



Minutes

Overview and Scrutiny Committee

Held at: Council Chamber - Civic Centre, Folkestone

Date: Tuesday, 10 October 2017

Present: Councillors Miss Susan Carey, Peter Gane (Chairman), Clive Goddard, Ms Janet Holben, Mrs Claire Jeffrey (Vice-Chair), Michael Lyons, Frank McKenna, Ian Meyers, Russell Tillson and Mrs Rodica Wheeler

Apologies for Absence

Officers Present: Andy Blaszkowicz (Head of Commercial and Technical Services), Chris Lewis (Planning Advisor), Sue Lewis (Committee Services Officer), Tim Madden (Corporate Director - Organisational Change), Fred Miller (Transportation Manager), Charlotte Spendley (Head of Finance), Lee Walker (Group Accountant) and Julia Wallace (Masterplanning Project Manager)

Others Present:

42. **Declarations of Interest**

Councillor Ms Jan Holben declared voluntary announcement in minute 45 - Sandgate Controlled Parking Zone presentation as she is the ward member. She remained in the meeting during this item.

43. **Minutes**

Proposed by Councillor Michael Lyons
Seconded by Councillor Russell Tillson and

Resolved: The minutes of the meeting held on 12 September 2017 were submitted, approved and signed by the Chairman.

(Voting: For 8; Against 0; Abstentions 2)

44. **National Non Domestic Rates Locally-Administered Relief Scheme**

Report C/17/45 The purpose of this report is to present the detailed policy

for implementation of the locally-administered National Non Domestic Rates relief scheme, as announced in the Chancellor's Spring Budget on 8 March 2017.

Tim Madden, Corporate Director – Organisational Change informed members that Cabinet agreed, in principle, the scheme but asked that they see the final policy at its meeting in December.

He informed, that along with other Kent districts, Shepway District Council has engaged the Services of an independent consultant to assist developing the locally-administered scheme.

All those eligible will be contacted by the Council and those ratepayers taking up occupation after the qualifying date of 1 April 2017 will not be eligible for relief on the basis that new ratepayers would not have suffered from increases due to a revaluation.

Government have provided the funding of £300 million to support local businesses, with the relief administered through discretionary powers of billing authorities. The scheme agreed by the Kent Districts has, therefore been devised to help those in need and who are eligible.

Proposed by Councillor Peter Gane
Seconded by Councillor Michael Lyons and

Resolved:

1. To receive and note report C/17/45.

(Voting: For 10; Against 0; Abstentions 0)

45. Sandgate Controlled Parking Zone

Andy Blaszkowicz, Head of Commercial and Technical Services and Fred Miller, Transportation Manager presented members with an update on the Sandgate Controlled Parking Zone.

A copy of the presentation is attached for information which also gives the background to all CPZ's in Shepway.

Members were informed that Phase 1 of the Sandgate CPZ was introduced in November 2016 and following petitions and representations received about parking problems Cabinet agreed to review the surrounding roads and consult with residents to extend the zones.

1200 questionnaires were sent out with a 42% return, results of which are in the attached papers, together with an analysis of results.

Members paid particular attention to how Saga have responded to the consultation, objecting to the scheme initially as many of their staff park on the

surrounding roads. Following discussions with officers an agreed phased approach will now take place.

The works will follow the following implementation:

- Phase 1 is complete
- Phase 2 will be implemented soon and
- Phase 3 officers will wait for 6 months so that Saga can complete their works.

Following the consultation it was agreed that Valley Road would not be part of the controlled parking zone as the majority of respondents did not support the proposals. Members were informed that a review of this will take place in 6-12 months and if it is deemed to be included then the TRO will be changed accordingly.

Saga have also agreed to a number of changes in that they will introduce a permit system in Castle Road, a memo to all staff explaining parking arrangements, monitoring shift changes and they will be expanding their car park by 50 places.

Proposed by Councillor Ms Susan Carey
Seconded by Councillor Clive Goddard and

Resolved: To note the presentation.

(Voting: For 10; Against 0; Abstentions 0)

46. **Medium Term Financial Strategy 2018/19 to 2021/22**

Report C/17/47 The Medium Term Financial Strategy (MTFS) is the Council's key financial planning document. It puts the financial perspective on the council's Corporate Plan priorities, expressing the aims and objectives of various plans and strategies in financial terms over the four year period ending 31st March 2022. It covers both revenue and capital for the General Fund and the Housing Revenue Account. Also included are the Council's reserves policies. The MTFS is a key element of sound corporate governance and financial management.

Tim Madden informed members that the report outlines where the Council stands at the present time. He informed that officers are looking at a detailed budget strategy which will be presented to Cabinet in November. This will not only look at the current position but the years ahead.

Officers are looking at government proposals for a business rates pilot in conjunction with other Kent Authorities.

Members paid particular attention to the following points:

- Members will note that the Council is looking at their operating models in the form of “Transformation” to provide a better quality of service for residents. . It is recognised that IT is an important enabler for this and that will require increased investment.
- Otterpool Park – financial provision for outlining planning stage is in place but the strategy does not yet reflect the longer term impact of Otterpool Park. New Homes Bonus – councils are waiting on further consultation from Government on elements of the scheme, including the baseline rate and the impact of planning agreed only on appeal. Further information will come from Government in December.
- Reserves Policy – how these are held and how they meet the requirements is shown in appendix 2 to the report.

Proposed by Councillor Ms Susan Carey
Seconded by Councillor Michael Lyons and

Resolved:

1. To receive and note Report C/17/47.

(Voting: For 8; Against 0; Abstentions 0)

47. Treasury Management Monitoring Report 2017/18

Report C/17/48 provides an update on the council’s treasury management activities that have taken place during 2017/18 against the agreed strategy for the year. The report also provides an update on the treasury management indicators approved by Council earlier this year.

Lee Walker, Group Accountant – Capital and Treasury Management informed members that interest rates were expected to remain unchanged for the remainder of this financial year.

Particular attention was paid to the following:

- Table 2 Treasury Management summary – there is a net borrowing reduction as at 31 August 2017 due to cash flows from local taxation, this is expected to be reversed by the end of the year.
- Table 3 Borrowing position, Two Pool debt approach – it was noted that the major borrowing was in relation to the Housing Revenue Account.
- Table 4 Investment Position – The council has continued with its strategy of diversifying its investments into more secure asset classes. Typically, more secure asset classes provide a lower return and that is the current experience of the council.
- Table 6 Financial summary - £69,000 lower than budgeted with additional investment interest being received from higher than anticipated cash balances and reserves held during the year. .
- Appendix 1 Investments held – it was noted that the council does not hold any direct investments in non-UK financial institutions although the short-term money market funds held are likely to have some exposure to

these. All investments are required to be made in sterling denominated accounts.

- Other authorities – All UK local authorities are viewed the have the same credit quality when it comes to making investments with them and this view is supported by Arlingclose. The Section 151 Officer has the delegated authority to decide who the council invests its money with in line with the approved Treasury Management Strategy. Nat West – this is the Council's bank and although the rates have dropped it does not cost the Council to transfer monies to the deposit account held with them meaning it is marginally cheaper overall to occasionally use this investment facility rather than an alternative short-term facility. Arlingclose currently remain comfortable with short term deposits with the RBS group.

Proposed by Councillor Clive Goddard
Seconded by Councillor Michael Lyons and

Resolved:

1. To receive and note report C/17/48.

(Voting: For 10; Against 0; Abstentions 0)

48. Charter for Otterpool Park

Chris Lewis, Planning Advisor presented members with an overview of the Charter for Otterpool Park, which sets out the Council's aspirations and can be found on the Council's website.

The draft Charter draws on the Sustainability Wheel originally included in the Council's Expression of Interest. Each segment relates to one of three key areas of the wheel; environmental sustainability, social sustainability and economic sustainability.

Members were given an overview of each segment paying particular attention to the following:

- Promote healthy and sustainable environments - Support provision of state-of-the-art medical centre drawing on exemplars elsewhere including Ribchester model (Whitstable).
- Providing self-build and custom-build housing - supportive of suggestion of local connection qualification with priority for people who live and work locally. Also supportive of financial test to prevent unfinished buildings.
- Providing spaces for local food growing - Hawkinge allotments a good example of community can work together.

- Providing bridleways for residents to continue using the locality as it is now. It is also hoped a running track would be included to help promote not only exercise but a healthy lifestyle.
- Maximising opportunities for new employment space - Commercial floor space needs to be an integral part of the new settlement to meet current shortage. Start-ups important judging from evidence elsewhere.
- Providing an ultrafast IT enabled community. A need to plan for 5G with superfast broadband should be all high fibre optic cable without a copper section between the road and the premises.
- Neighbourhood Centre within walkable distances, together with primary schools needs to be of a reasonable size to be self-sustaining. 2 –form entry is an ideal size

The link will be forwarded to members following the meeting and if they wish to make any comments these can be forwarded to Mr Lewis in plenty of time for him to review prior to the Cabinet meeting on 18 October.

49. **Otterpool Park - long term stewardship**

Julia Wallace, Masterplanning, Urban Design and Viability Manager updated members on the long term stewardship and the progress to date. A number of study visits have taken place and case studies considered; it was clear that no one model suits all as each have different needs.

Particular attention was paid by members of the committee to the following:

- The Kings Hill model provides a good example of a quality public realm. The roads are not adopted which gives more local control. Trunking and ducting can provide income which can support stewardship.
- Particular attention should be given to producing a good structure, clear specifications and considering cost implications at an early stage in the process.

The principles that will be put to Cabinet and the Collaboration Board are:

- The new body will include management and maintenance of open space; public realm; community buildings as a minimum.
- High quality management and maintenance is of fundamental importance.
- Funding from a range of sources including endowment, income generating assets and service charges.
- Body will be community-led or charitable organisation (rather than private management company) and should allow for future residents and businesses to be involved in decisions.

A copy of the presentation will be forwarded to members following the meeting so that they can review the information and make comments directly to Mrs Wallace.

The committee raised the issue of the composition of a stewardship body and whether outside bodies should be included in decisions regarding strategy and running of local assets. The district keeping control of assets was seen as important by some members.

The Committee agreed the principles that will be put forward to Cabinet.

Proposed by Councillor Peter Gane
Seconded by Councillor Ms Claire Jeffrey and

Resolved: To note the presentation.

(Voting: For 10; Against 0; Abstentions 0)

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Sandgate Controlled Parking Zone



What are CPZs and why have them?

- An area where all kerbside space is controlled during set times.
- Increasing the amount of on-street parking space is rarely possible so the council has to try and find ways to make best use of the limited space.

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Why have CPZs?

- CPZs provide parking for those mostly in need while not ignoring the broader requirements of all road users.
- By restricting parking in areas where demand exceeds supply, the pressure on the space available is better controlled.

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CPZS IN SHEPWAY

AREA	MAIN HOURS OF OPERATION
Zone A1- Folkestone Town Centre	8am- 6pm, All days.
Zone A2-The Bayle, Folkestone	8am-6pm, All days
Zone B- Folkestone West	9am-11am, Monday-Friday
Zone C1- Folkestone Seafront	8am-6pm- All days (Seasonal P&D)
Zone C2- The Stade	8am-6pm, All days
Zone D- Chilham Road, Cheriton	8am-8pm, All days
Zone E- Guildhall North, Folkestone	8am-6pm, Monday-Saturday
Zone G- Bellevue St. Area, Folkestone	8am-8pm, All days
Zone S- Sandgate East	8am- 6pm, All days

Sandgate CPZ

- First phase introduced in November 2016
- Petitions and representations received about parking problems in adjacent roads
- Cabinet Member decision to review surrounding areas six months after implementation of phase 1

Sandgate Parking Review

- Occupancy surveys carried out in April and May 2017
- Surveys revealed the majority of the roads are heavily parked
- Decision to consult residents and businesses on proposals to extend the zone

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Informal Consultations

- Informal consultations took place between the 28th June and 14th July
- 1195 questionnaires sent to residents and businesses in the roads affected
- 497 questionnaires returned (42%)
- 26 emails and 12 letters

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Results of the Informal Consultations

	In favour	Not in favour	No preference
Residents	67%	29%	4%
Businesses	40%	60%	-

Further analysis of results

ROAD NAME	NUMBER OF RESPONSES	YES	NO	NO PREF	% IN FAVOUR	% NOT IN FAVOUR	% WITH NO PREF
Sandgate High Street	59	36	18	5	61	31	8
Gough Road	6	3	1	2	50	17	33
The Undercliff	5	3	2		60	40	0
North Lane	2	1		1	50	0	50
The Riviera (not including the private section)	31	28	2	1	90	6	3
Wilberforce Road	11	6	4	2	55	36	18
Hillside	4	2	2		50	50	0
The Crescent	9	5	4		56	44	0
Radnor Cliff	53	35	18		66	34	0
Radnor Cliff Crescent	13	11	2		85	15	0
Sandgate Hill (between Sandgate High Street and Coolinge Lane)	28	14	14		50	50	0
Chichester Road	42	24	14	3	57	33	7
Valley Road	21	6	14	1	29	67	5
St Paul's Way	22	19	3		86	14	0
Military Road (between Sandgate High Street and Bybrook Way)	18	18			100	0	0
Enbrook Road (between Military Road and Southernwood Crescent)	35	23	10	2	66	29	6
Bybrook Field	28	26	2		93	7	0
Bybrook Way	5	4	1		80	20	0
Meadowbrook	27	17	10		63	37	0
Darnley Close	21	11	8	2	52	38	10
Southernwood Rise	31	24	7		77	23	0
Highland Close	6	3	3		50	50	0
TOTAL	477	319	139	19	67	29	4

Agreed recommendations

- Phased approach
- Subject to statutory consultation, implement controls in all roads in phase 2
- Subject to statutory consultation, implement phase 3 six months after phase 2
- Exclude Valley Road as the majority of respondents did not support the proposals
- Hours of operation for roads with “permit holders only” restriction should be 11am-3pm, Monday-Friday
- Hours of control for roads with shared use parking, close to amenities to be 8am-6pm, all days

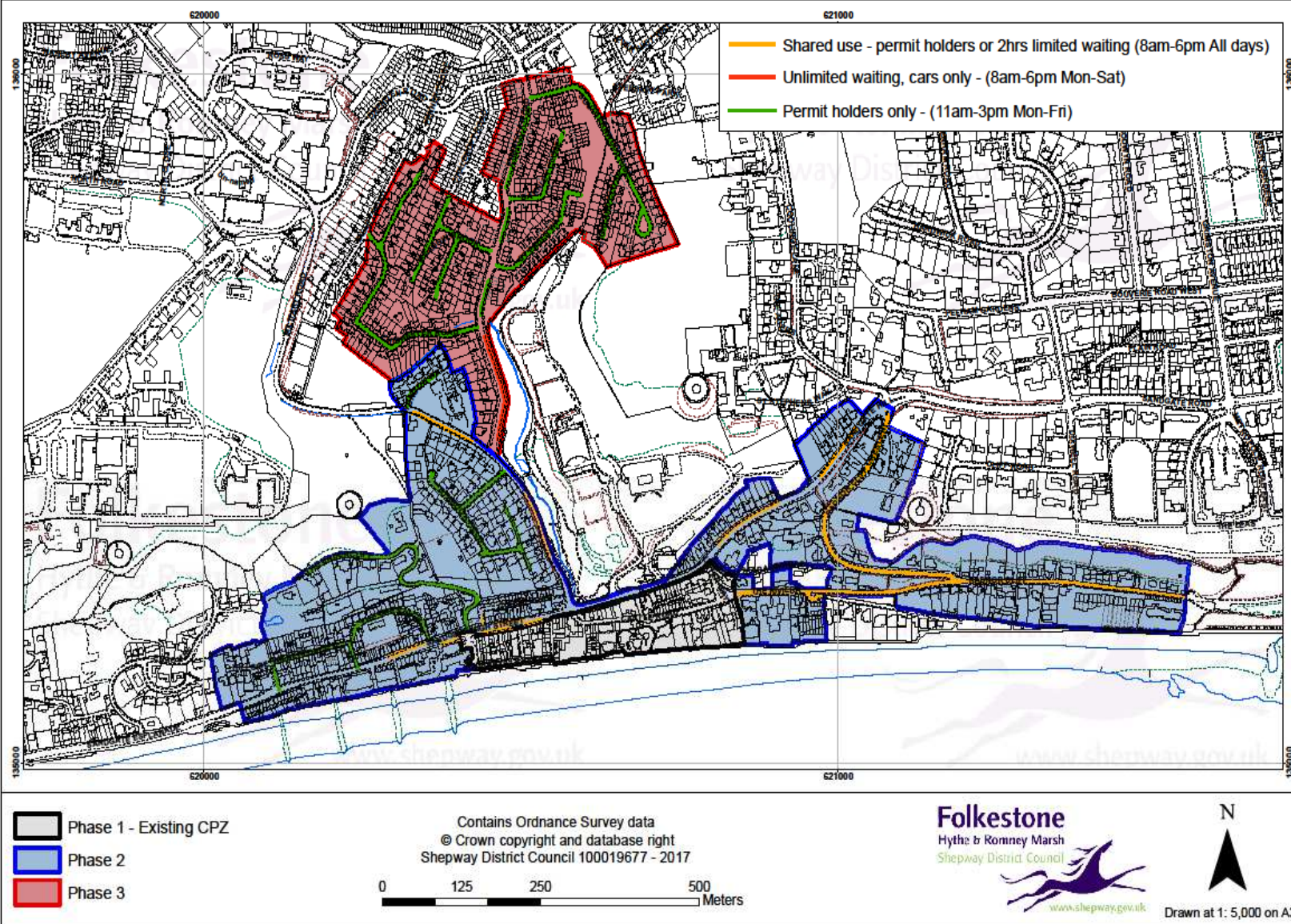
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Sandgate proposed CPZ extension



Next steps

- Formal consultation on proposed traffic regulation order
- Consultation ends 3rd November 2017
- Consider any objections and report to the Cabinet Member for Transport
- If decided to implement proposals, we aim to do this by early December

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Questions?

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