

FOLKESTONE TOWN COUNCIL



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AGENDA

Meeting: **Folkestone Town Council**
Date: **13 March 2025**
Time: **7.00 p.m.**
Place: **Town Council Chamber, Town Hall, 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 and approve 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 meeting of the Full Council Meeting held on 9 January 2025 and to authorise the Town Mayor to sign them as a correct record.

4. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

5. MINUTES OF THE PLANNING COMMITTEE

To receive the Minutes of the above Committee's meetings of 17 December 2024.

6. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

To receive the Minutes of the above Committee's meeting of 12 December 2024.

7. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

To receive the Minutes of the above Committee's meetings of 15 October 2024.

8. MINUTES OF THE CLIMATE AND ENVIRONMENT COMMITTEE

To receive the Minutes of the above Committee's meetings of 8 October 2024.

9. MATTERS AND RESOLUTIONS FROM COMMITTEES

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

i) Finance & General Purposes Committee – 13 February 2025

- That the Budget Monitoring Statement to 31 January 2025 be approved. To vire the Provision for Anti-Litter Campaign of £2,000 and Provision for Benches of £100 be transferred to the General Fund.
- To accept the internal auditor's interim report for the financial year 2024/25 report F/25/380 and note that this is in accordance with best practice.
- To approve the proposed additional concessionary fees for charities and not-for-profit organisations on the scale of fees.
- To opt for Option 2 for the three-year firewall system cost of £5,987.60, with a one-off installation cost of £750.
- To approve the repairs on the Mayor's Badge with the estimated cost of £1,375 plus vat, via the insurance claim.
- To apply for the Parish Council Support Scheme Grant – Round 3 on behalf of Sunflower House to support their Loose Ends Sessions of up to £1,000. With the provision that Sunflower House maintains a record and report the number of people the grant has supported ready for reporting to KCC at the end of the scheme.

ii) Climate and Environment Committee – 4 February 2025

- That up to £25,000 be released from the 2025/2026 Flowerbeds & Planters budget to support the F & HDC Schedule for 2025/ 2026 excluding, Dover Road, Lucy Avenue and Canterbury Road as these sites are due to be handed over to KCC in April.
- That the Committee agrees that the proposed work should proceed and recommend the Finance & General Purposes Committee to release Community Infrastructure Levy funds up to £10,000 to install fencing at Naseby Avenue Play Park.
- That FTC's current Climate Action Plan be developed and adapted by the Town Clerk and brought to the next Climate & Environment Committee meeting for Members review and input.
- That Cllr John Renshaw gather further information in respect of water quality monitoring and the Town Clerk obtain contacts within other authorities that are currently carrying out testing, establishing any legal implications, the benefits and how any results would be presented and published, with findings brought back to the next Climate & Environment Committee meeting for further review by members.

iii) Community Services Committee – 11 February 2025

- That the Communities & Events Officer pursue potential youth projects and initiatives with local organisations such as Creative Folkestone, Studio Six, the Leas Cliff Hall, the Tower Theatre and Folkestone Cricket Club. Suggested activities include primary schools Kwik Cricket event, writing competitions, chess tournaments and Makaton training.
Members asked that outcomes and details of potential activities be brought back to the next meeting for Members to review and consider.
- That Councillors Jane Darling and Belinda Walker represent FTC on the Folkestone Community Forum.
- To approve the disposal of the objects identified in Report CS/25/377.
- The Committee received and noted Report CS/25/379 and requested that a vote of thanks to the Museum Curator be recorded.

10. TERMS OF REFERENCE

To approve the Terms of Reference from the Grants Committee, subject to amending the quorate to one-third of the whole number of members of the Committee.

11. TOWN MAYOR'S AWARDS

Members of the community who have done something particularly noteworthy during the municipal year can be nominated for a Town Mayor's Award. The following awards have been recognised during the 2024/25 municipal year:

- Jay Cross - Recognised for their support to young people by providing training and emotional support, and support to other charities such as KRAN and Construction Youth Trust.
- John Barber - Recognised for their work in organising musical performances at the Bandstand, attracting large crowds into Folkestone, boosting the local economy.
- Paul Reynolds - Recognised for their work in organising various fundraising events for local charities in Folkestone, as well as supporting the local radio station.
- Ram Bahadur Pun - Recognised for their work with the Nepalese community in supporting individuals and their families through cultural and language barriers.
- Go Folkestone Electrical Waste Recycling Project - Recognised for their work in raising awareness of electrical recycling, raising community spirit and making a positive difference to the environment by reducing electrical waste going to landfill.

The recipients were invited to an afternoon tea with the Town Mayor and Deputy Mayor where they were presented with their awards in recognition of their achievements.

12. TOWN MAYOR'S PORTRAITS

Report C/25/382 proposes a change in the procedure for displaying the Mayor's portraits.

13. GUIDANCE FOR WEARING PAST MAYOR AND CONSORT BADGES

The current guidance for wearing Past Mayor and Consort Badges is as follows:

- *At meetings of The Town Council when the Town Mayor is robed.*
- *At all ceremonies or processions when robes are worn (e.g. Remembrance Sunday, Town Sunday etc.).*
- *At Town Council dinners or receptions.*
- *When representing the Mayor at functions within or outside Folkestone at the express invitation or request of the host Mayor, Chair or organiser.*

Council is asked to consider adding the following to the guidance notes:

- *At civic dinners or receptions or other social functions of a civic character within Folkestone, at the request of the host and with the permission of the Mayor.*

14. GOVERNANCE AND ACCOUNTABILITY RISK ASSESSMENT AND INSURANCE REVIEW

Report C/25/383 presents the annual business risk assessment and review of the current insurance arrangements for the Council's approval.

15. TREASURY MANAGEMENT REPORT

In line with section 15(1)(a) of the Local Government Act 2003, Report C/25/384 reviews the treasury management activities for 2024/25 and proposes the Investment Policy for 2025/26.

16. POLICY & PROCEDURE REVIEWS

- i) Council is asked to review the new NALC Model Financial Regulations for Local Councils – attached. Please note, following review these will be formally adopted at the Annual Meeting.
- ii) Council is asked to adopt the new Social Media Policy – attached.

17. FOLKESTONE TOWN COUNCIL'S PLAN FOR THE NEXT FOUR YEARS

Council is asked to review and adopt 'FTC's Plan for the next four years 2025-2029' attached.

18. NOTICE OF MOTION

Councillor Peter Gane would like to move a motion that Folkestone Town Council request that F&HDC transfer Cheriton Recreation Ground with any other recreational areas including the rented play areas and the Folkestone Parks and Gardens to the Town Council, since the Town Council, which replaced the Folkestone Borough Council, is closer, more accessible and of more immediate relevance to the people of Folkestone than the proposed new authority, which will be responsible for providing services to a much larger area, with a population of over 500,000.

19. TOWN MAYOR ELECT 2025/26

Town Councillors are requested to select the Town Mayor Elect for the ensuing municipal year 2025/26.

20. 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, BW)
 - Folke About Town (BW)
 - Nepalese Twinning Association (AAK, JD, PG, NK, KL, JM, JR, BW)

21. DATE AND TIME OF NEXT MEETING

Annual Statutory Meeting - Tuesday, 6 May 2025
 Annual Town Assembly - Tuesday, 13 May 2025

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 held at the Town Hall, Folkestone on Thursday, 9 January 2025 at 7.00 p.m.

TOWN COUNCILLORS PRESENT: Councillors Abena Akuffo-Kelly, Christine Dickinson, Charles Bain Smith, Nicola Keen, Kieran Leigh, Adrian Lockwood, Bridget Chapman, Jane Darling, Connor McConville, Liz McShane, Laura Davison, Peter Gane, Tim Prater, Jackie Meade, John Renshaw, Belinda Walker, Roger West.

APOLOGIES: Councillor Lucy McGirr.

IN ATTENDANCE: Toni Brenchley (Town Clerk)
Roland Domingo (Finance Officer and Deputy Town Clerk)
Jennifer Griffin (Administration Officer)
Ian Bishop (Town Sergeant)

No questions were received.

2132. APOLOGIES

Apologies were received from Councillor Lucy McGirr.

RESOLVED: To accept the apologies from Councillor Lucy McGirr.

Proposed: Councillor Jackie Meade
Seconded: Councillor Belinda Walker
Voting: F: 17, Ag:0, Ab: 0

2133. DECLARATIONS OF INTEREST

There were no declarations of interest.

2134. MINUTES

Council was asked to receive and authorise the Minutes of the Full Council Meeting held on 14 November 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 14 November 2024 be received and signed as a correct record.

Proposed: Councillor Nicola Keen
Seconded: Councillor Roger West
Voting: F: 17, Ag: 0, Ab:0

2135. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

The Town Mayor gave a brief overview of activities in relation to the Mayoralty since the last Full Council Meeting.

2136. MINUTES OF THE PLANNING COMMITTEE

Council was asked to receive Minutes of the Planning Committee Meetings held on the 31 October 2024 and 28 November 2024.

RESOLVED: That the Minutes of the Planning Committee Meetings of 31 October 2024 and 28 November 2024 be received.

Proposed: Councillor John Renshaw
Seconded: Councillor Cristine Dickinson
Voting: F: 17, Ag: 0, Ab: 0

2137. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Council was asked to receive the Minutes of the Finance and General Purposes Committee Meeting held on the 17 October 2024.

RESOLVED: That the Minutes of the Finance and General Purposes Committee Meeting of 17 October 2024 be received.

Proposed: Councillor Connor McConville
Seconded: Councillor Liz McShane
Voting: F: 17, Ag: 0, Ab: 0

2138. MATTERS AND RESOLUTIONS FROM COMMITTEES

Councillors noted the resolutions.

- i) **Finance and General Purposes Committee**
Noted

2139. SCHEDULE OF MEETINGS 2025-26

Council was asked to approve the schedule of provisional meeting dates for 2025/26.

RESOLVED: That the schedule of provisional meeting dates for 2025/26 be approved.

Proposed: Councillor Laura Davison
Seconded: Councillor Belinda Walker
Voting: F: 17, Ag: 0, Ab: 0

2140. VALUE FOR MONEY STATEMENT

Council was asked to adopt the revised 'Value For Money Statement'.

RESOLVED: That the revised 'Value For Money Statement' be adopted.

Proposed: Councillor Connor McConville
Seconded: Councillor Peter Gane
Voting: F: 17, Ag: 0, Ab: 0

2141. NEIGHBOURHOOD PLAN

Approval was sought from Council to progress with a Neighbourhood Plan for Folkestone.

RESOLVED: To approve the Town Clerk to progress with a Neighbourhood Plan for Folkestone. The first stage being to submit an application to Folkestone & Hythe District Council for the neighbourhood area to be designated by providing the following information:

- a) a map identifying the area to which the area application relates;
- b) a statement explaining why this area is considered appropriate to be designated as a neighbourhood area; and
- c) a statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Act (as amended).

Proposed: Councillor Jackie Meade
Seconded: Councillor Laura Davison
Voting: F: 17, Ag: 0, Ab: 0

2142. FOLKESTONE TOWN COUNCIL BUDGET AND PRECEPT 2025/26

To review **Report C/25/376** which concludes the budget making process for the Town Council's precept requirements for 2025/26 and to approve the proposed budget of £1,082,720 and decide the precept for 2025/26.

RESOLVED: To accept the recommendations in report **C/25/376** and to approve the Budget and Precept 2025/26 of £1,082,720 (an increase of 8.21%).

Proposed: Councillor Connor McConville
Seconded: Councillor Jackie Meade
Voting: F: 16, Ag: 0, Ab: 1

Council noted their thanks to the Finance Officer for the hard work undertaken in compiling the budget.

2143. OUTSIDE BODIES

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

Councillor Jane Darling gave a Report 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 Etaples/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.

Councillors Abena Akuffo-Kelly and Jackie Meade gave an update on the newly formed Nepalese/Folkestone Twinning Association.

2144. DATE OF THE NEXT MEEETING

Thursday, 13 March 2025 at 7pm – Ordinary Full Council Meeting.

The meeting concluded at 7:31 pm.

.....Town Mayor

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Tuesday 17 December 2024 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Charles Bain Smith, Laura Davison, John Renshaw, Jane Darling.

OFFICERS PRESENT: Liz Timmins (Communities and Grants Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Christine Dickinson and Cllr Bridget Chapman.

2. DECLARATIONS OF INTEREST

Cllr Laura Davison and Jane Darling declared a personal interest in application 24/1836/FH 7 Ilex Road.

3. PLANNING COMMITTEE MEETING

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 28 November 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 28 November 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 Jane Darling

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

4. PLANNING APPLICATIONS

Application no	24/1836/FH
Location	7 Ilex Road
Proposal	Proposed entrance porch extension
Closing date	19.12.24
Comment	No objection

Application no	24/1769/FH
Location	5-6 Shakespeare Terrace
Proposal	Change of use from hotel to a to sui generis house in multiple occupation (HMO) with 17 rooms for up to 19 persons
Closing date	20.12.24
Comment	No objection

Application no	24/1871/FH
Location	Flat 5, 11 Clifton Crescent

Proposal Listed Building Consent for replacement of existing balustrade
Closing date 23.12.24
Comment Object – The committee objects to the design of the proposed balustrade as it does not reflect the original historical design which was present in 1987, after the building was listed (1975).

Application no 24/1870/FH
Location Flat 5, 11 Clifton Crescent
Proposal Listed Building Consent for existing double glazed uPVC windows to be replaced and existing uPVC double doors to be replaced
Closing date 02.01.24
Comment No objection

Application no 24/1762/FH
Location Ground Floor Business Premises, 133 Sandgate Road
Proposal Change of use from Use Class E (commercial, business & service) to Sui Generis (drinking establishment)
Closing date 24.12.24
Comment No objection

Cllr Laura Davison left the meeting 7:49pm

Application no 24/1608/FH
Location 28 Walton Gardens
Proposal Single storey rear extension together with garage conversion into a habitable room
Closing date 17.12.24
Comment No objection

Cllr Laura Davison rejoined the meeting 7:51pm

Application no 24/1591/FH
Location Flat 11, 3 Trinity Crescent
Proposal Retrospective application for the replacement of a fixed glazed roof light with an extension to dormer window to create a double dormer window on the side/north elevation
Closing date 24.12.24
Comment Object – The drawings are inadequate to describe the development proposed and are not to scale.

Application no 24/1888/FH
Location 62 Cherry Garden Lane
Proposal 1 bedroom garden chalet

Closing date 25.12.24
Comment No objection

PREMISES LICENCE

There were no Premises Licenses.

5. LATE PLANNING APPLICATIONS

Application no 24/1902/FH
Location Unit C, Five Acre Site, Park Farm Road
Proposal Change the use from B8 to B2 general industrial class to a wholesale brewery.

Closing date 30/12/2024
Comment No objection

Application no 24/1826/FH
Location Flat 27, St. Andrews, The Durlocks
Proposal Replacement of windows and rooflights. Glazing and frames throughout to be replaced with double glazed units, to include all dormer windows and pitched rooflights, roof lanterns to be repaired, made weather resistant and secondary glazing added. Roof repairs made to coverings and flashings.

Closing date 31/12/2024
Comment No objection – provided there is a condition related to detailed sections through the proposed new windows design and materials prior to their installation.

Application no 24/1845/FH
Location Flat 27, St. Andrews, The Durlocks
Proposal Listed Building Consent for the replacement of windows and rooflights. Glazing and frames throughout to be replaced with double glazed units, to include all dormer windows and pitched rooflights, roof lanterns to be repaired, made weather resistant and secondary glazing added. Roof repairs made to coverings and flashings.

Closing date 31/12/2024
Comment No objection – provided there is a condition related to detailed sections through the proposed new windows design and materials prior to their installation.

Application no 24/ 1896/FH
Location Capel Battery Site, New Dover Road, Capel-le-Ferne
Proposal Retrospective application for the erection of a Nissan hut (no. 20) and siting of 4 storage containers to be used in ancillary to WW2 Museum
Closing date 02/04/2024
Comment No objection

6. DATE OF NEXT MEETING
Thursday, 30 January 2024

The meeting concluded at 8:20 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, 12 December 2024 at 7.00 p.m.

PRESENT: Councillors Belinda Walker, Jackie Meade, Connor McConville (Chair), Bridget Chapman, Christine Dickinson, Kieran Leigh, Peter Gane and Tim Prater.

ABSENT: Councillors Adrian Lockwood and Abena Akuffo-Kelly.

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

1706. APOLOGIES FOR ABSENCE

Apologies received from Councillors Nicola Keen and Laura Davison.

RESOLVED: To approve apologies from Councillors Nicola Keen and Laura Davison.

Proposed: Councillor Jackie Meade
Seconded: Councillor Belinda Walker
Voting: F: 8, Ag: 0, Ab:0

1707. DECLARATIONS OF INTERESTS

There were no declarations of interest.

Councillor Tim Prater declared an interest on Agenda item number 11.

1708. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 17 October 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 17 October 2024 be signed as a correct record.

Proposed: Councillor Peter Gane
Seconded: Councillor Jackie Meade
Voting: F: 8, Ag: 0, Ab: 0

1709. WARD GRANTS

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

Organisation Name	Project Name	Requested Amount	Supported By
Folkestone Festivals	Summer Season of Bands at the Bandstand 2025	£150.00	Cllr B Walker
Cheriton United Football Team	Match kit for Under 12's	£137.50	Cllr P Gane

Cheriton United Football Team	Match kit for Under 12's	£137.50	Cllr R West
Cheriton United Football Team	Match kit for Under 12's	£137.50	Cllr J Renshaw
Cheriton United Football Team	Match kit for Under 12's	£137.50	Cllr J Darling
Cheriton Primary PTFA	Rebuild of Forest School	£350.00	Cllr R West
Cheriton Primary PTFA	Rebuild of Forest School	£350.00	Cllr J Renshaw
Cheriton Primary PTFA	Rebuild of Forest School	£350.00	Cllr P Gane
Strange Cargo	Cheriton Christmas Lights Craft Workshop	£100.00	Cllr P Gane
Strange Cargo	Cheriton Christmas Lights Craft Workshop	£100.00	Cllr J Renshaw
Strange Cargo	Cheriton Christmas Lights Craft Workshop	£100.00	Cllr R West

RESOLVED: To award the organisations with the ward grant amounts listed.

Proposed: Councillor Christine Dickinson

Seconded: Councillor Belinda Walker

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

1710. WARD GRANT BALANCES

The Committee noted the Ward Grant balances as at 12 December 2024.

1711. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 October 2024 to 30 November 2024.

RESOLVED: That the Schedule of Payments for the period between 1 October 2024 to 30 November 2024 be approved.

Proposed: Councillor Jackie Meade

Seconded: Councillor Tim Prater

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

1712. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 October 2024 to 30 November 2024.

RESOLVED: That the Schedule of Receipts for the period 1 October 2024 to 30 November 2024 be accepted.

Proposed: Councillor Jackie Meade

Seconded: Councillor Belinda Walker

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

1713. BUDGET MONITORING STATEMENT 2024/25

The statement of the Town Council's provisional expenditure/income and earmarked reserves up to the 30 November 2024 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 30 November 2024 be approved.

Proposed: Councillor Jackie Meade

Seconded: Councillor Christine Dickinson
Voting: F: 8, Ag: 0, Ab: 0

1714. BANK RECONCILIATION

The bank reconciliation statement as at 30 November 2024 was noted by the Committee.

1715. BUDGET GROWTH ITEMS 2025/26 REPORT F/24/371

The Committee received the budget growth items from Climate & Environmental Services and Community Services Committee with further information of the projects and events for consideration in the 2025/26 financial year.

RESOLVED: That the Christmas Lights budget growth item of £15,000 be approved.

Proposed: Councillor Jackie Meade
Seconded: Councillor Peter Gane
Voting: F: 8, Ag: 0, Ab: 0

RESOLVED: Withdrawal of the Youth Facilities budget growth item of £5,000 be noted.

RESOLVED: Noticeboard budget growth item £5,000 not be approved as a growth item due to no proposal brought forward.

Proposed: Councillor Peter Gane
Seconded: Councillor Jackie Meade
Voting: F: 8, Ag: 0, Ab: 0

RESOLVED: Water Quality Monitoring new budget growth item of £4,500 be approved.

Proposed: Councillor Kieran Leigh
Seconded: Councillor Peter Gane
Voting: F: 8, Ag: 0, Ab: 0

1716. CCLA INVESTMENT REPORT F/24/372

The Committee received the report F/24/372 and discussed the potential opening of a new investment account with CCLA Public Sector Deposit Fund.

Councillor Tim Prater declared an interest at this juncture.

RESOLVED: To opt for Option 2, opening an account with CCLA Public Sector Deposit Fund with an opening deposit of £240,000 from the investment account with Folkestone & Hythe District Council.

Proposed: Councillor Jackie Meade
Seconded: Councillor Bridget Chapman
Voting: F: 8, Ag: 0, Ab: 0

1717. FIRE ESCAPE REPORT F/24/373

The Committee received the report F/24/373 and was asked to approve the stage two of the fire escape project.

RESOLVED: To authorise the Town Clerk to carry out stage two of the fire escape project. To approve stage two cost of £4,550 and obtain tenders for the replacement of the fire escape and associated works.

Proposed: Councillor Peter Gane
Seconded: Councillor Jackie Meade
Voting: F: 8, Ag: 0, Ab: 0

1718. ANNUAL BUDGET AND TAX BASE 2025/26 REPORT F/24/374

Report F/24/374 sets out the draft proposals for the Town Council's budget for 2025/26, considering proposed growth items submitted by spending committees. Members were requested to make final recommendations for the budget/precept for presentation to the full Council on 11th January 2024.

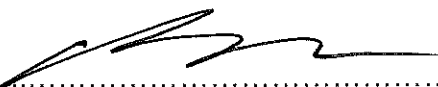
RESOLVED: That the draft budget be noted and agreed, the annual budget be increased by 8.21% and tax base increase by 5.90%. Precept be deferred for Full Council meeting on 9 January 2025.

Proposed: Councillor Jackie Meade
Seconded: Councillor Christine Dickinson
Voting: F: 8, Ag: 0, Ab: 0

1719. DATE OF NEXT MEETING:

13 February 2025 at 7.00pm

The meeting concluded at 7:56pm

Chair.....

Date.....13/02/2025.....

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 15th October 2024 at 7.00pm.

Present: Councillors Jane Darling, Peter Gane, Lucy McGirr, Belinda Walker and Roger West (Chair)

Absent: Councillor Bridget Chapman

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

1282. APOLOGIES FOR ABSENCE

There were no apologies for absence.

1283. DECLARATIONS OF INTEREST

There were no declarations of interest.

1284. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Community Services Committee held on 11th June 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 11th June 2024 be received and signed as a correct record.

Proposed: Councillor Roger West

Seconded: Councillor Lucy McGirr

Voting: F:4, Ag:0, Ab:1

1285. ARMED FORCES DAY 2025 – REPORT CS/24/369

The Committee was asked to receive and note Report CS/24/369 and considered the recommendations within the Report.

RESOLVED: That a vote of thanks be recorded acknowledging the Community & Events Officer's organisation and delivery of 'Armed Forces & Community Fun Day – Folkestone 2024'.

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

- i) To receive and note report CS/24/369 and agree the proposed event plan for 2025.
- ii) 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.

- iii) That FTC organise 'AFD2025 – Folkestone' by hosting a formal lunch for local serving personnel, veterans, cadets, youth organisations and representatives from military charities.
- iv) That district military and civic dignitaries should be invited to the lunch at which acknowledgement and thanks will be expressed and publicised to all serving personnel past and present.
- v) 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.

Proposed: Councillor Jane Darling
Seconded: Councillor Belinda Walker
Voting: F:5, Ag:0, Ab:0

1286. BUS SHELTER AND NOTICE BOARD AT LYNWOOD, FOLKESTONE

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 contacting Stagecoach requesting details of numbers of passengers that board and alight at this bus stop, FTC have been advised that only approximately 10 people a day use the route on which this bus stop is sited.

An additional request from a Town & District Councillor has been received for FTC to pursue the viability of a notice board being installed at this site however, currently, a response is awaited from F & HDC regarding this matter.

The C & E Officer has followed up on both suggestions with the landowners, F & HDC, and updated the committee accordingly at the meeting.

RESOLVED:

- i) That given the reported low usage of the bus stop at Lynwood, FTC cease to pursue installing a bus shelter at this site.
- ii) 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.



- iii) **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.**

Proposed: Councillor Peter Gane
Seconded: Councillor Jane Darling
Voting: F:5, Ag:0, Ab:0

1287. FOLKESTONE AND CHERITON CHRISTMAS LIGHTING INSTALLATIONS AND SWITCH ON EVENTS (23rd AND 30th NOVEMBER RESPECTIVELY)

The C & E Officer updated the committee regarding the Christmas lighting installations for Folkestone town centre and Cheriton High Street and developing plans and arrangements for the Christmas events including the Lions Club Santas Grotto to be hosted in the Town Hall on Saturday 7th December.

1288. UPDATED DISTRICT MAPS

F & HDC are currently aiming to update the maps of the district and provide accommodation providers and attractions these for free on a rip-off pad and publicise online. Members were presented with the first draft at the meeting.

FTC are working in partnership with F & HDC and the C & E Officer updated the committee in respect of tourism initiatives currently being developed as part of a tourism campaign which is directly in response to the priorities identified by the Folkestone & Hythe Tourism Board around encouraging more people in the shoulder season and capitalising on Folkestone's reputation as a relatively well-known destination.

The committee was asked if it wished to release any funding from the Tourism Budget to support the production of the map pads.

RESOLVED:

- i) **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.**



- ii) **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.**

Proposed: Councillor Peter Gane
Seconded: Councillor Roger West
Voting: F:5, Ag:0, Ab:0

1289. BUDGET 2025/26 – POTENTIAL GROWTH ITEMS / CORPORATE PLAN

The Committee considered proposals for possible growth items and non-recurring revenue expenditure for community service projects and initiatives for next year.

Following the FTC Corporate Plan Public Consultation ending, and the review of Folkestone residents' comments by the Corporate Plan Working Group, members considered comments and areas highlighted from the consultation, whilst identifying potential growth items. The Town Clerk updated Members on the following Town Council services under this Committee's governance:

- Noticeboards – Investigate the potential to install new noticeboards at sites additional to the existing FTC noticeboard locations at Church Lane, Wood Avenue (O/S library), Wear Bay Road (parallel to Jock's Pitch) and Cheriton High Street (O/S library) .
- Neighbourhood Plan – That the implications and requirements of developing a Neighbourhood Plan be pursued in 2025 including investigating the procedure to apply for available funding to produce and deliver the agreed objectives.

RESOLVED:

- i) **That it is proposed the Christmas Lighting Budget is increased by £15,000 as a budget growth item for the Finance & General Purposes Committee to consider at its meeting on 12th December 2024.**
- ii) **That it is proposed the Youth Facilities Budget is increased by £5,000 as a budget growth item for the Finance & General Purposes Committee to consider at its meeting on 12th December 2024.**
- iii) **That it is proposed the Noticeboard Budget is increased by £5,000 as a budget growth item for the Finance & General Purposes Committee to consider at its meeting on 12th December 2024.**

Proposed: Councillor Peter Gane
Seconded: Councillor Jane Darling
Voting: F:5, Ag:0, Ab:0



1290. SETTING UP A WARM WELCOME SPACE

The Committee's views were sought in respect of whether it wished Folkestone Town Council to pursue the potential and viability of organising and delivering the Warm Welcome Space community service in the Town Hall / Museum.

RESOLVED: 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.

Proposed: Councillor Peter Gane

Seconded: Councillor Lucy McGirr

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

1291. DATE OF NEXT MEETING

Tuesday 11th February 2025 at **7pm**

The meeting concluded at 7.50pm

Chair.....

Date.....

FOLKESTONE TOWN COUNCIL

Minutes of the Climate and Environment Committee meeting held on Tuesday, 8th October 2024 at the Town Hall at 7pm.

Present: Councillors Abena Akuffo-Kelly, Kieran Leigh, Lucy McGirr (Chair), Liz McShane, John Renshaw, and Roger West.

Absent: Councillor Charles Bain Smith

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

111. APOLOGIES FOR ABSENCE

Councillors were asked to receive apologies from Councillors Nicola Keen and Belinda Walker.

RESOLVED: To accept the apologies from Councillor Nicola Keen and Councillor Belinda Walker.

Proposed: Councillor Roger West

Seconded: Councillor Abena Akuffo - Kelly

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

112. DECLARATIONS OF INTEREST

There were no declarations of interest.

113. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Climate & Environment Committee held on 4th June 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 4th June 2024 be received and signed as a correct record.

Proposed: Councillor Roger West

Seconded: Councillor John Renshaw

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

114. LOCAL TRANSPORT PLAN – KCC PUBLIC CONSULTATION

The Committee's views were sought for review by the Town Clerk to be incorporated in her letter to KCC on behalf of FTC in response to the consultation.

The consultation was noted however, no comments were submitted by Members.

115. FLOWER & SHRUB PLANTERS

The Communities & Events Officer updated the Committee in respect of potential new sites suggested by Ward Councillors for new planters (including seasonal planting and maintenance) and provided a breakdown and explanation of costs.

RESOLVED:

i) 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)

ii) 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)

Proposed: Councillor Abena Akuffo - Kelly

Seconded: Councillor Roger West

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

The Communities & Events Officer updated Members on the Flowerbeds Budget and instructing 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

RESOLVED: 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.

Proposed: Councillor Abena Akuffo - Kelly

Seconded: Councillor Lucy McGirr

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



116. KCC NATIONAL LOTTERY CLIMATE ACTION FUND BID

The Community & Events Officer updated the Committee on the KCC and Take the Jump bid for the national lottery's Climate Action Fund which aims to inspire individuals, organisations and communities throughout Kent to make a real difference in climate action.

Cllr John Renshaw and the C & E Officer agreed to attend KALC Climate Change Conference on 5th November and feedback information gathered to members at the next committee meeting.

117. TREE PLANTING 2024/25

The Committee reviewed the draft tree planting schedule and

RESOLVED: 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.

Proposed: Councillor John Renshaw

Seconded: Councillor Roger West

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

118. BUDGET 2024 / 25 – POTENTIAL GROWTH ITEMS / CORPORATE PLAN

At this juncture it was

RESOLVED: That Item 11 be removed from the agenda as it was a duplication of Item 8.

Proposed: Councillor Roger West

Seconded: Councillor Liz McShane

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

The Committee considered proposals for possible growth items and non-recurring revenue expenditure for climate & environment projects and initiatives for next year.

Following the FTC Corporate Plan Public Consultation ending, and the review of Folkestone residents' comments by the Corporate Plan Working Group, members considered comments and areas highlighted from the consultation, whilst identifying potential growth items. The Town Clerk updated Members on the following Town Council services under this Committee's governance:

- Allotments – Investigate the availability of land in Folkestone that is viable for the potential use as FTC owned / managed allotment sites.
- Litter bins:
 - i) Ensure comments from consultation respondents regarding lack of public litter bins in Folkestone are forwarded to F & HDC.

- ii) Contact F & HDC requesting an increase in the number of public litter bins in Folkestone and / or the number of attendances to each site on the emptying schedules.
- Salt bins – Raise public awareness of the assets owned by FTC by installing its logo and contact details (and other specific information where appropriate) and repair / replace damaged salt bins.

RESOLVED:

- i) **That this Item be reconsidered after agenda Item 12 'Water Quality Monitoring at Folkestone's Beaches' was reviewed by Members.**
 Proposed: Councillor John Renshaw
 Seconded: Councillor Abena Akuffo - Kelly
 Voting: F:6 , Ag:0 , Ab:0

- ii) **That £4,000 for water quality monitoring be proposed as a budget growth item for the Finance & General Purposes Committee to consider at its meeting on 12th December 2024.**
 Proposed: Councillor John Renshaw
 Seconded: Councillor Kieran Leigh
 Voting: F:6 , Ag:0 , Ab:0

119. FAIRTRADE

The C & E Officer updated the committee in respect of delivered actions relating to FTC's Fairtrade accreditation. Members thoughts were sought in respect of potential actions and tasks for delivery to fulfil the requirement of continued campaigning and awareness raising of Fairtrade.

It was suggested that a quarterly newsletter could potentially be produced and distributed to local retailers, businesses, schools, youth & faith groups etc.

Other suggestions included a Mayor's charity event being organised with a Fairtrade theme, Fairtrade stands to be hosted by FTC at the Folkestone and Cheriton Christmas lights switch on events and to reach out to the Nepalese Community as some of its members are past tea pickers.

120. PLAY PARKS – FENCING AND GATES PINE WAY REPORT CE/24/368

The Committee was asked to receive, note and consider the recommendations in the Report.

RESOLVED:

- i) **To receive and note Report CE/24/368**
- ii) **That up to £10,000 is vired from the Community Infrastructure Levy Reserve Budget, subject to approval by the Finance & General Purposes Committee.**

Proposed: Councillor Lucy McGirr
Seconded: Councillor John Renshaw
Voting: F:6 , Ag:0 , Ab:0

121. WATER QUALITY MONITORING AT FOLKESTONE'S BEACHES

At the Full Council meeting on 19th September, it was

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

Cllr John Renshaw briefed the Committee on how the testing could potentially be carried out and approximate costs further to liaising with Sandgate and new Romney Parish Councils who currently undertake water quality monitoring.

After much discussion it was

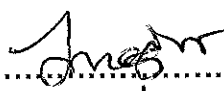

RESOLVED: That Cllr John Renshaw and the C & E Officer liaise and follow up with the relevant companies and organisations to establish exact costs and implications of providing this service and to feedback to the Committee at its next meeting for further review and consideration.

Proposed: Councillor John Renshaw
Seconded: Councillor Liz McShane
Voting: F:6, Ag:0, Ab:0

122. DATE OF NEXT MEETING

Tuesday 4th February 2025 at 7pm

The meeting concluded at 7.50pm.

Chair 
Date 



FOLKESTONE TOWN COUNCIL

GRANTS COMMITTEE - TERMS OF REFERENCE

COMMITTEE STRUCTURE – ALL MEMBERS (18)

1. To exercise the powers and duties of the Town Council in considering Town Council grant applications from various community groups in line with Council's adopted Grants Policy.
 - a) The Committee shall consist of all members of the Council and its quorum shall be **3 one-third of the whole number of members of the Committee (6 members)**.
 - b) The Committee shall meet no less than 2 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:
 - Complying with FTC Grant Policy
 - Robustness of proposal
 - Financial planning
 - Scope & Sustainability
 - Personal assessmentScores will be accumulated and amounts calculated according to the percentage.
 - 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.