



Minutes

Folkestone and Hythe Joint Transportation Board

Held at:	Remote Meeting
Date	Monday, 11 September 2023
Present	Councillors Polly Blakemore, Frank Hobbs, Alan Martin, Connor McConville, Tim Prater, John Wing, Dylan Jeffrey, Rory Love, Jackie Meade and Jenni Hawkins.
Apologies for Absence	Councillors Susan Carey and Tony Hills.
Officers Present:	Jake Hamilton (Committee Services Officer)
Others Present:	Councillor Jim Martin (Observer)

1. **Appointment of Chair - KCC**

The Kent County Council (KCC) Members of the Board appointed Councillor Jackie Meade as Chair for the meeting held on 11 September 2023.

2. **Appointment of Vice-Chairman - District**

The Folkestone and Hythe District Council (FHDC) Members of the Board appointed Councillor John Wing as Vice-Chair of the Committee for the municipal year 2023/24.

3. **Declarations of interest**

There were no Declarations of interest at this point of the meeting, but during the consideration of agenda item 12, Cllr Dylan Jeffrey declared an interest due to his position as the KCC Cabinet Member for Democratic Services.

4. **Minutes**

The minutes of the meeting held on 21 November 2022 were submitted, approved, and signed by the Chair.

5. **Introduction to new Committee Members and discussion about changes to how F&H JTB is to operate more effectively pending the forthcoming review of JTBs by KCC**

KCC members advised the Board that Kent County Councils' Scrutiny Committee is due to review their JTB arrangements across Kent.

The Board raised several points including, the start time of the meetings, it was discussed as to whether the Board would be better served meeting during the day, the frequency, more inclusion for members of the public and whether more parish/town members could be included and whether JTB should be held in-person or online.

6. **Stagecoach bus services - update and discussion on proposed changes to services in Folkestone and Hythe.**

Mr Joel Mitchell, Managing Director at Stagecoach gave the Board a verbal update in relation to proposed changes to services in Folkestone and Hythe and concerns raised by Members.

Members raised several concerns including, changes to bus services in more rural areas of the district, connections to and from Hythe and Folkestone and delays across services, especially during school hours.

It was concluded that Councillor Jim Martin, Leader of the District Council and Cabinet Member for Otterpool Park and Planning Policy be the point of call for members should they wish to provide feedback to Stagecoach.

7. **Bus Service Improvement Plan update - KCC**

Information only: This report provided a progress update on Kent's Bus Enhanced Partnership (EP), Bus Service Improvement Plan (BSIP) and related funding settlement from Government.

8. **Active Travel projects in Folkestone and Hythe - KCC**

Sebastian Bures, Active Travel Infrastructure Team Leader introduced the report.

The report summarised the public consultation that has been undertaken on the proposed scheme to increase active travel along Cheriton Road, Folkestone and recommends progressing to detailed design and construction.

Proposed by Councillor: Dylan Jeffrey,
Seconded by Councillor: Polly Blakemore, and

Resolved:

To proceed with the officers' recommendation (option A) as set out in report: JTB/23/04.

(Voting: For 12; Against 0; Abstentions; 0)

9. Highways Forward Works Programme: 2022/23 and 2023/24 - KCC

The report provided Members with an update and summarised schemes that have been programmed for delivery in 2022/23 and 2023/24.

Members made comments on the following points:

- What is road surface re-texturing?
- Does post road surface re-texturing increase road noise when vehicles are travelling on the retextured surface?

James Bowen, KCC's Highways Manager, responded to the comments, and made the following points:

- Road surface retexturing reverses the wear and tear of road surfaces to restore them back to their original state.

KCC's Highways Manager will be supplying the Board with an update to their question regarding road surface re-texturing and increased noise levels at a later date.

10. Proposed Parking Restrictions 2023/24 by FHDC Highways Engineer

During the year 22/23 parking restrictions have been proposed to the council. This report outlined an urgent area where restrictions would help to improve traffic flow, safety margins and resolve parking problems.

Members made comments including, the proposed changes to the restriction on the two parking bays in Sandgate as set out in the supplementary information. The Board was advised by members that there have been a range of views from residents in support and against said changes.

It was also noted that more clarification and information is needed around the requests from residents.

Paul Thompson, Folkestone and Hythe's Transportation Specialist, confirmed that more information around "requests from residents" could be included in future reports.

Proposed by Councillor: Tim Prater,
Seconded by Councillor: Jackie Meade, and

Resolved:

**To proceed with the officers' recommendation as set out in report:
JTB/23/01.**

(Voting: For 12; Against 0; Abstentions; 0)

11. **TRO's in Folkestone and Hythe - an update on our consultation practice and planned reviews - FHDC**

Frederick Miller, the Transportation Lead Specialist provided the Board with a short presentation on Folkestone and Hythe's TRO consultation practice and planned reviews.

The Board proposed to the Transportation Lead Specialist that KCC members should be included in any future TRO considerations.

The Transportation Lead Specialist advised the Board that this concern had already been raised and assured the Board that KCC members would be included going forward.

F&H

Controlled Parking Zones & Traffic Regulation Orders

Agency Agreement between FHDC & KCC

FHDC manage On-Street Parking on behalf of KCC

Protocol Document sets out responsibilities

- District Activities
 - Parking related Traffic Regulation Orders (TROs)
 - Controlled Parking Zones
 - Disabled persons' parking bays
 - Limited waiting bays
 - Loading bays
 - Other specified bays e.g. taxi etc.
 - Maintenance of lines and signs
 - Access Highlight Markings
 - Enforcement
- County Activities
 - Safety related TROs
 - Moving Traffic
 - Bus lane enforcement

CONTROLLED PARKING ZONES (CPZs) APPLICATION

Application process agreed by F&H Cabinet in 2014

Points based system to assess applications

- Location
- Points of interest
- Cause and times of congestion
- Extent of the problem
- Strength of initial support

An average of around 12-15 applications each year

Minimum of two schemes prioritised each year

Ward Members notified

CPZ IMPLEMENTATION





CURRENT CPZs

Zone Identifier	Operational times
Zone A1- Folkestone Town Centre	8am- 6pm, All days except limited waiting bays which are Mon- Saturday, 8am-6pm
Zone A2-The Bayle, Folkestone	8am-8pm, 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 F- East Folkestone	8am-6pm, All days , 9am – 11am, Mon-Fri few roads
Zone F1- Walton Area	8am-8pm, All days
Zone G-Bellevue Street	8am-8pm, All days
Zone G1- Folkestone Harbour	8am-8pm, All days
Zone H- Clifton Gardens	8am-8pm, All days
Zone S- Sandgate East	8am- 6pm, All days. Some roads 11am-3pm
Zone T- Princes Parade Hythe	8am-6pm- All days (Seasonal P&D- April-Sept)
Zone T1- Prospect Road, Hythe	8am-6pm, all days
Zone W- Dymchurch High Street	8am-8pm, all days

CPZs REVIEW 2023/24

ZONE IDENTIFIER	STATUS
ZONE F (Inclusion of Cornwallis Avenue)	Implemented
ZONE B (Inclusion of Turketel Road)	Decision to implement
ZONE C2 – The Stade (Introduction of loading restrictions and loading bays)	Decision to implement
ZONE T1 (Proposed extension to include Marine St. Walk, Hythe)	Consultations to start this autumn

TRAFFIC REGULATION ORDERS (TROs)

District responsibility to make some TROs- CPZs, limited waiting bays, Disabled bays, loading bays, footway parking, taxi bays etc

TROs governed by procedure regulations –

- Formal Consultations- ward members , stakeholders, residents & businesses
- Advertise Proposals
- Allow a minimum of 21 days for objections,
- Investigate/seek to resolve any objections
- Submit unresolved objections to decision-maker, who decides to implement, modify or abandon scheme
- Decision to implement agreed scheme- Submit TRO to KCC for sealing, commission signing & lining, issue permits for CPZs

Questions?

PARKING OPERATIONAL PROTOCOL

In Kent the district councils are responsible for the practical application of parking enforcement under Agency Agreements between the County Council and each district authority. The Agency Agreements provide for parking enforcement of all Controlled Parking within the Civil Enforcement Area and Special Enforcement Area covering district boundaries. The agreements cover all aspects of enforcement related administration and also include requirements to maintain on-street parking signs and lines. However, the agreements do not cover the wider aspects of on-street parking policy and management undertaken by districts.

In setting up these Agreements, the County and District Councils recognised how essential it was to integrate off and on street enforcement within the Decriminalised Parking Enforcement (DPE) regime. It made it easier for the public to understand local parking management arrangements and provided a single point of contact for parking activity. It also had efficiency benefits and it built on existing parking operations at District level.

When the County Council and the Districts set up DPE between 1998 and 2001, it worked alongside a parallel agreement for traffic and network management (the Kent Highways Partnership - KHP). This provided a seamless operation across the whole range of parking and traffic management. However, in 2005 the KHP was dissolved and it became necessary to introduce a protocol to clarify the continuing District Council role in parking management on-street.

More recently, the government introduced the Traffic Management Act (TMA) and this replaced DPE with a new system of Civil Parking Enforcement (CPE). The Agency Agreements have been varied to incorporate the new provisions. Crucially, the statutory guidance accompanying the Act places significant emphasis on District involvement in parking enforcement activity in two tier areas and effectively endorses the type of arrangement currently operated in Kent.

Practical support and best practice has been shared and promoted through the South East Parking Managers Group (SEPMG). Consistent operational practices have been fostered while the differences in ethos and character between the parking services in each district have been respected. A consistent approach to enforcement is provided through the adoption by districts of a SEPMG developed award winning Decriminalised Parking Enforcement Manual.

The original protocol worked well for a number of years but it merits an update in the light of the TMA. This protocol sets out a framework of common principles for parking policy and management that is not directly covered in the Agency Agreements. It also clarifies the division of responsibility between County and Districts for the delivery of parking related functions. The Agency Agreement contains formal delegation and that this protocol will operate under the cover of the Agency Agreement. Therefore if there is any conflict it will be the Agency Agreement that prevails.

1. Policy / Strategy

- 1.1 A balanced integrated transport system, with good quality travel options for all is essential to counter the negative impacts of traffic growth. Effective management of parking is central to this and the wider district council polices in support of economic development and the commercial viability of town centres.
- 1.2 These objectives, and measures to achieve them, broadly comprise:
 - implementation of Local Parking Plans (LPP) and
 - promotion of best practice through the SEPMG.

2. Local Parking Plans

- 2.1 A Local Parking Plan or Strategy is the best way of developing effective local parking systems and ensuring that they are fully integrated with transport (LTP/ District Transport Strategy) and planning (Local Plan/ Local Development Framework) objectives and policies. A number of districts have developed a LPP or strategy and others have action plans covering policies and delivery. All LPP/ action plans should be regularly reviewed and updated.
- 2.2 Policies for future development of parking (assessing parking need, park & ride, business parking etc...) should be jointly agreed through a Local Parking Plan or Parking Strategy.
- 2.3 The LPP/ action plan process should be led by the district and supported by the County.

3. Joint Working

- 3.1 Close liaison between County and District officers is essential in order to ensure that parking restrictions and schemes are developed effectively and to avoid public confusion. Also the management of parking systems is closely related to the management traffic systems and visa versa. It is therefore critical that close links are maintained at officer level to develop integrated programmes and for there to be a common member reporting process for their approval.
 - Officer level liaison to be formalised by way of regular meetings (discussions to cover future plans, identifying possible conflicts, availability of resources, liaison with emergency services, agreeing time scales, consultation requirements etc...). Districts and County to nominate responsible officers to represent the respective authorities on parking and transportation issues.
 - Member approval to be sought through Joint Transportation Boards

4. Activities

- 4.1 For clarity it is essential that the division of activity be maintained as closely as possible between parking demand management (District) and moving (County). The following functions have been identified as being primarily undertaken either by a District or the County Council. However, by agreement through the officer liaison group functions could be carried out by either authority. Whenever these functions are carried out, they should be undertaken as complete end to end services by the respective authority :

DISTRICT ACTIVITY

- Parking related Traffic Regulation Orders
- Residents' Parking Schemes
- Controlled Parking Zones
- Disabled persons' parking bays
- Limited waiting bays
- Loading bays
- Other specified bays (e.g. Coastguard, Doctor, Motorcycle, Police, Taxi etc.)
- Maintenance of lines and signs
- Performance reporting

COUNTY RESPONSIBILITY

- Access highlight markings (Dog Bones)
- Bus stop clearways
- Bus Lane enforcement
- Yellow Box Markings
- Moving Traffic
- Safety Related TROs

- 4.2 For clarity Safety Related TROs are considered to include maintaining vehicle movements and driver visibility at road junctions and similar locations, maintaining road width to prevent obstruction or hazards to road traffic and prevention of footway obstruction to maintain pedestrian safety, including school keep clear zones.
- 4.3 For requests where responsibility is not immediately clear it is essential to say this will be considered with a response to follow shortly. The regular officer liaison meeting will review these and agree response from the lead authority

5. Traffic Regulation Orders

- 5.1 The Agency Agreement for Parking Enforcement does not contain formal powers for the making of Traffic Regulation Orders and the County Council retains responsibility for the sealing of all TROs.
- 5.2 However, a district must be able to promote and develop parking related TROs in order to deliver the district functions identified in 4.1 above. The procedure to be followed for the development of TRO's is summarised as follows:
1. Undertake programme development work including new requests
 2. Review schemes at regular joint liaison meeting
 3. Regular review and consolidation of orders as appropriate
 4. Report and recommend programme to Joint Transportation Board (JTB)
 5. JTB to approve programme to consult/ advertise(*)
 6. Develop scheme considering representations
 - a. If no objections proceed with scheme as advertised
 - b. If objections report to JTB with recommendation to proceed, amend or abandon scheme.
 7. Final approval by District Executive or County Council committee or cabinet member (or delegated authority) as appropriate.
 8. Drafting of the order
 9. Order sealed by County Council.

(*) Some schemes may require more than one stage of public consultation prior to advertising and approval.

Approval of TROs or consideration of objections may also be dealt with by the chair/ vice chair of the JTB in liaison with relevant ward members.

- 5.3 All County Council promoted parking restrictions requiring a TRO will follow the procedure set out above and will be undertaken in close consultation at an early stage with a District to ensure that they are appropriate for enforcement, can be incorporated in any existing consolidated traffic orders and to avoid public confusion. Funding to be provided to the district as appropriate should it carry out such TRO

administrative work on behalf of the County Council. Such work and funding should be agreed in writing prior to commencing any such works.

6. Development of Schemes

- 6.1 The lead authority promoting a scheme is responsible for ensuring its' development whether in house or via consultants. A district would be able to commission design work from the County Council's retained consultant if it so wished at its own cost.
- 6.2 In principle the lead authority promoting a scheme is responsible for all costs associated with the scheme, including development, implementation and administration.
- 6.3 Subject to agreement with the other authority, either party may include TRO's that are normally undertaken by the other Authority, when undertaking a scheme - e.g A Residents Parking Scheme may include areas of KCC responsibly and district activities could be incorporated into a KCC highway scheme..

7. Maintenance

- 7.1 Renewal of existing signs and lines needed for effective enforcement can be undertaken directly by the district or by a contractor approved by the County.
- 7.2 The County Council will be responsible for ensuring that unsatisfactory works carried out by Statutory Undertakers are promptly reinstated to enable continued enforcement to be undertaken.

8. Public Contact

- 8.1 Where responsibility is not that of the Authority receiving a request it is essential to record the details of the request and say this will be considered with a response to follow shortly. Where the responsibility for a function is clear the request should be passed to the appropriate authority to respond. If time does not permit an issue to be considered at the next liaison meeting then responsibility for dealing with the request should be agreed through the designated liaison contacts.

9. Benchmarking

- 9.1 KCC will coordinate the collection and publication of detailed benchmarking information from the Districts in an agreed format established through the South East Parking Managers' Group.

10. Reporting procedures

- 10.1 KCC, as Highway Authority, will submit an annual report to the Home Office and the Districts will provide detailed information required for this purpose in an agreed format established through the South East Parking Managers' Group to meet Kent County Council requirements and guidance laid down by current legislation.

11. Moving traffic enforcement

- 11.1 The TMA makes provision for certain moving traffic enforcement, in bus lanes and other specified locations. This is a County Council function but through the current agency agreement this could be delegated to a District where a District may have the appropriate infrastructure available.

12. Review

- 12.1 The protocol will be reviewed at least annually or at any other time as circumstances demand. A Working Group of District and County Officers established through the Kent Technical Officers Network will carry out the review.
- 12.2 Policy development will be undertaken through the South East Parking Managers' Group and District Engineers Group with final sign off by the Kent Technical Officers Group.