

FOLKESTONE TOWN COUNCIL



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Date of Publication: 13 September 2024

AGENDA

Meeting: **Folkestone Town Council**
Date: **19 September 2024**
Time: **7.00 p.m.**
Place: **Town Council Offices, 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 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 Annual Council Meeting held on 13 June 2024 and to authorise the Town Mayor to sign them as a correct record.

4. TOWN GRANT APPLICATIONS

- i) 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.

Church Street Project	Therapy room rental	£2,000.00
Autism Help	Autistic Fishing Project	£900.00
Canterbury Archaeological Trust	East Wear Bay Project	£2,500.00
Bayle Residents Association	The Bayle In Bloom	£1,500.00
Folkestone & Hythe Orchestral Society	Peter Aviss New Work	£900.00
South Kent Mind	Yoga for Wellbeing	£2,000.00
The Autism Apprentice CIC	Advice Clinic Appointments	£2,000.00
Folkey Birth Club CIC	FBC Post Natal Circle	£2,500.00
Folkestone Invicta Football Club	Folkestone Invicta Women's Football Project	£2,500.00
Touchbase Care	Touchbase Community Christmas Celebration	£2,400.00
Community Art Kent CIC	Folke Art 2025	£2,500.00
Folkestone Gospel singers	Singing For Health	£850.00
Youth Festival of Remembrance	Youth Festival of Remembrance	£2,500.00
The Fourth Wall	Design and Art Fair	£2,500.00
Folkestone Festivals	Multi-Cultural Festival Weekend	£2,500.00
Folkestone Women's Forum	Take Up Space Festival : Mothers Without Hands	£2,500.00
Thrive by the Sea CIC	Thrive Through Menopause Folkestone Project	£2,320.00
Folkestone Documentary Festival	Folkestone Documentary Festival 2024	£2,500.00

- ii) Council is asked to consider reinstating the Grants Committee that was disbanded in November 2020.
Due to the increasing number of applications being received, the re-establishment of the Grants Committee would ensure that a reasonable and fair amount of time could be given to each application. It is suggested that the Grants Committee could meet twice a year with the budget being divided between the two meetings, with all members invited to attend or alternatively inviting all 18 Councillors to score applications prior to the meetings, thus improving inclusivity.
If this is a consideration, the suggested Terms of Reference (based on the disbanded Committee) are attached.

5. MINUTES OF THE PLANNING COMMITTEE

To receive the Minutes of the above Committee's meeting of 29 February 2024, 28 March 2024, 25 April 2024, 30 May 2024, 27 June 2024 and 25 July 2024

6. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

To receive the Minutes of the above Committee's meetings of 15 February 2024, 18 April 2024 and 13 June 2024.

7. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

To receive the Minutes of the above Committee's meetings of 6 February 2024 and 2 April 2024

8. MINUTES OF THE CLIMATE AND ENVIRONMENT COMMITTEE

To receive the Minutes of the above Committee's meetings of 6 February 2024 and 2 April 2024

9. **MATTERS AND RESOLUTIONS FROM COMMITTEES**

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

i) **Climate and Environment Committee – 4 June 2024**

RESOLVED: That the C & E Officer resend the email to all Town Councillors asking for suggestions of potential sites for new planters in their respective Wards.

ii) **Community Services Committee – 11 June 2024**

RESOLVED: That Folkestone Town Council implement the Citizens Advice Bureau Scheme 'Kent Money Advice Hub' including installing and making available a tablet device to assist local residents.

RESOLVED:

1. To receive and note Report CS/24/364
2. To approve the disposal of redundant duplicate items from the collection

iii) **Finance and General Purposes Committee – 22 August 2024**

RESOLVED:

To allocate £10,000 of the 2024/25 Flowerbeds budget for the sponsorship of the F&HDC winter and summer planting with a plaque to include Folkestone Town Council's crest and detailing its support to be installed at each site.

To allocate £6,000 of the 2024/25 Flowerbeds budget and instruct an external contractor to seasonally plant (twice a year).

To defer £15,000 allocated to the provision of new planters (including seasonal planting and maintenance) at new sites in Folkestone and Cheriton after the resolution on the next C&E Committee meeting.

RESOLVED: That the Budget Monitoring Statement to 31 July 2024 be approved.

To approve the cost towards the CCTV weight distribution checks on lampposts of £1,952. To give thanks to Swale Borough Council in the agreement to split the cost and for carrying out the weight testing for each CCTV column.

RESOLVED: To approve the Community Minibus Hire Policy subject to an amendment to the term 'hire' costs to avoid confusion.

RESOLVED: That Quote 1 be accepted for the provision of creating a new FTC website for £2,800 set-up cost and £504 annual web hosting.

RESOLVED: To include the refund clause in the Ward Grant policy.

10. **TERMS OF REFERENCE**

To approve amended Terms of Reference from the following Committee:

- i) Finance & General Purposes Committee

11. **OUTSIDE BODIES**

- i) To receive verbal reports from Councillors as Council representatives on the following outside bodies as follows:

- Kent Association of Local Councils (AAK, JD)
- John Bowley & Sherwood Almshouses Charity (RW)

- Folkestone Twinning Association (AL)
- Cinque Ports Champion (BW)
- Folkestone Municipal Charity (AAK, AL, LM, NK, RW)
- Folke About Town (BW)

- ii) Folkestone Municipal Charities has requested that Councillor Belinda Walker remain on the Municipal Charity as an additional Council representative

12. KENT COUNTY COUNCILLOR'S UPDATES

Reports providing updates from Kent County Councillors are attached.

- i) Dylan Jeffrey, Member for Folkestone West

13. POLICIES & STATEMENTS

Council is asked to approve the following policy and statement:

- Health and Safety Policy
- Statement on Managing Performance of the Council as a Corporate Body

14. NOTICE OF MOTIONS

- i) Councillor John Renshaw would like to move a motion that Council express their willingness to engage in any discussions, events and actions needed to facilitate the future reopening and/or improvement of the Sports Centre.
- ii) Councillor John Renshaw would like to move a motion that the Town Council investigate carrying out independent monitoring of the water quality on Folkestone's beaches (Sunny Sands and the Mermaid).

15. DATE AND TIME OF NEXT MEETING

14 November 2024 at 7pm – Ordinary Full Council Meeting

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 Kieran 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 (AGAR) held at the Town Hall, Folkestone on Thursday, 13th June 2024 at 6.30 p.m.

TOWN COUNCILLORS PRESENT: Councillors Bridget Chapman, Jane Darling, Laura Davison, Christine Dickinson, Peter Gane, Nicola Keen, Kieran Leigh, Adrian Lockwood, Connor McConville, Liz McShane, Lucy McGirr (Chair), Jackie Meade, Tim Prater, John Renshaw, Belinda Walker, Roger West.

ABSENT: Councillor Charles Bain Smith

OFFICERS IN ATTENDANCE: Toni Brenchley - Town Clerk
Roland Domingo - Finance Officer
Jennifer Griffin – Administration Officer

Prayers were led by Councillor Nicola Keen

2087. APOLOGIES

Apologies were received from Councillor Abena Akuffo-Kelly

RESOLVED: To accept the apologies from Councillor Akuffo-Kelly

Proposed: Councillor Jackie Meade

Seconded: Councillor Roger West

Voting: F: 16, Ag: 0, Ab: 0

2088. DECLARATIONS OF INTEREST

Councillors Peter Gane, John Renshaw and Roger West declared an interest in 2098, as they have items from Cheriton ward stored in the facility.

2089. MINUTES

The Council was asked to receive and authorise the Minutes of the Full Council Meeting held on 30th May 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 30th May 2024 be received and signed as a correct record.

Proposed: Councillor Roger West

Seconded: Councillor Adrian Lockwood

Voting: F: 16, Ag: 0, Ab: 0

2090. INTERNAL AUDITOR'S REPORT 2023/24

The Finance Officer gave an update to Councillors on the findings of the Report. Councillors considered and noted the Internal Auditor's Report.

RESOLVED: That the Internal Auditor's Report be noted.

Proposed: Councillor Peter Gane

Seconded: Councillor Roger West

Voting: F: 16, Ag: 0, Ab: 0

Councillor Peter Gane moved a vote of thanks to Roland Domingo, Finance Officer for all his hard work.

2091. STATEMENT OF INTERNAL CONTROL 2023/24

Councillors considered the Statement of Internal Control in support of the Annual Governance Statement. The Chair of the meeting and the Town Clerk proceeded to sign the document.

RESOLVED: To approve the Statement of Internal Control for the year ending 31st March 2024, with the amendment of "Chairman" being changed to "Chair" and for the Chair and Town Clerk to sign.

Proposed: Councillor Roger West

Seconded: Councillor Belinda Walker

Voting: F: 16, Ag: 0, Ab: 0

2092. ANNUAL GOVERNANCE STATEMENT 2023/24

Councillors considered the Annual Governance Statement.

The Town Clerk informed Councillors that boxes 1 & 3-8 had been ticked 'Yes', box 2 ticked 'No' due to the breach of Standing Orders in 2023 and box 9 marked 'N/A'.

An enquiry was made about the use of the minibus. The Town Clerk explained that a Section 19 is still pending.

Councillors praised staff on how well the breach of Standing Orders had been dealt with, adding that the supporting statement was very good, and for the work undertaken to compile the AGAR.

RESOLVED: To approve the Annual Governance Statement 2023/24 and for the Chair and Town Clerk to sign.

Proposed: Councillor Tim Prater

Seconded: Councillor Adrian Lockwood

Voting: F: 16, Ag: 0, Ab: 0

2093. STATEMENT OF ACCOUNTS AND ANNUAL RETURN 2023/24

The Finance Officer provided an update to Councillors.

Councillors approved the Statement of Accounts for 2023/24, the Annual Return for 2023/24 (Section 2 of the Annual Return for the year ending 31 March 2024) and the supporting Bank Reconciliation. The Chair of the meeting proceeded to sign the document.

RESOLVED: To approve the Statement of Accounts and Annual Return 2023/24 and for the Chair to sign.

Proposed: Councillor Jackie Meade

Seconded: Councillor Christine Dickinson

Voting: F: 16, Ag: 0, Ab: 0

2094. PERIOD OF EXERCISE OF PUBLIC RIGHTS

Councillors noted the dates set for the period of exercise of public rights are 19 June 2023 to 28 July 2023, during which time members of the public may inspect accounting records by prior arrangement.

2095. ANNUAL REPORT 2023/24

Councillors considered and noted the 2023/24 Annual Report.

2096. CORPORATE PLAN 2020-2025

The Town Clerk proposed that the Corporate Plan 2020-25 be reviewed and moving forward be reviewed on a four-year cycle with priorities aligned to the budget.

It was suggested that a Corporate Plan Working Group be set up and a survey be prepared for public consultation after the General Election.

RESOLVED: That a Working Group be set up to review the Corporate Plan 2024-2025, moving to a four-year cycle.

Proposed: Councillor Peter Gane

Seconded: Councillor Jackie Meade

Voting: F: 16, Ag: 0, Ab: 0

2097. CCTV

The Town Clerk updated the Councillors on recent upgrades to CCTV infrastructure, funded by F&HDC, advising that three additional cameras had been installed at Sandgate Road Car Park, due to increases in vandalism, at a cost of £13,893.16.

2098. STORAGE LEASE

Report C/24/365 was reviewed and options for the renewal of the storage facility lease discussed.

RESOLVED: That Option 2 be accepted for the renewal of the storage unit lease.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 13, Ag: 2, Ab: 1

2099. WORKING GROUPS

Council was asked to approve nominations for membership to Working Groups for 2024/25, as follows:

CCTV: Cllrs Akuffo- Kelly, Laura Davison, Nicola Keen, Adrian Lockwood, Connor McConville and Belinda Walker.

Highways Improvement Plan (HIP): Cllrs Jane Darling, Laura Davison, Christine Dickinson, Nicola Keen and Belinda Walker.

RESOLVED: That the working groups be approved as follows:

CCTV: Cllrs Akuffo- Kelly, Laura Davison, Nicola Keen, Kieran Leigh, Adrian Lockwood, Connor McConville, John Renshaw and Belinda Walker.

Highways Improvement Plan (HIP): Cllrs Jane Darling, Laura Davison, Christine Dickinson, Peter Gane, Nicola Keen, Kieran Leigh, Lucy McGirr, John Renshaw and Belinda Walker.

Proposed: Councillor Peter Gane

Seconded: Councillor Christine Dickinson

Voting: F: 16, Ag: 0, Ab: 0

2100. POLICIES

Code of Conduct – *Revised policy attached (as per the LGA's Model Code of Conduct)*

RESOLVED: To accept the revised Code Of Conduct Policy

Proposed: Councillor John Renshaw

Seconded: Councillor Jackie Meade

Voting: F: 16, Ag: 0, Ab: 0

Publication Scheme – *Review of existing policy*

RESOLVED: To accept the Publication Scheme policy

Proposed: Councillor Nicola Keen

Seconded: Councillor Peter Gane

Voting: F: 16, Ag: 0, Ab: 0

Community Engagement Policy – *Review of existing policy*

RESOLVED: To accept the Community Engagement Policy with the following amendments, that the phrase “this builds on Government’s Big Society aspirations and” be removed.

Proposed: Councillor Tim Prater

Seconded: Councillor Jackie Meade

Voting: F: 16, Ag: 0, Ab: 0

2101. DATE OF THE NEXT MEETING

19th September 2024 at 7.00 p.m. – Ordinary Full Council Meeting

The meeting concluded at 7:02pm.

.....Town Mayor



FOLKESTONE TOWN COUNCIL

TERMS OF REFERENCE

Grants Committee

1. To exercise the powers and duties of the Town Council in considering town grant applications from various community groups in line with Council's adopted grants policy.
 - a) The Committee shall consist of ? members and its quorum shall be 3.
 - b) The Committee shall meet ? times per year.
 - The meeting dates shall be approved annually by Council when setting the Schedule of Meeting Dates.
 - The grants budget shall be approved annually by Council and will be divided equally between the ? meetings regardless of whether it is an election year.
2. To consider and make recommendations:
 - a) Assessing applications independently on merit against five set categories:
 - Closeness to FTC grant policy
 - Robustness of proposal
 - Financial planning
 - Scope & Sustainability
 - Personal assessment

Subject to the combined percentage score and available budget, committee can offer a full award, reduced award or no award:

< 50% = No Award
50 - 75% = Reduced Award
> 75% = Full Award
 - b) Ensuring the grants budget for the relevant financial year is not exceeded.
 - c) Monitoring the effectiveness of the Town Council's Grant allocation process.
3. To prepare budgetary forecasts, where necessary, on the above activity for inclusion in the Town Council's budget for the following financial year and consider these in the calculation of the precept.
4. 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.

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 29th February 2024 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Charlie Bain Smith, Jane Darling, Laura Davison, Christine Dickinson and John Renshaw.

ABSENT:

OFFICER PRESENT: Georgina Wilson (Corporate Support Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Lucy McGirr.

2. DECLARATIONS OF INTEREST

Cllr Bain Smith declared a personal interest in 24/0155/FH.

3. PLANNING COMMITTEE MEETING 19th December 2023

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 19th December 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 19th December 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 Christine Dickinson

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

4. PLANNING APPLICATIONS

Application no	23/1976/FH
Location	4 Earlscliffe Mews, Shorncliffe Road
Proposal	Replacement of wooden double-glazed rear French doors with R9 UPVC equivalent
Closing date	14.3.24
Comment	Object due to being in a conservation area and this will adversely affect the character of the area.

Application no	24/0131/FH
Location	Flat F, 35 Grimston Avenue
Proposal	Installation of access rooflight and balcony at roof level.
Closing date	14.3.24
Comment	No objection

Application no	24/0008/FH
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Location	145-147 Dover Road
Proposal	Removal of existing external staircase and close entrance to allow full height window light. Extending the existing external staircase landing and creating a new entrance. No change to ground floor.
Closing date	6.3.24
Comment	Object due to the amenity to the adjacent property, number 147a, being adversely affected.
Application no	24/0149/FH
Location	The Southcliffe Hotel, 22- 26 The Leas
Proposal	New roof finishes to front, top and side sections of main roof and replacement of dormer window surrounds.
Closing date	14.3.24
Comment	Object, the current roof coverings do not have list building consent and nor do the replacement fenestration and UPVC, the obligation to apply for listed building consent is with the building, not the owner. The roof should be reinstated to a slate roof, as it originally was. These works should be carried out quickly to prevent further damage from occurring. The proposed roof tiles would be too heavy for the roof structure and is not in keeping with the surrounding area.
Application no	24/0148/FH
Location	The Southcliffe Hotel, 22- 26 The Leas
Proposal	Listed Building Consent for new roof finishes to front, top and side sections of main roof and replacement of dormer window surrounds.
Closing date	6.3.24
Comment	As per 24/0149/FH: Object, the current roof coverings do not have list building consent and nor do the replacement fenestration and UPVC, the obligation to apply for listed building consent is with the building, not the owner. The roof should be reinstated to a slate roof, as it originally was. These works should be carried out quickly to prevent further damage from occurring. The proposed roof tiles would be too heavy for the roof structure and is not in keeping with the surrounding area.
Application no	24/0027/FH
Location	20-22 Rendezvous Street

Proposal	Sub-division of existing shop space into 6 smaller units including new entrances.
Closing date	21.3.24
Comment	No information available
Application no	24/0074/FH
Location	167 Wear Bay Road Retrospective application for a new roof over existing attached habitable space
Proposal	Retrospective application for a new roof over existing attached habitable space.
Closing date	8.3.24
Comment	No objection
Application no	240048/FH
Location	1 Paddock Mews, Paddock Close
Proposal	Works to tree the subject of TPO No. 08 T22 Copper Beech reduce the upper most canopy by 2 metres & the laterals by 1 metre.
Closing date	7.3.24
Comment	Object, insufficient information provided.
Application no	24/0108/FH
Location	Rear Of 120 Sandgate Road
Proposal	Proposed new residential block of flats providing 2 No. one-bedroom flats and 2 No. two-bedroom flats.
Closing date	21.3.24
Comment	Object, the Committee feels this application is far too over intensive and will be overbearing on surrounding residents and businesses. There are no outside amenities included in this application and will mean existing residents will be overlooked by this new building, existing residents will also be overshadowed and have reduced natural light. There are also no parking facilities which may be considered as unnecessary by the District Council as this is a Town Centre location, however the Committee feel that even in a Town Centre location, residents will still have cars and so require somewhere to park and there is no safe pedestrian access.
Application no	24/0155/FH
Location	13 Trinity Road
Proposal	Single-storey rear extension
Closing date	12.3.24

Comment	No objection
Application no	24/0055/FH
Location	Former Folkestone Youth Centre, Shepway Close
Proposal	Erection of a cycle store (alternative location to that approved under Y18/1529/FH).
Closing date	13.3.24
Comment	No objection
Application no	24/0085/FH
Location	Ground Floor Business Premises, 49 Bouverie Road West
Proposal	Retrospective application for new fascia and shop front.
Closing date	21.3.24
Comment	Object, this is detrimental to the character of the conservation area in form and material. A design closer to the original should be considered.
Application no	23/1895/FH
Location	67 Broadmead Road
Proposal	Single-storey side-return extension with skylights and additional skylights to roof. Partial removal of existing party wall and fence and erection of new brick party wall.
Closing date	13.3.24
Comment	No objection subject to the skylights either being omitted or changed to ensure there is no loss of amenity to neighbours and the overlooking is eliminated.
Application no	24/0221/FH
Location	167 Shorncliffe Road
Proposal	Notification under the Town and Country Planning (General Permitted Development) (England) Order 2015 for the erection of a single storey extension.
Closing date	14.3.24
Comment	No information.

5. PREMISES LICENCE

None were received.

6. LATE PLANNING APPLICATIONS

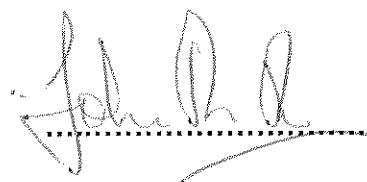
Application number	24/0252/FH/TCA
Location	Merchants Place, Rendezvous Street

Proposal	Works to trees in a Conservation area comprising of Conifer hedge height reduction to 4.5m & trim back both sides.
Closing Date	15.3.24
Comment	No objection
Application number	24/0178/FH
Location	13 Trimworth Road
Proposal	Single-storey side-return extension including partial removal of existing party wall fence and erection of new brick party wall. Addition of 3 rooflights, bi-fold doors and oriel window.
Closing Date	18.3.24
Comment	No objection subject to neighbour's comments and the rooflights not being detrimental to the neighbouring property.
Application number	24/0092/FH
Location	Folkestone Prime Court, 9 Trinity Crescent
Proposal	Conversion of rooms on first floor to 2 self-contained one-bedroom flats.
Closing Date	28.3.24
Comment	No objection to the principal of this application, however the proposed arrangement requires more thought, as from the bedroom a fire escape would be through the kitchen, which is not appropriate.

7. DATE OF NEXT MEETING

Thursday, 28th March 2024

The meeting concluded at 8.30pm.

 Chair

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 28th March 2024 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Charlie Bain Smith (arrived 19:15), Jane Darling, Laura Davison, Lucy McGirr, Christine Dickinson and John Renshaw.

ABSENT:

OFFICER PRESENT: Liz Timmins (Communities & Grants Officer) and Jennifer Griffin (Administration Officer)

1. APOLOGIES FOR ABSENCE

No apologies were received.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MEETING 29th February 2024

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 29th February 2024 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 29th February 2024 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor John Renshaw

Seconded: Councillor Christine Dickinson

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

4. PLANNING APPLICATIONS

Application no	24/0027/FH
Location	20-22 Rendezvous Street
Proposal	Subdivision of existing shop space into 6 smaller units including new entrances.

Closing date	11.4.24
Comment	No Objection – provided suitable arrangements are made for delivery access and the management of trade waste.

Application no	24/0380/FH/PA
Location	31 Black Bull Road
Proposal	Determination as to whether the prior approval of the Local Planning Authority is required under Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for the conversion of

	the ground floor flat business premises and first floor flat to a single dwelling house
Closing date	3.4.24
Comment	Unable to access application. However, it was felt that approval should be required.
Application no	24/0186/FH
Location	46 Cherry Garden Avenue
Proposal	Erection of partial single/two storey side extension, single storey rear extension following partial demolition of existing garage. Replacement of existing porch, and erection of 1.5 metre timber fence to front boundary.
Closing date	8.4.24
Comment	No Objection
Application no	24/0227/FH
Location	60 Wear Bay Road
Proposal	Single storey front extension with balcony, first floor side extension, two storey rear extension and external alterations to fenestration and materials.
Closing date	8.4.24
Comment	No Objection - In principle, however, the colour scheme is incongruous with the street scene and needs to be revised.
Application no	24/0299/FH
Location	McDonalds Restaurant Ltd, Cheriton High Street
Proposal	Installation of four rapid electric vehicle charging stations and ancillary equipment within the car park. Six existing parking spaces will become EV charging bays.
Closing date	9.4.24
Comment	No Objection
Application no	24/0213/FH
Location	31 Tontine Street
Proposal	Conversion of 1No. existing apartment on upper floors to 3No. 1-bedroom/1-person apartments (1No. unit per floor) with internal alterations on all levels and changes to ground floor building frontage
Closing date	9.4.24
Comment	No Objection
Application no	24/0059/FH
Location	Ground Floor Flat, 15 Copthall Gardens

Proposal	Retrospective installation of a replacement staircase to reinstate access from ground floor flat to the roof garden.
Closing date	9.4.24
Comment	Object – The neighbour has raised some valid objections. The drawings are insufficient to judge whether the objection should be sustained.

5. PREMISES LICENCE

None were received.

6. LATE PLANNING APPLICATIONS

Application number	24/0345/FH
Location	84 Star Lane
Proposal	Works to trees subject of TPO No.06 of 1995 - T1 Robinia fell to ground
Closing Date	12/04/2024
Comment	Objection: Subject to the views of the Tree Officer and a replacement tree.

Application number	24/0314/FH
Location	153 Shorncliffe Road
Proposal	Pitched roof first floor extension
Closing Date	11/04/2024
Comment	No Objection

Application number	24/0226/FH
Location	Land adjoining, 6 West Cliff Gardens
Proposal	Erection of a 5-storey block of residential flats, consisting of 1 no. 1 bed, 2 no. 2 bed and 1 no. 3 bed self-contained units under use class C3.
Closing Date	15/04/2024
Comment	Objection – The scale is overbearing and out of character with the adjacent buildings. It would also have an adverse effect on the character of the adjacent conservation area and the setting of the Grade II* listed church.

7. DATE OF NEXT MEETING

Thursday, 25th April 2024

The meeting concluded at pm.

 Chair

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 25th April 2024 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Charlie Bain Smith, Laura Davison, Christine Dickinson and John Renshaw.

ABSENT:

OFFICER PRESENT: Georgina Wilson (Corporate Support Officer) and Jennifer Griffin (Administration Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Jane Darling and Lucy McGirr.

2. DECLARATIONS OF INTEREST

Laura Davison declared a personal interest in 23/2021/FH.

3. PLANNING COMMITTEE MEETING 28th March 2024

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 28th March 2024 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 28th March 2024 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Christine Dickinson

Seconded: Councillor John Renshaw

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

4. PLANNING APPLICATIONS

Application no	23/2069/FH
Location	8 & 10 Trinity Crescent
Proposal	Erection of a single storey rear extension to the lower ground floor of 8 & 10 Trinity Crescent
Closing date	29/04/2024
Comment	No Objection

Application no	24/0432/FH/TCA
Location	47 Earls Avenue
Proposal	Works to trees situated in a Conservation area comprising of CR Conifer reduce by 2/3 metres in height and 0.3 metres laterally, PH Privet Hedge remove, C1, C2, C3, C4, C5, C6 & C7 Conifer's fell
Closing date	29/04/2024

Comments	Object, the privet hedge is a benefit to wildlife, is a general amenity to the local area and should not be completely removed. Works to reduce the height of the conifers to reduce shading is understood, however there was insufficient evidence to judge if the reduction is necessary. Any work should be completed outside of the nesting season.
Application no	24/0008/FH
Location	145-147 & 147A Dover Road
Proposal	Removal of existing external staircase and close entrance to allow full height window light. Extending the existing external staircase landing and creating a new entrance. No change to ground floor.
Closing date	30/04/2024
Comment	Object – due to the amenity to the adjacent property, number 147a, being adversely affected.
Application no	24/0308/FH
Location	3 Julian Road
Proposal	Replacement Garage
Closing date	30/04/2024
Comment	Object – There is insufficient detail regarding the adjoining property to judge loss of reasonable privacy to or from the property and the materials are not in the general character of the area. It is not clear what the use of the garage will be once the work is completed.
Application no	24/0336/FH
Location	Clifton Hotel, 1-6 Clifton Gardens
Proposal	Replacement windows to first floor
Closing date	30/04/2024
Comment	Object – UPVC is not recyclable and is not appropriate in a conservation area, especially when there are long lasting timber alternatives.
Application no	24/0405/FH
Location	212 Shorncliffe Road
Proposal	Single storey rear extension, front porch extension and loft conversion with rear dormer extension and roof windows to the front pitched roof
Closing Date	01/05/2024
Comment	No Objection

Application no	24/0425/FH
Location	27 Postling Road
Proposal	Single storey side extension and loft conversion
Closing date	02/05/2024
Comment	No Objection
Application no	24/0390/FH
Location	Strawberry Cottage, Ashley Avenue
Proposal	Formation of a new vehicular access onto a classified road
Closing date	06/05/2024
Comment	Object – We are in complete agreement with the KCC Highways comments and can see the value in the narrow pavement that currently exists and feel that the small amenity area on the pavement, should be kept.
Application no	24/0505/FH
Location	Former Rotunda Amusement Park, Plots F1, F2, G1, G2 and H, Marine Parade
Proposal	Approval of reserved matters (layout, access, scale, appearance, and landscaping) of Phases 5 and Phase 6 comprising Plots F1, F2, G1, G2, and H and the harbour public realm for the erection of residential dwellinghouses, commercial space, associated car and cycle parking, landscaping, playspace, public realm and associated services, amenities and plant and the discharge of conditions 8 (public open space), 9 (water use) 20 (biodiversity) and 21 (wind flow mitigation), pursuant to S73 outline planning permission Y17/1099/SH.
Closing date	06/05/2024
Comment	The Committee felt a decision could not be made at this meeting due to the size of the application, a briefing with the planners is planned for 6 th June, a comment will be made by the Planning Committee after this.
Application no	24/0380/FH/PA
Location	31 Black Bull Road
Proposal	Determination as to whether the prior approval of the Local Planning Authority is required under Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for the conversion of the ground floor business premises and first floor flat to a single dwelling house
Closing date	07/05/2024

Comment	Consent required but there is no objection.
Application no	24/0283/FH/PA
Location	29 Black Bull Road
Proposal	Determination as to whether the prior approval of the Local Planning Authority is required under Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for the conversion of the ground floor business premises and first floor flat to a single dwelling house
Closing date	07/05/2024
Comment	Consent required but there is no objection.
Application no	24/0482/FH
Location	Flat A 14 Connaught Road
Proposal	Conversion of two storey maisonette into two self-contained flats
Closing date	09/05/2024
Comment	Object – We note the efforts made to resolve the daylight issues however, this has resulted in an increase in overlooking at the front and proposed shared outdoor space at the rear of the property. There will be an increase in pressure on parking. This property could be retained as a two-storey maisonette.

5. PREMISES LICENCE

None were received.

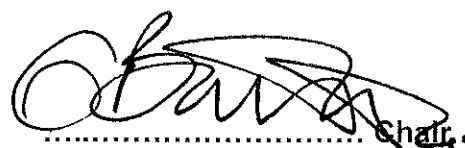
6. LATE PLANNING APPLICATIONS

Application number	24/0572/FH/PA
Location	129 Black Bull Road
Proposal	Application to determine if prior approval is required for a proposed change of use from commercial, business and service (Use Class E) to mixed use with first floor flat (Use Class C3)
Closing Date	13/05/2024
Comment	Prior approval is required but there is no objection
Application number	24/0453/FH
Location	1 Phillip Road
Proposal	Single storey rear extension
Closing Date	13/05/2024
Comment	No Objection
Application number	24/0460/FH

Location	5 Herdson Road
Proposal	Single storey rear extension, replacement porch, conversion of garage to habitable accommodation, conversion of roof space to bedroom including rooflights and dormer window, removal of chimney stack and relocation of driveway including external works including replacement windows and re-rendering the existing house.
Closing Date	14.5.24
Comment	No Objection
Application number	24/0480/FH
Location	Three Hills Sports Park
Proposal	The provision of 3no. padel tennis courts to replace the existing multi-use games area (MUGA), including flood lighting & canopy over.
Closing Date	14.5.24
Comment	No Objection
Application number	23/2021/FH
Location	8 The Old High Street
Proposal	The erection of new flat roof shared garden room and 2 nos. of flat roof terraces
Closing Date	23.5.24
Comment	No Objection

7. DATE OF NEXT MEETING
Thursday, 30th May 2024

The meeting concluded at 8:45pm.



..... Chair.

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 30th May 2024 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Charles Bain Smith, Bridget Chapman, Jane Darling, Laura Davison, Christine Dickinson and John Renshaw

ABSENT: None

OFFICERS PRESENT: Georgina Wilson (Corporate Support Officer) and Jennifer Griffin (Administration Officer)

MEMBERS OF THE PUBLIC: 2

1. APOLOGIES FOR ABSENCE

There were no apologies

2. DECLARATIONS OF INTEREST

There were no declarations of interest, but Councillors wished for it to be noted that Councillor Tim Prater had emailed all Councillors about application 24/0470/FH and a resident of Pelham Gardens had a telephone call with Councillor John Renshaw about the same application.

3. APPOINTMENT OF CHAIR

Councillors were asked to appoint a Chair of the Planning Committee for the 2024/25 municipal year.

RESOLVED: That Councillor Charles Bain Smith be appointed Chair of the Planning Committee for the 2024/25 Municipal Year

Proposed: Councillor Laura Davison

Seconded: Councillor John Renshaw

Voting: F: 6, Ag: 0, Ab: 0

4. APPOINTMENT OF VICE CHAIR

Councillors were asked to appoint a Vice Chair for the Planning Committee for the 2024/25 municipal year.

RESOLVED: That Councillor John Renshaw be appointed Vice Chair of the Planning Committee for the 2024/25 municipal year.

Proposed: Councillor Charles Bain Smith

Seconded: Councillor Laura Davison

Voting: F: 6, Ag: 0, Ab: 0

5. PLANNING COMMITTEE MEETING 25th April 2024

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 25th April 2024 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 25th April 2024 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Christine Dickinson

Seconded: Councillor Laura Davison

Voting: F: 6, Ag: 0, Ab: 0

6. PLANNING APPLICATIONS

Application no	24/0470/FH
Location	5 - 6 Pelham Gardens
Proposal	Change of use from Class C2 residential care home to sui generis house in multiple occupation (HMO) with 23 rooms for up to 24 persons
Closing date	06/06/2024
Comment	Object. This is not an HMO as the building was formally a residential home and 2 separate dwellings before that. While the Committee fully recognises the need for affordable housing, we are also committed to making sure people are not being set up to fail. The scale of the proposal along with the internal configuration would negatively affect the amenities of both the occupants and the neighbouring properties. We would welcome the opportunity to work with the applicant in order to find alternatives in order to create suitable, affordable, accessible housing.
Application no	24/0232/FH
Location	Flat C, 98 Bouverie Road West
Proposal	Replacement of windows from timber to UPVC at the front elevation
Closing date	07/06/2024
Comment	Object. UPVC is not an appropriate material as it is not recyclable nor does UPVC preserve the character of the conservation area. UPVC is not necessary to use when there are affordable timber alternatives available.
Application no	24/0226/FH
Location	Land adjoining, 6 West Cliff Gardens
Proposal	Erection of a five-storey block of four self-contained flats
Closing date	11/06/2024
Comment	Object. Please see our previous comment of 28 th March 2024 - "Objection – The scale is overbearing and out of character with the adjacent buildings. It would also have an adverse

effect on the character of the adjacent conservation area and the setting of the Grade II* listed church."

Application no 24/0702/FH
Location Folkestone Prime Court, 9 Trinity Crescent
Proposal Change of use of 4 rooms in a HMO to 2 self-contained 1 person flats
Closing date 18/06/2024
Comment Object. Engendered inner rooms are hazardous to means of escape. These issues could be addressed.

Application no 24/0608/FH
Location Garages, Bowen Road
Proposal Redevelopment to provide 2 one bedroom flats
Closing date 11/06/2024
Comment Engendered inner room is created for one flat. The amenities of the adjacent properties would be negatively affected as the bathroom window opens onto a neighbouring garden. Noise would be an issue and so would the proposed removal of parking from an already congested street. There are no external amenities for the first floor flat and the proposed design is not a sympathetic conversion of a non-designated heritage asset.

7. PREMISES LICENCE

Application no PR202404-101835
Location Burrito Buoy, 43 Tontine Street
Proposal Extend hours to match planning permission hours
Closing date 09/06/2024
Comment No objection

8. LATE PLANNING APPLICATIONS

Application number 24/0244/FH
Location 15 Radnor Park Crescent
Proposal Side facing rear dormer
Closing Date 14/6/24
Comments Object. The application does not contain enough information to assess any amenity issue.

Application number 24/0721/FH
Location 39 Earls Avenue
Proposal Change of use from hotel and restaurant to educational and boarding facility

Closing Date	20.6.24
Comments	Object. The proposed change of use would see the loss of hotel accommodation, of which there is already under provision in Kent, as well as the loss of a community asset

LATE PREMISES LICENCE

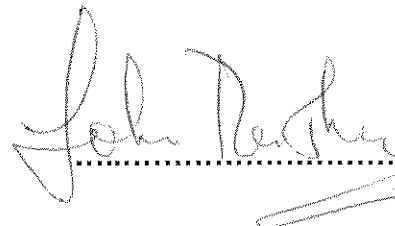
Application number	PR202405-102547
Location	Queso Hombre, Folkestone Harbour, Harbour Approach Road
Activities	Supply of Alcohol
Closing date	16.6.24
Comments	No objection

Application number	PR202405-102539
Location	RAD Burger, Folkestone Harbour, Harbour Approach Road
Activities	Supply of Alcohol
Closing date	17.6.24
Comments	No objection

9. DATE OF NEXT MEETING

Thursday, 27th June 2024

The meeting concluded at 8:35pm.


..... Chair

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 27th June 2024 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Bridget Chapman, Laura Davison, Christine Dickinson, John Renshaw.

ABSENT:

OFFICERS PRESENT: Georgina Wilson (Corporate Support Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Bain Smith and Darling.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. 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 Planning Committee.

RESOLVED: To accept the Terms of Reference but to look at them in more details at the next meeting.

Proposed: Councillor Christine Dickinson

Seconded: Councillor Laura Davison

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

4. PLANNING COMMITTEE MEETING 30th May 2024

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 30th May 2024 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 30th May 2024 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Laura Davison

Seconded: Councillor Christine Dickinson

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

5. PLANNING APPLICATIONS

Application no	24/0880/FH
Location	32 Rendezvous Street
Proposal	Removal of condition 6 (no live or amplified music or amplified entertainment) of planning permission Y19/1021/FH (change of use from Shop (Use Class A1) to Drinking Establishment (Use Class A4)
Closing date	09/07/2024

Comment	No objection
Application no	24/0882/FH
Location	94 Firs Lane
Proposal	Subject of TPO No. 6 of 1995 - T1 silver birch - crown reduce all around to previous reduction points (approx. 5m reduction). Crown lift to 3m above ground level.
Closing date	04/07/2024
Comment	No objection subject to Tree Officer's Report
Application no	24/0890/FH/TCA
Location	Pullman Wine Bar, 7-9 Church Street
Proposal	Situated in a Conservation area - G1 group of Monterey cypress- cut back overhanging branches by approx. 1m (private garden side only). Crown lift to give 1m clearance over the pullman building roof. T1 Sycamore- re-pollard to previous points.
Closing date	04/07/2024
Comment	No objection
Application no	24/0817/FH
Location	12A Guildhall Street
Proposal	First floor rear extension
Closing date	18/07/2024
Comment	No objection in principle, however concerns over the timber boarding planned that could be a fire risk and the overlooking rooflights.
Application no	24/0913/FH
Location	5-6 Westbourne Gardens
Proposal	Variation of Condition 4 of planning permission Y00/0607/SH to allow opening between the hours 07.30am and 18.30pm Monday to Saturday
Closing date	18/07/2024
Comment	No objection (Cllr Laura Davison abstained)
Application no	24/0916/FH
Location	49 Broadfield Road
Proposal	Erection of carport
Closing date	09/07/2024
Comment	No objection

6. PREMISES LICENCE

Application no	PR202405-103028
Location	Benton Collective CIC, Unit 1&2, 11 Tontine Street
Proposal	Films, Supply of Alcohol ON & OFF Sales
Closing date	08/07/2024
Comment	No objection

7. LATE PLANNING APPLICATIONS

Application no	24/0505/FH
Location	Former Rotunda Amusement Park, Plots F1, F2, G1, G2 and H, Marine Parade
Proposal	Approval of reserved matters (layout, access, scale, appearance, and landscaping) of Phases 5 and Phase 6 comprising Plots F1, F2, G1, G2, and H and the harbour public realm for the erection of residential dwellinghouses, commercial space, associated car and cycle parking, landscaping, playspace, public realm and associated services, amenities and plant and the discharge of conditions 8 (public open space), 9 (water use) 20 (biodiversity) and 21 (wind flow mitigation), pursuant to S73 outline planning permission Y17/1099/SH.
Closing date	06/05/2024
Comment	Object, see attached comment.

Application no	24/0933/FH
Location	70-72 SANDGATE ROAD
Proposal	List Building Consent for the repair and restoration of the external fabric, including Crittall windows, concrete sills and rear flat roof repair.
Closing date	16.7.24
Comment	No objection

Application no	24/0946/FH
Location	20 DRAGOON PLACE
Proposal	Proposed room in roof space
Closing date	16.7.24
Comment	No objection subject to building regulations and fire regulations being followed.

Application no	24/0865/FH
Location	KEMBERWOOD, CANTERBURY ROAD
Proposal	Single storey rear extension and two storey side extension
Closing date	16.7.24
Comment	No objection subject to neighbours' comments, particularly as this is in the AONB (Area of Outstanding Beauty).

8. DATE OF NEXT MEETING
Thursday, 25th July 2024

The meeting concluded at 8.45pm.

..... Chair

FTC Planning Comment: Object

The Committee appreciates the changes made to this application following the public consultations that have already taken place. The Committee understands that outline planning permission was granted in 2015, and that the more detailed proposals (referred matters) have to be submitted by 30th January 2025. However, the Committee feel that the overall height and scale of the development is overbearing and out of character and has no connection with the rest of the Town. The Committee also notes the very large number of comments from local people, almost without exception objecting to the proposed development. There was concern around the eco friendly aspect of this development in terms of building materials, insulation and ventilation.

This development should be of benefit to local people and the town in general. It should support the heritage of the town and enhance the local area. It was felt that currently this proposal does not do this, as shown by the number of negative comments on the District Council Planning website.

The Committee felt that the application was difficult to understand, since the documents are not in any consistent order, with key documents, such as the Design and Access Statements, split into many sections. It is extremely difficult to process the information, and important information relating to the whole project is missing or has been included in previous applications. There needs to be a better way of dealing with the relevant applications, ensuring that the very large amount of information is made as transparent and accessible as possible. The Committee suggests working with interest groups such as New Folkestone Society etc to ensure documents are structured in a way that is easy to understand and access.

Traffic and Parking. The Committee are concerned about the increase in traffic the development will bring to an already congested area, as well as reducing the parking available for tourists and local people. Currently there are 563 spaces available on the Harbour Arm; this will be replaced by only 323 non-residential underground spaces. There are only two access roads to the site which already struggle to cope with the volume of traffic year-round, and especially in the summer months. This could make it difficult for emergency vehicles to access the site in an emergency, particularly in summer when the roads are gridlocked. There are no bus routes or other public transport to reach the proposed development, and this is something that needs to be investigated further.

More commercial spaces are proposed in the amended plans, and this will further increase traffic with deliveries, rubbish collection etc. During construction, large vehicles will be travelling to and from the site and local residents will be affected by noise and dust.

Sewage. Sewage is a concern, currently there is no guarantee that Southern Water will have constructed the off-site facilities needed to handle the increase in foul-water sewage from the project as a whole. The sewage system is already unable to cope with the existing load, with overflows discharged into the sea having a negative impact the environment and on public health. A formal agreement with Southern Water should be a condition for approval of the project, with construction of the necessary works starting before work starts on the project.

Heritage. The heritage and history of the site is at risk of being lost with the changes planned to incorporate more retail outlets along the station. This will change the overall look and feel of the area.

Affordable Housing and Residency Conditions. The Committee were concerned that only 8 percent of the total units will be shared ownership, and that the plans do not show which units will be under shared ownership.

It is also unclear what measures, if any, will be taken to ensure the housing units will not be used as short-term holiday lets or second homes. The presence of unoccupied units would have a negative impact on the surrounding area and knock-on effect on the expected economic benefits of the development. It was felt that the economic impact assessment would need to be reviewed to address the possibility that units could be used for second homes and/or short-term lets.

Children's play areas. There are outside shared spaces included in the plans, but the Committee was not able to identify specific playground areas for residents' children and visitors.

Local Service Provision. Local health care services are under increasing strain with local people being unable to get appointments with doctors and dentists. The increase in the number of residents will exacerbate this issue. This concern will not be resolved simply through the provision of additional infrastructure.

The Goods Yard. The latest proposal for the Goods Yard could contemplate more outdoor space. As currently envisaged, the proposal will require a large number of traders to occupy the space. Customers will not want to sit inside a metal building on a hot day when they could be outside enjoying the views. More thought needs to be put into the design of this area and also to ensure there are amenities that people actually need such as places where you can buy everyday groceries etc.

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 25th July 2024 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Charles Bain Smith, Bridget Chapman, Jane Darling, Laura Davison, Christine Dickinson, John Renshaw

OFFICERS PRESENT: Liz Timmins (Communities and Grants Officer)

1. APOLOGIES FOR ABSENCE

There were no apologies

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. 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 Planning Committee.

RESOLVED:

Proposed: Councillor J Renshaw

Seconded: Councillor C Dickinson

Voting: F: 6, Ag:0 , Ab: 0

4. PLANNING COMMITTEE MEETING 27th June 2024

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 27th June 2024 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 27th June 2024 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor J Renshaw

Seconded: Councillor C Dickinson

Voting: F: 6, Ag:0 , Ab: 0

5. PLANNING APPLICATIONS

Application no	24/0765/FH
Location	5 Earlscliffe Mews Shorncliffe Road
Proposal	Works to trees the subject of TPO No. 10 of 2017 - Crown reduction of Sycamore tree by 2 Metres.
Closing date	02/08/2024
Comment	Object – Due to lack of information on the application and the tree is of good condition.

Application no	24/1043/FH
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Location	The Southcliffe Hotel, 22-26 The Leas
Proposal	New roof finishes to front, top, side and rear sections of main roof and proposed repair/replacement to all pitched and flat roof dormers.
Closing date	31/07/2024
Comment	Object – The application is essentially the same as 24/0149/FH only the proposed roof covering has changed to an artificial slate. Our previous objection stands - the current roof coverings do not have list building consent and nor do the replacement fenestration and UPVC, the obligation to apply for listed building consent is with the building, not the owner. The roof should be reinstated to a slate roof, as it originally was. These works should be carried out quickly to prevent further damage from occurring. The proposed roof tiles are significantly different from those removed illegally by previous owners.

Application no	24/1044/FH
Location	The Southcliffe Hotel, 22-26 The Leas
Proposal	Listed Building Consent for new roof finishes to front, top, side and rear sections of main roof and proposed repair/replacement to all pitched and flat roof dormers.
Closing date	31/07/2024
Comment	Object – The application is essentially the same as 24/0149/FH only the proposed roof covering has changed to an artificial slate. Our previous objection stands - the current roof coverings do not have list building consent and nor do the replacement fenestration and UPVC, the obligation to apply for listed building consent is with the building, not the owner. The roof should be reinstated to a slate roof, as it originally was. These works should be carried out quickly to prevent further damage from occurring. The proposed roof tiles are significantly different from those removed illegally by previous owners.

Application no	24/1057/FH
Location	Building 40, Pond Hill Road
Proposal	Variation to condition 5 (lighting & refuelling) of planning permission 23/1839/FH to allow for amendment to wording of condition 5.
Closing date	01/08/2024
Comment	No Objection

Application no	24/1031/FH
Location	8 & 10 Trinity Crescent

Proposal	Erection of a single storey rear extension to the lower ground floor of 8 & 10 Trinity Crescent.
Closing date	01/08/2024
Comment	No Objection
Application no	24/1068/FH
Location	45-47 Canterbury Road
Proposal	Installation of air conditioning/extraction equipment.
Closing date	05/08/2024
Comment	No Objection
Application no	24/0599/FH
Location	25 Appledore Crescent
Proposal	Single storey rear extension formation of vehicular access to include hard standing and ramp to entrance doors.
Closing date	05/08/2024
Comment	No Objection
Application no	24/1015/FH
Location	Premier Inn, Cherry Garden Lane
Proposal	Extension to existing hotel to provide additional bedrooms together with alterations to the car park and all associated works.
Closing date	15/08/2024
Comment	No Objection

7. LATE PLANNING APPLICATIONS

Application no	24/1108/FH/TCA
Location	Land Rear Of Dinard Court, 6 Castle Hill Avenue
Proposal	Works to trees in a conservation area comprising of fell T1 Holly & T2 Apple trees
Closing date	09/08/2024
Comment	Object – the Holly tree no longer compromises the wall adjacent because that part of the wall has been removed. The Holly is a good viable tree that contributes to the conservation area. There is less concern about the Apple tree.
Application no	Amendment Number 28
Location	Foster Way/Marten Road
Proposal	Proposed new road markings
Closing date	05/08/2024

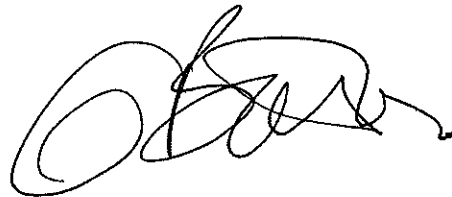
Comment No Objection

Application no 24/1133/FH
Location 167 Shorncliffe Road
Proposal Erection of rear extension and hip to gable roof conversion,
with dormer window
Closing date 13/08/2024
Comment Object – the window in the proposed gable is overlooking
the 165 adjoining neighbours garden, also both the
proposed gable and full width dormer would block out
considerable evening light into the garden of 165.

Application no 24/1110/FH
Location 39 Dolphins Road
Proposal Two storey flat roof side extension and single storey flat
roof rear extension
Closing date 14/08/2024
Comment Object – the proposed first floor side extension in
incongruous in bulk and materials. This would create a
terracing effect in a row of semidetached houses.

8. DATE OF NEXT MEETING
Thursday, 29th August 2024

The meeting concluded at pm.



..... 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, 15th February 2024 at 7.00 p.m.

PRESENT: Councillors Christine Dickinson, Bridget Chapman, Belinda Walker, Connor McConville (Chair), Adrian Lockwood, Laura Davison and Peter Gane.

ABSENT: Councillor Kieran Leigh

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

1632. APOLOGIES FOR ABSENCE

Apologies received from Councillors Nicola Keen, Tim Prater and Jane Darling.

RESOLVED: To approve apologies from Councillors Nicola Keen, Tim Prater and Jane Darling.

Proposed: Councillor Belinda Walker

Seconded: Councillor Bridget Chapman

Voting: F: 7, Ag: 0, Ab: 0

1633. DECLARATIONS OF INTERESTS

There were no declarations of interest.

1634. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 25th January 2024.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 25th January 2024 be signed as a correct record.

Proposed: Councillor Connor McConville

Seconded: Councillor Belinda Walker

Voting: F: 7, Ag: 0, Ab: 0

1635. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1st January 2024 to 31st January 2024.

RESOLVED: That the Schedule of Payments for the period between 1st January 2024 to 31st January 2024 be approved.

Proposed: Councillor Laura Davison

Seconded: Councillor Peter Gane

Voting: F: 7, Ag: 0, Ab: 0

1636. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1st January 2024 to 31st January 2024.

RESOLVED: That the Schedule of Receipts for the period 1st January 2024 and 31st January 2024 be accepted.

Proposed: Councillor Belinda Walker

Seconded: Councillor Peter Gane

Voting: F: 7, Ag: 0, Ab: 0

1637. BUDGET MONITORING STATEMENT JANUARY 2024

The budget monitoring statement to the 31st January 2024 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31st January 2024 be approved.

Proposed: Councillor Peter Gane

Seconded: Councillor Christine Dickinson

Voting: F: 7, Ag: 0, Ab: 0

1638. BANK RECONCILIATION

The bank reconciliation statement as at 31st January 2024 was noted by the Committee and signed by Councillor Adrian Lockwood.

1639. LIGHTING WORKS AT THE TOWN HALL

The Town Clerk provided information for carrying out lighting works at the Town Hall office for the Committee to agree the lighting works to be carried out.

RESOLVED:

- i. 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.
- ii. Steel fire escape requires a formal inspection by a structural engineer – Town Clerk to obtain quotes for the work to be undertaken.
- iii. 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.

Proposed: Councillor Peter Gane

Seconded: Councillor Bridget Chapman

Voting: F: 7, Ag: 0, Ab: 0

1640. COMMUNITY MINIBUS

The Town Clerk provided an update on the progress of the Community Minibus project providing initial proposals and options for the use of the minibus in readiness for when the permit is granted.

RESOLVED: 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.

Proposed: Councillor Peter Gane

Seconded: Councillor Adrian Lockwood

Voting: F: 7, Ag: 0, Ab: 0

1641. 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>
Strange Cargo	Charivari 2024	£250.00	J Meade	LGA 72, Sec 145
MOLO Czechs & Slovaks in Folkestone	Mothers without hands	£200.00	A Akuffo Kelly	LGA 72, Sec 145
Folkestone Live	Folkestone Live (theatre, children shows & stand up comedy)	£200.00	T Prater	LGA 72, Sec 145
Shepway Spectrum Arts CIC	Window Blinds	£200.00	L McGirr	LGA 72, Sec 133
Shepway Spectrum Arts CIC	Window Blinds	£100.00	J Meade	LGA 72, Sec 133
Shepway Spectrum Arts CIC	Window Blinds	£100.00	A Lockwood	LGA 72, Sec 133
Folkestone First Timers CIC	First Timers Music Programme 2024	£300.00	L Davison	LGA 72, Sec 145
Folkestone First Timers CIC	First Timers Music Programme 2024	£300.00	J Renshaw	LGA 72, Sec 145
Folkestone First Timers CIC	First Timers Music Programme 2024	£175.00	L McShane	LGA 72, Sec 145
Folkestone First Timers CIC	First Timers Music Programme 2024	£200.00	A Akuffo Kelly	LGA 72, Sec 145
Folkestone Women's Forum	Take Up Space Festival	£250.00	A Akuffo Kelly	LGA 72, Sec 145
Baby Basics Folkestone	Baby Basics	£250.00	A Akuffo Kelly	LGA 72, Sec 145
ShivaNova/Equator Festival Ltd	Women of the World International Women's Day event	£200.00	L Davison	LGA 72, Sec 145
Custom Food Lab	Taking Root Creative Nature Club	£150.00	B Walker	LGA 72, Sec 145
Folkestone Music Town CIC	Music in May	£200.00	B Walker	LGA 72, Sec 145

Healing Image Projects CIC (HIPCIC)	Women Of Faith	£130.00	B Walker	LGA 72, Sec 145
Music & Arts for the Shepway Community	Shepway Choirs	£200.00	C McConville	LGA 72, Sec 145

RESOLVED: To approve the listed ward grants received.

Proposed: Councillor Peter Gane

Seconded: Councillor Bridget Chapman

Voting: F: 7, Ag: 0, Ab: 0

1642. WARD GRANT BALANCES

The Committee has noted the ward grant balances as of 15th February 2024.

1643. DATE OF NEXT MEETING:

18th April 2024 at 7.00pm

The meeting concluded at 7:30pm

Chair.....

Date.....18/4/23

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, 18 April 2024 at 7.00 p.m.

PRESENT: Councillors Belinda Walker, Nicola Keen, Jane Darling, Connor McConville (Chair), Adrian Lockwood, Bridget Chapman, Laura Davison, Christine Dickinson, Kieran Leigh, Tim Prater, John Renshaw (*Substitute for Peter Gane*).

ABSENT:

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

1644. APOLOGIES FOR ABSENCE

Apologies received from Councillor Peter Gane.

RESOLVED: To approve apologies from Councillor Peter Gane.

Proposed: Councillor Tim Prater

Seconded: Councillor Belinda Walker

Voting: F: 11, Ag: 0, Ab: 0

1645. DECLARATIONS OF INTERESTS

There were no declaration of interest.

1646. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 15 February 2024 and the Minutes of the Personnel Sub-Committee held on 14 December 2023.

- 1. RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 15 February 2024 be signed as a correct record.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Bridget Chapman

Voting: F: 11, Ag: 0, Ab: 0

- 2. RESOLVED: That the Minutes of the meeting of the Personnel Sub-Committee held on 14 December 2023 be received and noted.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Bridget Chapman

Voting: F: 11, Ag: 0, Ab: 0

1647. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 February 2024 to 31 March 2024.

RESOLVED: That the Schedule of Payments for the period between 1 February 2024 to 31 March 2024 be approved.

Proposed: Councillor Laura Davison

Seconded: Councillor Tim Prater

Voting: F: 11, Ag: 0, Ab: 0

1648. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 February 2024 to 31 March 2024.

RESOLVED: That the Schedule of Receipts for the period 1 February 2024 to 31 March 2024 be accepted.

Proposed: Councillor Tim Prater

Seconded: Councillor Laura Davison

Voting: F: 11, Ag: 0, Ab: 0

1649. BUDGET MONITORING STATEMENT March 2024

The budget monitoring statement to the 31 March 2024 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 March 2024 be approved. To vire remaining Trees budget code of £4,891 to Tree Planting Reserve, to vire remaining Ward Grant budget code of £7,374 to a new Ward Grant Earmarked Reserve.

Proposed: Councillor Connor McConville

Seconded: Councillor Bridget Chapman

Voting: F: 11, Ag: 0, Ab: 0

1650. BANK RECONCILIATION

The bank reconciliation statement as at 31 March 2024 was noted by the Committee and signed by Councillor Adrian Lockwood.

1651. TOWN HALL BUILDING REPAIRS UPDATE

The Town Clerk provided an update to the Committee on the progress regarding the Town Hall building repairs.

- 1. RESOLVED: That the Town Clerk obtain two more quotes from architectural consultants for the initial scoping works for the replacement of the external fire exit staircase, refurbishment/replacement of gate and canopy, replacement of understairs electrical cupboard and installation of concrete pathway into the basement area, to report back to the Committee with the**

Consultant's findings. Councillors recorded their thanks to the Town Clerk and Museum Curator for their work in this area.

Proposed: Councillor Connor McConville

Seconded: Councillor Nicola Keen

Voting: F: 11, Ag: 0, Ab: 0

The Town Clerk advised the Committee on the outcome of the recent Fixed Electrical Inspection for the whole building which had highlighted 17 potentially dangerous/urgent remedial action required. Two quotes has been received for the remedial works as follows:

- Quote 1 - £1,968. The Cinema will liaise directly with the contractors and fund
- Quote 2 - £2,094

2. RESOLVED: To approve the quote of £2,094 and instruct Russell Wheeler/Kennett Electrical to undertake the remedial works.

Proposed: Councillor Bridget Chapman

Seconded: Councillor: Nicola Keen

Voting: F: 11, Ag: 0, Ab: 0

1652. WARD GRANT BALANCES

The Committee has noted the ward grant balances as of 1 April 2024.

EXCLUSION OF PRESS AND PUBLIC

The remainder of the Minutes has classified **item 10** as disclosing exempt information under Paragraph 3 of the Schedule 12A of the Local Government Act 1972 (as amended) thereby excluding the press and public from the meeting whilst this item was debated. Press and members of the public left.

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

Proposed: Councillor Tim Prater

Seconded: Councillor Nicola Keen

Voting: F: 11, Ag: 0, Ab: 0

1653. CINEMA RENT REVIEW RENEWAL

The Town Clerk provided an update to the Committee on the negotiations of the renewal of the cinema lease contract.

RESOLVED: To set the renewal of the cinema lease contract to £15,000 plus £3,000 service charge per annum for a fixed contract of five years, lease contract to be reviewed in three years' time.

Proposed: Councillor Tim Prater

Seconded: Councillor Laura Davison

Voting: F: 11, Ag: 0, Ab: 0

1654. WARD GRANT BALANCES

The Committee has noted the ward grant balances as at 1 April 2024.

1655. DATE OF NEXT MEETING:

13 June 2024 at 7.00pm

The meeting concluded at 7:33pm

Chair.....

Date.....13/06/24

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, 13 June 2024 at 7.00 p.m.

PRESENT: Councillors Belinda Walker, Nicola Keen, Jackie Meade, Connor McConville, Adrian Lockwood, Bridget Chapman, Laura Davison, Christine Dickinson, Kieran Leigh, Tim Prater and Peter Gane.

ABSENT:

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

1656. APOLOGIES FOR ABSENCE

Apologies received from Councillor Abena Akuffo-Kelly.

RESOLVED: To approve apologies from Councillor Abena Akuffo-Kelly.

Proposed: Councillor Jackie Meade

Seconded: Councillor Connor McConville

Voting: F: 11, Ag: 0, Ab: 0

1657. APPOINTMENT OF CHAIR

Nominations for the appointment of Chair of Finance and General Purposes Committee for the 2024/25 Municipal Year were sought.

RESOLVED: That Councillor Connor McConville be appointed as Chair of Finance and General Purposes Committee for the 2024/25 Municipal Year.

Proposed: Councillor Tim Prater

Seconded: Councillor Christine Dickinson

Voting: F: 11, Ag: 0, Ab: 0

1658. APPOINTMENT OF VICE CHAIR

Nominations for the appointment of Vice Chair of Finance and General Purposes Committee for the 2024/25 Municipal Year were sought.

RESOLVED: That Councillor Jackie Meade be appointed as Vice Chair of Finance and General Purposes Committee for the 2024/25 Municipal Year.

Proposed: Councillor Nicola Keen

Seconded: Councillor Adrian Lockwood

Voting: F: 11, Ag: 0, Ab: 0

1659. DECLARATIONS OF INTERESTS

Disclosable pecuniary interest received from Councillor Adrian Lockwood on Item 13.

1660. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 18 April 2024 and authorised the Chair to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 18 April 2024 be signed as a correct record.

Proposed: Councillor Christine Dickinson

Seconded: Councillor Nicola Keen

Voting: F: 11, Ag: 0, Ab: 0

1661. PERSONNEL SUB-COMMITTEE MINUTES

The Committee received and noted the Minutes of the Personnel Sub-Committee held on 15 February 2024, 18 April 2024 and 1 May 2024.

RESOLVED: That the Minutes of the meeting of the Personnel Sub-Committee Committee held on 15 February 2024, 18 April 2024 and 1 May 2024 be received and noted.

Proposed: Councillor Nicola Keen

Seconded: Councillor Peter Gane

Voting: F: 11, Ag: 0, Ab: 0

1662. REVIEW 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 Finance and General Purposes Committee

RESOLVED: The amended Terms of Reference be approved.

Proposed: Councillor Connor McConville

Seconded: Councillor Jackie Meade

Voting: F: 11, Ag: 0, Ab: 0

1663. WORKING GROUPS 2024/25

The Committee was asked to approve nominations for the membership of the Folkestone Town Council/Folkestone & Hythe District Council Partnership Working Group for the Municipal Year 2024/25.

RESOLVED: That the FHDC/FTC Partnership Working Group should comprise of the Town Clerk, Town Mayor and Chairs of the standing committees. The Deputy Mayor and Vice-Chairs will act as substitutes if required.

Proposed: Councillor Peter Gane

Seconded: Councillor Connor McConville

Voting: F: 11, Ag: 0, Ab: 0

1664. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 April 2024 to 31 May 2024.

RESOLVED: That the Schedule of Payments for the period between 1 April 2024 to 31 May 2024 be approved.

Proposed: Councillor Nicola Keen
Seconded: Councillor Jackie Meade
Voting: F: 11, Ag: 0, Ab: 0

1665. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 April 2024 to 31 May 2024.

RESOLVED: That the Schedule of Receipts for the period 1 April 2024 to 31 May 2024 be accepted.

Proposed: Councillor Peter Gane
Seconded: Councillor Tim Prater
Voting: F: 11, Ag: 0, Ab: 0

1666. BUDGET MONITORING STATEMENT 2024/25

The statement of the Town Council's provisional expenditure/income and earmarked reserves up to the 31 May 2024 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 May 2024 be approved.

Proposed: Councillor Connor McConville
Seconded: Councillor Christine Dickinson
Voting: F: 11, Ag: 0, Ab: 0

1667. BANK RECONCILIATION

The bank reconciliation statement as at 31 May 2024 was noted by the Committee and signed by Councillor Adrian Lockwood.

1668. TOWN HALL BUILDING REPAIRS UPDATE

The Town Clerk provided an update to the Committee on the progress regarding the Town Hall building repairs as follows:

Cllr Adrian Lockwood left the meeting.

Fire Escape - Martello Building Consultancy have produced existing plans and elevations and are now in the process of producing proposed plans. Repairs to the Green Room (above the fire escape) will also be addressed as part of the fire escape works.

Cllr Adrian Lockwood rejoined the meeting.

Work is ongoing for the electrics and quotations are being sought for improvements to the flagpole and installation of a lightening conductor.

Work is currently being undertaken on the flooring for the hallway outside the cinema staff room.

1669. CINEMA RENT REVIEW RENEWAL

The Deputy Clerk provided an update to the Committee on the current renewal of the Cinema Lease.

1670. MINIBUS SCHEME UPDATE

The Town Clerk provided an update on the Community Minibus Scheme. The Community Minibus Hire Policy was discussed, and it was agreed that the Town Clerk would investigate and clarify whether organisations hiring the minibus would also require a Section 19.

1671. ARMED FORCES DAY

An update was provided to Committee with regard to adequate insurance cover for the Air Show.

RESOLVED: To authorise insurance cover for the Armed Forces Day and Community Fun Day, premium of £8,000.

Proposed: Councillor Peter Gane
Seconded: Councillor Nicola Keen
Voting: F: 11, Ag: 0, Ab: 0

1672. WARD GRANTS

The Committee was asked to approve the Ward Grants list provided.

RESOLVED: To approve the organisations with the ward grant amounts listed below.

Organisation Name	Amount Awarded	Supported by
Folkestone Trawler Race	£250	Councillor Connor McConville
Folkestone Trawler Race	£300	Councillor Nicola Keen
Folkestone Trawler Race	£150	Councillor Lucy McGirr
Folkestone Trawler Race	£100	Councillor Jackie Meade
Folkestone Trawler Race	£200	Councillor Christine Dickinson
Folkestone Live	£250	Councillor Belinda Walker
Folkestone Live	£250	Councillor Liz McShane
Folkestone Live	£300	Councillor Laura Davison
The Park Farm Allotments Association	£250	Councillor Jackie Meade

Proposed: Councillor Kieran Leigh
Seconded: Councillor Peter Gane

Voting: F: 11, Ag: 0, Ab: 0

1673. WARD GRANT BALANCES

The Committee noted the Ward Grant balances as at 6 June 2024, which would be amended to reflect the Ward Grants approved at minute 1672.

1674. DATE OF NEXT MEETING:

22 August 2024 at 7.00pm

The meeting concluded at 08:07 pm

Chair.....

Date.....22/08/24.....

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 6th February 2024 at 7.45pm.

Present: Councillors Abena Akuffo-Kelly, Bridget Chapman, Peter Gane, Liz McShane and Roger West (Chair).

In attendance: Toni Brenchley – Town Clerk
Vicky Deakin - Communities & Events Officer

1250. Apologies were received from Councillor Lucy McGirr

RESOLVED: To accept the apologies from Councillor Lucy McGirr

Proposed: Councillor Peter Gane

Seconded: Councillor Abena Akuffo - Kelly

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

1251. DECLARATIONS OF INTEREST

There were no declarations of interest.

1252. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Community Services Committee held on 3rd October 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 3rd October 2023 be received and signed as a correct record.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Peter Gane

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

1253. ANNUAL KWIK CRICKET TOURNAMENT

Further to the success and positive response from all schools involved with the last Primary Schools' Kwik Cricket tournament in 2022, Members were asked to consider if they wish for this annual sports event to be organised for 2024 and their views were sought for a proposed date in May with the event to be funded by the Youth Facilities budget (Code 4881).

RESOLVED: 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.

Proposed: Councillor Peter Gane

Seconded: Councillor Liz McShane

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

Members asked that the C & E Officer pursue the potential for additional annual primary schools new sports competitions for delivery by FTC.

1254. COMMUNITIES & EVENTS OFFICER REPORT CS/24/357

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 'ReferKent', an online referral system for organisations who support Kent residents with the aim of strengthening referrals across Kent for adults and families.

RESOLVED:

1. To receive and note Report CS/24/357
2. To approve the proposed draft Armed Forces Day event programme.
3. To approve the release of £25,000 from the 2024/25 Armed Forces Day budget to deliver the event.

Proposed: Councillor Peter Gane
Seconded: Councillor Bridget Chapman
Voting: F: 5, Ag: 0, Ab: 0

RESOLVED: That FTC apply to ReferKent to join as an agency.

Proposed: Councillor Bridget Chapman
Seconded: Councillor Abena Akuffo-Kelly
Voting: F: 5, Ag: 0, Ab: 0

1255. FOLKESTONE MUSEUM REPORT CS/24/358

The Committee was asked to receive and note Report CS/24/358.
Noted

1256. HIGHWAY IMPROVEMENT PLAN

The Communities and Grants Officer has contacted Kent Highways who has asked that the Town Council take part in producing a much-needed Highways Improvement Plan (HIP) for Folkestone.

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

Proposed: Councillor Peter Gane
Seconded: Councillor Liz McShane
Voting: F: 7, Ag: 0, Ab: 0

1257. CHRISTMAS LIGHTS SWITCH ON EVENT, LIGHT & LANTERN PARADE AND FESTIVITIES 2023

The Communities & Events Officer updated the Committee in respect of post event feedback including key organisational elements that were considered at the debrief meeting in December.

1258. CHRISTMAS LIGHTING SCHEMES REPORT CS/24/356

Members were asked to consider the existing Christmas lighting infrastructure in the Town Centre and Cheriton and potential development of the schemes.

RESOLVED:

1. To receive and note report CS/24/356
2. That this Item be deferred to the next meeting with a Report to include details of quotes from external contractors for the supply, installation and maintenance of new Christmas decorations (including digital installations) in concentrated areas only, near to where the Christmas lights switch on events are held, directly outside the Town Hall and in the shopping area to the left and right of Community Network on Cheriton High Street.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Liz McShane

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

1259. PUBLIC TOILET FACILITIES FOLKESTONE

Folkestone Town Council often receive complaints via its Customer Service desk that, public toilets in Folkestone are regularly closed, in a poor state of repair and are at an unacceptable level of cleanliness.

Members views were sought and asked if they wish for the Town Clerk to write to F & HDC seeking an update in respect of this provision including details of any scheduled improvement works.

RESOLVED: 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.

Proposed: Cllr Peter Gane

Seconded: Cllr Bridget Chapman

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

1260. DATE OF NEXT MEETING

Tuesday 2nd April 2024 at 7.45pm (TBC)

The meeting concluded at 8.20pm

Chairman.....

Date.....02/04/2024

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 2nd April 2024 at 7.45pm.

Present: Councillors Abena Akuffo – Kelly (Chair), Peter Gane, Lucy McGirr and John Renshaw

In attendance: Toni Brenchley – Town Clerk
Vicky Deakin - Communities & Events Officer

1261. Apologies were received from Councillor Bridget Chapman and Liz McShane.

RESOLVED: To accept the apologies from Councillors Bridget Chapman and Liz McShane.

Proposed: Councillor Lucy McGirr

Seconded: Councillor John Renshaw

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

1262. DECLARATIONS OF INTEREST

Councillors Peter Gane and John Renshaw declared an interest in Item 7 as Members of the Cheriton Events Committee.

1263. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Community Services Committee held on 6th February 2024 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 February 2024 be received and signed as a correct record.

Proposed: Councillor Peter Gane

Seconded: Councillor Abena Akuffo - Kelly

Voting: F: 2, Ag: 0, Ab: 2

1264. BUS SHELTER

The Town Clerk received a request from a Town Councillor that FTC fund a bus shelter being installed at the bus stop opposite 111 Lynwood, Folkestone.

Further to the C & E Officer exploring the possibility of this being implemented, Folkestone & Hythe District Council have confirmed that they own the land at this site and are receptive to the idea of FTC funding a bus shelter in this location, subject to positive outcomes of viability investigations.

As such, Stagecoach have been contacted asking to provide details of numbers of passengers that board and alight at this bus stop so that FTC can further review the need and viability of installing a shelter at this site.

A response has yet to be received and therefore, the C & E Officer will update Members at the next Community Services Committee meeting.

1265. ARMED FORCES & COMMUNITY FUN DAY WITH AIR DISPLAYS 2024

The C & E Officer updated the Committee in respect of the developing plans including the ground event, air displays and entertainment programme for Armed Forces Day Folkestone 2024.

1266. FOLKESTONE MUSEUM REPORT CS/24/361

Members were asked to receive, note and consider the recommendations in the Report CS/24/361.

RESOLVED:

- 1. To receive and note Report CS/24/361**
- 2. To approve museum reserve usage as noted at Report Item 5 and detailed below:**
 - £1,500 - high quality folding tables for the meeting room to enable the space to be used in a far more flexible manner
 - £2,750 - mobile art resource and workstation trolley for use within and without the Museum
 - £3,000 - museum website upgrade to latest WordPress version and updates (the current website and its coding date to 2017)
 - £3,500 - installation of three-way mixing valves and modification of plantroom controls to economise chiller operation & cooling circuit for museum storerooms air-conditioning
 - £5,000 - repair and restoration of the frame of the Folkestone 1790 painting (museum number F3977) by Richard Kerr currently located in the meeting room (to be displayed in the foyer)
 - £10,000 - Natural history case redisplay to include repair & restoration of taxidermy (birds & mammals) and mounts

Proposed: Councillor Peter Gane

Seconded: Councillor John Renshaw

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

1267. CHRISTMAS LIGHTING SCHEMES REPORT CS/24/362

Members were asked to receive, note and consider the recommendations in the Report CS/24/362.

RESOLVED:

- 1. To receive and note Report CS/24/362**
- 2. With the high costs associated in bringing the Folkestone and Cheriton schemes back to a standard similar to that of 2018 and that the works in respect of the Folkestone A Brighter Future Project may significantly affect the ability to carry out lighting installations in the Town Centre, Christmas lights to**

be installed in a concentrated area near to where the Christmas lights switch on events are held, therefore, directly outside the Town Hall and in the shopping area to the left and right of Community Network on Cheriton High Street (as follows) with any remaining 2024 Christmas Lighting budget to be vired to the General Reserve with a view to reviewing the entire lighting schemes for 2025.

- The Town Hall illuminated Christmas lighting curtain strings removed and replaced with a new installation.
- Medium LED Christmas tree installed to the Town Hall portico.
- 5No x Guildhall Street lamp columns new braids installed.
- Existing lights tested in tree O/S Nail Bar (Rendezvous St / Sandgate Road).
- Large over street Christmas motif decoration tested & installed (Rendezvous St / Sandgate Road).
- 18No x Etoile Stelly Stars tested & installed over street (Guildhall Street and Lower Sandgate Road).
- 4No x Guildhall Street trees existing strings of lights removed and replaced.
- 5No x Cheriton High Street (nr Community Network) lamp columns new braids installed.
- 4No x Cheriton High Street trees (nr Community Network) existing strings of lights removed and replaced.

Proposed: Councillor Peter Gane

Seconded: Councillor John Renshaw

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

1268. PUBLIC TOILET FACILITIES FOLKESTONE

At its last meeting, the Community Services Committee

RESOLVED: 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.

The Town Clerk updated the committee further to receiving a response from F & HDC that advised there are regular problems with public toilets in the district due to various reasons including infrastructure which lead to closures while repairs take place. When long term closures are necessary the district Council publish details on their website.

F & HDC also reported that there are insufficient funds to have cleaners permanently stationed at each of the 25 toilet block sites in the district advising that their cleaners 'do a really good job'.


Complaints and issues are promptly addressed with complainants being updated as required.

NOTED

1269. DATE OF NEXT MEETING

Tuesday 11th June 2024 at 7pm (TBC)

The meeting concluded at 8.45pm

Chair.....

Date.....11.6.24.....

FOLKESTONE TOWN COUNCIL

Minutes of the Climate and Environment Committee meeting held on Tuesday, 6th February 2024 at the Town Hall at 7pm.

Present: Councillors Abena Akuffo–Kelly (Chair), Jane Darling, Kieran Leigh, Liz McShane, Jackie Meade, John Renshaw and Roger West.

In attendance: Toni Brenchley – Town Clerk
Vicky Deakin – Communities & Events Officer

86. APOLOGIES FOR ABSENCE

Councillors were asked to receive apologies from Councillors Charles Bain-Smith and Lucy McGirr.

RESOLVED: To accept Councillors Charles Bain-Smith and Lucy McGirr apologies.

Proposed: Councillor Jackie Meade
Seconded: Councillor Abena Akuffo - Kelly
Voting: F: 7, Ag: 0, Ab: 0

87. DECLARATIONS OF INTEREST

Councillors Abena Akuffo – Kelly, Liz McShane and Jackie Meade declared a non-pecuniary interest in Item 89 '*Sponsorship of Planting F & HDC Owned Flowerbeds*' as F & HDC Councillors.

88. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Climate & Environment Committee held on 3rd October 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 3rd October 2023 be received and signed as a correct record.

Proposed: Councillor Roger West
Seconded: Councillor John Renshaw
Voting: F: 6, Ag: 0, Ab: 1

89. SPONSORSHIP OF PLANTING F & HDC OWNED FLOWERBEDS

Members were asked if they wished to consider continuing to sponsor planting of F & HDC owned flower & shrub beds for 2024/25 and if so, at what level.

RESOLVED: 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.

Proposed: Councillor Roger West
Seconded: Councillor Jane Darling
Voting: F: 7, Ag: 0, Ab: 0

RESOLVED: That this Item be deferred to the next meeting with a Report to include details of quotes from external contractors for the supply, installation and maintenance of plants in Folkestone Town Council assets (as follows):

- 4No x large planters (2 at Bouverie Road West near the traffic lights and 2 at Rendezvous Street near the town barrier)
- 6No x small planters (on pathway at the side of the Leas Cliff Hall)
- 2No x large planters (outside Town Hall)
- Railing plant tubs (Castle Hill Avenue, Cheriton High Street and Hill Road)

Proposed: Councillor Roger West
Seconded: Councillor Jane Darling
Voting: F: 7, Ag: 0, Ab: 0

Members requested that the C & E Officer pursue the viability and potential of volunteers watering FTC assets and to identify any additional suitable sites for the installation of new planters.

90. GRASS CUTTING

Members were asked if they wished for the Town Clerk to write to F & HDC seeking an update in respect of this provision including details of any scheduled improvement works.

RESOLVED: 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.

Proposed: Councillor Abena Akuffo-Kelly
Seconded: Councillor Kieran Leigh
Voting: F: 7, Ag: 0, Ab: 0

91. TREE PLANTING

Further to suggestions from members of the public, a request was received from Ward Councillors in respect of planting trees in Cheriton West Ward with the associated costs to be potentially supported with a contribution from the specific Members Ward Grant allowances.

Further to receiving a response from KCC, the C & E Officer updated the Committee advising that FTC had been informed the site near Folkestone West was not practical for tree planting due to it being narrow and the *'foreseeability for root deflection damage to the car park would be too great'*.
Noted

Cllr John Renshaw requested that further to his suggestion at a previous C & E Committee meeting, an update regarding potential tree planting on MOD land at Beckwith Green, Craufurd Green and Mackenzie Drive be provided. The Communities & Events Officer advised that this would be pursued.

92. PLAY AREAS

On 9th November 2023 the annual park inspections were carried out by RoSPA Play Safety Ltd. The parks, having been recently refurbished, are in excellent condition with only a few 'medium risks' to consider on the older refurbished equipment. Members were advised of the main tasks requiring completion.

Noted

93. ENGAGEMENT WITH HIGHWAYS ENGLAND, KCC, FHDC AND OTHER EXTERNAL AGENCIES & AUTHORITIES

Further to Members advising at the last C & EC meeting, that they would like FTC to be consulted by various authorities and agencies in respect of their proposed plans for initiatives and schemes scheduled for Folkestone, the Committee were asked to put forward any suggestions of current projects they would like to request for the Town Clerk to write to the appropriate authority to gain an overview of.

Cllr John Renshaw indicated that it would be helpful if details of how Southern Water treatment works are delivered and specifically if existing / planned infrastructure sufficiently covers requirements in respect of Folkestone Harbour Company development plans.

Cllr Jackie Meade advised that KCC are provided with regular updates from Southern Water and therefore, she would research if there is any information available in this respect and report back to the committee accordingly.

Cllr Jane Darling spoke regarding her concerns regarding the safety of the streets in Folkestone for pedestrians with specific reference to the town centre one way system and issues with crossing the associated roads.

The Town Clerk responded advising that the LUF – Folkestone A Brighter Future aims to address these issues.

Cllr John Renshaw informed Members of the MOD's proposals to remove their underground petrol tanks at Shorncliffe and replace with ground level installations and as such, requested that FTC engage with the MOD / Taylor Wimpey to ascertain if any plans have been approved.

94. **DATE OF NEXT MEETING**
Tuesday 2nd April 2024 at 7pm

The meeting concluded at 7.35pm.

Chairman

Date 02/04/2024

FOLKESTONE TOWN COUNCIL

Minutes of the Climate and Environment Committee meeting held on Tuesday, 2nd April 2024 at the Town Hall at 7pm.

Present: Councillors Abena Akuffo – Kelly (Chair), Charles Bain-Smith, Jane Darling, Peter Gane (Cllr Roger West's Substitute), Lucy McGirr, Jackie Meade, John Renshaw

**In attendance: Toni Brenchley – Town Clerk
Vicky Deakin – Communities & Events Officer**

95. APOLOGIES FOR ABSENCE

Councillors were asked to receive apologies from Councillor Kieran Leigh, Liz McShane and Roger West.

RESOLVED: To accept the apologies from Councillors Kieran Leigh, Liz McShane and Roger West.

Proposed: Councillor Jackie Meade

Seconded: Councillor Lucy McGirr

Voting: F: 7, Ag: 0, Ab: 0

96. DECLARATIONS OF INTEREST

Councillors Abena Akuffo-Kelly and Jackie Meade declared an interest in Item 4 as Folkestone & Hythe District Councillors.

97. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Climate & Environment Committee held on 6th February 2024 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 February 2024 be received and signed as a correct record.

Proposed: Councillor John Renshaw

Seconded: Councillor Jackie Meade

Voting: F: 6, Ag: 0, Ab: 1

98. SPONSORSHIP OF PLANTING F & HDC OWNED FLOWER AND SHRUB BEDS REPORT CE/24/363

Members were asked to receive, note and consider the recommendations in the attached report.

RESOLVED:

- 1. To receive and note Report CS/363**
- 2. To allocate £10,000 of the 2024/25 Flowerbeds Budget for sponsorship of the F & HDC winter and summer planting with a plaque to include Folkestone Town**

Council's crest and detailing its support to be installed at each site.

3. To allocate £6,000 of the 2024/25 Flowerbeds Budget and instruct an external contractor to seasonally plant (twice a year) and maintain FTC assets (as detailed below):

- 4No x Large Folkestone Planters – 2No near pedestrian crossing at Bouverie Road West and 2No near town barrier on Rendezvous Street
- 6No x Small Folkestone Planters – side of Leas Cliff Hall
- 25No x FTC Railings Planters – Castle Hill Avenue
- 10No x Cheriton Railing Planters – Cheriton High Street
- 10No x Hill Road Railing Planters

4. That subject to approval at the next C & E Committee meeting, £15,000 be allocated to the provision of new planters (including seasonal planting and maintenance) at new sites in Folkestone and Cheriton.

Proposed: Councillor Jackie Meade

Seconded: Councillor Peter Gane

Voting: F: 7, Ag: 0, Ab: 0

Members requested that F & HDC are contacted to ascertain what grounds maintenance work / flower and shrub bed planting is scheduled at lower Radnor Park.

A request was also made that the C & E Officer write to F & HDC asking if they can identify any flower / shrub beds and / or planters (e.g. O/S Tyre Fix, Risborough Lane) that would be suitable for community groups, faith & youth organisations and schools to adopt.

99. GRASS CUTTING

At the last Climate & Environment committee meeting it was

RESOLVED: 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.

The Town Clerk updated the committee advising that she had received a response from an F & HDC Officer who indicated that FTC would need to contact District Councillor Speakman in respect of sites that are left uncut. To date, no response has been received in respect of the town's grass cutting schedule.

Cllr Jackie Meade advised the committee that she would follow up with the F & HDC to ascertain what grassed areas are left uncut / wild to support bees and other insects / wildlife and update members at the next committee meeting.

Noted

100. PLAY AREAS – OPERATIONAL INSPECTIONS

The Committee were advised that the operational inspections included within the tender process have now come to an end. The Town Council has found an external company to continue with the operational inspections on a 6 monthly basis as an essential part of the ongoing maintenance and management of the parks. For the 2024/25 financial year, Zurich will be conducting a thorough inspection of the equipment of all 8 parks with detailed reports to the Communities and Grants Officer.

Noted

101. DATE OF NEXT MEETING

Tuesday 4TH June 2024 at 7pm

The meeting concluded at 7.45pm.

Chair 

Date 6/6/24



FOLKESTONE TOWN COUNCIL

TERMS OF REFERENCE

Finance and General Purposes Committee

1. Membership

- a) There will be a maximum of twelve members.

2. To exercise the powers and duties of the Town Council in financial matters, including:

- b) All applications for financial assistance ~~except those referred to the grants committee.~~
 - c) Accounting, banking and payroll arrangements.
 - d) Insurance.
 - e) Advertising.
 - f) Staff Costs.
 - g) Subscriptions.
 - h) Charitable Trusts and voluntary organisations.
 - i) Management of the Town Council's premises, administration and capital expenditure.
 - j) The Town Council's income and expenditure including the Annual Town meeting.
 - k) Councillors' training and expenses; and gifts and presentations.
 - l) Health and Safety.
- #### 3. To consider and make recommendations on:
- m) All financial matters affecting the Town Council, including Precepts, budgets, accounts, payments and contracts.
 - n) All ward grant applications will go through the Finance & General Purposes Committee for approval, a minimum attendance of any three Councillors.
 - o) Through the Personnel Sub-committee, the appointment, pay, superannuation and

conditions of service of Town Council staff and staff/councillor training.

- p) Staff and Council member training.
 - q) The Town Council's premises.
 - r) Mayoral costs, including the civic car.
 - s) Town Council vacancies and electoral arrangements.
 - t) Twinning and friendship links.
 - u) The implementation of the Council's aims and objectives.
 - v) The Chair or Vice Chair be involved in the selection and engagement of professional advisors.
 - w) All statutory and legal matters affecting the Town Council (including byelaws).
 - x) Complaints procedures and the resolution of complaints received.
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 consider these in the calculation of the precept.
 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.

Kent County Council Update - Dylan Jeffrey, Member for Folkestone West

Thank you to the Town Clerk for Folkestone Town Council, Toni Brenchley, for recently requesting me to provide an optional update to the Town Council on a few points of concern that have been raised recently.

Folkestone Library: The big news is the Folkestone Library consultation closes on 11th September 2024. The hundreds of responses will be analysed and evaluated by an independent company and compiled into a consultation report.

The report is expected to be presented at the Growth, Economic Development and Communities Cabinet Committee in November 2024 and will be carefully considered before any decisions are subsequently taken. It may also be subject of being considered at Policy and Resources Cabinet Committee which deals with property matters.

I have written to Tony Vaughan, the new MP for Folkestone and Hythe, about his ideas but have disappointingly not received any response. I have also written to the new Minister of State at the Department for Culture, Media and Sport, Chris Bryant, to see if there is anything further that could happen to support KCC in saving Grace Hill.

Road of Remembrance closure: this continues to be closed to protect the public from future landslips. Ground investigation works on the Road of Remembrance now that required pre-works have been completed, have begun and will last until the end of September 2024. This will test the material properties of the site through borehole works and ensure the stabilisation method used is sufficient to prevent future deterioration.

KCC is working with specialist geotechnical contractors and all of the adjoining landowners to resolve the many complexities surrounding the ground investigations phase of this project. It has taken longer than anticipated and some of the challenges included land ownership, archaeology, ecology, and restricted access for larger testing equipment. These have now been resolved by contractors resourcing specialist equipment and the adjoining landowners allowing access for us to undertake testing within private land.

We have been busy over the summer getting the extensive pre-works have taken place. This has included tree surgeons exposing the embankment to the west by removing trees and vegetation to prove the extent of the landslip. Contractors have undertaken the excavation and installation of eight launch pits to allow for borehole sampling and cone penetration testing to ensure delays are not encountered due to buried structures or services.

We are also liaising with an Ecologist with regards to finding a solution to dealing with a Badger sett within the land slipped area. This is ongoing and we continue to monitor progress which is developing positively.

Hopefully, now we are in the ground investigations stage, we will be able to get the results and determine a timeframe to get works completed and the road reopened at some point in the future.

Unaccompanied Asylum Seeking Children update: I wanted to raise this, and awareness around it, as it is a common issue in my postbag. The number of children arriving into the United Kingdom along Kent's coastline continues to place a significant pressure on our Children's services with the number of UAS children arriving in Kent so far in 2024 having been higher than that in 2023. Despite the high number of children arriving, between January 2024 and now, KCC accommodated and looked after every UAS child.

Following a High Court ruling in June of this year, we have been working with the Government to establish a new National Transfer Scheme (NTS) that works having found the Home Secretary acted unlawfully in not enabling transfers of children to be made from Kent to other local authorities. The ruling also ensured that significant Capital Funding to enable KCC to increase capacity without that financial burden being met by Kent taxpayers although this does not alleviate the immediate problem of Kent being in effect the national reception centre for all children arriving on our coast.

Kent welcomed 2179 unaccompanied children throughout 2023/24, compared to the previous year of 1133 children. In 2022/23, 824 unaccompanied children moved to another Local Authority under the National Transfer Scheme (NTS). This number increased to 1780 in 2023/24.

Currently, Kent County Council has around 25% of all our looked after children being UAS children, and this figure has remained constant for the past year. However, the number leaving care, that still require support, continues to increase and the overall number of children and young people we are responsible for is increasing dramatically.

In 2022/23, 1051 unaccompanied children left care for a variety of reasons compared to 2132 children leaving in 2023/24. This demonstrates a year-on-year increase in the number of unaccompanied children requiring an allocated Independent Reviewing Officer to oversee their care planning. Kent County Council continues to provide support to all care leavers up to the age of 25 after they leave care and the numbers, exacerbated by the number of children aged 14-17 arriving, who then go on to be in our care and then leave care at 18 but are still on our watch until 25, and this does put a strain on our resources and is not additionally funded.

We are continuing to explore development of new sites for facilities to house these UAS children in a secure and safe way before transfer to our care or to other local authorities under the NTS.

Cheriton Active Travel Scheme: this project is continuing to be put in place and has been subject to many comments, complaints, incredulity or concerns. The scheme has been reduced in scope since the original conception some three years ago and continues to be occasionally refined further.

The current work from Radnor Park to the junction with Cherry Garden Avenue/Beachborough Road is almost complete and is scheduled to finish by the end of October. Many aspects are not yet complete and once all the elements are completed, the whole scheme will be clear to everyone.

On a couple of points raised most recently, there are extensions to existing bus stops being made outside the Harvey to join the stop adjacent to the football club, and this will enable additional buses to be accommodated and to hold traffic up less than appears at present.

The cycle route is still in the process of being joined together along the whole route but many of the new crossings are now complete and have been well received. For example, the new crossing between Cornwallis Avenue and the shared cycle walkway leading up to Shorncliffe Road.

The design of the bus stop outside Morrisons has raised some concern. It is called a floating bus stop in a shared area which is the country wide accepted solution for toucan crossings and bus stop areas and is in accordance with the design guide LTN 1/20. Changes to such designs are subject to national guidelines being amended or adopted. I have raised the concerns expressed to me with the appropriate people. However, it is envisaged that the number of pedestrians, cyclists and bus users outside of school times is very low, so the probability of any conflict is also considered by officers to be very low, but it is being monitored by KCC and Stagecoach representatives.

The original consultation also included a suggested 20mph zone from the Cherry Garden Avenue/Beachborough Road junction to Risborough Lane junction of Cheriton Road. This will no longer be introduced as there is insufficient funding available. The scheme is funded by Active Travel England and not KCC and therefore all of the works are fully funded through direct grants with clear limitations on what we can spend it on.

On the proposal to look at improving the junction of Cherry Garden Avenue, Beachborough Road and Cheriton Road, this was found to be outside the scope or affordability of the Active Travel scheme and was removed from the original plans. However, I do continue to raise concerns, and the junction has been flagged over several years as an injury crash cluster site and KCC have been developing a design to reduce future injuries.

As I reported to Folkestone and Hythe Joint Transportation Board on 9 September, KCC are therefore developing a scheme for the signal-controlled junction itself, to be funded through the County Council's Casualty Reduction programme. Designs are still being drawn up and it is expected to have an early proposal soon. I am aware there is regular damage that occurs to the centre island on the Cherry Garden Avenue arm, which is an issue but there are many others too. Part of the problem is that the island is too close to the centre of the junction, where it is at greater risk of being struck by a turning vehicle. The scheme that KCC now want to develop will not just look at improving the pedestrian crossing points but tackling some of the other injury crashes that are occurring at this junction, and so will be a larger scheme than that which was originally being considered.

Current and Upcoming Consultations and Engagement:

Thank you to all who have taken part in recent consultations. Most recently we have had the Budget consultation which closed on 7 August and received 2,389 responses. The other, referenced earlier, was the Folkestone Library consultation which closes on 11 September and at the time of writing has a few hundred responses. Consultation reports will be prepared in relation to these consultations and are always published on our consultation portal at letstalk.kent.gov.uk

- Local Transport Plan 5 – 'Striking the Balance' – runs until 8 October
- Domestic Abuse engagement survey – runs until 30 September
- Specialist Teaching and Learning Service – runs until 3 November 2024
- National Highways and Transport Survey 2024-25 – runs until 28 February 2025
- Family Hubs Awareness Survey – runs until 31 March 2025
- Kent.gov.uk feedback group engagement – gathering feedback and ideas on how to improve Kent.gov.uk
- Making Space for Nature – promoting from the homepage engagement to inform the County's Local Nature Recovery Plan
- Services to Schools – due to launch in September
- Education Accessibility Strategy and School Accessibility Initiative Procedure - due to launch late September
- Strategy for Children and Young People with SEND - due to launch late September

Please do take part in these important consultation exercises and feel free to point your residents in the direction of letstalk.kent.gov.uk if there is anything relevant to them in the consultations that KCC are currently holding.

Alternative formats and hard copies can also be requested from the Consultation team or via the letstalk.kent.gov.uk site.

CURRENT/OLD STATEMENT

Statement on Managing the Performance of the Council as a Corporate Body

Folkestone Town Council operates under a committee system with each committee having clear delegated terms of reference which are reviewed annually to ensure that the Council:

- Meets its statutory responsibilities
- Complies with local policies
- Delivers local strategic and operational aims and objectives
- Manages its risks and has good systems of internal control
- Provides good financial management and value for money
- Is open, fair and transparent
- Responds to local needs

Council services are generally delivered in house by Council officers headed by a qualified Town Clerk, who also acts as the Responsible Financial Officer. All staff have contracts of employment and clear job descriptions.

Folkestone Town Council operates under rules set out in Legislation including Standing Orders and Financial Regulations.

On a regular basis a member other than the Mayor or a cheque signatory verifies bank reconciliations produced by the Town Clerk. The member signs the reconciliations as evidence of verification.

The Council employs an internal auditor who checks the soundness of internal control annually.

Overall performance of the Town Council is reported in the Annual Report which is published online and is available in paper copy at the Town Hall and other locations of the town.



Statement on Managing the Performance of the Council as a Corporate Body

Adopted – Full Council – Minute

Staff

Folkestone Town Council (FTC) employs thirteen permanent members of staff (ten full time equivalents). Council services are generally delivered in house by Council officers headed by a qualified Town Clerk, who also acts as the Responsible Financial Officer. The Clerk is CILCA (Certificate in Local Council Administration) qualified. The Finance Officer is also the Deputy Clerk and is currently pursuing the CILCA qualification.

All employed staff have a contract of employment and are remunerated under NALC (National Association of Local Councils) pay scales and have clear job descriptions.

All members of staff are subject to an annual appraisal undertaken by the Town Clerk, the Clerk's appraisal is undertaken by the Personnel Sub-committee. This identifies training needs, sets targets and is an opportunity for an open and transparent sharing of information and assessment of performance. Self-assessment also informs these outcomes. The Council has an identified Training Budget and recognises the importance of enhancing skills and knowledge in both employed staff and elected councillors.

Councillors

FTC councillors are elected for a period of four years but sometimes vacancies arise during this period, due to ill-health, relocation or personal matters. When this occurs, a notice of vacancy is posted and the opportunity of an election is advertised. If no such request is made, a casual vacancy may be filled by co-option and applications are invited. Where more than one eligible candidate applies, candidates are interviewed individually, using pre-prepared questions, at a Full Council meeting. The successful candidate is chosen by closed vote.

New councillors are inducted to council work via a number of meetings and training sessions and a Training Budget ensures that all councillors can access relevant training as and when necessary.

The Kent Association of Local Councils training diary is shared with all councillors so that they are aware of the opportunities available.

Management structure

Folkestone Town Council operates through a system of Committees, Sub-committees and Working Groups, with each committee having clear delegated terms of reference which are reviewed annually to ensure that the Council:

- Meets its statutory responsibilities
- Complies with local policies
- Delivers local strategic and operational aims and objectives
- Manages its risks and has good systems of internal control
- Provides good financial management and value for money
- Is open, fair and transparent
- Responds to local needs

There are five Full Council meetings held throughout the year, plus the Annual Meeting, where the Mayor is elected for the ensuing year, and a Town Assembly. There is a period for public questions at all meetings of the Full Council and minutes from Committees are ratified.

The Annual Town Assembly is a public meeting and Electors of the Town and Parish of Folkestone may raise matters and ask questions in respect of local government services provided in the Town. Councillors from the Town, together with representatives from Kent Police and Kent Fire and Rescue will be present to answer questions.

The Clerk, Finance Officer and Chair of Finance and General Purposes Committee work closely together to monitor the Council's budget and ensure expenditure remains within budget.

Detailed accounts are presented to the Finance and General Purposes Committee for ratification and a Councillor signs the reconciliations as evidence of verification.

The following committees meet as follows, with additional meetings called as and when required:

Finance & General Purposes – every two months
 Community Services – four per year
 Climate & Environment – four per year
 Planning – every three weeks

Policies and Procedures

FTC operates under rules set out in legislation including Standing Orders and Financial Regulations which are reviewed regularly and which regulate the manner in which the key functions of the Council are carried out. In addition, the Asset Register is regularly updated to ensure that Insurance for all assets is adequate.

The Council employs an internal auditor who checks the soundness of internal control annually. Both internal and external audits are conducted in line with legal requirements and any recommendations of these are reported to Full Council for approval of recommendations.

There are policies to cover all aspects of the Council's work and these are also regularly reviewed and amended when particular events highlight the need for changes.

A full system of Health and Safety Risk Assessment operates for all areas of the Council's work and all premises are subject to regular inspection.

The Council's Corporate Plan sets out the Council's medium term aims and links these with budget expectations. This is monitored regularly. A self-assessment system of monitoring is in place and indicates where additional action is necessary.

Individual councillors take the lead on specific actions and council projects. Focus events allow councillors to assess progress towards stated goals and to modify or add to the plans as appropriate.

Overall performance of the Town Council is reported in the Annual Report which is published online and is available in paper copy at the Town Hall and other locations of the town.