.

6. Brexit and Operation Brock update

A presentation and update will be given to Members.

7. Cabinet members and their portfolios (Pages 41 - 42)

A brief resume is attached to this agenda.

*Explanations as to different levels of interest

(a) A member with a discloseable pecuniary interest (DPI) must declare the nature as well as the existence of any such interest and the agenda item(s) to which it relates must be stated. A member who declares a DPI in relation to any item must leave the meeting for that item (unless a relevant dispensation has been granted).

(b) A member with an other significant interest (OSI) under the local code of conduct relating to items on this agenda must declare the nature as well as the existence of any such interest and the agenda item(s) to which it relates must be stated. A member who declares an OSI in relation to any item will need to remove him/herself to the public gallery before the debate and not vote on that item (unless a relevant dispensation has been granted). However, prior to leaving, the member may address the meeting in the same way that a member of the public may do so.

(c) Members may make voluntary announcements of other interests which are not required to be disclosed under (a) and (b). These are announcements made for transparency reasons alone, such as:

- membership of outside bodies that have made representations on agenda items, or
- where a member knows a person involved, but does not have a close association with that person, or
- where an item would affect the well-being of a member, relative, close associate, employer, etc. but not his/her financial position.

Voluntary announcements do not prevent the member from participating or voting on the relevant item



Minutes

Folkestone & Hythe District and Parish Councils' Joint Committee

Held at:	Council Chamber, Civic Centre, Folkestone
Date	Thursday, 14 March 2019
Present	Councillors Frank Hobbs, Mrs Jennifer Hollingsbee and Michael Lyons
Apologies for Absence	Councillors Sally Edwards, John Heasman, Neil Matthews and Roger Wilkins
Officers Present:	Andy Blaszkowicz (Assistant Director), Kate Clark (Committee Services Officer), Gavin Edwards (Policy and Improvements Officer) and Julia Wallace (Masterplanning Project Manager)
Others Present:	

18. **Appointment of chairman**

Councillor Frank Hobbs was appointed Chairman for the meeting.

19. **Declarations of interest**

Councillor Mrs Jenny Hollingsbee made a voluntary announcement in that she she owns two properties near the area of the proposed Otterpool Park development. She remained in the meeting during discussions.

20. **Minutes**

The minutes of the meeting held on 17 January 2019 were submitted, approved and signed by the Chairman.

21. **Brexit preparations for the District**

Mr Andy Blaszkowicz, Assistant Director, gave a presentation to the committee based on Brexit taking place on 29 March 2019 which concentrated on lorry parking and traffic management. He pointed out the critical services required for the District. The presentation is attached to these minutes.

Emergency services were discussed and Mr Blaszkowicz advised that this is being managed as part of the Kent Resilience Forum along with the military, although all emergency services will have their own service and business continuity plans.

Traffic management plans need to work initially and all information from the District will be fed into the Kent Resilience Forum and ultimately into COBR.

22. **Guide to effective partnership working between Principal and Local Councils**

In December 2018 the Folkestone & Hythe District and Parish Councils' Committee requested an update on how Folkestone & Hythe District Council was responding to the principles defined in guidance launched by the Local Government Association (LGA) in May 2018, on how principal and local councils can work more effectively in partnership. The report reflected how Folkestone & Hythe District Council supports effective partnership working and highlighted a small selection to illustrate the range and breadth of activities in this regard.

Mr Gavin Edwards, Policy and Improvement Officer, presented the report and highlighted the core principals.

Members pointed out the strong track record of effective partnership working by the District Council with both town and parish councils.

23. **Otterpool Update**

Mrs Julia Wallace, Masterplanning, Urban Design and Viability Manager, gave a presentation and update of the Otterpool Park development. She advised that the illustrative maps shown are indicative and details may be subject to future changes. A copy of the presentation is attached to these minutes.

Members noted the following:

- 50% of the total area will be green space.
- Westenhanger Castle is an important element along with parks.
- Heritage Trail
- Water and drainage solutions have been carefully considered and are an important aspect.
- Highways and transport – modelling will be constantly monitored.
- Emphasis on walking/cycling to services along with decent public transport.
- Affordable housing along with other options to ensure housing is more accessible.
- Healthcare and recruitment of medical staff.

Members were advised that the planning application has been submitted and is being validated by the District's Planning Authority. A ten week consultation will follow.

24. **Local Elections 2019**

Members noted and received the briefing note. The Chairman mentioned that the open evening for prospective new councillors held at the District Council was well attended. It was also noted that any help or guidance required for the upcoming Elections can be found on the Folkestone & Hythe DC website or by emailing elections@folkestone-hythe.gov.uk

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BREXIT

OPERATION FENNEL EMERGENCY PLANNING & BUSINESS CONTINUITY

Brexit – preparing for ‘no deal’

- 29.03.19 at 23.00hrs
- Assumptions
 - Significant increase in immigration checks
 - Large volumes of traffic
 - 3 – 6 months of disruption
- Regular multi-agency meetings are being held to prepare for the worst – Kent Resilience Forum (KRF)
- FHDC response
 - Mapping where staff live to identify potential issues
 - Attendance at Strategic and Tactical meetings
 - Identifying critical/statutory services
 - Command and Control Training

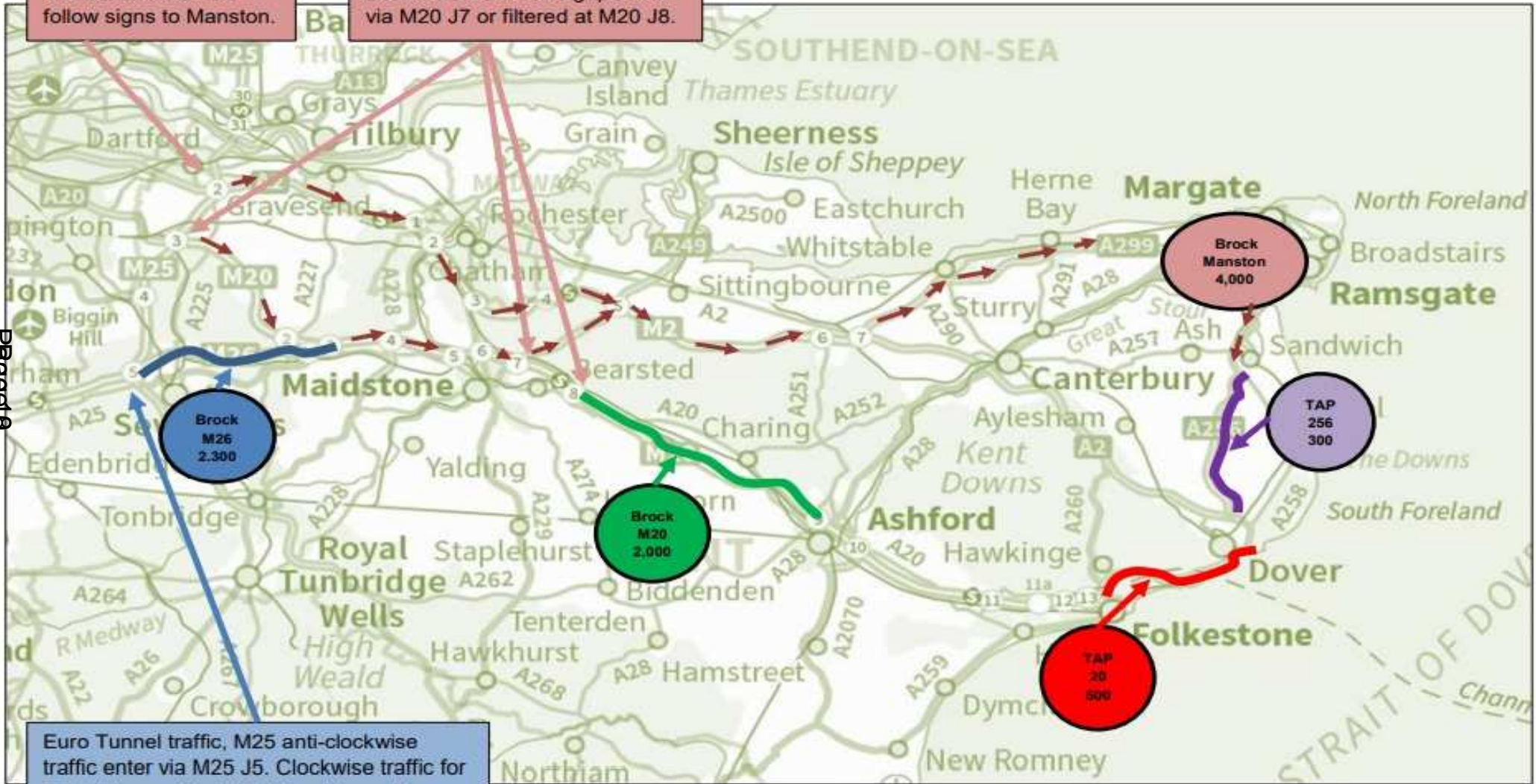
Op Fennel

- Op Fennel is a multi-agency response to adverse volumes of freight and tourist traffic that are unable to leave the Country via the Port of Dover and/or the Channel Tunnel.
- Op Fennel is a multi-agency plan that sets out the operational methods to accommodate delayed vehicles.
- There are a number of stages to Op Fennel
 - Dover Tap (6 mile section of A20 leading to Dover)
 - Brock M20 junctions 8-9 coast bound
 - Brock Manston
 - Tap A256 (A256 dual carriageway from Manston to Dover)
 - Brock M26 (coast bound and then London bound)

M25 clockwise traffic will use M25 J2 and follow signs to Manston.

M25 anti-clockwise traffic will use M25 J3 and be signposted via M20 J7 or filtered at M20 J8.

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Euro Tunnel traffic, M25 anti-clockwise traffic enter via M25 J5. Clockwise traffic for ET will be sent to M25 J6 and turned to enter from an anti-clockwise direction.

FHDC Emergency Planning

- Many meetings with partners about Brexit and the LA's role (KRF, NHS, other LA's (mutual aid), KFRS, DFT, Kent Police, Border Agency, etc)
- Ensuring our plans are up to date (Op Loki / Lundy)
- Unsure as to our role in the wider context when Brexit happens as yet, could be to open a welfare centre or assist in distributing welfare
- All staff may have a role to play if an emergency occurs
- Any questions contact Me or Dee Chambers

Business Continuity

A **business continuity plan** (BCP) is a **plan** to help ensure that **business** processes can continue during a time of emergency or disaster. Such emergencies or disasters might include a fire, flood or any other case where **business** is not able to occur under normal conditions.

- The Council last reviewed it's Plans in 2015
- In the last few weeks, every Service Manager has been asked to complete a new Business Continuity Plan for their area
- These plans have also taken into consideration Brexit implications i.e. staff unable to get into the office, fuel shortage
- The plans will be reviewed by the Head of Paid Service
- They will be published on the Intranet once complete
- They will be reviewed annually
- On 28th January the Kent Resilience Team ran an Exercise at FHDC for key members of staff to test our BC plans to ensure that we have considered all eventualities and that they are fit for purpose.

- All staff need to be aware of their Departments BCP
- Below is example of Grounds Maintenance BCP

Number	Activity details			Resources required								Other Comments	
	Activity summary	MTPD		Impact on Service if activity fails	People	Equipment & Vehicles	Fuel needed for daily service	ICT Hardware	ICT Software	Facilities	External Dependencies		Internal Dependencies
		Time	Unit										
1	Burial Service	5	days	Statutory	3 staff trained in grave digging	Grave digging equipment (grave boards etc), digger & dumper trucks	YES	computer / keyboard and mouse for recording	BACAS	NONE	Hawkinge Crematorium, funeral directors	Burials officer	
2	Life Belt Checks	5	days	Welfare	1 staff with experience and knowledge of the service	suitable van with spare ropes and belts	YES	NONE	NONE	NONE	NONE	NONE	
3	Open/close and clean public toilets	5	days	Environmental / Reputation	2 staff with knowledge and experience of the service	Suitable van with associated consumables / supplies on board	YES	NONE	NONE	NONE	NONE	NONE	
4	Pump crew - regular servicing and checking of pump stations	7	days	Environmental / Reputation	2 staff with knowledge and experience of the service	Suitable van with associated equipment	YES	NONE	NONE	NONE	East Kent Housing	NONE	
6	Maintain Flood Grills	5	days	Environmental	1 staff with experience and knowledge of the service	suitable van and hand tools	YES	NONE	NONE	NONE	NONE	Engineers Section	
7	Essential Service Management	1	days		2 staff with knowledge and experience of the service	suitable vehicle (could be private)	YES	Laptop, mobile phone	Microsoft packages	NONE - could work from home	As above	As above	
8													

Questions?

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OTTERPOOL PARK

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Julia Wallace

Folkestone & Hythe District Council

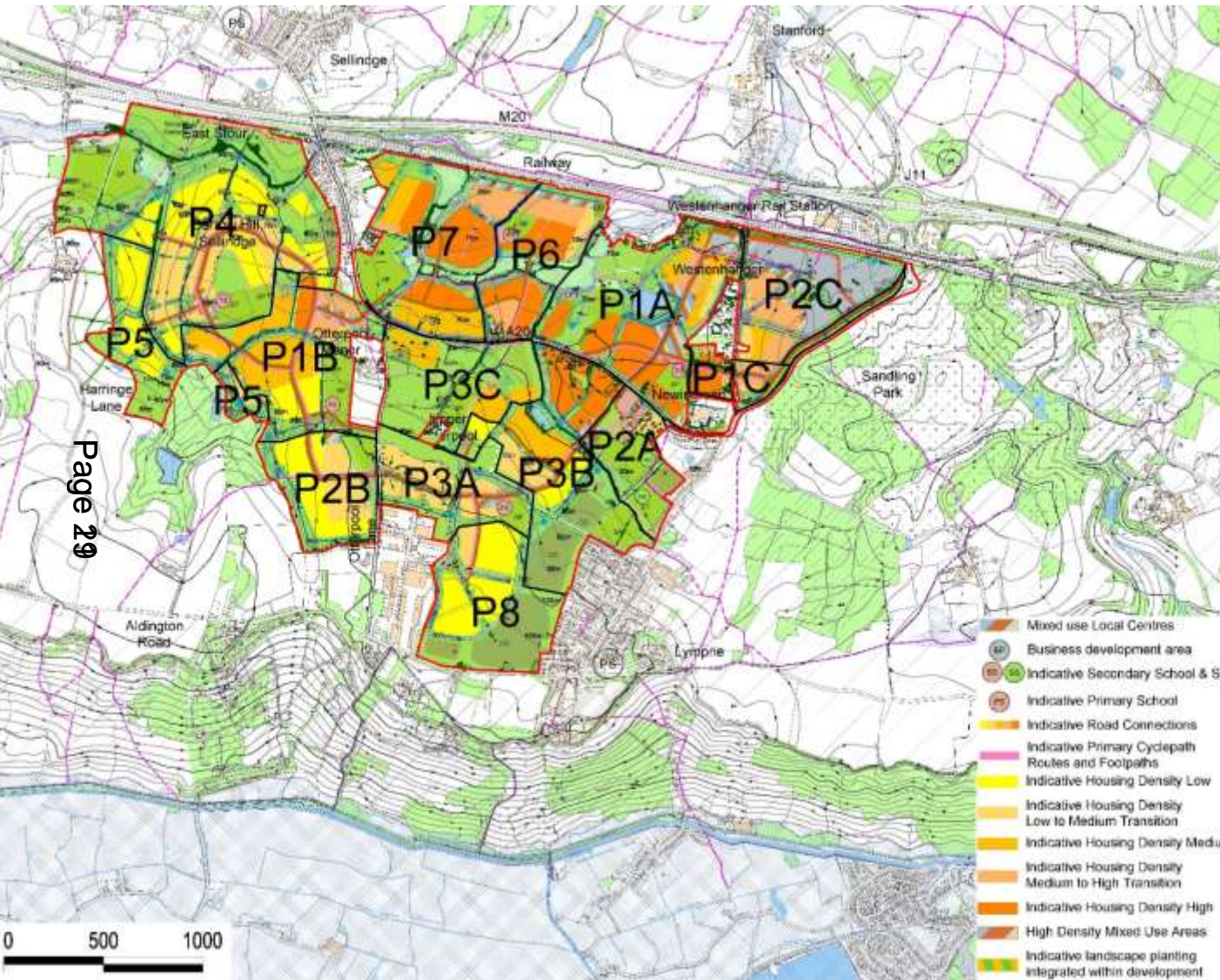
March 2019



Supporting Plans: Illustrative Application Masterplan



phasing



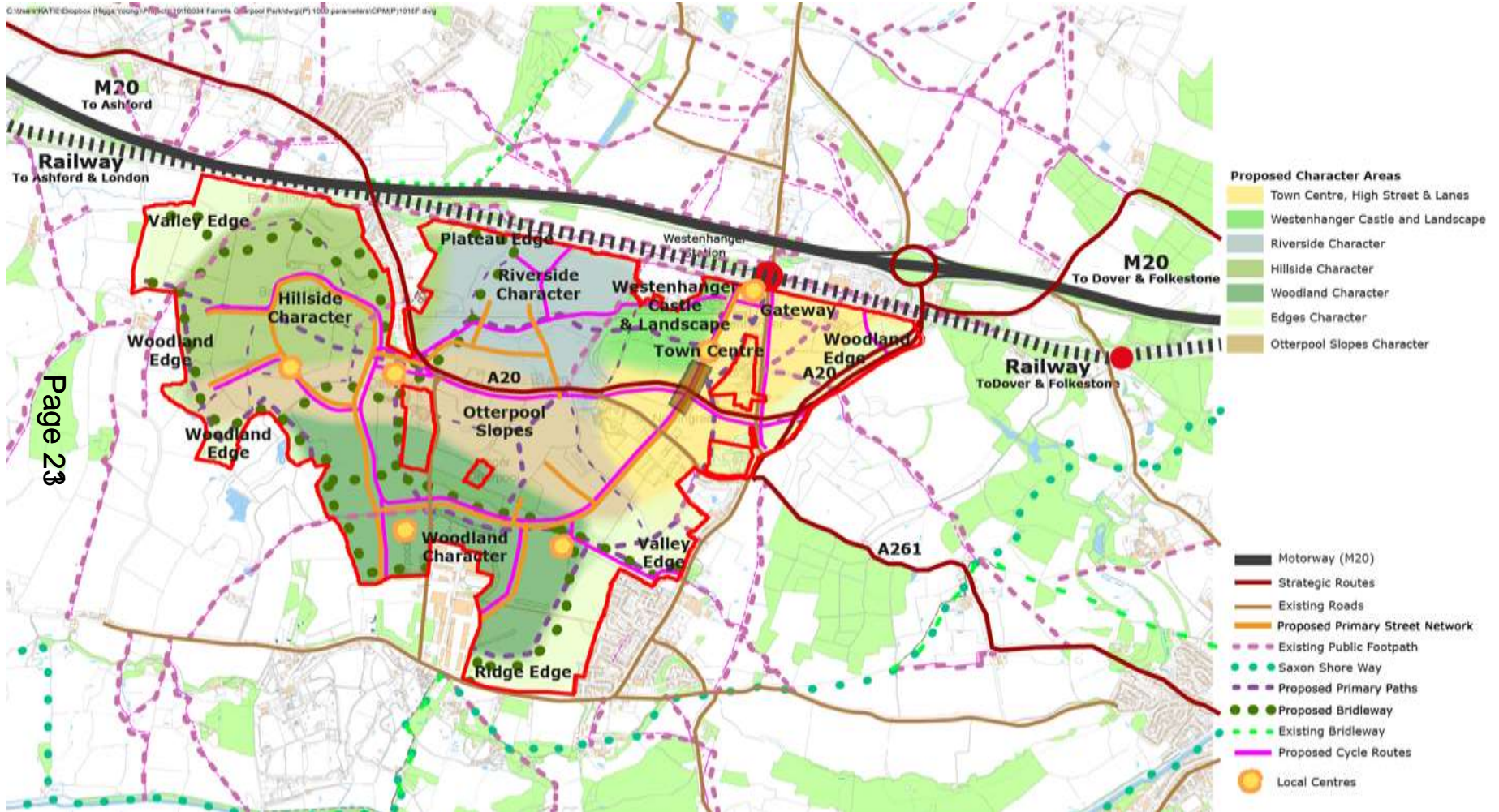
Approx Development Total

- 8,500 homes
- 200 ha housing
- 40 per/ha net density
- 28 per/ha gross density
- 28 % Flats, 72 % houses
- 8000 approx. employed
- 155,000 m2 non residential
- 35ha non residential(ex.sch)
- 35 ha road & infrastructure
- 270 ha total dev
- 290ha green infrastructure
- 50% green infrastructure
- 20 ha retained farmland
- 580 ha total development

Landscape Strategy



Character Areas



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Otterpool Town Centre and the Castle Park



Enhancing Heritage

Westenhanger Park – Sketch Concept Proposals

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Heritage Trail

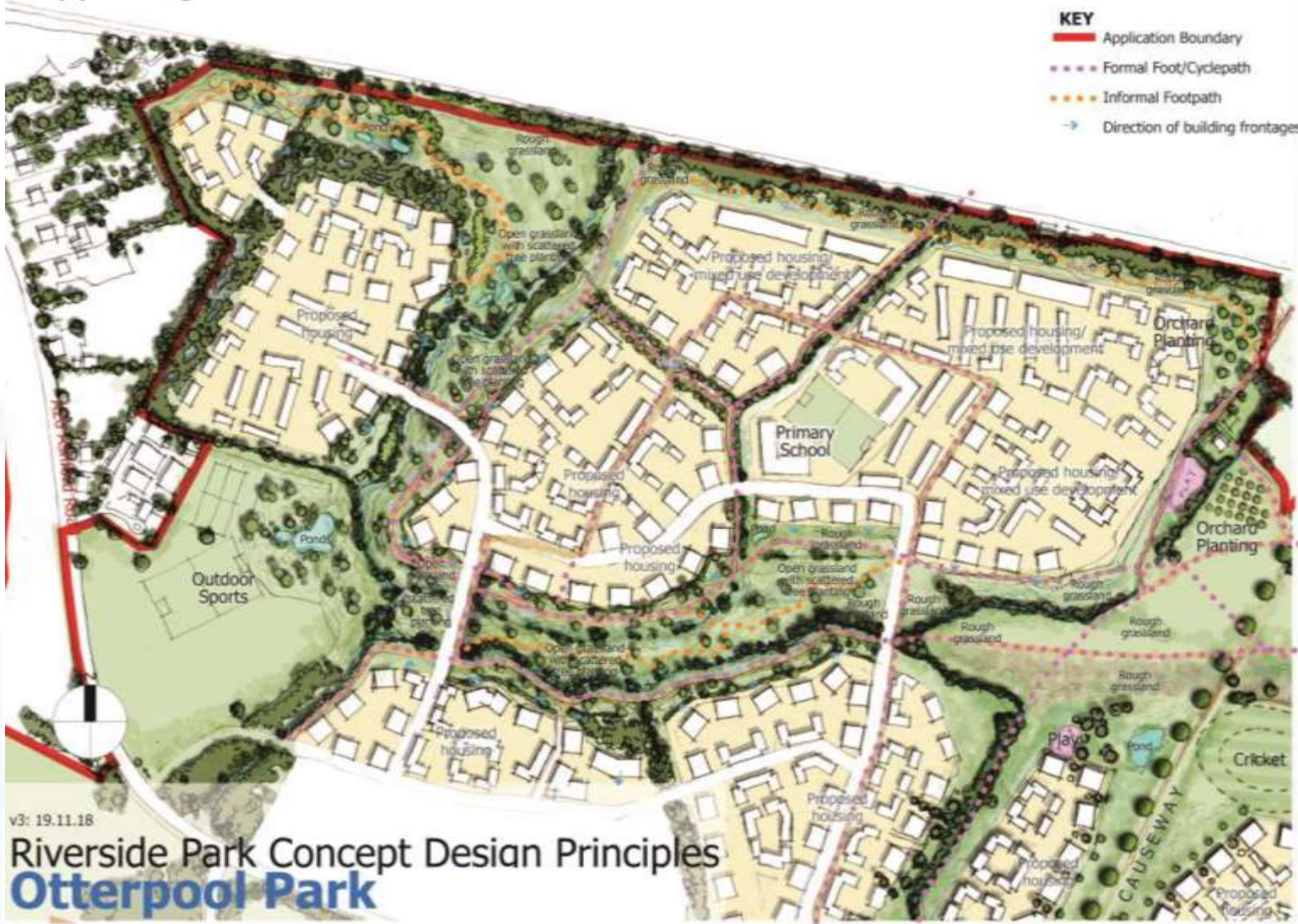
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Otterpool Park Proposed Heritage Trail

Supporting Plans: Green & Blue Infrastructure— East Stour River corridor

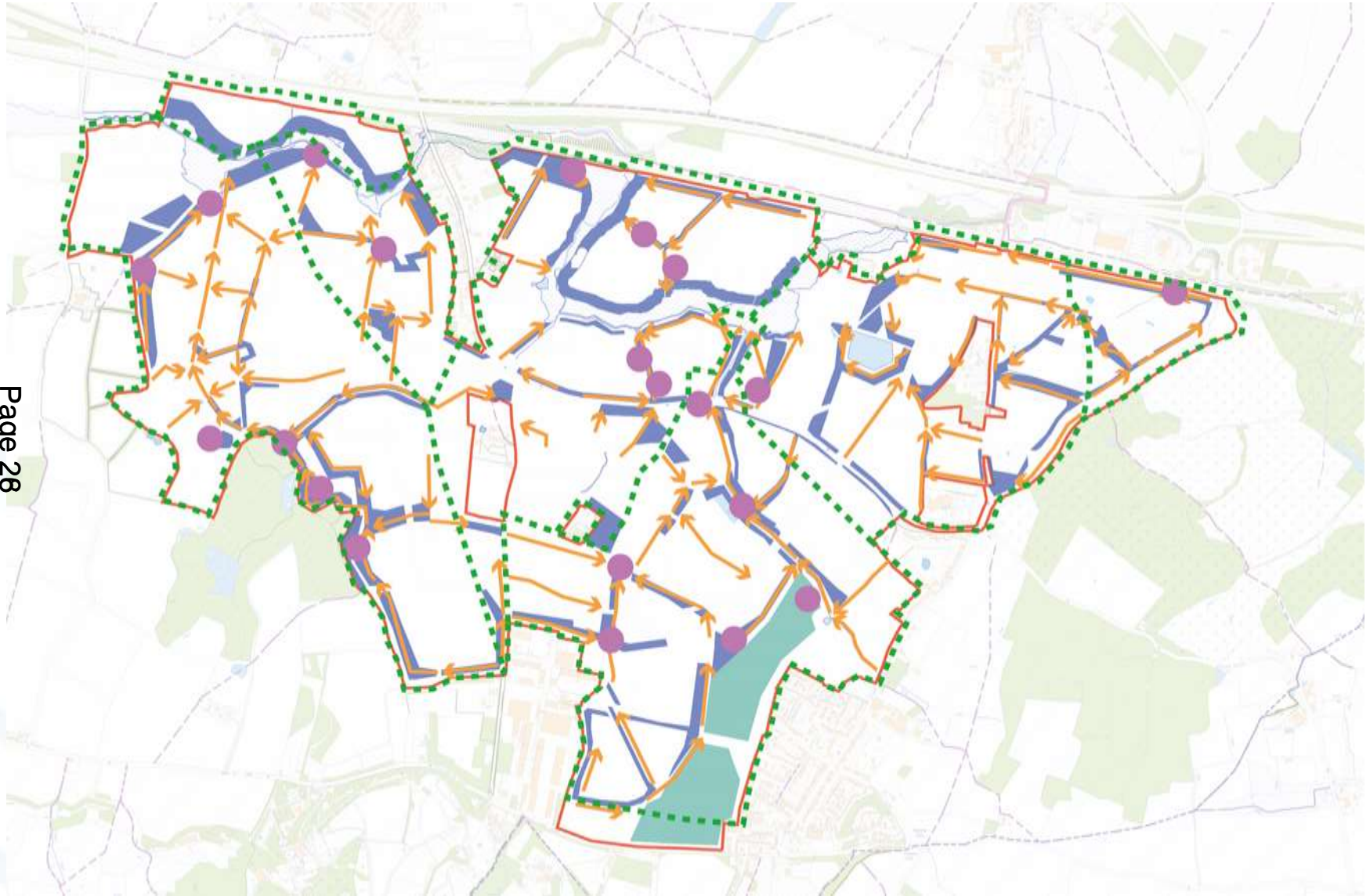
- KEY**
- Application Boundary
 - Formal Foot/Cyclepath
 - Informal Footpath
 - Direction of building frontages



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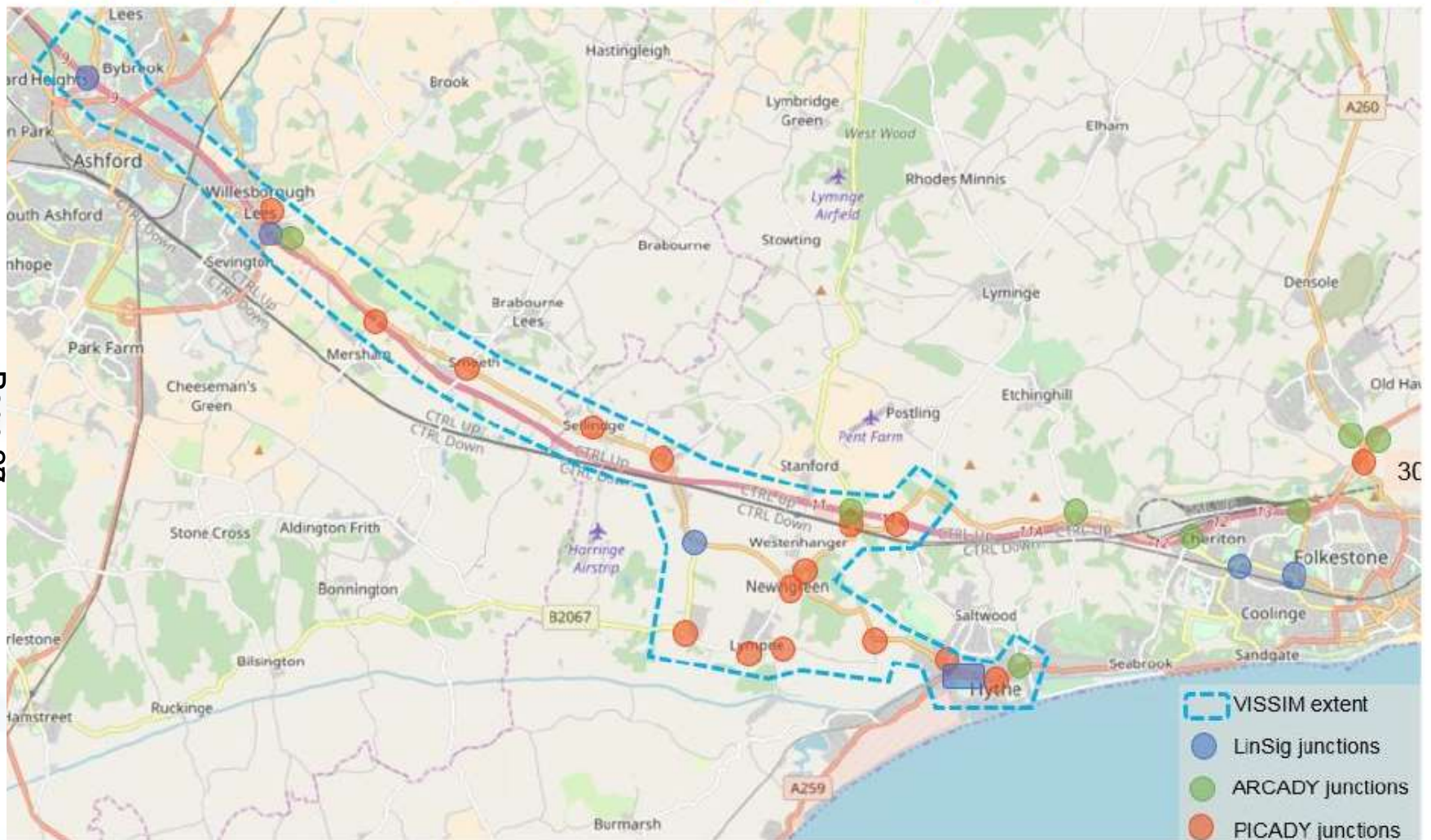
v3: 19.11.18
Riverside Park Concept Design Principles
Otterpool Park

Water Strategy



Highways Capacity Modelling

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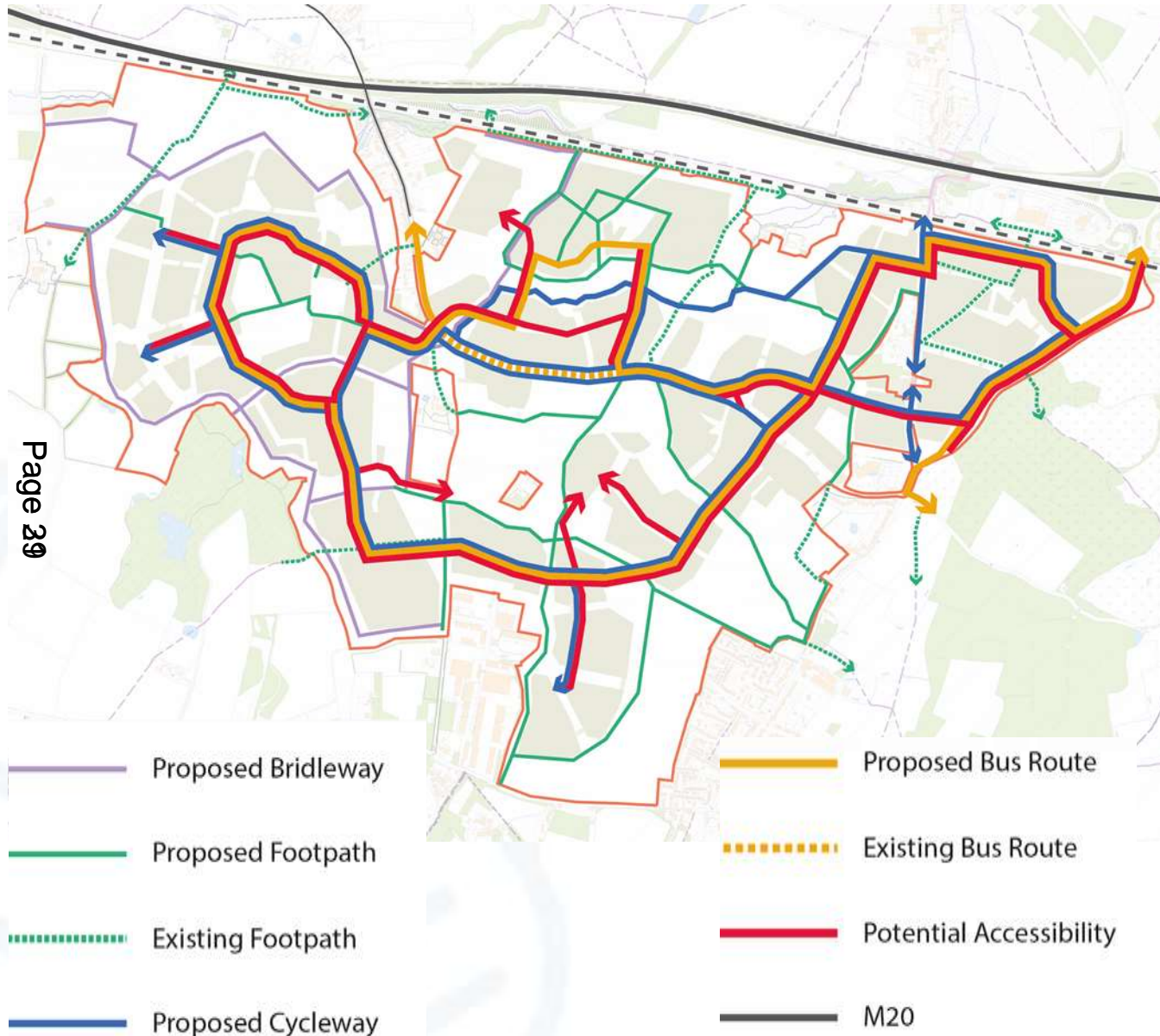


Transport strategy



- Importance of the station
- Creating walkable neighbourhoods
- Bus services
- Highway design strategy
- A20 junction with the town centre
- A20 junctions at Newingreen, Stone St
- Walking & cycling: both direct routes and leisure routes through green and blue infrastructure.

Movement and Access



- Provision of segregated, direct cycle routes connecting residential areas to local centres, schools, the High Street and rail station
- Strategic street will have 4.6m express segregated cycleway on one side and 3-4m shared path on the other
- Primary streets will have 4.6m express segregated cycleway on one side and 3m footpath
- Secondary streets will have 3-4m shared path on one side and 2m footway on the other
- Cycle route network through some green corridors
- Junctions designed to provide priority at crossings to cyclists (and pedestrians)
- Secure cycle storage hubs at local centres, rail station and schools

Housing Strategy

Housing Type	Number of Homes
Market for Sale	5,259
Build to Rent	860
Affordable (22% of market for sale and build to rent)	1,725
Extra Care	657
Total	8,500

Housing Size	Proportion of Homes	Range for Approval
1 bed	8%	5-15%
2 bed	24.5%	15-30%
3 bed	41%	35-50%
4 bed	24%	15-30%
5 bed	2.5%	0-10%

Encouraging Self and Custom Build - examples from Netherlands and Kent



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Family homes in the Hague and Leiden



Self Build in Kent - Faversham



Self build - Birchwood



Self build in Kent

Education

Age Group	Forms of Entry/classes for 8,500 homes
Early years	24 classes
Primary School	10.5 FE + safeguarding for addition 3 FE on-site
Secondary School	10 FE + offsite safeguarding for addition off-site subject to monitoring
Sixth Form	240 places

Health Proposals

- approx 2,000 sqm required to meet basic GP needs for the community
- Plus additional 1,000 sqm required to deliver wider care needs with opportunities for training and extended services
- Further community space within neighbourhoods which could deliver health businesses and services eg dentists, podiatrists
- Construction expected to be modular /phased
- Key aim is to be able to adapt to changing needs over time
 - 648 extra care/retirement/supported living homes

Employment

- Up to 77,500 sqm of B1 and B2 commercial floorspace
- 21,000 sqm of retail and leisure
- Around half of jobs created within the services for the new community, eg education, health, sports facilities, care homes
- c. 8,950 direct jobs (equivalent to 7,195 FTEs). This represents 4.5% of the job target across the whole of the South East LEP Home and flexible working supported and promoted



Developing a Vision and a Brand

- Countryside
- Connected
- Creative

The Vision

A place in the countryside; a place where people and businesses will want to be; a creative space, connected to wherever you need to be – that's our vision for Otterpool Park.

Everything is possible from this unique location, a short distance from Folkestone, Kent. Live and work in the heart of the Garden of England countryside, catch the train to London in under an hour, be at the coast within minutes, enjoy walks and bike rides from your doorstep.

Otterpool Park has Garden Town status, which means you will find large amounts of green spaces,

architect-designed neighbourhoods and affordable homes inspired by the very best street scenes, imaginative employment spaces and flexible working opportunities.

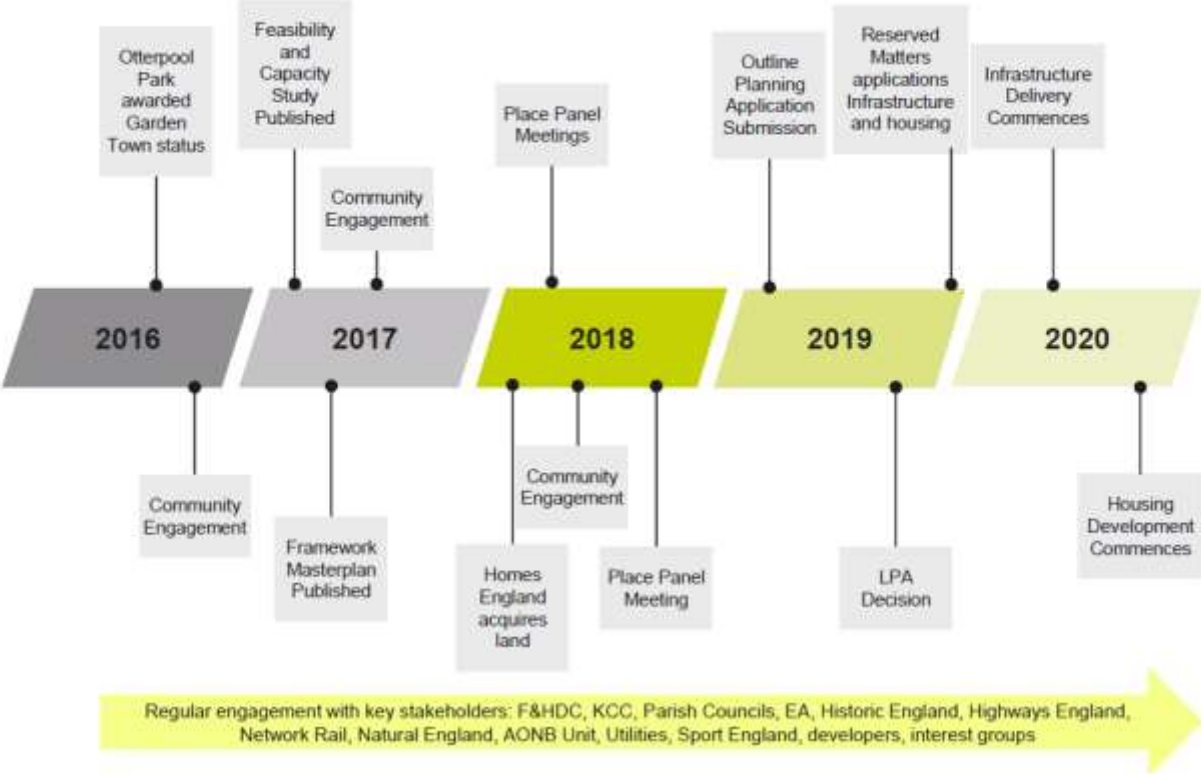
This landmark development will provide up to 10,000 homes, more than 675,000 sq ft employment space and exemplary community facilities, delivered over 30 years by Folkestone & Hythe District Council and Cozumel Estates.

It is a once in a lifetime opportunity to create a unique place and a community now and for the future.



Forward programme

Otterpool Park: Programme and Current Position



Look out for ...

- Consultation following validation of application, anticipated w/c 18 march
- Public exhibitions in May, dates tbc

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OTTERPOOL PARK

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Cabinet Members and their responsibilities



Cllr David Monk

Leader



Councillors, election and electoral registration, corporate policy, partnership development, strategic budget, economic growth, property development, human resources, organisational development, emergency planning and business continuity. Financial management, corporate debt, audit (internal and external), treasury management, revenues, benefits, risk management, anti-fraud and corruption framework. Communications and public relations, corporate governance, contract management, procurement, legal.

Cllr Jenny Hollingsbee

Deputy Leader and Cabinet Member for Communities



Community safety, community engagement and empowerment, arts and culture, leisure and sport, young people, voluntary sector, town and parish liaison, equalities and diversity, safeguarding (children, young people & vulnerable adults). Health and wellbeing. Lifeline. Area Officers. Street homeless.

Cllr David Godfrey

Cabinet Member for Housing, Transport and Special Projects



Strategic housing, local authority housing management, housing allocation, homelessness, private sector housing. Traffic management, on and off street parking. Special projects.

Cllr Stuart Peall

Cabinet Member for Enforcement, Regulatory Services, Waste and Building Control



Waste management and street cleansing, recycling and environmental enforcement. Dog and pest control, food safety, health and safety. Execution of planning enforcement, building control.

Cllr John Collier

Cabinet Member for Property Management and Grounds Maintenance



Property and estate management, corporate health and safety. Engineers (coastal protection and strategy), contaminated land. Grounds maintenance.

Cllr David Wimble

Cabinet Member for the District Economy



Economic development, regeneration, tourism, heritage (conservation), business rate relief. Planning policy.

Cllr Ian Meyers

Cabinet Member for Digital Transformation and Customer Service



Information technology, information access and security, RIPA. Customer service.

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