

FOLKESTONE TOWN COUNCIL



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AGENDA

Meeting: **Folkestone Town Council**
Date: **14 November 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 19 September 2024 and to authorise the Town Mayor to sign them as a correct record.

4. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

The Town Mayor will give a brief overview of activities in relation to the mayoralty since the last Full Council meeting.

5. WARD GRANTS

Due to the timescale for the events concerned, Council are asked to approve the following Ward Grant applications:

Organisation Name	Project Name	Requested Amount	Supported by
Strange Cargo	Cheriton Christmas Lights craft workshop	£100.00	P Gane
Strange Cargo	Cheriton Christmas Lights craft workshop	£100.00	J Renshaw
Strange Cargo	Cheriton Christmas Lights craft workshop	£100.00	R West

6. MINUTES OF THE PLANNING COMMITTEE

To receive the Minutes of the above Committee's meeting of 29 August 2024 and 26 September 2024.

7. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

To receive the Minutes of the above Committee's meetings of 22 August 2024.

8. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

To receive the Minutes of the above Committee's meetings of 11 June 2024.

9. MINUTES OF THE CLIMATE AND ENVIRONMENT COMMITTEE

To receive the Minutes of the above Committee's meetings of 4 June 2024.

10. MATTERS AND RESOLUTIONS FROM COMMITTEES FOR INFORMATION

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

i) Finance & General Purposes Committee

- To appoint Mulberry & Co as the internal auditor to audit the mid-term and year- end accounts for a three-year fixed contract commencing in the 2024/25 financial year.
- Town Clerk to seek technical advice for the requirements for the supply and installation of the lightning conductor and creation of a specification for tenders.
- To approve the Town Clerk's decision (under Financial Regulation 4.5, extreme risk to the delivery of Council services) to instruct Aurora Health Physics Services Ltd to undertake an annual site visit, providing RPA advice and compliance report for a three-year fixed term, first-year cost of £8,971, second and third year at £4,997 plus 5% price increase per year.
- That the quote of £1,085 plus VAT be accepted from AW Glass & Glazing for the repairs of the front window display.

ii) Community Services Committee

- That due to the high costs and resource required to organise AFD on the scale of 2024, moving forward, FTC deliver this scale of event bi-annually with the next to be delivered in June 2026.
- That FTC organise 'AFD2025 – Folkestone' by hosting a formal lunch for local serving personnel, veterans, cadets, youth organisations and representatives from military charities.
- That the Armed Forces Day budget for this event be £5,000 to be formally agreed for release at the CSC meeting in February 2025 subject to the Finance & General Purposes Committee approving the proposed 2025 / 26 budget at its meeting on 12th December 2024.
- That given the reported low usage of the bus stop at Lynwood, FTC cease to pursue installing a bus shelter at this site.
- That the C & E Officer email all Councillors asking if they can report back with suggestions of any bus stop sites in their respective Wards that are highly used and therefore potentially viable for bus shelters and once this information is received, the C & E Officer pursue the prospect to install with KCC, F&HDC and Stagecoach.

- That the C & E Officer email all Councillors asking if they can report back with suggestions of any sites in their respective Wards that are potentially viable for a noticeboard (highly visible receiving high footfall) and once this information is received, the C & E Officer pursue the prospect to install with KCC and F&HDC. That Councillors are also asked to identify existing noticeboards belonging to schools, churches and other organisations in their Wards and approach the relevant person within the organisation to ascertain if they would be willing to permit FTC to promote specific events, projects and initiatives whilst offering the opportunity for cross promotion and their use of FTC noticeboards.
 - That a copy of the first draft of the Folkestone map be sent to all Councillors to review asking that they feedback to the C & E Officer with any suggested amends and / or additions.
 - That this Item be returned to the Committee meeting in February once the final draft of the map has been produced by F & HDC for Members to review and consider if it wishes to support the production of maps with funding.
 - That the Communities & Events Officer in liaison with the Museum Curator, pursue the viability of providing this service at the Town Hall and report findings at the next Committee meeting when Members will review details and consider if it wishes to provide this service.
- iii) Climate and Environment Committee
- That subject to the C & E Officer following up with F&HDC and KCC regarding the viability of the proposed sites the following locations be agreed:
 - Blackbull Road railings (both sides of road nr Mundella Primary School)
 - The Stade
 - Cheriton High Street (nr Old Post Office)
 - Junction of Dover Road and Canterbury Road (railings under bridge)
 - Pavilion Road railings
 - Broadmead Village (Village Shop)
 - Sandgate Road (Adjacent to Westbourne Gardens nr bus stop)
 - Junction of Mount Pleasant Road and Bellevue Street (under viaduct)
 - That the following suggested sites be declined as the Committee's view is that F&HDC will install planters in these areas as part of their 'Folkestone – A Brighter Future' scheme renovations.
 - Guildhall Street
 - Central Station (nr bus stop)
 - That subject to F&HDC providing a written assurance that the planters are of the high, visually pleasing standard of summer 2024, £6,000 of the 2024/25 Flowerbeds Budget be released for F&HDC to carry out the planting.
 - That the schedule of soft sites be approved and £10,308 of the 2024/25 Trees Budget be released for KCC to carry out new planting.
 - Improvements to fencing and gates at Pine Way Play Park - That up to £10,000 is vired from the Community Infrastructure Levy Reserve Budget, subject to approval by the Finance & General Purposes Committee.

11. OUTSIDE BODIES

- i) To receive verbal reports from Councillors as Council representatives on the following outside bodies:
- 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) The Town Mayor has received a request from the Mechinagar Sister Partnership for Council representation on the group. Councillors are therefore asked to consider who will represent FTC.

12. NALC CONSULTATION

Since temporary COVID-19 powers ended in May 2021, NALC have been at the forefront of a national campaign to allow parish and town councils to hold remote council meetings. The Deputy Prime Minister has announced that the government is committed to allowing councils to hold remote council meetings and published a consultation paper, which closes on 19 December 2024.

NALC are therefore encouraging all parish and town councils, county associations, and individual councillors and clerks to participate in this essential consultation. Council is therefore asked if they wish to respond as a corporate body and, if so, do they agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

13. POLICIES & STATEMENTS

Council is asked to approve the following policies and statements:

- FTC Public Space CCTV Policy – The CCTV Policy has been revised to reflect the current partnership agreement with Swale BC
- Fire Prevention Management & Procedure (New)
- Biodiversity Statement (Reviewed)
- Environmental Statement (Reviewed)
- Collections Management Policy Pack – In preparation for re-accreditation from the Arts Council, various policies and documents have been reviewed and combined for adoption by Council.

EXCLUSION OF PRESS AND PUBLIC

The remainder of the Agenda has classified item 13 as disclosing exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) thereby excluding the press and public from the meeting whilst this item is debated. Press and members of the public should now leave.

14. CCTV MONITORING AND MAINTENANCE

Council is asked to consider Exempt Report C/24/370.

15. DATE AND TIME OF NEXT MEETING

9 January 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.



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

Folkestone Town Council

MINUTES of the Full Council Meeting held at the Town Hall, Folkestone on Thursday, 19 September 2024 at 7.00 p.m.

TOWN COUNCILLORS PRESENT: Councillors Abena Akuffo-Kelly (Chair), Bridget Chapman, Jane Darling, Christine Dickinson, Nicola Keen, Kieran Leigh, Adrian Lockwood, Connor McConville, Lucy McGirr, Jackie Meade, John Renshaw, Belinda Walker, Roger West.

ABSENT: Councillor Charles Bain Smith.

IN ATTENDANCE: Roland Domingo – Finance Officer and Deputy Clerk
Liz Timmins – Communities and Grants Officer
Jennifer Griffin – Administration Officer
Ian Bishop - Town Sergeant

No questions were received.

2102. APOLOGIES

Apologies were received from Councillors Laura Davison, Liz McShane, Tim Prater and Peter Gane.

RESOLVED: To accept the apologies from Councillors Laura Davison, Liz McShane, Tim Prater and Peter Gane.

Proposed: Councillor Jackie Meade
Seconded: Councillor Belinda Walker
Voting: F: 13, Ag: 0, Ab: 0

2103. DECLARATIONS OF INTEREST

Councillor Bridget Chapman declared a personal interest in the grant application received from Community Art Kent CIC.

2104. MINUTES

The Council was asked to receive and authorise the Minutes of the AGAR Council Meeting held on 13 June 2024 and to ask the Town Mayor to sign them as a correct record.

RESOLVED: That the Minutes of the Full Council Meeting held on 13 June 2024 be received and signed as a correct record.

Proposed: Councillor Jackie Meade
Seconded: Councillor Nicola Keen
Voting: F: 13, Ag: 0, Ab: 0

2105. TOWN GRANT APPLICATIONS

The Mayor invited the applicants to carry out a presentation and answer questions from Councillors.

It was discussed that as the total grant request exceeded the total grant amount available, Councillors should discuss awarding 50% of the requested amount to each application.

RESOLVED: For Councillors to discuss awarding each application 50% of the requested amount, with any deviation from a member to make a proposal on the amount to be awarded.

Proposed: Councillor Nicola Keen
Seconded: Councillor Adrian Lockwood
Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Church Street Project to be awarded a town grant of £1,000.

Proposed: Councillor Nicola Keen
Seconded: Councillor Adrian Lockwood
Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Autism Help to be awarded a town grant of £450.

Proposed: Councillor Nicola Keen
Seconded: Councillor Adrian Lockwood
Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Canterbury Archaeological Trust to be awarded a town grant of £1,250.

Proposed: Councillor Nicola Keen
Seconded: Councillor Adrian Lockwood
Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Bayle Residents Association to be awarded a town grant of £375.

Proposed: Councillor Abena Akuffo-Kelly
Seconded: Councillor Kieran Leigh
Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Folkestone & Hythe Orchestral Society to be awarded a town grant of £450.

Proposed: Councillor Nicola Keen
Seconded: Councillor Adrian Lockwood
Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: South Kent Mind to be awarded a town grant of £1,000.

Proposed: Councillor Nicola Keen

Seconded: Councillor Adrian Lockwood

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: The Autism Apprentice CIC to be awarded a town grant of £1,500.

Proposed: Councillor Jackie Meade

Seconded: Councillor Abena Akuffo-Kelly

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Folkey Birth Club CIC to be awarded a town grant of £625.

Proposed: Councillor Bridget Chapman

Seconded: Councillor Abena Akuffo-Kelly

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Folkestone Invicta Football Club to be awarded a town grant of £1,875.

Proposed: Councillor Bridget Chapman

Seconded: Councillor Abena Akuffo-Kelly

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Touchbase Care to be awarded a town grant of £1,200.

Proposed: Councillor Nicola Keen

Seconded: Councillor Adrian Lockwood

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Community Art Kent CIC to be awarded a town grant of £1,250.

Proposed: Councillor Nicola Keen

Seconded: Councillor Adrian Lockwood

Voting: F: 12, Ag: 0, Ab: 1

RESOLVED: Folkestone Gospel Singers to be awarded a town grant of £425.

Proposed: Councillor Nicola Keen

Seconded: Councillor Adrian Lockwood

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Youth Festival of Remembrance to be awarded a town grant of £1,875.

Proposed: Councillor Nicola Keen

Seconded: Councillor Abena Akuffo-Kelly

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: The Fourth Wall to be awarded a town grant of £1,250.

Proposed: Councillor Nicola Keen

Seconded: Councillor Adrian Lockwood

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Folkestone Festivals to be awarded a town grant of £1,250.

Proposed: Councillor Nicola Keen

Seconded: Councillor Adrian Lockwood

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Folkestone Women's Forum to be awarded a town grant of £750.

Proposed: Councillor Bridget Chapman

Seconded: Councillor Abena Akuffo-Kelly

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Thrive by the Sea CIC to be awarded a town grant of £1,160.

Proposed: Councillor Nicola Keen

Seconded: Councillor Adrian Lockwood

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Folkestone Documentary Festival to be awarded a town grant of £1,875.

Proposed: Councillor Jackie Meade

Seconded: Councillor Abena Akuffo-Kelly

Voting: F: 13, Ag: 0, Ab: 0

- ii) The Council was asked to consider reinstating the Grants Committee that was disbanded in November 2020.

RESOLVED: That the Grants Committee be reinstated this year.

Proposed: Councillor Roger West

Seconded: Councillor Lucy McGirr

Voting: F: 13, Ag: 0, Ab: 0

It was also discussed that all Councillors be made members of the Grants Committee.

RESOLVED: That all Councillors be made members of the Grants Committee.

Proposed: Councillor Kieran Leigh

Seconded: Councillor Nicola Keen

Voting: F: 13, Ag: 0, Ab: 0

2106. MINUTES OF THE PLANNING COMMITTEE

The Full Council was asked to receive and endorse the Minutes and recommendations of the Planning Committee minutes held on the 29 February 2024, 28 March 2024, 25 April 2024, 30 May 2024, 27 June 2024 and 25 July 2024.

RESOLVED: That the Minutes of the Planning Committee meetings of 29 February 2024, 28 March 2024, 25 April 2024, 30 May 2024, 27 June 2024 and 25 July 2024 be received.

Proposed: Councillor John Renshaw

Seconded: Councillor Bridget Chapman

Voting: F: 13, Ag: 0, Ab: 0

2107. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

The Full Council was asked to receive and endorse the Minutes and recommendations of the Finance and General Purposes Committee meetings held on the 15 February 2024, 18 April 2024 and 13 June 2024.

RESOLVED: That the Minutes of the Finance and General Purposes Committee meetings of 15 February 2024, 18 April 2024 and 13 June 2024 be received.

Proposed: Councillor Connor McConville

Seconded: Councillor Jackie Meade

Voting: F: 13, Ag: 0, Ab: 0

2108. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

The Full Council was asked to receive and endorse the Minutes and recommendations of the Community Services Committee meetings held on the 6 February 2024 and 2 April 2024.

RESOLVED: That the Minutes of the Community Services Committee meetings of 6 February 2024 and 2 April 2024 be received.

Proposed: Councillor Roger West

Seconded: Councillor Lucy McGirr

Voting: F: 13, Ag: 0, Ab: 0

2109. MINUTES OF THE CLIMATE AND ENVIRONMENT COMMITTEE

The Full Council was asked to receive and endorse the Minutes and recommendations of the Climate and Environment Committee meetings held on the 6 February 2024 and 2 April 2024.

RESOLVED: That the Minutes of the Climate and Environment Committee meetings of 6 February 2024 and 2 April 2024 be received.

Proposed: Councillor Lucy McGirr

Seconded: Councillor John Renshaw

Voting: F: 13, Ag: 0, Ab: 0

2110. MATTERS AND RESOLUTIONS FROM COMMITTEES

Councillors noted the resolutions.

- i) **Climate and Environment Committee – 4 June 2024**
Noted
- ii) **Community Services Committee – 11 June 2024**
Noted
- iii) **Finance and General Purposes Committee – 22 August 2024**
Noted

2111. TERMS OF REFERENCE

The Council was asked to approve the amended Terms of Reference of the Finance and General Purposes Committee.

RESOLVED: That the amended Terms of Reference be revoked following the reinstatement of the Grants Committee.

Proposed: Councillor Jackie Meade

Seconded: Councillor Nicola Keen

Voting: F: 13, Ag: 0, Ab: 0

2112. OUTSIDE BODIES

The Council received verbal reports from Councillors as Council representatives on the following outside bodies:

i) Councillor Jane Darling gave a brief update on Kent Association of Local Councils.

Councillor Roger West gave a brief update on John Bowley & Sherwood Almshouses Charity.

Councillor Adrian Lockwood gave a brief update on the Folkestone Twinning Association.

Councillor Belinda Walker gave a brief update on the Cinque Ports.

Councillor Roger West gave a brief update on the Folkestone Municipal Charity.

Councillor Belinda Walker gave a brief update on Folke About Town.

ii) Folkestone Municipal Charity requested for Councillor Belinda Walker to remain on the Folkestone Municipal Charity as an additional Council

representative.

RESOLVED: For Councillor Belinda Walker to be included on the Folkestone Municipal Charity as an additional Council representative.

Proposed: Councillor Nicola Keen

Seconded: Councillor Lucy McGirr

Voting: F: 13, Ag: 0, Ab: 0

2113. KENT COUNTY COUNCILLORS' UPDATES

The Council noted the written report received from Kent County Councillor Dylan Jeffrey, providing an update in relation to Kent County Council activities.

2114. POLICIES & STATEMENTS

The Council was asked to approve the updated Health and Safety policy and Statement on Managing Performance of the Council as a Corporate Body.

RESOLVED: That the updated Health and Safety policy and Statement on Managing Performance of the Council as a Corporate Body be approved and adopted, with the following amendment; that the meeting of the Planning Committee be changed from three weeks to every month and receive a Weekly List for applications due to close before the next meeting convenes.

Proposed: Councillor John Renshaw

Seconded: Councillor Bridget Chapman

Voting: F: 13, Ag: 0, Ab: 0

2115. NOTICE OF MOTIONS

- i) Councillor John Renshaw moved a motion for Council to express their willingness to engage in any discussions, events and actions to facilitate the future reopening and/or improvement of the Sports Centre.

The Council was asked if they would be interested in sending a comment with regards to the nomination of Folkestone Sports Centre as an Asset of Community Value.

RESOLVED: That Councillors John Renshaw and Adrian Lockwood work with Folkestone Town Council officers to formulate a comment to Folkestone & Hythe District Council with regards to the nomination of the Folkestone Sports Centre as an Asset of Community Value.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Roger West

Voting: F: 13, Ag: 0, Ab: 0

- ii) Councillor John Renshaw moved a motion that the Town Council investigate carrying out independent monitoring of the water quality on Folkestone's beaches (Sunny Sands and the Mermaid beach).

RESOLVED: That the Climate & Environment Committee further discuss the independent monitoring of the water quality on Folkestone's beaches Meeting (Sunny Sands and the Mermaid beach).

Proposed: Councillor Jane Darling

Seconded: Councillor Bridget Chapman

Voting: F: 13, Ag: 0, Ab: 0

2116. DATE OF THE NEXT MEEETING

14 November 2024 at 7pm – Ordinary Full Council Meeting.

The meeting concluded at 9:16pm.

.....Town Mayor

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 29 August 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: Jennifer Griffin (Administration Officer)
Georgina Wilson (Corporate Support Officer)

1. APOLOGIES FOR ABSENCE

There were no apologies

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MEETING 25 JULY 2024

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 25 July 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 25 July 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: 6, Ag: 0, Ab: 0

4. APPLICATION 24/0885/FH

The Committee met with the Earlscliffe Developer for a short presentation and brief answering of Committee member questions.

The Committee discussed the application and decided to remain with the Comment from the Committee's Weekly List.

COMMENT: "Object. Insufficient parking, inadequate access (see response from KCC Highways), disputes over the boundaries of the property and overbearing, impacting neighbouring properties (see comments), impact on trees subject to a TPO. Note that the site is within the Conservation Area. The scale, bulk and appearance of the proposals would not protect the character of the conservation area. The proposed black UPVC windows would be wholly inappropriate in the conservation area"

5. PLANNING APPLICATIONS

Application no	24/1107/FH
Location	Flat A, 83 Bouverie Road West
Proposal	Extension to flat and conversion of store to studio
Closing date	03/09/2024



Comment	No Objection
Application no	24/1212/FH
Location	The Battery, The Bayle
Proposal	Single storey rear extension, installation of roof lights and an air source heat pump. Replacement of rear dormer windows with rooflights, installation of external iron handrail within access steps, replace 4 sash windows to front and timber windows to eastern side. Reopening and enlargement of existing first floor balcony extension, replacement of pitched roofs to front dormers with lead roofs.
Closing date	03/09/2024
Comment	Object. While we do not object in principle to the application, there is no justification for the replacement of the front four windows. The existing pattern of glazing reflects the buildings history and should be retained.
Application no	24/1220/FH
Location	The Battery, The Bayle
Proposal	Listed Building Consent for a single storey rear extension, installation of roof lights and an air source heat pump. Replacement of rear dormer windows with rooflights, installation of external iron handrail within access steps, replace 4 sash windows to front and timber windows to eastern side. Reopening and enlargement of existing first floor balcony extension, replacement of pitched roofs to front dormers with lead roofs
Closing date	03/09/2024
Comment	Object. While we do not object in principle to the application, there is no justification for the replacement of the front four windows. The existing pattern of glazing reflects the buildings history and should be retained.
Application no	24/1216/FH
Location	Folkestone Prime Court, 9 Trinity Crescent
Proposal	Change of use of 2 rooms in a HMO to one self-contained 1 bed, 2-person flat
Closing date	03/09/2024
Comment	No Objection
Application no	24/1238/FH
Location	2 Martha Close
Proposal	Creation of two additional car parking spaces to front of property together with extension of existing dropped kerb

Closing date	02/09/2024
Comment	No Objection
Application no	24/1228/FH
Location	Ground Floor Flat, 4 Ingles Road
Proposal	Proposed detached garage with off road parking and drop kerb to existing dwelling house
Closing date	04/09/2024
Comment	No Objection
Application no	24/1250/FH
Location	5-6 Westbourne Gardens
Proposal	Variation of condition 3 (opening times) of planning permission Y02/0308/FH to allow for to allow opening between the hours 07.30am and 18.30pm Monday to Saturday
Closing date	04/09/2024
Comment	No Objection
Application no	24/1255/FH
Location	The Grand, Chilham Suite, The Leas
Proposal	Listed Building Consent to install a downpipe within the block, to replace a temporary plastic one in situ.
Closing date	05/09/2024
Comment	No Objection
Application no	24/1249/FH
Location	Queens House, Guildhall Street
Proposal	Re-cladding of the existing building elevations at first, second and third floor, including replacement windows and associated works.
Closing date	05/09/2024
Comment	Objection. The principle is fine but there is not enough information on what materials are proposed for cladding or fenestration and whether these materials would comply with fire regulations.
Application no	24/1260/FH
Location	Flats 1 & 2 125 Sandgate Road
Proposal	Remodelling & refurbishment of existing 2no. upper floor flats with associated alterations, including the replacement of the external windows & doors
Closing date	06/09/2024
Comment	Object. No elevation drawings have been submitted to show where the windows will be replaced. Object to the proposed bar pattern which does not match the original,

attractive, margined glazed windows.
The proposed cross sections are acceptable.

Application no 24/1197/FH
Location The Glenmore Centre, Unit 18, Pent Road, Shearway Business Park
Proposal Installation of 2 x First Floor Windows at the rear of the building at mezzanine level
Closing date 09/09/2024
Comment No Objection

Application no 24/1264/FH
Location 28 Shorncliffe Crescent
Proposal Erection of two-storey rear extension and construction of front dormer with accompanying rooflight
Closing date 09/09/2024
Comment Object. There would be too large an impact on the neighbouring private garden.

Application no 24/1277/FH
Location Land Outside 7 West Terrace
Proposal Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date 17/09/2024
Comment No Objection

Application no 24/1279/FH
Location Land Opposite The Saga Building, Middelburg Square
Proposal Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date 17/09/2024
Comment Object. The proposed placement would cause obstruction to the pavement and may attract anti-social behaviour. It would also affect the visibility of the junction. The remodelling of the SAGA building do not seem to have been taken into account.

Application no 24/1276/FH
Location Land Outside 5 Guildhall Street
Proposal Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date 17/09/2024
Comment Object. The proposed placement would cause obstruction on the pavement and may attract anti-social behaviour. In addition, the placement would have the potential of encouraging illicit behaviours which will



increase levels of crime and vandalism.

Application no 24/1274/FH
Location Shellons Street, opposite 20 Cheriton Road
Proposal Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date 17/09/2024
Comment Object. The proposed placement would cause obstruction on the pavement and may attract anti-social behaviour. The remodelling of the SAGA building do not seem to have been taken into account.

Application no 24/1278/FH
Location Land Outside 61 Sandgate Road
Proposal Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date 17/09/2024
Comment Object. The proposed placement would cause obstruction on the pavement. The Committee does not see the benefit in this area when there are existing phone boxes. The light pollution emitted from the advertising board would not protect the character of the Conservation Area.

Application no 24/ 1280/FH
Location Land Outside 36 Cheriton High Street, Cheriton
Proposal Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date 17/09/2024
Comment No Objection

Application no 24/1263/FH
Location 2 Guildhall Street
Proposal Removal of existing rear metal fire escape staircase and replacement with new metal fire escape staircase.
Closing date 17/09/2024
Comment No Objection

Application no 24/1294/FH
Location 2 Guildhall Street
Proposal Listed Building Consent for the removal of existing rear metal fire escape staircase and replacement with new metal fire escape staircase
Closing date 17/09/2024
Comment No Objection

Application no 24/1293/FH

Location	1 Herdson Road
Proposal	Double-Storey Side Extension
Closing date	10/09/2024
Comment	No Objection
Application no	24/1292/FH/PA
Location	The SAGA Building, Middelburg Square
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 change of office use Class E to residential C3 for the conversion to 53 x 2 bed & 33 x 1 bed flats
Closing date	11/09/2024
Comment	Object. Some of the proposed units appear not to satisfy minimum size standards. There are no outdoor amenities provided and very long escape routes in case of fire. This application does require prior approval.
Application no	24/1275/FH
Location	Land Outside 31 Guildhall Street
Proposal	Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date	12/09/2024
Comment	No Objection

7. LATE PLANNING APPLICATIONS

Application no	24/1327/FH
Location	Land Outside 61 Sandgate Road
Proposal	Advertisement consent for the Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date	12/09/2024
Comment	Object. The proposed placement would cause obstruction on the pavement. The Committee does not see the benefit in this area when there are existing phone boxes. The light pollution emitted from the advertising board would not protect the character of the Conservation Area.
Application no	24/1328/FH
Location	Land Outside 5 Guildhall Street
Proposal	Advertisement consent for the Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date	12/09/2024
Comment	Object. The proposed placement would cause

obstruction on the pavement and may attract anti-social behaviour. In addition, the placement would have the potential of encouraging illicit behaviours which will increase levels of crime and vandalism.

Application no	24/1330/FH
Location	Land Outside 7 West Terrace
Proposal	Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date	12/09/2024
Comment	No Objection

Application no	24/1333/FH
Location	Land Outside 31 Guildhall Street
Proposal	Advertisement Consent for the installation of 1 no. new communication Kiosk with integrated advertising display
Closing date	12/09/2024
Comment	No Objection

Application no	24/1332/FH
Location	Land Outside 36 Cheriton High Street
Proposal	Advertisement Consent for the installation of 1 no. new communication Kiosk with integrated advertising display
Closing date	12/09/2024
Comment	No Objection

8. DATE OF NEXT MEETING
Thursday, 26th September 2024

The meeting concluded at 8:58pm.


..... Chair
26 Sept 24 .

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 26 September 2024 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

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

OFFICERS PRESENT: Liz Timmins (Communities and Grants Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Laura Davidson

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MEETING

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

Proposed: Councillor B Chapman

Seconded: Councillor C Dickinson

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

4. WEEKLY LIST

The Committee noted the comments sent to Folkestone & Hythe District Council via the Weekly List dated 28 August 2024.

5. PLANNING APPLICATIONS

Application no	24/1183/FH
Location	5 Paddock Mews, Paddock Close
Proposal	Work to tree subject of TPO No. 8 of 2003, reduce height of Lawson Fir by 2 meters
Closing date	01/10/2024
Comment	No Objection

Application no	24/0737/FH
Location	The Old Stables (The Old Riding School), Coolinge Lane
Proposal	Erection of two, two-storey semi-detached dwellings, change of use and conversion of an existing building to form a single storey detached dwelling, conversion of an existing building to form stores associated with the

proposed dwellings, formation of vehicular and pedestrian access, and associated car parking.
Closing date 10/10/2024
Comment No Objection – subject to Kent Highways compliance

Application no 24/1399/FH
Location BT Telephone Exchange, Bouverie Place
Proposal Installation of additional ventilation to enable upgrade for broadband and landline technology
Closing date 04/10/2024
Comment No Objection

Application no 24/1258/FH
Location Land Adjoining 11 Canterbury Road
Proposal Proposed two bedroom dwelling
Closing date 08/10/2024
Comment No Objection

Application no 24/1421/FH
Location 18 Lynwood
Proposal Single storey side extension
Closing date 08/10/2024
Comment No Objection

- 7. LATE PLANNING APPLICATIONS**
There were no late planning applications for review

- 8. DATE OF NEXT MEETING**
Thursday, 31 October 2024

The meeting concluded at 7.40 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, 22 August 2024 at 7.00 p.m.

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

ABSENT: Councillor Abena-Akuffo Kelly.

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

1675. APOLOGIES FOR ABSENCE

Apologies received from Councillor Bridget Chapman.

RESOLVED: To approve apologies from Councillor Bridget Chapman.

Proposed: Councillor Jackie Meade

Seconded: Councillor Laura Davison

Voting: F: 10, Ag: 0, Ab: 0

1676. DECLARATIONS OF INTERESTS

There were no declarations of interest.

1677. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 13 June 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 13 June 2024 be signed as a correct record.

Proposed: Councillor Nicola Keen

Seconded: Councillor Jackie Meade

Voting: F: 10, Ag: 0, Ab: 0

1678. RESOLUTIONS FROM COMMITTEES

The Committee received and noted the resolutions in the minute of the Climate & Environment Committee on the 2 April 2024, minute number 98.

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.

Proposed: Councillor Peter Gane
Seconded: Councillor Jackie Meade
Voting: F: 9, Ag: 1, Ab: 0

1679. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 June 2024 to 31 July 2024.

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

Proposed: Councillor Peter Gane
Seconded: Councillor Christine Dickinson
Voting: F: 10, Ag: 0, Ab: 0

1680. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 June 2024 to 31 July 2024.

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

Proposed: Councillor Jackie Meade
Seconded: Councillor Belinda Walker
Voting: F: 10, Ag: 0, Ab: 0

1681. BUDGET MONITORING STATEMENT 2024/25

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

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.

Proposed: Councillor Jackie Meade
Seconded: Councillor Belinda Walker
Voting: F: 10, Ag: 0, Ab: 0

1682. BANK RECONCILIATION

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

1683. APPOINTMENT OF INTERNAL AUDITOR

The Committee was asked to re-appoint the current internal auditor, Mulberry & Co and enter into a three-year contract from 2024/25 to conduct the mid-term and year-end audit.

RESOLVED: To defer the acceptance of entering into a three-year contract with the current internal auditor. To obtain three quotes from auditors to carry out the mid-term and year-end audit for three years.

Proposed: Councillor Tim Prater

Seconded: Councillor Jackie Meade

Voting: F: 10, Ag: 0, Ab: 0

1684. MINIBUS SCHEME UPDATE

Following receipt of a Section 19 permit, the Committee was asked to approve the Community Minibus Hire Policy.

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

Proposed: Councillor Laura Davison

Seconded: Councillor Jackie Meade

Voting: F: 10, Ag: 0, Ab: 0

1685. TOWN HALL BUILDING MAINTENANCE UPDATE

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

Radon

The Town Clerk provided an update with a specific museum object being detected as radioactive. The following precautions and safety have been sought and are now in place. Under the Financial Regulations 4.5, the Council has entered into three-year contract with a radiation protection company, to receive appropriate recommendations of safely storing the object temporarily and investigate in the process of safely disposing the object. The Town Clerk also provided the cost per year including site visits, RPA advice and compliance report. The long-term plan will be to provide training for an officer to undertake the duties of a radiation officer.

External Fire Escape

External fire escape plans have been submitted, currently waiting for the planning permission to be approved.

Flagpole

The current access to the roof to maintain the flagpoles has been deemed a safety risk. A contractor has been requested to examine and investigate a different option to provide a recommendation to safely access the roof to maintain the flagpole.

Lightning Conductor

A lightning conductor inspection has been undertaken. Town Clerk to provide further updates on progress and cost.

1686. WEBSITE REPORT F/24/366

The Committee reviewed Report F/24/366 which made recommendations for the provision of a new website for FTC to improve the layout and functionality of the existing website.

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.

Proposed: Councillor Jackie Meade

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

1687. 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	Title of Project	Amount Awarded	Councillor
Bayle Residents Association	The Bayle In Bloom	£125.00	Cllr B Walker
Bayle Residents Association	The Bayle In Bloom	£100.00	Cllr N Keen
Bayle Residents Association	The Bayle In Bloom	£75.00	Cllr K Leigh
Bayle Residents Association	The Bayle In Bloom	£50.00	Cllr C Dickinson
All Souls Primary	Green Woman	£200.00	Cllr R West
Harbour Ward Residents Association	Christmas Tree	£400.00	Cllr N Keen
Beton Collectiv CIC	Poets' Corner Multilingual Poetathon at Kollektiv	£150.00	Cllr L Davison
Tyson Road Resident Association	Children's xmas party on Friday 13th December 2024	£121.00	Cllr N Keen
Tyson Road Resident	Children's xmas party on Friday	£300.00	Cllr A Lockwood

Association	13th December 2024		
Tyson Road Resident Association	Children's xmas party on Friday 13th December 2024	£200.00	Cllr J Meade
Tyson Road Resident Association	Children's xmas party on Friday 13th December 2024	£200.00	Cllr L McGirr
Tyson Road Resident Association	Children's xmas party on Friday 13th December 2024	£100.00	Cllr C McConville

Proposed: Councillor Peter Gane
 Seconded: Councillor Jackie Meade
 Voting: F: 10, Ag: 0, Ab: 0

The Committee was asked to consider the addition of a clause in the Ward Grant Policy Guidelines that should the event/project be cancelled, any grant received for that particular project/event should be returned to the Town Council.

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

Proposed: Councillor Peter Gane
 Seconded: Councillor Jackie Meade
 Voting: F: 10, Ag: 0, Ab: 0

1688. WARD GRANT BALANCES

The Committee noted the Ward Grant balances as at 22 August 2024.

1689. DATE OF NEXT MEETING:

17 October 2024 at 7.00pm

The meeting concluded at 7:47pm

Chair.....

Date.....17/10/24.....

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Hall,
1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 11th June 2024 at
7.00pm.

Present: Councillors Bridget Chapman, Jane Darling, Peter Gane, Lucy McGirr, Belinda Walker and Roger West

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

1270. APOLOGIES FOR ABSENCE

There were no apologies for absence.

1271. APPOINTMENT OF CHAIR

The Committee were asked to appoint a Chair for the 2024/25 Municipal Year.

RESOLVED: That Councillor Roger West be appointed Chair for the 2024/25 Municipal Year.

Proposed: Councillor Peter Gane
Seconded: Councillor Lucy McGirr
Voting: F: 6, Ag: 0, Ab: 0

1272. APPOINTMENT OF VICE CHAIR

The Committee were asked to appoint a Vice Chair for the 2024/25 Municipal Year.

RESOLVED: That Councillor Jane Darling be appointed Vice Chair for the 2024/25 Municipal Year.

Proposed: Councillor Peter Gane
Seconded: Councillor Belinda Walker
Voting: F: 6, Ag: 0, Ab: 0

1273. DECLARATIONS OF INTEREST

There were no declarations of interest.

1274. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Community Services Committee held on 2nd April 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 2nd April 2024 be received and signed as a correct record.

Proposed: Councillor Peter Gane
Seconded: Councillor Lucy McGirr
Voting: F: 6, Ag: 0, Ab: 0



1275. 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 Community Services Committee.

RESOLVED: That the existing Terms of Reference for the Community Services Committee remain unchanged.

Proposed: Councillor Lucy McGirr

Seconded: Councillor Jane Darling

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

1276. WORKING GROUPS 2024/25

The Committee was asked to consider whether any Working Groups were necessary and if so, to approve nominations (as follows) for membership for 2024/25:

RESOLVED: To approve the nominations (as follows) for membership for 2024/25:

Museum: Cllrs Akuffo-Kelly, Chapman, Walker and McGirr

Events Forum: (All Town Councillors to be contacted with an invite to become a member of the Events Forum).

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

1277. ARMED FORCES DAY – SUNDAY 30TH JUNE 2024

The Communities & Events Officer updated the Committee in respect of plans for and all elements of the event.

1278. CITIZENS ADVICE INITIATIVE FOR TOWN HALL

Members views were sought in respect of whether the KALC scheme to provide a tablet device to assist residents with financial issues would benefit Folkestone Town Council in complementing the KCC ReferKent initiative that it began supporting earlier this year.

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.

Proposed: Councillor Peter Gane

Seconded: Councillor Lucy McGirr

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

1279. FOLKESTONE MUSEUM REPORT CS/24/361

Members were asked to receive, note and consider the recommendations in the Report CS/24/364.

A handwritten signature in black ink, appearing to be 'P. Gane', is located at the bottom right of the page.

RESOLVED:

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

Proposed: Councillor Bridget Chapman

Seconded: Councillor Lucy McGirr

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

1280. BUS SHELTER

The Communities and Estates Officer updated the Committee on the installation of an FTC funded bus shelter at the bus stop opposite 11 Lynwood, Folkestone and advised that a response from Stagecoach is still awaited.

RESOLVED:

That this item be deferred to the next meeting for consideration.

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

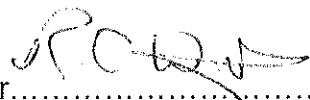
Voting: F: 6, Ag: 0, Ab: 0

1281. DATE OF NEXT MEETING

Tuesday 15th October 2024 at 7pm (TBC)

The meeting concluded at 7.45pm

Chair.....



Date.....

FOLKESTONE TOWN COUNCIL

Minutes of the Climate and Environment Committee meeting held on Tuesday, 4th June 2024 at the Town Hall at 7pm.

Present: Councillors Charles Bain-Smith, Nicola Keen, Lucy McGirr, Liz McShane, Kieran Leigh, John Renshaw, Belinda Walker and Roger West.

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

102. APOLOGIES FOR ABSENCE

Councillors were asked to receive apologies from Councillor Abena Akuffo-Kelly.

RESOLVED: To accept the apologies from Councillor Abena Akuffo-Kelly.

Proposed: Councillor Roger West

Seconded: Councillor Belinda Walker

Voting: F: 8, Ag: 0, Ab: 0

103. APPOINTMENT OF CHAIR

The Committee were asked to appoint a Chair for the Committee for the 2024/25 Municipal Year.

RESOLVED: That Councillor Lucy McGirr be appointed Chair of the Climate and Environment Committee for the 2024/25 Municipal Year.

Proposed: Councillor Roger West

Seconded: Councillor Belinda Walker

Voting: F: 8, Ag: 0, Ab: 0

104. APPOINTMENT OF VICE CHAIR

The Committee were asked to appoint a Vice Chair for the Committee for the 2024/25 Municipal Year.

RESOLVED: That Councillor Nicola Keen be appointed Vice Chair of the Climate and Environment Committee for the 2024/25 Municipal Year.

Proposed: Councillor Lucy McGirr

Seconded: Councillor Kieran Leigh

Voting: F: 8, Ag: 0, Ab: 0

105. DECLARTIONS OF INTEREST

There were no declarations of interest.

106. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Climate & Environment Committee held on 2nd April 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 2nd April 2024 be received and signed as a correct record.

Proposed: Councillor Roger West

Seconded: Councillor Nicola Keen

Voting: F: 8, Ag: 0, Ab: 0

107. 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 Climate & Environment Committee.

RESOLVED: That the existing version of the Terms of Reference remain unchanged.

Proposed: Councillor Roger West

Seconded: Councillor Nicola Keen

Voting: F: 8, Ag: 0, Ab: 0

108. WORKING GROUPS 2024/25

The Committee was asked to consider whether any Working Groups were necessary and if so, to approve nominations (as follows) for membership for 2024/25:

Allotments: Cllrs Keen, Meade and West (Cllr Lucy McGirr - Substitute if a member not available).

Fairtrade: Cllrs Akuffo-Kelly, Darling, McShane and Meade.

Parks and Open Spaces: Cllrs Akuffo-Kelly, Dickinson, Gane, Lockwood, McGirr and Renshaw.

Trees: Cllrs Chapman, Lockwood, Meade and Walker.

RESOLVED: That the Working Groups and their membership be agreed as above.

Proposed: Councillor Belinda Walker

Seconded: Councillor Roger West

Voting: F: 8, Ag: 0, Ab: 0

109. SPONSORSHIP OF PLANTING F & HDC OWNED FLOWER AND SHRUB BEDS

Further to the C & E Officer corresponding with F & HDC regarding flower & shrub bed planting, Members were updated that FTC had been advised that due to anti-social behaviour in the area, no new planting is scheduled at lower Radnor Park. Community groups, faith & youth organisations and schools can adopt flower / shrub beds and / or planters once they are no longer sponsored by FTC.

Jan

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.

Proposed: Councillor Belinda Walker

Seconded: Councillor Roger West

Voting: F: 8, Ag: 0, Ab: 0

110. DATE OF NEXT MEETING

Tuesday 8th October 2024 at 7pm

The meeting concluded at 8pm.

Chair 

Date 



Folkestone Town Council Public Space CCTV Policy

Adopted ????? – Full Council – Minute ????

1. Introduction

- 1.1 Folkestone Town Council uses a range of surveillance systems for a variety of purposes. These are managed either directly by the Town Council or, through another party.
- 1.2 The system is installed and operated with full consideration for the privacy impact on communities and the legal requirements within which it must adhere to.
- 1.3 This document, along with operational procedures, are designed to give clear guidelines to Folkestone Town Council on the use of CCTV.
- 1.4 This policy covers the commissioning of CCTV equipment; and the gathering, storage, use and disposal of visual image data.
- 1.5 The system has been notified to the Information Commissioners Office.

2. Objectives of the Public Space CCTV System

- 2.1 Folkestone Town Council operates its public space CCTV system in compliance with the Information Commissioners CCTV Code of Practice. This states that CCTV use may be necessary to address one of the following – crime prevention (including ASB); Public Safety; and/or National Security.
- 2.2 The Crime and Disorder Act 1998 places an obligation on Councils to consider the crime, disorder and environmental issues affecting the local area and ensure their activities do all they reasonably can to prevent them. The implementation and monitoring of CCTV is one activity delivered by Folkestone Town Council that contributes towards this obligation as it is one of the regulated authorities that can offer this service to the community.
- 2.3 It is important that those operating the system understand exactly why it has been installed and what the cameras may be used for. The Folkestone Public

Space CCTV System will be used for the following reasons:

- Help to Prevent and Detect Crime and Anti-Social Behaviour;
- Provide quality evidence to support Police investigations and prosecutions;
- To safeguard the most vulnerable members of the community;
- To support the management of emergencies or major incidents, along with ongoing out of hours assistance;
- To address Public Safety;
- To assist in addressing parking and traffic related issues, as resources allow.

2.4 The CCTV system will not be used for any other purpose other than those set out above.

2.5 A number of mobile CCTV cameras are used by the Town Council to provide short term CCTV coverage of public spaces identified as hotspot locations for crime or disorder and/or to assist Local Police/Council Departments in carrying out their regulatory, investigatory and enforcement duties.

3. Legislation

3.1 Folkestone Town Councils Public Space CCTV System will be operated subject to legislation below:

- Information Commissioners Surveillance Code of Practice and the 12 guiding principles (See Appendix 1)
- Data Protection Act (2018)
- Human Rights Act (1998)
- The Freedoms of Information Act (2000)
- The Regulation of Investigatory Powers Act (2000)
- The Protection of Freedoms Act (2012)

3.2 It will be ensured that the Folkestone Public Space CCTV system is operated with in the recommended BS7958 CCTV Management and Operation Code of Practice.

4. Responsibility

4.1 The Folkestone Town Council CCTV Single Point of Contact (SPOC) will be the Town Clerk.

- 4.2 Folkestone Town Council is a member of the Swale CCTV Partnership. The three partners of the CCTV Partnership are; Swale Borough Council, Gravesham Borough Council and Folkestone Town Council.

The day-to-day operations for Folkestone CCTV service is overseen by Swale Borough Councils Control Centre Manager. This person will have direct control of the CCTV System. This role will include:

- Ensure that procedures are in place for the CCTV System to be operated in a compliant manner with appropriate legislation;
- Ensure that authorised staff use the CCTV system appropriately and taking appropriate disciplinary action if required;
- Giving guidance and advice on the procurement, specification, operation and maintenance of all CCTV systems used by the Town Council;
- Advising the Town Council Officers and Elected Members on all CCTV related matters Maintaining an inventory of all CCTV systems operated by the Town Council;

- 4.3 The CCTV SPOC details will be published on the Folkestone Town Council website.

- 4.4 Swale Control Centre Operators will ensure that, at all times, the CCTV system is operated in accordance with its policy and all procedural instructions. They will bring to the immediate attention of the Control Centre Supervisor any matter that may affect the operation of the service. This will include any breaches, or potential breaches of the policy, procedures, security or data or confidentiality. They will also update the SPOC.

- 4.5 Swale Control Centre Operators will be regularly vetted for handling of personal data and images. They will also be required to hold a valid Security Industry Authority (SIA) licence and vetted by Kent Police NPPV level 1.

- 4.6 Swales Control Centre Manager will ensure that the Control Centre Supervisor and Control Centre Operators are made aware of the CCTV Policy and associated procedures as part of their induction process. There will be regular training to ensure their continued competence especially related to relevant operational, technical, privacy consideration, policies, and procedures. This will be monitored through staff appraisal and one-to-one processes.

5. Deployment of CCTV cameras

- 5.1 It is vital that in the deployment of any public space CCTV Cameras that serious consideration is given to their necessity and the impact on the privacy

of individuals using the area where cameras are installed, in line with the Code of Practice and guiding principles.

- 5.2 Other, less intrusive solutions must be considered to resolve a problem prior to the installation of CCTV.
- 5.3 Any requests for the installation of public space CCTV must be discussed with the CCTV SPOC. There will be consultation with the Police or other enforcement agencies, to determine if there is the evidence of reported crime or ASB concerns, or another justification for community safety purposes. This will include the volume and frequency of incidents, the risk level of the victim and if they are a repeat victim and if there is under reporting in the area. Consideration will also be given to the other solutions already tried to resolve the problem and how it is felt that CCTV will resolve the problem. If required, there will also be consultation with other partner agencies and communities to determine if there is a legitimate aim and pressing need for the camera.
- 5.4 If based upon the level of evidenced need and justification for its deployment, additional CCTV is agreed, any equipment installed must be of suitable quality to address this need. The equipment must be regularly maintained.
- 5.5 If a need for additional CCTV is identified, any new deployments would require a Data Privacy Impact Assessment (DPIA) to be completed.
- 5.6 There will be a regular review of all deployments of CCTV Cameras to ensure that their necessity remains. The CCTV Decommissioning procedures will be utilised should this need no longer remain. Consultation as part of this will take place with Kent Police and other appropriate partners/community members.
- 5.7 The Town Council operates a small number of mobile CCTV cameras. These are deployed to areas of increase crime/ASB and locations are agreed in conjunction with Kent Police where the need is evidenced. They are deployed for a limited period and their impact is continually assessed.
- 5.8 The Town Council does not operate 'dummy' cameras as these give a false sense of security to the public who may otherwise have avoided an area under 'real' monitoring.
- 5.9 CCTV cameras will not be installed in a way that they can view into private space such as private dwellings.
- 5.10 None of the cameras forming part of the public space CCTV System will be installed in a covert manner.
- 5.11 All areas where CCTV is deployed will have suitable signage that is compliant with the CCTV Code of Practice. The signage includes the reasons for the operation of the CCTV cameras and a point of contact for further information.

- 5.12 Additional functionality of the CCTV Cameras including the use of analytical software, automatic number plate recognition (ANPR) software and facial recognition may be used if it is felt necessary to meet the crime prevention needs of that camera system. Any Data Protection Impact Assessments (DPIA) will take this into consideration if started to utilise.

6.0 Monitoring and access to images

- 6.1 The Town Councils Public Space CCTV service is currently monitored and staffed by Swale Borough Council within their Control Centre.
- 6.2 The equipment will be capable of recording all cameras simultaneously throughout every 24-hour period. Recorded data is stored onto a hard drive and automatically deleted after 28 days.
- 6.3 A live data feed will be made available for Kent Police's Force Control Room at Maidstone.
- 6.4 Recorded images from any camera for evidential purposes shall be managed by the CCTV Control Centre.
- 6.5 Control Centre Operators are able to record images from selected cameras in real-time, produce hard copies of recorded images, replay or copy any pre-recorded data in accordance with this policy and procedure documents. Only trained, authorised, and licensed officers shall operate viewing and recording equipment. Reviews will only be undertaken for a specific, legitimate purpose, in line with Swale Control Centre Procedures.
- 6.6 The intentions of the CCTV system has a clear, defined purpose in pursuit of a legitimate aim. The data held is appropriate for the objectives of the system. The system captures, processes, analyses and stores images and data at a quality which is appropriate for its defined purpose. The data or images will not be held for longer than necessary in accordance with its objectives.
- 6.7 As the purpose of the CCTV system includes crime prevention, detection, and investigation, it must be capable of providing images and other data which are of evidential value to the criminal justice system and shared with Police and other statutory agencies. Effective safeguards will be in place to ensure that the integrity of the recorded images and data. A recorded audit trail will be in place as agreed in the Control Centre procedures. Should any recorded media not be collected within 28 days of it being made, it will be destroyed in line with the control centre procedures.
- 6.8 Images recorded may be required by authorised Council officers for lawful purposes in connection with the Council's statutory duties.
- 6.9 The CCTV System may be able to assist in third party insurance claims in relation to road traffic collisions. Such requests will only be processed if

received in writing from the insurance company formally, as agreed in the CCTV Control Centre Procedures.

- 6.10 Any subject access requests will be handled in line with the Council's subject access procedures.

7.0 Maintenance

- 7.1 To ensure compliance with the Information Commissioner's CCTV Code of Practice and to ensure images recorded continue to be of appropriate evidential quality, the system shall be maintained in accordance with the requirements of the CCTV Procedures under a maintenance agreement.
- 7.2 The maintenance arrangements will make provision for regular service checks of all equipment including cleaning and checks/minor adjustments to the equipment settings.
- 7.3 The maintenance arrangements will make provision for 'emergency' attendance on site by a CCTV engineer to rectify any loss or severe degradation of image or camera control. This will include maximum time periods for attendance and repair, depending on the severity of the impact.
- 7.4 It is the responsibility of the Swale Control Centre to ensure that appropriate maintenance records are kept.
- 7.5 Provision will be made to ensure that equipment is replaced that is reaching the end of its serviceable life.
- 7.6 There will be regular checks to determine if there is any foliage obstructing the view of the cameras and necessary cutting will be arranged.

8.0 Transparency

- 8.1 This CCTV Policy, performance information and any reviews of the system will be made publicly available to demonstrate transparency to those persons that the system is monitoring.
- 8.2 In the development or review of a CCTV scheme, consultation and engagement will take place with all relevant parties and partners to determine if CCTV is a proportionate response.
- 8.3 Any complaints in relation to the operation of the CCTV System should be addressed through the Town Councils complaints process.
- 8.4 A Data Protection Impact Assessment (DPIA) will be completed for the CCTV System and reviewed on a regular basis. An additional one will be completed if there are fundamental changes to the system such as large equipment upgrades.

9.0 Security of Folkestone Town Councils CCTV Control Centre

- 9.1 Authorised personnel will normally be always present at the Control Centre when monitoring is in progress. At times when the control room is not being monitored, it will be kept secure.
- 9.2 The Control Centre will be secured at all times.
- 9.3 In the event of the control centre being evacuated for safety or security reasons, the CCTV Procedure manual will be followed.
- 9.4 The CCTV Recorders are kept in a secure room within the Town Council. These can only be accessed by authorised officers.
- 9.5 Access to the Control Centre will be strictly limited. Where there is a requirement for an authorised officer to attend or an officer from another statutory service, their attendance will be logged as per the operational procedures. Visitors may also attend Swale Borough Councils Control Centre in conjunction with the SPOC at Folkestone or Control Centre Manager at Swale.
- 9.6 Visitors to the Control Centre that have not been Police vetted should not be able to hear any police broadcasts or review or see any live CCTV images.
- 9.7 Appropriate controls and safeguards will be put into place to protect the recorded data from cyber security threats.

———— **POLICY ENDS HERE** ————

Appendix 1: The guiding principles of the Surveillance Camera Code of Practice

System operators should adopt the following 12 guiding principles:

Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.

The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.

Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.

No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.

Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.

Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.

Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.

There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.

When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.

Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.