

FOLKESTONE TOWN COUNCIL



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Date of publication: 2nd August 2023

AGENDA

Meeting: **Folkestone Town Council**
Date: **10th August 2023**
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 an extra-ordinary 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.

Stephen Nash

Mr Stephen Nash
Town Clerk

Prayers

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 15th June 2023 and to authorise the Town Mayor to sign them as a correct record.
4. **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.

5. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

6. MINUTES OF THE PLANNING COMMITTEE

To receive the Minutes of the above Committee's meetings of 23rd February, 30th March, 27th April and 25th May 2023.

7. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

To receive the Minutes of the above Committee's meeting of 16th February, 20th April and 15th June 2023.

8. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

To receive the Minutes of the above Committee's meeting of 7th February and 4th April 2023.

9. MINUTES OF THE CLIMATE & ENVIRONMENT COMMITTEE

To receive the Minutes of the above Committee's meeting of 9th February and 4th April 2023.

10. MATTERS AND RESOLUTIONS FROM COMMITTEES

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

i. Planning Committee – 2023/24

It was resolved that Councillor Nicola Keen be appointed Chair and Councillor John Renshaw be appointed Vice Chair of the Planning Committee for the 2023/24 Municipal Year.

ii. Community Services Committee – 2023/24

It was resolved that Councillor Roger West be appointed Chair and Councillor Abena Akuffo-Kelly be appointed Vice Chair of the Community Services Committee for the 2023/24 Municipal Year.

iii. Climate & Environment Committee - 2023/24

It was resolved that Councillor Abena Akuffo-Kelly be appointed Chair and Councillor Lucy McGirr be appointed Vice Chair of the Climate & Environment Committee for the 2023/24 Municipal Year.

iv. Finance and General Purposes Committee – 2023/24

It was resolved that Councillor Connor McConville be appointed Chair and Councillor Tim Prater be appointed Vice Chair of the Finance and General Purposes Committee for the 2023/24 Municipal Year.

v. Personnel Sub-Committee - 2023/24

It was resolved that Councillor Nicola Keen be appointed Chair and Councillor Peter Gane be appointed Vice Chair of the Personnel Sub-Committee for the 2023/24 Municipal Year.

11. WARD GRANTS

- Ward Grants have been approved in May and July 2023 for Councillors Belinda Walker, Nicola Keen and Tim Prater.
- The Town Clerk will advise the Committee on proposed amendments to applications for the Ward Grants, following legal advice from Council HR and Governance Support.

12. APPOINTMENT OF BANK SECRETARIES

To appoint the Town Clerk and Finance Officer as the Secretaries for the business bank mandate.

13. APPOINTMENTS TO COMMITTEES AND SUB COMMITTEES

The Town Council is asked to appoint Councillors to the following Committees:

- Personnel Sub-Committee (one Councillor from F&GP)
- Grants Committee (maximum of 10 Councillors)

14. TWINNING

Report C/23/339 outlines proposals to amend expenditure towards twinning arrangements, allowing all twinning and community groups to apply for necessary amounts of funding within grant restriction guidelines.

15. WILLIAM HARVEY SUNDAY COMMEMORATION

Report C/23/338 proposes changes to the support provided for the annual William Harvey Commemoration which takes place on the first Sunday of June.

16. FUNDRAISING AND SPONSORSHIP STRATEGY AND PROCEDURE

Proposed strategy is attached for Council's consideration.

17. DATE OF NEXT MEETING

Thursday, 21st September 2023

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 Keiran 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 Meeting

MINUTES of the Full Council Meeting held at the Town Hall, Folkestone on Thursday, 15th June 2023 at 6.30 p.m.

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

ABSENT: Councillor Charlie Bain Smith.

IN ATTENDANCE: Stephen Nash - Town Clerk
Roland Domingo - Finance Officer

1957. APOLOGIES

Apologies were received from Councillors Nicola Keen due to work commitments and Lucy McGirr due to her baby being due.

RESOLVED: To accept the apologies from Councillors Nicola Keen and Lucy McGirr.

Proposed: Councillor Jackie Meade

Seconded: Councillor Christine Dickinson

1958. DECLARATIONS OF INTEREST

There were no declarations of interest.

1959. MINUTES

The Council was asked to receive and authorise the Minutes of the Annual Council Meeting held on 16th May 2023 and to ask the Town Mayor to sign them as a correct record.

RESOLVED: That the Minutes of the Annual Council Meeting held on 16th May 2023 be received and signed as a correct record.

Proposed: Councillor Roger West

Seconded: Councillor Abena Okuffo-Kelly

1960. INTERNAL AUDITOR'S REPORT 2022/23

Councillors considered and noted the Internal Auditor's Report.

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

Proposed: Councillor Peter Gane

Seconded: Councillor Tim Prater

1961. STATEMENT OF INTERNAL CONTROL 2022/23

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

RESOLVED: To approve the Statement of Internal Control for the year ending 31st March 2023 and for the Chairman and Town Clerk to sign.

Proposed: Councillor Jackie Meade

Seconded: Councillor Adrian Lockwood

1962. ANNUAL GOVERNANCE STATEMENT 2022/23

Councillors considered the Annual Governance Statement and proposed that the following boxes be ticked:

Boxes 1 to 8: 'Yes'

Box 9: 'N/A'

RESOLVED: To approve the Annual Governance Statement 2022/23 and for the Chairman and Town Clerk to sign.

Proposed: Councillor Connor McConville

Seconded: Councillor Tim Prater

1963. STATEMENT OF ACCOUNTS AND ANNUAL RETURN 2022/23

Councillors approved the Statement of Accounts for 2022/23, the Annual Return for 2022/23 (Section 2 of the Annual Return for the year ending 31 March 2023) and the supporting Bank Reconciliation. The Chairman of the meeting preceded to sign the document.

RESOLVED: To approve the Statement of Accounts and Annual Return 2022/23 and for the Chairman to sign.

Proposed: Councillor Tim Prater

Seconded: Councillor Roger West

1964. PERIOD OF EXERCISE OF PUBLIC RIGHTS

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

1965. STANDING ORDERS

To review the standing orders in line with the amendments.

RESOLVED: To approve the amendments to the Standing Orders.

Proposed: Councillor Liz McShane

Seconded: Councillor Jackie Meade

1966. GENERAL POWER OF COMPETENCY

Members discussed the criteria for the eligibility, on this date, for the General Power of Competence for the ensuing administration of 2023-2027.

RESOLVED: To re-affirm the Council fully meets the terms of General Power of Competence and grants the power to use General Power of Competence in delivering services.

Proposed: Councillor Peter Gane

Seconded: Councillor Roger West

1967. ANNUAL REPORT 2022/23

Councillors considered and noted the 2022/23 Annual Report.

1968. DATE OF THE NEXT MEETING

21st September 2023 at 7.00 p.m. – Ordinary Full Council Meeting

The meeting concluded at 6.51 pm.

.....Town Mayor

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 23rd February 2023 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Paul Bingham, Nicola Keen, Richard Wallace and Roger West.

Absent: Councillor Jonathan Graham

OFFICERS PRESENT: Georgina Wilson (Executive Assistant)

1. APOLOGIES FOR ABSENCE

Councillors were asked to receive apologies from Cllr Jackie Meade (emergency vet appointment).

RESOLVED: To accept Cllr Jackie Meade's apologies.

Proposed: Councillor Nicola Keen

Seconded: Councillor Roger West

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

2. DECLARATIONS OF INTEREST

There were no declarations.

3. PLANNING COMMITTEE MEETING 26th January 2023

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 26th January 2023 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 26th January 2023 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Roger West

Seconded: Councillor Nicola Keen

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

4. PLANNING APPLICATIONS

Application number: 23/0006/FH

Location: Flat 1, 26 Castle Hill Avenue

Proposal: Replacement of existing wooden sliding sash windows to UPVC double glazed sliding sash windows

Closing date: 23.2.23

Comment: No objection

Application number: 23/0119/FH

Location: 8 East Cliff

Proposal:	Change of use of basement to self contained flat including the erection of an external stairway re-submission of 22/2026/FH.
Closing date:	23.2.23
Comment	No objection
Application number:	23/0152/FH/PA
Location:	Biggins Wood Road, Cheriton
Proposal:	Determination as to whether the prior approval of the Local Planning Authority is required under Schedule 2, Part 16, Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the installation of 18m pole inc. antennas, ground based apparatus and ancillary development.
Closing date:	24.2.23
Comment	No objection subject to neighbours' comments, however the Committee were concerned over how close this is to a residential area and feels that these installations should be away from residential areas.
Application number:	23/0154/FH
Location:	5 Searle Grove
Proposal:	T1 - Silver Birch - Fell to ground level one dead tree, T2 - Sweet Chestnut - Re-pollard back to previous points at approximately five metres above ground level, T3 - Sweet Chestnut - Re-pollard back to previous points at approximately five metres above ground level, T4 - Sweet Chestnut - Re-pollard back to previous points at approximately five metres above ground level, T5 - Sweet Chestnut - Re-pollard back to previous points at approximately five metres above ground level and T6 - Oak - Reduce length of east facing lateral branches by a maximum of three metres , all subject of TPO No. 8 of 2016
Closing date:	27.2.23
Comment	No objection subject to the views of the Tree Officer and a replacement tree for T1, Silver Birch.
Application number:	23/0153/FH/PA
Location:	Hill Road
Proposal:	Determination as to whether the prior approval of the Local Planning Authority is required under Schedule 2, Part 16, Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the installation of 17m pole inc. antennas, ground based apparatus and ancillary development.

Closing date:	27.2.23
Comment	Object – the Committee felt that this location is too close to an area used as a playground for a local nursery and community space. It was felt that a more suitable location should be sought away from the playground due to concerns over health implications.
Application number:	23/121/FH
Location:	7 Webb Close
Proposal:	Change of use of the garage for a home dog grooming service.
Closing date:	27.2.23
Comment	No objection
Application number:	22/2163/FH
Location:	Basement Flat, 18 Shorncliffe Road
Proposal:	Installation of dropped kerb for access onto classified road with hardstanding
Closing date:	28.2.23
Comment	No objection
Application number:	23/0178/FH
Location:	Footpath Outside 20 Cherry Garden Avenue
Proposal:	Determination as to whether the prior approval of the Local Planning Authority is required under Schedule 2, Part 16, Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the installation of a 17 metre high slim-line monopole, supporting 6 no. antennas with 1 no. wraparound equipment cabinet at the base, 2 no. equipment cabinets, 1 no. electric meter cabinet, and ancillary development thereto, including the installation of a GPS module.
Closing date:	1.3.23
Comment	No objection subject to neighbours' comments, however the Committee believes that neighbours have objected to this application but no comments are showing on the District Council website, in this case the Committee would agree with neighbours comments and object. The Committee feels that these kinds of installations should be as far away from residential areas as possible.
Application number:	23/0196/FH
Location:	36 Cherry Garden Avenue
Proposal:	Erection of first floor extension to front of property
Closing date:	8.3.23
Comment	No objection

Application number:	23/0186/FH
Location:	Flat 1, 96 Black Bull Road
Proposal:	Proposed ground floor rear infill extension.
Closing date:	6.3.23
Comment	No objection subject to neighbours' comments.
Application number:	23/0187/FH
Location:	Flat 2, 96 Black Bull Road
Proposal:	Proposed first floor rear infill extension and alterations to roof dormer with new dormer at the back addition.
Closing date:	6.3.23
Comment	No objection
Application number:	23/0206/FH
Location:	5 Kunwar Avenue
Proposal:	Erection of two single storey rear extensions at ground floor
Closing date:	8.3.23
Comment	No objection
Application number:	23/0203/FH
Location:	31 Elventon Close
Proposal:	Proposed Single Garage & Secure Store
Closing date:	8.3.23
Comment	No objection
Application number:	23/0139/FH
Location:	Playbox Nursery, Harcourt Primary School, Biggins Wood Road
Proposal:	Section 73 application for the removal of condition 1 (The building shall be removed and the land restored to its former condition on or before 1st March 2024) of planning permission Y13/1040/SH (Siting of a modular building for use as a children's day nursery) to allow for the continued use as childrens nursery.
Closing date:	8.3.23
Comment	No objection
Application number:	23/0148/FH
Location:	Flat 4, 22 Clifton Crescent
Proposal:	Listed building consent for the refurbishment of six window box frames and replacement of windows with double glazed, wood vertical sliding sash windows
Closing date:	23.3.23
Comment	No objection subject to the views of Historic England.

5. LATE PLANNING APPLICATIONS

Application number: 23/0232/FH/TCA
Location: 14 Augusta Gardens
Proposal: Works to trees in a Conservation area comprising of Holm Oak crown reduction of up to 3m and Twisted Willow to be removed

Closing date: 11.3.23
Comment: No objection however the Committee felt that a new tree should be planted to replace the twisted willow that is to be removed.

Application number: 23/0204/FH
Location: 38 Cheriton Road
Proposal: Erection of two storey extension to rear of 38 Cheriton Road to provide two one-bedroom flats.

Closing date: 15.3.23
Comment: No objection

6. PREMISES LICENCE

None were received.

7. DATE OF NEXT MEETING

Thursday 30th March 2023

..... Chairman

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 30th March 2023 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Paul Bingham, Nicola Keen, Jackie Meade, Richard Wallace and Roger West.

Absent: Councillor Jonathan Graham

OFFICERS PRESENT: Georgina Wilson (Executive Assistant)

1. APOLOGIES FOR ABSENCE

No apologies were received.

2. DECLARATIONS OF INTEREST

Cllr Jackie Meade declared a personal interest in application 23/0456/FH as she knows the owners of the property.

3. PLANNING COMMITTEE MEETING 23rd February 2023

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 23rd February 2023 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 23rd February 2023 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Jackie Meade

Seconded: Councillor Roger West

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

4. PLANNING APPLICATIONS

Application number: 23/0322/FH

Location: No's 8 & 10 Trinity Crescent

Proposal: Extension to flats A-D inclusive (Basement, Ground, First and Second Floors only) at Nos 8 & 10 Trinity Crescent

Closing date: 13.4.23

Comment: No objection

Application number: 22/1455/FH

Location: Bayle Court, The Parade

Proposal: Alterations to roof of building to accommodate three one-bedroom flats within the roof space

Closing date: 7.4.23

Comment: Object, due to being an over intensive development, no parking, bike or bin provision.

Application number:	23/0331/FH
Location:	228 Shorncliffe Road
Proposal:	Demolition of attached garage and erection of a two storey side extension
Closing date:	5.4.23
Comment	No objection subject to neighbours' comments.
Application number:	23/0333/FH
Location:	9 Searle Grove
Proposal:	Installation of garage door to carport
Closing date:	5.4.23
Comment	No objection subject to neighbours' comments.
Application number:	23/0336/FH
Location:	Flat E, 7 Grimston Avenue
Proposal:	Replacement uPVC sash windows
Closing date:	13.4.23
Comment	No objection
Application number:	23/0332/FH
Location:	Land adjoining 24 Grimston Gardens
Proposal:	Erection of a single storey classroom block at the rear garden of 24-25 Grimston Gardens.
Closing date:	20.4.23
Comment	No objection
Application number:	23/0371/FH
Location:	2 Jesmond Street
Proposal:	Proposed single storey rear extension and loft conversion with front and rear dormers
Closing date:	7.4.23
Comment	No objection subject to neighbours' comments.
Application number:	23/0359/FH
Location:	84 Star Lane
Proposal:	Works to trees comprising of pruning and re-shaping by 6 metres of 1 x Locust subject to Tree Preservation Order No 06 of 1995
Closing date:	10.4.23
Comment	No objection subject to the comments of the Tree Warden.
Application number:	23/0409/FH
Location:	13 Julian Road
Proposal:	Removal of existing side extension, conservatory and rear lean-to and erection of new side and rear extension
Closing date:	11.4.23
Comment	No objection subject to neighbours' comments.

5. LATE PLANNING APPLICATIONS

Application number: 23/0453/FH
Location: 48 Dolphins Road
Proposal: Proposed extension to rear following demolition of existing rear extension
Closing date: 19.4.23
Comment: No objection

Application number: 23/0456/FH
Location: 9 Radnor Park Crescent
Proposal: Part demolition of existing rear and flank elevations and erection of a rear single storey Garden Room extension, with internal alterations
Closing date: 18.4.23
Comment: No objection subject to neighbours' comments.

Application number: 23/0433/FH
Location: 119 Downs Road
Proposal: Erection of front, side & rear single/two-storey extensions with associated alterations, including new external timber wall cladding to upper storeys & render to lower storeys (in conjunction with roof alterations approved under LDC Application 22/1993/FH).
Closing date: 18.4.23
Comment: No objection subject to neighbours' comments.

6. PREMISES LICENCE

None were received.

7. DATE OF NEXT MEETING

Thursday 27th April 2023

..... Chairman

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 27th April 2023 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Nicola Keen, Jackie Meade, Richard Wallace (Chair) and Roger West.

Absent: Councillor Jonathan Graham

OFFICERS PRESENT: Toni Brenchley (Assistant Clerk)

1. APOLOGIES FOR ABSENCE

Apologies received from Councillor Paul Bingham.

2. DECLARATIONS OF INTEREST

No declarations of interest were made.

3. PLANNING COMMITTEE MEETING 30th March 2023

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 30th March 2023 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 30th March 2023 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Jackie Meade

Seconded: Councillor Roger West

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

4. PLANNING APPLICATIONS

Application number:	23/0375/FH
Location:	Leas Cliff Hall, The Leas
Proposal:	Listed building consent for the replacement of two number doors and fixed side lights to south elevation.
Closing date:	4.45.23
Comment	No objection

Application number:	23/0437/FH
Location:	134 Sandgate Road
Proposal:	Refurbishment of the ground/basement floors office accommodation, including formation of new external fire exit doorway, to enable relocation of Solicitors Office from upper floors (Amendment to Listed Building Consent No.20/0607/FH & Planning Consent No.20/0605/FH).
Closing date:	4.5.23

Comment	No objection, but some concern was shown. The fire doors do not seem to affect the appearance of the main property but must be painted and have door furniture as appropriate as possible for a Victorian listed building.
Application number:	23/0439/FH
Location:	134 Sandgate Road
Proposal:	Listed building consent for the refurbishment of the ground/basement floors office accommodation, including formation of new external fire exit doorway, to enable relocation of Solicitors Office from upper floors (Amendment to Listed Building Consent No.20/0607/FH & Planning Consent No.20/0605/FH).
Closing date:	4.5.23
Comment	No objection but some concern was shown. The fire doors do not seem to affect the appearance of the main property but must be painted and have door furniture as appropriate as possible for a Victorian listed building.
Application number:	23/0457/FH
Location:	The Grand, The Leas
Proposal:	Listed building consent for essential re-roofing works to include replacement of existing roof covering & boarding, repairs to framework, replacement of downpipes, provision of additional downpipe to front elevation & stonework repairs.
Closing date:	4.5.23
Comment	No objection. The Committee appreciates a lot of work is required to the building, but it must be monitored carefully to ensure it is in keeping.
Application number:	23/0485/FH
Location:	4 Grimston Avenue
Proposal:	Removal in part of old timber gates, fence infill panels and brick wall and replacing with a new timber fence, pedestrian and sliding gate
Closing date:	4.5.23
Comment	No objection
Application number:	23/0550/FH
Location:	46 Bournemouth Road
Proposal:	Single storey side extension
Closing date:	5.5.23
Comment	No objection subject to neighbours' views.
Application number:	23/0536/FH
Location:	The Leas Lift, Lower Sandgate Road

Proposal:	Restoration works to the Leas Lift (including lift cars and track), alterations to the upper and lower lift stations, the construction of an extension to the lower lift station to provide a café and associated landscaping and infrastructure works
Closing date:	18.5.23
Comment	No objection. The lift is one of the jewels of Folkestone and its practical significance in joining upper and lower Folkestone is considerable. The Committee supports the scheme providing ongoing alterations are monitored by English Heritage and the Council Conservation Consultant. The overall feel must remain Victorian. Shifting the café to the West of the lift is a positive move.
Application number:	23/0565/FH
Location:	The Leas Lift, Lower Sandgate Road
Proposal:	Listed building consent for restoration works to the Leas Lift (including lift cars and track), alterations to the upper and lower lift stations, the construction of an extension to the lower lift station to provide a café and associated landscaping and infrastructure works
Closing date:	18.5.23
Comment	No objection. The lift is one of the jewels of Folkestone and its practical significance in joining upper and lower Folkestone is considerable. The Committee supports the scheme providing ongoing alterations are monitored by English Heritage and the Council Conservation Consultant. The overall feel must remain Victorian. Shifting the café to the West of the lift is a positive move.
Application number:	23/0562/FH
Location:	17 Birkdale Drive
Proposal:	Flat roof rear extension and internal reorganisation
Closing date:	8.5.23
Comment	No objection

5. LATE PLANNING APPLICATIONS

Application number:	23/0582/FH
Location:	Land Adjoining Unit 6, Barnfield Road
Proposal:	Erection of 30 Industrial Units arranged in five blocks, comprising Industrial Processes (Class E (c) (i), E (c) (ii), E (c) (iii) E (d), E (e), E(f) and E (g) (i), E (g) (ii) and E (g) (iii), General Industry (B2) and Storage and Distribution (Class B8) together with associated parking and landscaping.
Closing date:	25.5.23

Comment No objection in view of the increased parking and lack of any permission for shops and fast food outlets. The Committee thanked Anthony Ralph for the detailed explanation.

Application number: 23/0595/FH
Location: The Crossways, 4 Coolinge Lane
Proposal: Felling of one Evergreen Oak, subject of TPO No. 22 of 1988
Closing date: 15.5.23
Comment Object to the removal of a good native species without a specific reason and without mention of a replacement.

6. PREMISES LICENCE
None were received.

7. DATE OF NEXT MEETING
Thursday 25th May 2023

..... **Chairman**

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 25th May 2023 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Nicola Keen, Christine Dickinson, Laura Davison and John Renshaw.

Absent:

OFFICER PRESENT: Georgina Wilson (Executive Assistant)

1. APOLOGIES FOR ABSENCE

Apologies received from Councillor Charlie Bain Smith due to holiday and Cllr Jackie Meade due to attending a Ceremony.

RESOLVED: To accept Cllr Charlie Bain Smith and Jackie Meade's apologies.

Proposed: Councillor Nicola Keen
Seconded: Councillor Laura Davison
Voting: F:4, Ag:0, Ab:0

2. APPOINTMENT OF CHAIR

RESOLVED: That Councillor Nicola Keen be appointed as Chair for the 2023/24 municipal year.

Proposed: Councillor Laura Davison
Seconded: Councillor Christine Dickinson
Voting: F:4, Ag:0, Ab:0

3. APPOINTMENT OF VICE CHAIR

RESOLVED: That Councillor John Renshaw be appointed as Vice Chair for the 2023/24 municipal year.

Proposed: Councillor Nicola Keen
Seconded: Councillor Christine Dickinson
Voting: F:4, Ag:0, Ab:0

4. DECLARATIONS OF INTEREST

Councillor Davison expressed a personal interest in 23/0701/FH.

5. PLANNING COMMITTEE MEETING 27th April 2023

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 27th April 2023 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 27th April 2023 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Nicola Keen
Seconded: Councillor Laura Davison
Voting: F:4, Ag:0, Ab:0

6. REVIEW OF TERMS OF REFERENCE

RESOLVED: To approve the Terms of Reference for Planning for the coming year.

Proposed: Councillor Nicola Keen
Seconded: Councillor Laura Davison
Voting: F:4, Ag:0, Ab:0

7. PLANNING APPLICATIONS

Application number:	23/0531/FH
Location:	Redmans, 22 Turketel Road
Proposal:	Single storey front and two storey side extensions
Closing date:	17.5.23
Comments	No objection

Application number:	23/0529/FH
Location:	Land at the Former Silver Spring Site, Park Farm Road
Proposal:	Application for Planning Permission for the demolition of existing buildings / structures and erection of a building for use as a builder's merchants (including storage and distribution, trade counter and showroom to include ancillary retail sales ('Sui Generis'), open storage yard, provision of car parking, internal servicing / access road, landscaping, and associated infrastructure and development.
Closing date:	18.5.23
Comments	Object – the Committee were concerned about the increase in traffic this would cause to an already busy area where schools are located and there is already other builder's merchants. This will also have an impact on local businesses as per the comments on the District Council website. The Committee requests this application is looked at in more detail as there are better uses for this site. The Committee supports the comments of the Kent Downs Area of Outstanding Natural Beauty.

Application number:	22/1794/FH
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Location:	The Corner House, 19 Shorncliffe Road
Proposal:	Conversion of single storey garage into a single storey work studio annex. Erection of single storey extension to the rear of the garage. Addition of timber cladding to exterior of the garage.
Closing date:	19.5.23
Comments	Closed - no comment was made.
Application number:	23/0639/FH
Location:	Leas Cliff Hall, The Leas
Proposal:	Listed building consent for the relocation of air conditioning unit.
Closing date:	25.5.23
Comments	No objection subject to comments from the Listed Building Consultant.
Application number:	23/0651/FH
Location:	St Margarets Court, Grimston Avenue
Proposal:	Weeping Willow to reduce height & span to previous pruning points subject to Tree Preservation Order No 17 of 2001
Closing date:	30.5.23
Comments	No objection subject to the views of the Tree Officer.
Application number:	23/0647/FH
Location:	Sainsburys, Petrol Station, Park Farm Road
Proposal:	Silver Birch tree limbs to be cut back by 1m on the sides up to 2.4m in height from ground level subject to Tree Preservation Order No 24 of 2001.
Closing date:	30.5.23
Comments	No objection subject to the views of the Tree Officer.
Application number:	23/0668/FH
Location:	43 Sandgate Road
Proposal:	Listed building consent for replacement lighting to LED energy efficient lighting
Closing date:	31.5.23
Comments	No objection subject to the Listed Building Consultants comments.
Application number:	23/0616/FH
Location:	7 The Old High Street
Proposal:	Variation of condition 1 (outbuilding/rear yard) & 2 (live/recorded music) of planning permission 21/2449/FH to allow revised opening times for the outbuilding and rear yard/outside to be open 0800 - 2200 on any day and live/recorded music in the yard to between 12.00 and 19.00

Closing date: 1.6.23
Comments: No objection subject to any neighbours' comments and provided there is no evidence of being any issues in the past year.

Application number: 23/0576/FH
Location: Change of use to two self-contained flats to include replacement of windows.
Proposal: 30 Cheriton Road
Closing date: 2.6.23
Comments: No objection subject to neighbours' comments.

Application number: 23/0667/FH
Location: 70 - 72 Sandgate Road
Proposal: Listed building consent for replacement lighting to LED energy efficient lighting.
Closing date: 2.6.23
Comments: No objection subject to Listed Building Consultants comments.

Application number: 23/0701/FH/TCA
Location: The Toll House, Lower Sandgate Road
Proposal: Works to trees situated in a conservation area comprising of T 1, 2, 3 - Poplars re pollard to previous pollard points, T4 Cherry reduce to previous points, T5 Pine reduce by 1.5m, T6 Pine very minimal crown raise removal of 2 x lower most branches to create clean lower crown line.
Closing date: 6.6.23
Comments: No objection subject to the views of the Tree Officer, concern was expressed to ensure any works are done outside of nesting season to protect any nesting birds etc.

9. LATE PLANNING APPLICATIONS

Application number: 23/0038/FH
Location: 27 Postling Road
Proposal: Single storey side extension.
Closing date: 7.6.23
Comment: No objection subject to neighbours comments.

Application number: 23/0345/FH
Location: Flats A and B, 43 Earl's Avenue
Proposal: Conversion of Flat A into 3 No. separate flats, erection of a rear extension. Conversion of Flat B into 2 No. separate flats. Removal/replacement of a number of existing doors and windows on the ground floor and a conservation-style roof light, 1 window to be added on the first floor and 1 window

Closing date:	to be added on the Ground Floor. Division of rear garden and provision of bin/bike stores and sheds 15.6.23
Comment	Object due to no off-road parking being provided in an already busy area, it being over intensive and subject to any neighbours' comments.
Application number:	23/0571/FH
Location:	23 Pelham Gardens
Proposal:	Two storey front & side extensions & loft conversion
Closing date:	8.6.23
Comment	No objection subject to neighbour's comments.
Application number:	23/0696/FH
Location:	Flat 4, 30 Earls Avenue
Proposal:	Installation of 4 rooflights and 2 uPVC replacement dormer windows
Closing date:	20.6.23
Comment	No objection subject to it being in keeping with conservation area with appropriate materials etc.
Application number:	23/0738/FH
Location:	6 Martha Close
Proposal:	Single storey rear extension
Closing date:	9.6.23
Comment	No objection subject to neighbours' comments.
Application number:	23/0574/FH
Location:	22-24 Cheriton Gardens
Proposal:	Erection of a purpose-built apartment building to contain 10no. dwellings following the demolition of the existing office building
Closing date:	22.6.23
Comment	Object due to no parking being provided in an already busy area, the design is not in-keeping with the local area and is over intensive for the area.
Application number:	23/0736/FH
Location:	Flat E, 16 Clifton Crescent
Proposal:	Proposed balcony with new railings and 1.8m translucent glass privacy screen
Closing date:	20.6.23
Comment	No objection subject to it being in-keeping with the heritage of the building, not overlooking and subject to neighbours' comments.
Application number:	23/0753/FH
Location:	Flat E, 16 Clifton Crescent

Proposal:	Listed Building Consent for proposed balcony with new railings and 1.8m translucent glass privacy screen.
Closing date:	20.6.23
Comment	No objection subject to it being in-keeping with the heritage of the building, not overlooking and subject to neighbours' comments.
Application number:	23/0686/FH
Location:	Aspen House, West Terrace
Proposal:	Replacement windows to rear elevation of three flats.
Closing date:	12.6.23
Comment	No objection
Application number:	23/0694/FH
Location:	Flat 1, 32 Westbourne Gardens
Proposal:	Replace single glazed timber framed windows with double glazed.
Closing date:	12.6.23
Comment	No objection subject to neighbours' comments and it being in-keeping with the building.
Application number:	23/0710/FH
Location:	Arc House, St Eanswythe Way
Proposal:	Variation of conditions 3 (operating hours) & 4 (amplified/live music) of planning permission 21/0860/FH to allow for extended operating times and allow live music.
Closing date:	13.6.23
Comment	No objection subject to neighbours' comments.

10. PREMISES LICENCE
None were received.

11. DATE OF NEXT MEETING
Thursday 29th June 2023

..... **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, 16th February 2023 at 7.00 p.m.

PRESENT: Councillors Abena Akuffo-Kelly, Peter Gane, Dylan Jeffrey, Nicola Keen, Mary Lawes, Connor McConville (Chair) and Belinda Walker.

ABSENT: Ray Field, Jonathan Graham.

OFFICER PRESENT: Phil Cross (Finance Officer)

1527. APOLOGIES FOR ABSENCE

Apologies were received from Councillors David Horton (work) and Tim Prater (meeting).

RESOLVED: The Committee received and approved the apologies.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Belinda Walker

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

1528. DECLARATIONS OF INTEREST

There were no declarations of interest.

1529. MINUTES

1) The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 15th December 2022.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 15th December 2022 be received and signed as a correct record.

Proposed: Councillor Mary Lawes

Seconded: Councillor Nicola Keen

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

2) The Committee received the Minutes of the meeting of the Personnel Sub-Committee held on 20th October 2022.

RESOLVED: That the Minutes of the meeting of the Personnel Sub-Committee held on 20th October 2022 be received and noted.

Proposed: Councillor Peter Gane

Seconded: Councillor Mary Lawes

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

1530. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1st December 2022 and 31st January 2023.

RESOLVED: That the Schedule of Payments for the period 1st December 2022 to 31st January 2023 be approved.

Proposed: Councillor Nicola Keen

Seconded: Councillor Abena Akuffo-Kelly

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

1531. BUDGET MONITORING STATEMENT 2022/23

The budget monitoring statement to the 31st January 2023 was received by the Committee. The Chairman requested that the budget monitoring statement for the end of the 2018/19 year be included in the next agenda for comparison purposes.

RESOLVED: That the Budget Monitoring Statement to 31st January 2023 be approved.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

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

1532. BANK RECONCILIATION STATEMENT

The bank reconciliation statement as at 31st January 2023 was noted by the Committee.

1533. APPOINTMENT OF INTERNAL AUDITOR 2022/23

The Committee was asked to approve the appointment of the internal auditor for 2022/23.

RESOLVED: That KALC's recommended auditor, David Buckett, be appointed as the 2022/23 Internal Auditor.

Proposed: Councillor Peter Gane

Seconded: Councillor Mary Lawes

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

1534. WARD GRANTS

A list of ward grants approved by the Town Clerk between 1st December 2022 and 31st January 2023 was provided for the Committee's information and duly noted.

1535. WARD GRANT BALANCES 2022/23

A list of ward grant balances available to each Councillor as at 1st February 2023 was provided for the Committee's information and duly noted.

1536. DATE OF NEXT MEETING
Thursday, 20th April 2023 at 7.00pm

The meeting concluded at 7.25pm

Chairman.....

Date.....

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, 20th April 2023 at 7.00 p.m.

PRESENT: Councillors Abena Akuffo-Kelly, Peter Gane, Dylan Jeffrey, Nicola Keen, Mary Lawes, Connor McConville (Chair) and Belinda Walker.

ABSENT: Councillors Jonathan Graham, David Horton and Tim Prater.

OFFICER PRESENT: Phil Cross (Finance Officer)

1537. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Ray Field (meeting).

RESOLVED: The Committee received and approved the apologies.

Proposed: Councillor Mary Lawes

Seconded: Councillor Peter Gane

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

1538. DECLARATIONS OF INTEREST

There were no declarations of interest.

1539. MINUTES

1) The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 16th February 2023.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 16th February 2023 be received and signed as a correct record.

Proposed: Councillor Peter Gane

Seconded: Councillor Dylan Jeffrey

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

2) The Committee received and noted the Minutes of the meeting of the Personnel Sub-Committee held on 19th January 2023.

1540. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1st February 2023 and 31st March 2023.

RESOLVED: That the Schedule of Payments for the period 1st February 2023 to 31st March 2023 be approved.

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

1541. BUDGET MONITORING STATEMENT 2022/23

The budget monitoring statement to the 31st March 2023 was received by the Committee. As requested, the budget monitoring statement for the end of the 2018/19 year was included in the agenda for comparison purposes.

RESOLVED: That the Budget Monitoring Statement to 31st March 2023 be approved.

Proposed: Councillor Nicola Keen

Seconded: Councillor Abena Akuffo-Kelly

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

1542. BANK RECONCILIATION STATEMENT

The bank reconciliation statement as at 31st March 2023 was noted by the Committee.

1543. WARD GRANTS

A list of ward grants approved by the Town Clerk between 1st February 2023 and 31st March 2023 was provided for the Committee's information and duly noted.

1544. DATE OF NEXT MEETING

Thursday, 15th June 2023 at 7.00pm

The meeting concluded at 7.15pm

Chairman.....

Date.....

FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 15th June 2023 at 7.00 p.m.

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

ABSENT:

OFFICERS PRESENT: Stephen Nash – Town Clerk
Roland Domingo – Finance Officer

1545. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Nicola Keen due to work commitments.

RESOLVED: The Committee received and approved the apologies.

Proposed: Councillor Jackie Meade

Seconded: Councillor Christine Dickinson

1546. APPOINTMENT OF CHAIRMAN

Nominations for the appointment of Chairman of Finance and General Purposes Committee for the 2023/24 Municipal Year were sought.

RESOLVED: That Councillor Connor McConville be appointed Chairman of Finance and General Purposes Committee for the 2023/24 Municipal Year.

Proposed: Councillor Tim Prater

Seconded: Councillor Christine Dickinson

1547. APPOINTMENT OF VICE CHAIRMAN Nominations for the appointment of Vice Chairman of Finance and General Purposes Committee for the 2023/24 Municipal Year were sought.

RESOLVED: That Councillor Tim Prater be appointed as Vice Chairman of Finance and General Purposes Committee for the 2023/24 Municipal Year.

Proposed: Councillor Connor McConville

Seconded: Councillor Jane Darling

1548. DECLARATIONS OF INTEREST

There were no declarations of interest.

1549. MINUTES

The committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 20 April 2023.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 20 April 2023 be received and signed as a correct record.

Proposed: Councillor Connor McConville

Seconded: Councillor Belinda Walker

1550. REVIEW OF THE TERMS OF REFERENCE

In line with the Town Council's adopted standing orders, the Committee was asked to consider its new Terms of Reference.

RESOLVED: That the new Terms of Reference to be deferred to the next Finance and General Purposes meeting in 31 August 2023.

Proposed: Councillor Tim Prater

Seconded: Councillor Christine Dickinson

1551. WORKING GROUPS 2023/24

The Committee was asked to note and approve nominations for the membership of the Folkestone & Hythe District Council/Folkestone Town Council Working Group for the 2023/24 Municipal Year.

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

Proposed: Councillor Connor McConville

Seconded: Councillor Belinda Walker

1552. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 April 2023 and 31 May 2023.

RESOLVED: That the Schedule of Payments for the period 1 April 2023 to 31 May 2023 be approved.

Proposed: Councillor Tim Prater

Seconded: Councillor Connor McConville

1553. BUDGET MONITORING STATEMENT 2023/24

The budget monitoring statement to the 31 May 2023 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 May 2023 be approved.

Proposed: Councillor Peter Gane

Seconded: Councillor Jackie Meade

1554. BANK RECONCILIATION

The bank reconciliation statement as at 31 May 2023 was noted by the Committee.

1555. REVIEW OF CHANGES OF THE WARD GRANT POLICY

RESOLVED: That the changes of the Ward Grant Policy be received, with the amendments to remove the capitalised ONLY on section 5, remove section 20 paragraph and to provide further information to what financial information is specifically required stated on section 16.

Proposed: Councillor Laura Davison

Seconded: Councillor Kieran Leigh

1557. DATE OF NEXT MEETING: 31st August 2023 at 7:00pm.

Th meeting concluded at 7.36pm

Chairman.....

Date.....

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 7th February 2023 at 7pm.

Present: Councillors Ann Berry, Paul Bingham, Nicola Keen, Peter Gane, and Belinda Walker (Chair from Item 1211).

In attendance: Vicky Deakin - Communities & Events Officer

1210. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Roger West (unexpected commitment in London).

RESOLVED: The Committee received and approved the apologies.

Proposed: Councillor Belinda Walker

Seconded: Councillor Nicola Keen

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

1211. APPOINTMENT OF VICE CHAIRMAN

RESOLVED: That Councillor Belinda Walker be appointed as Vice Chairman of the Committee for the remainder of the 2022/23 Municipal Year.

Proposed: Councillor Paul Bingham

Seconded: Councillor Nicola Keen

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

1212. DECLARATIONS OF INTEREST

Councillor Ann Berry declared a personal interest in item 7 due to liaising and supporting the local residents committee leading on this project, but as there was no pecuniary interest, Cllr Berry was advised that she could take part in the discussion and vote.

1213. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Community Services Committee held on 6th October 2022 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That subject to correcting Minute 1204, to indicate that £2,000 rather than £1,000 be released from the Local Projects Budget, the minutes of the meeting held on the 6th October 2022 be received and signed as a correct record.

Proposed: Councillor Nicola Keen

Seconded: Councillor Paul Bingham

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

At this juncture, Members considered bringing forward Item 7 and permitting attending residents to speak at the meeting. It was

1214. RESOLVED: That Item 7 – PENTANQUE be brought forward to allow residents to speak during the meeting.

Proposed: Councillor Paul Bingham

Seconded: Councillor Belinda Walker

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

1215. PENTANQUE

At its meeting on 6 October 2022, the Committee considered the following:

Local residents have been liaising with F & HDC and Town Ward Councillors further to fund raising for an area to be dedicated for playing Pentanque on Radnor Park. Members were asked to consider if they wished to support this project and allocate funding from the Local Projects budget.

RESOLVED: That £1,000 be released from the Local Projects budget for this initiative, subject to the project being agreed as viable by F&HDC upon conducting further surveys and with additional external funding sources being identified.

Proposed: Councillor Nicola Keen

Seconded: Councillor Roger West

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

Local residents have raised some funds but are approximately £8,000 short of the initial target. There will also be ongoing maintenance costs, although these have yet to be considered. The Committee was asked to confirm the extent of the Town Council's involvement and consider whether it wishes to further support the project.

Councillor Ann Berry and local residents leading on this project updated the committee and thanked Folkestone Town Council for their ongoing support.

RESOLVED: That the £2,000 approved for release from the 2022 / 23 Local Projects Budget, be rolled forward for use next year.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

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

1216. ANNUAL KWIK CRICKET TOURNAMENT

Further to the success and positive response from all schools involved with the last Primary Schools' Kwik Cricket tournament in 2021, Members were asked to consider if they wish this annual sports event to be organised for 2023. Members views were sought for a proposed date in May funded by the Youth Facilities budget (Code 4881).

RESOLVED: That this event be organised for the most suitable / popular date for schools in May and the required funding to deliver it be released from the Youth Facilities Budget.

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

1217. SUMMER OVER STREET UMBRELLAS PROJECT

At its meeting on 1st February 2022, the Committee was briefed on a proposal for an over street umbrella installation on Guildhall Street, supported by local businesses and the Town Team and championed by Cllr Mary Lawes. The project was estimated to cost £17,000 ex VAT in the first year and £13,000 ex VAT per annum.

RESOLVED: That £2,000 be released from the 2021/22 Local Projects Budget subject to FTC supporting the project in approving a Town Grant application received at the next Full Council meeting.

Proposed: Councillor Peter Gane

Seconded: Councillor Abena Akuffo - Kelly

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

The Town Council is holding £5,300 in a reserve for this purpose and it is understood that Town Team have raised additional funds. The Committee was asked to confirm the extent of the Town Council's involvement and consider whether it wishes to further support the project.

RESOLVED: That Councillor Mary Lawes be requested to compile a report for the next Community Services Committee meeting in April, detailing full costs and staffing requirements.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

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

1218. FOLKESTONE MUSEUM REPORT CS/23/330

The Committee was asked to receive and note the report.

RESOLVED: That Report CS/23/330 be received and noted with a vote of thanks recorded acknowledging the continued hard work of Museum Officers on all Museum projects, services and initiatives.

Proposed: Councillor Paul Bingham

Seconded: Councillor Nicola Keen

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

1219. COMMUNITIES & EVENTS OFFICER REPORT CS/23/328

The committee was asked to receive, note and approve the recommendations of the report.

RESOLVED: That Report CS/23/328 be received and noted with a vote of thanks recorded acknowledging the continued hard work delivering and developing Council Services and Events.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

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

RESOLVED:

- 1. To approve the proposed Armed Forces Day event programme (Appendix A).**
- 2. To approve the release of £12,000 from the 2023/24 Armed Forces Day budget to deliver the event.**

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

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

1220. CHRISTMAS LIGHTS SWITCH ON EVENT, LIGHT & LANTERN PARADE AND FESTIVITIES 2022

The Communities & Events Officer updated the Committee in respect of post event feedback received including Freedom of Information requests and residents' concerns received and raised by Cllr Mary Lawes. The Committee will take into account all feedback received when considering the November 2023 event programme at its next meeting.

1221. DATE OF NEXT MEETING

Tuesday 4th April 2023 at **7.45pm** (TBC).

The meeting concluded at 7.45pm

Chairman.....

Date.....

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 4th April 2023 at 7.45pm.

Present: Councillors Paul Bingham, Peter Gane, Belinda Walker and Roger West.

In attendance: Vicky Deakin - Communities & Events Officer

1222. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Ann Berry (F&HDC Meeting) and Nicola Keen (F&HDC Meeting).

RESOLVED: The Committee received and approved the apologies.

Proposed: Councillor Peter Gane

Seconded: Councillor Paul Bingham

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

1223. DECLARATIONS OF INTEREST

There were no declarations of interest.

1224. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Community Services Committee held on 7th February 2023 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting held on the 7th February 2023 be received and signed as a correct record.

Proposed: Councillor Belinda Walker

Seconded: Councillor Peter Gane

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

1225. FOLKESTONE MUSEUM REPORT CS/25/335

The Committee was asked to receive, note and approve the recommendations of the report.

RESOLVED: That Report CS/25/335 be received and approved and that the Curator be invited to attend the next meeting and deliver a presentation.

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

1226. COMMUNITIES & EVENTS OFFICER REPORT CS/23/336

The Committee was asked to receive, note and approve the recommendations of the report.

Councillor Peter Gane informed the Committee that the Cheriton Christmas Lights Switch On event will take place on 25th November 2023.

RESOLVED:

- i) That Report CS/23/336 be received and approved.
- ii) That the annual Town Centre Christmas Lights Switch On event be held on Saturday 18th November 2023.
- iii) To approve the release of £1,000 from the Youth Facilities budget to deliver the Kwik Cricket tournament.

Proposed: Councillor Peter Gane

Seconded: Councillor Roger West

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

1227. SUMMER OVER STREET UMBRELLAS PROJECT

Following the item on the last agenda and for the Committee's information, Cllr Mary Lawes has decided to proceed with the installation of the Guildhall Street Umbrellas with funding held in the appropriate FTC reserve (£7,308) plus a grant from Folkestone & Hythe District Council and some additional private funding. This will cover one year of the project and does not commit the Town Council to support the scheme further.

RESOLVED: That funding FTC have currently awarded to this project via the Local Projects budget and Town Grant scheme is only released subject to all the criteria of our Financial Regulations being met.

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

1228. DATE OF NEXT MEETING

Tuesday 6th June 2023 at 7.45pm

The meeting concluded at 8.10pm

Chairman.....

Date.....

FOLKESTONE TOWN COUNCIL

Minutes of the Climate and Environment Committee meeting held on Thursday, 9th February 2023 at 7pm at the Town Hall.

Present: Councillors Abena Akuffo–Kelly (Chair), Ann Berry, Jackie Meade and Richard Wallace.

Absent: Councillors Ray Field, David Horton, Connor McConville and Tim Prater.

In attendance: Vicky Deakin – Communities & Events Officer

54. APOLOGIES FOR ABSENCE

There were no apologies for absence.

55. APPOINTMENT OF VICE CHAIRMAN

The Committee was asked to appoint a Vice Chairman for the remainder of the 2022 / 2023 Municipal Year.

RESOLVED: That Councillor Ann Berry be appointed as Vice Chairman of the Committee for the remainder of the 2022/23 Municipal Year.

Proposed: Councillor Jackie Meade

Seconded: Councillor Richard Wallace

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

56. DECLARATIONS OF INTEREST

There were no declarations of interest.

57. MINUTES

The committee was asked to receive the Minutes of the meeting of the Climate & Environment Committee held on 9th June 2022 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting held on 9th June 2022 be received and signed as a correct record.

Proposed: Councillor Jackie Meade

Seconded: Councillor Ann Berry

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

58. PLASTIC FREE FOLKESTONE

Councillor Belinda Walker was unable to attend the meeting (due to illness) to provide the scheduled update and therefore sent a digital written report to be shared by the C & E Officer with all Committee Members by email.

59. C&E OFFICER REPORT CE/23/329

The Committee was asked to receive and note report CE/23/329. The C & E Officer updated Members in respect of Fairtrade, tree planting and existing and forthcoming community projects.

RESOLVED: That Report CS/23/329 be received and noted with a vote of thanks recorded acknowledging the continued hard work of Officers towards achieving Fairtrade status for Folkestone.

Proposed: Councillor Jackie Meade

Seconded: Councillor Ann Berry

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

60. FLOWER & SHRUB BED MAINTENANCE INCLUDING NEW PLANTERS 2023/24

The Committee was updated on F & HDC planting and maintenance in 2022/23. Members were asked to approve the release of £35,000 from the 2023 / 24 Parks, Gardens & Recs - Flowerbeds budget and consider whether they wish this to include the acquisition of new planters, and plants to fill them, in Wards where it is difficult to plant trees.

After Members discussion and review it was

RESOLVED:

1. That the Flower & Shrub Bed Maintenance Including New Planters 2023/24 Item be deferred to the next meeting allowing for the C & E Officer to obtain assurances from F & HDC that flowers & shrubs at sites such as Hill Road that received limited new planting and watering in 2022 / 23, will be attended to at an acceptable level in 2023 / 24.
2. That the C & E Officer write to all FTC Councillors inviting them to nominate sites in their respective Wards where new flower planters could potentially be installed, particularly in locations where it is difficult to plant trees. Members will review and consider suggestions to be included in the 2023 / 24 Flower & Shrub Bed Maintenance Scheme at the April meeting.

Proposed: Councillor Jackie Mead

Seconded: Councillor Richard Wallace

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

61. PLAY PARKS REPORT CE/23/331

The committee was asked to receive and note Report CE/23/331.

RESOLVED: That Report CS/23/331 be received and noted.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Ann Berry

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

62. DATE OF NEXT MEETING

Tuesday 4th April 2023 at 7pm

The meeting concluded at 7.20pm.

Chairman

Date

FOLKESTONE TOWN COUNCIL

Minutes of the Climate and Environment Committee meeting held on Tuesday, 4th April 2023 at the Town Hall. (The meeting started once attendance was quorate at 7.15pm when Councillor Richard Wallace arrived).

Present: Councillors Abena Akuffo–Kelly (Chair), Connor McConville and Richard Wallace.

Absent: Councillors Ray Field, David Horton, Tim Prater

In attendance: Vicky Deakin – Communities & Events Officer

63. APOLOGIES FOR ABSENCE

Councillors were asked to receive apologies from Councillors Ann Berry (FHDC Meeting) and Jackie Meade (FHDC Meeting).

RESOLVED: To accept Councillors Ann Berry and Jackie Meade's apologies.

Proposed: Councillor Connor McConville

Seconded: Councillor Richard Wallace

Voting: F:3, Ag:0, Ab:0

64. DECLARATIONS OF INTEREST

There were no declarations of interest.

65. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Climate & Environment Committee held on 9th February 2023 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting held on 9th February 2023 be received and signed as a correct record.

Proposed: Councillor Richard Wallace

Seconded: Councillor Connor McConville

Voting: F:3, Ag:0, Ab:0

66. FLOWER & SHRUB BED MAINTENANCE INCLUDING NEW PLANTERS 2023/24

RESOLVED: That the release of £35,000 from the 2023 / 24 Parks, Gardens & Recs – Flowerbeds Budget be approved subject to the following condition:

- i) That F & HDC provide an assurance that the raised bed outside Cubitt House, shrubs outside Folkestone Bowls Club (Cheriton Road) and railing planters on Hill Road are all significantly enhanced and regularly watered further to reports that these areas have been relatively neglected over the past few years in comparison to other sites that FTC sponsor.

Proposed: Councillor Connor McConville
Seconded: Councillor Abena Akuffo - Kelly
Voting: F:3, Ag:0, Ab:0

67. C&E OFFICER REPORT CE/23/337

The Committee was asked to receive and note report CE/23/337. The C & E Officer updated Members in respect of Fairtrade, tree planting and existing and forthcoming community projects.

It was agreed that an item in respect of tree stump removal be added to a forthcoming tree meeting for members review in respect of KCC considering and agreeing to undertake a schedule of removal further to FTC allocating funding from the 2023 / 24 Tree Budget.

RESOLVED: That Report CS/23/337 be received and noted.

Proposed: Councillor Connor McConville
Seconded: Councillor Richard Wallace
Voting: F:0, Ag:0, Ab:0

68. DATE OF NEXT MEETING

Tuesday 6th June 2023 at 7pm

The meeting concluded at 7.45pm.

Chairman

Date

Folkestone Town Council Grants Given in May and July 2023

1.

Name	O. Senton
Title of Project	D&D East Kent – Who Needs Theatre?
Reason for application	A one-day event at Folkestone Quarterhouse (Oct 14 '23) bringing together local theatre makers to build better, stronger local networks for live performance, serving both amateur and professional communities. Better communication and sharing of resources will lead to more arts activity for the town and its audiences.
Total grant awarded	£150.00
Date awarded	30 May 2023
Councillor's approval	N. Keen

2.

Name	Folkestone Pride
Title of Project	Pride Month
Reason for application	We will start with a parade from the Town Hall to the bandstand on The Leas. The parade allows LGBTQIA+ people and their allies to celebrate queer identity, to draw strength from being together as a visible community and to show solidarity with those LGBTQIA+ people whose safety and rights are under threat around the world. Then we will host a lunchtime picnic on The Leas, open to all at no cost. We will host multiple professional performers around the bandstand, with priority given to local LGBTQIA+ artists. The events will celebrate the joy, resilience and heart of our local communities. We will invite local creative businesses, especially those that are queer-owned, to showcase and sell their goods at a Pride market. We will also work with local storytelling organisations to provide safe, engaging story spaces for families. In the evening, we will host a ticketed but low cost event at Leas Cliff Hall. This will include another suite of LGBTQIA+ artists from the fields of performance and video art, dance, drag, music and spoken word. We will also have queer DJs and a party. Again, priority will be given to artists from Folkestone and the surrounding area.
Total grant awarded	£100.00
Date awarded	19 July 2023
Councillor's approval	T. Prater

3.

Name	Harbour Ward Residents Association
Title of Project	The Stade Planters
Reason for application	We look after planters on the stade and would like to replenish them with fresh plants /compost.
Total grant awarded	£202.50
Date awarded	19 July 2023
Councillor's approval	N. Keen

4.

Name	The Chambers
Title of Project	Make A Stand For Music
Reason for application	To provide free public musical entertainment at The Leas Bandstand throughout the summer months in conjunction with - but sourced and funded independently to - Folkestone Festivals.
Total grant awarded	£150.00
Date awarded	27 July 2023
Councillor's approval	B. Walker



FOLKESTONE TOWN COUNCIL
Policy Guidelines for the Approval and Distribution of
Ward Grants

1. The Town Council is prepared to consider applications for financial assistance from:
 - (a) clubs and societies within the ward;
 - (b) voluntary bodies and associations within the ward;
 - (c) non-profit making organisations within the ward;
 - (d) charitable bodies within the ward;
 - (e) ~~individual members of the community within the ward~~
 - (f) services provided into the ward by outside bodies/organisations
2. Please see Appendix 1 for the process involved for approval and distribution of Ward Grants.
3. In order to qualify for assistance, applications must demonstrate a direct benefit to the ward, or any part of it, or to all or some of its residents. In addition, the direct benefit accruing must be commensurate with the expenditure to be incurred. Local groups that are affiliated to regional or national organisations will qualify provided the local group is required to function substantially as an independent financial unit.
4. Applications must be made using the Council's Ward Grant application form (see Appendix 2) and submitted to the relevant Councillor(s) for approval and signature. Incomplete applications will not be considered and will be returned.
5. Where a Ward member is absent or a vacancy has occurred and the grant is time limited then the applicant may approach the Mayor or Grants Officer direct for a decision by committee.
6. Applications may be submitted at any time
7. Applicants should apply for funding for only one project during a financial year (1 April to 31 March).
8. In the case of a successful application, the financial assistance should normally be taken up during the financial year (1 April to 31 March) in which the Grants Committee ~~Town Clerk~~ approves the application. Applicants will be required to complete a form (see Appendix 3), confirming that the funding has been used for the purpose requested, within 1 month of the project or event being completed. Failure to return this form will preclude the applicant from being considered for a Ward or Town Council grant in the future.
9. The Town Council might refer applications to other bodies as appropriate.
10. Grants will not be paid where the service is normally provided directly by a principal Council, the Health Authority or Central Government.
11. Private concerns operated as a business to make a profit will not normally be grant aided, unless there is demonstrable benefit for local employment.

continued over page

12. Grants will not be made to Charitable Trusts seeking to add to their capital investments.
13. Local Groups whose total fund raising is sent to their central headquarters for redistribution will not be assisted.
14. Grants will not be given for specifically religious or party political purposes.
15. Grants will not normally be given to profit making organisations with unallocated reserves.
16. Grants will not be paid retrospectively and will not be paid if the application is submitted after the project or event has taken place.
17. All ward grant applications require the support of the Ward Councillor before they can be considered by the Grants Committee ~~Town Clerk~~, along with supporting papers.
18. If the total grant you require from Folkestone Town Council Ward Grants is in excess of £500 then it is recommended that you fill in a Town Grant application form rather than a Ward Grant. If the grant is in excess of £500 you will be required to provide further financial information to the Ward Councillor and Grants Committee ~~Town Clerk~~. This may include but is not limited to originals of: Bank Statements, Proof of Address, Personal ID (passport, driving license) Proof of purchase.
19. Grants cannot be paid into a Personal Accounts. In such cases the Town Council may purchase items directly where needed. The Town Council is not able to give grants to individuals.
20. As Folkestone Town Council is governed by s.101 of the Local Government Act 1972, which states that if the Council does not exercise a function itself it can only be delegated to a Committee, a Sub-Committee, or Officer as individual Councillors have no statutory authority to make a decision, all applications via the Ward Grant Scheme will be processed and approved by the Grants Committee ~~Town Clerk~~.
21. Applications of funding cannot be accepted from Folkestone Town Council Members or persons associated² with them (to avoid any potential conflicts of interests).

² "Associated Person" means (either in the singular or in the plural): A family member or any other person or body with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or Any person or body who employs or has appointed you or such persons, any firm in which you or they are a partner, or any company of which you or they are directors; or Any person or body in whom you or such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or Any body in respect of which you are in a position of general control or management: exercising functions of a public nature; or directed to charitable purposes; or one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)."

For contact details of your local Ward Councillor, please visit the Town Council website www.folkestone-tc.gov.uk or call 01303 257946.

Appendices

Appendix 1 – Process Flow Chart

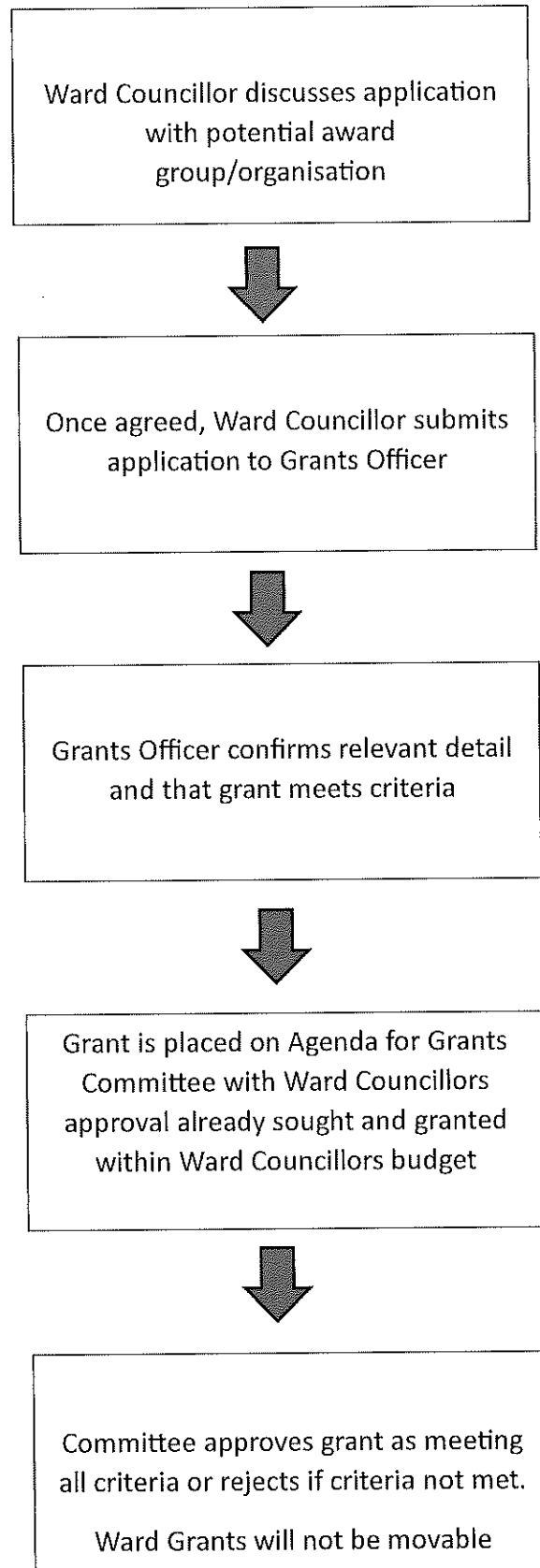
Appendix 2 - Ward Grant application form

Appendix 3 – Ward Grant Feedback Form

GREEN – INSERT

RED – DELETE

Appendix 1
Approval & Distribution of Ward Grants





Folkestone Town Council



Ward Grant Application Form

A: APPLICATION SUMMARY

Organisation Name:	
Title of Project:	

Contact name <i>(Inc. title)</i>	
Position in organisation / group:	
Correspondence Address:	
Postcode:	
Email address:	
Daytime telephone number:	

Reason for application – brief project/event description:	
---	--

How much is requested from Folkestone Town Council?	£
Total cost of project:	£

Declaration: I hereby declare that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

Name:	Position in the organisation:
Signature: (or print name if returning by email)	Date:

DATA PROTECTION STATEMENT

Your details will be kept securely by Folkestone Town Council under the terms of the Data Protection Act and Freedom of Information Act 2000

FTC must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. In order to achieve this, information may be shared with other bodies responsible for auditing or administering public funds including the Audit Commission, the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. We might use personal information provided by you in order to conduct appropriate identity checks. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will actively seek recovery of the awarded grant funding, and will provide details to fraud prevention agencies, to prevent fraud and money laundering.

The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

Organisations are asked to agree to allow its details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)

Please select as applicable

Yes ☐

No ☐

B: SUPPORTING STATEMENT

(All applicants to complete – please continue on a separate sheet if necessary)

Why do you think the Town Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the town's residents.

Support for the application – brief outline from Ward Councillor:

Any award will be paid by BACS. Please enter you bank details below:

Name of applicant:						Name of account holder:							
Signature: (or print name if returning by email)						Date:							
Sort Code:						Account number:							

Ward Councillor to complete:	
Name:	Ward:
Signature: (or print name if returning by email)	Date:
Amount Awarded	£

If the project applied for does not go ahead then the grant funds will need to be returned to the Council in full

All grants applied for must be spent within 12 months of receipt.

Please send your completed form to your local Ward Councillor.



FOLKESTONE TOWN COUNCIL



WARD GRANT FEEDBACK FORM

It is a condition of Town Council grants that the recipient completes a form confirming that the funding has been used for the purpose requested. Therefore, you are requested to complete this form and return it to the Grants Officer within one month of completing your project or event. If you have not yet spent the entire grant, we ask that you return this form as an interim report and then submit a final report no later than six months after receiving the grant.

Name of Organisation:

Contact Name:

Date Grant Awarded:

Amount of Grant Awarded:

Total Project Cost:

Purpose of the Grant:

Please describe how your grant was used:

What were/are the results so far of your use of the Town Council grant:

Please try to provide numbers, wherever relevant (number of visitors to events, number of volunteers to events, number of young people catered for or trees planted etc.

How many members/volunteers took part in your project/event?

How many people benefitted from your project/activity?

What other funding (if any) was used? *(Please name the fund and the amount given)*

Grant	
From	

Grant	
From	

Grant	
From	

Grant	
From	

Own Contribution	
------------------	--

Volunteer Time	
----------------	--

Please provide copies of any publicity material you used, any press cuttings and other publicity achieved.

Please (where appropriate) provide photographs of your event/project (ideally in electronic format to the email address below).

I confirm that the grant awarded has been used for the purpose specified in the original application.

Signed	
Date	

Please return to: Liz Timmins
Communities & Grants Officer
Folkestone Town Council
The Town Hall
1-2 Guildhall Street
Folkestone
Kent
CT20 1DY
Tel: 01303 257946
Email: liz.timmins@folkestone-tc.gov.uk
<http://www.folkestonetc.kentparishes.gov.uk>

PROPOSED DATES FOR GRANTS COMMITTEE

FOLKESTONE TOWN COUNCIL SCHEDULE OF MEETING DATES 2023/24 (Please note that all meeting dates are provisional and may be subject to change or cancellation)

	Planning Committee 19.00 (Thursday)	Climate & Environment Committee 19.00 (Tuesday)	Community Services Committee 19.45 (Tuesday)	Grants Committee (19:00) (Tuesday or Wednesday)	Finance & General Purposes Committee 19.00 (Thursday)	Personnel Sub-Committee 18.00	Full Council 19.00
April 2023	27	4	4		20	20	
May 2023	25						Tuesday 16 (Annual Council) Tuesday 23 (Town Assembly)
June 2023	29	6	6		15		15 (AGAR)
July 2023	27						
August 2023	24			29 30	31	31	
September 2023	28			26 27			21
October 2023	26	3	3	24 25	19		
November 2023	30			28 29			16
December 2023	TUES 19				14 (Budget Meeting)		
January 2024	25			30 31			11
February 2024	29	6	6	27 28	15	15	
March 2024	28			26 27			14
April 2024	25	2	2	23 24	18	18	Tuesday 7 (Annual Council) Tuesday 14 (Town Assembly)
May 2024	30			28 29			

This report will be made
public on 3rd August 2023

**Folkestone
Town Council**



REPORT NUMBER C/23/339

To: Full Council
Date: 10th August 2023
Responsible Officer: Town Clerk
Subject: Nepalese Twinning

SUMMARY:

The report proposes changes to the previous resolution that only £100 be allocated each year to the Nepalese Twinning (see original motion below)

(1639. TWINNING WITH MECHINAGAR MUNICIPALITY OF NEPAL

The Town Mayor reported that a request has been received from Dr Durga Bahadur Subedi, the Ambassador Extraordinary and Plenipotentiary to establish a formal sister city relationship to enhance the existing excellent state of bilateral relations between Nepal and the UK to promote tourism, culture and friendship. Local schools are already in touch, via Skype with schools in Nepal.

There was discussion around putting further information into a report, such as any costs involved and information about the area to be twinned with.

PROPOSED: To defer this item and await a written report with further information and any costs etc.

The Motion was lost.

The Town Mayor clarified that any visits she would make to Nepal would be paid for out of her own pocket, the Town Council would not have a financial burden from visits.

RESOLVED: To accept the request to form a sister city relationship, but to ensure that no more than £100 per annum of public money is spent on furthering this relationship.)

REASONS FOR RECOMMENDATION:

The resolution is discriminatory in restricting funds that could be allocated to this Twinning Group against funds that could be allocated to other Twinning Groups or organisations. All Grants must be open to all groups on the same basis and not restricted or given preference over another group or organisation.

It is therefore recommended that the motion be reviewed to ensure the effective use of Council funds.

RECOMMENDATIONS:

- 1. That the previous motion be rejected and that a new proposal be implemented which allows ALL groups and organisations to apply for funding within the guidelines already set down by Folkestone Town Council.**

This report will be made public on 14 September 2023

**Folkestone
Town Council**



REPORT NUMBER C/23/338

To: Full Council
Date: 21 September 2023
Responsible Officer: Town Clerk
Subject: William Harvey Sunday Commemoration

SUMMARY:

The report proposes changes to the support provided for the annual William Harvey Commemoration which takes place on the first Sunday of June.

REASONS FOR RECOMMENDATION:

The cost of supporting this event has gradually increased over a number of years, due to additional requirements in relation to road closures/health and safety and increasing costs for refreshments.

It is therefore recommended that the event be reviewed to ensure the effective use of Council funds.

Aims and Objectives – Effective use of Council funds and value for money for the taxpayer.
Financial Implications – Reduction in William Harvey Commemoration Budget from £1,000 in 2023/2024 to £100 for 2024/25.
Equal Opportunities – Access to all
Environmental Issues - No material implications

1. INTRODUCTION

The Town Mayor is invited to lunch with the Harveian Society at The Burlington Hotel, which is followed by a procession along The Leas to the William Harvey Statue in Langhorne Gardens where a short commemorative service takes place.

Historically FTC has been the lead organiser for the event following the Harveian lunch at the Burlington Hotel.

2. CURRENT PROVISION

2.1 Chaplets

FTC provide chaplets for the Town Mayor, The Harveian Society and the Medical Society of London.

2.2 Traffic Management

In more recent years, the District Council has requested manned road closures be put in place for approximately 30 minutes for the 10-15 minute service to take place safely.

2.3 Reception/Afternoon Tea

Following the service, the procession returns to The Hotel Burlington where the Mayor hosts an afternoon tea for guests, comprising of Town Councillors, a representative from the Harvey Grammar School and approximately 15 members of the Harveian Society of London. In 2023 the council funded the afternoon tea where £652 was spent on cake for 40 people and in the opinion of the Town Clerk this is not a proper use for council resources.

2.4 Budget

The Town Council has an annual budget of £1,000 and approximately 40 no. guests take part.

The costs for 2023/24 are broken down as follows:

Chaplets x 3	£120.00
Reception/Afternoon Tea	£652.00
Traffic Management	<u>£450.00</u>
Total	<u>£1,222.00</u>

3.0 PROPOSED PROVISION

Based on the increasing costs and low level of attendance, particularly from members of Folkestone's community, it is recommended that the annual budget be reduced to £100 for 2024/25 to cover the costs of the chaplets.

It is suggested that the Town Mayor simply attend the William Harvey Statue along with her Chaplain at a time, agreed with the Harveian Society, to place the chaplets. This would negate the need for traffic management and a reception/afternoon tea after the service.

The chaplets could also be reduced to 2 no. as there is no longer a requirement for the Medical Society of London, due to non-attendance in recent years.

4.0 RECOMMENDATIONS:

4.1 To receive and note Report C/23/338.

4.2 The current budget be reduced from £1,000 to £100 for 2024/2025.

4.3 That FTC write to the Harveian Society and advise them of the changes and of the contribution the Town Council will make toward the event in 2024, giving them adequate time to prepare.

Fundraising and Sponsorship Strategy and Procedure

Approved by	Full Council
Date	10 th August 2023
Review Date	2026

1. Introduction

- 1.1 The Town Council has successfully applied for grants and sponsorship for a number of projects in previous years to great effect both to the Council itself and in supporting local Community Groups and Organisations. There is still much to be done in coordinating the efforts of the Town Council as a whole.
- 1.2 There exists expertise within the Council staff and amongst Councillors in the identification and application for sponsorship and grants outside the Town Council from external bodies such as the National Lottery, Heritage Lottery, Sport England, Community Foundation, Borough Council, Landfill Tax credit scheme and others for use by the Town Council or community groups. To be effective the council needs to think more strategically about the applications it makes and who has responsibility for any application.
- 1.3 Set out below are a number of ways to bring the process together and for improving the Town Council's ability to obtain grants and sponsorship, make applications and to use officer time more effectively to achieve the best results.

2. Decision Making

- 2.1 With any local authority there will always be a balance between what is achievable and what should or should not be the focus of attention in terms of the activities we provide, supported by officers and staff. With new projects there may also be wider issues for which Councillors may need to be consulted as to the appropriateness of new projects and if the Town Council should support such projects.
- 2.2 As many forms of grant funding come with very short response times or windows of opportunity for applications to be made, it may not be possible to consult Councillors adequately to make a more informed decision about involvement. However, such opportunities should not be lost as they rarely come again and may in fact be well received by council members.

- 2.3 To overcome any possible repercussions and to allay any fears that Members may have with regard to new grant applications, it is a simple process to return funding if successful or to refuse it. So an application might be made by an officer at short notice and prove successful but does not commit the Town Council to actually spending the funding if it later transpires that members do not support such applications. It is important to remember also that although an application is made, the reply time for any confirmation or indication of success may be several weeks or months, which then allows time for more detailed consultation with members.
- 2.4 If during the consultation period and the application evaluation process Members decide not to proceed, then that is facilitated very easily by a phone call and letter to the decision making body.
- 2.5 In relation to Sponsorship a more detailed approach will be needed and to consider the type and suitability of the sponsor and the way in which they wish their brand or business to be promoted. It will be possible to identify sponsorship packages and opportunities for events e.g. Town Carnival, Fireworks

Apply first – consult and confirm later

3. Priority of work

- 3.1 The current budget headings which we operate to, and the priorities of the Town Council will allow officers to make informed decisions about the priority for funding where only one grant or sponsorship may be held by an organisation in a 12-month period. As an example, the 'National Lottery Awards for All' only allows for one grant in 12 months and the councils first application could be toward Christmas Lights, which might be a priority at this time; in the second application we might be committed to support Extended Schools Activities and so make an application for Sports Coaching. These smaller grants pose no real problem in the decision making process as they require minimal input from officers, are not likely to be controversial and need to be for the changing needs of the Town Council.
- 3.2 Larger applications however require much more officer time in collating information in support of each application and may need some member consultation. As an example, The Town Hall and Play Areas both require funding applications, but the grants available could be obtained from the same sources and one application will affect the success of the other, despite the ability to hold more than one grant at a time. This is because all Lottery providers also work to 'my fair share' which means resources are allocated geographically as well as by their worth.
- 3.3 While no projects other than those described above are likely to cause any great issues at present, it does require highlighting at this time to avoid complication or debate at a later stage should a more controversial decision be made.

Shared and limited resources need to be prioritised

4. Identification of Funding

- 4.1 Currently Folkestone Town Council has access to a number of search tools which are very useful and could be used by more officers and Councillors if required. However, there are numerous sources of funding information sent out and within the Town Council we will not always have all the information about every type of grant or to seek sponsorship.
- 4.2 With a strategy and procedure in place for identifying available funding we could make applications more quickly, allocate a responsible officer, provide partnership funding where needed, and link applications to current provision and activities.
- 4.3 As already indicated there are sources of funding available for different projects but sometimes from the same source. If an application is made without the knowledge of a central control point it could jeopardise both applications and, more seriously, could be interpreted as attempting to mislead the grant giver.

Joined up thinking makes a stronger case

5. The Application

- 5.1 Having identified possible sources of funding or sponsorship Officers and Councillors can decide on priorities, if any, and identify a lead officer to take the responsibility for the application and which staff can be used to put the application together. In this way deadlines can be set for obtaining information and work on the application can move more quickly, through shared workloads if needed to ensure the application is submitted when required.
- 5.2 With larger applications there is also a list of guidelines to be worked through, which identifies the way to present an application, supporting information required, references and funding available from the applying organisation. Being coordinated by one person, a level of expertise will be developed and requirements of the application will be met more easily and even previous applications could be cut and pasted to make up new applications.

Coordination from one team can save time and increase success

6. Joint Funding

- 6.1 Many grant applications require the applicant to provide funding from their own organisation of between 10-50% of the total project costs and this need not mean any additional resources being allocated by the Town Council, but merely the identification of existing budget headings. It means that applications do not have to wait for an allocation of funding before they can be submitted, if existing resources meet the demands of the application.

- 6.2 Joined up funding can also benefit more than one organisation at a time and provide both capital and revenue expenditure toward overall project costs. As an example working with Migrant workers could provide funding for the Town Council to provide a Community Support Officer, but also provide funding to education providers, interpreters and police to provide additional resources such as information sessions, information packs and meetings with community leaders.
- 6.3 Joint funding from local partners also strengthens cases for funding by showing that there is a real partnership in place and a commitment to drive projects forward.

Joint Funding need not involve real money

7. Achieving a Joined Up Approach

- 7.1 On occasion it will only require basic information to be passed to the Lead Officer to make them aware that a grant or sponsorship has or is about to be applied for by a department or partnership organisation. However there is a real need for a more in depth explanation of requirements or current undertakings with regard grant or sponsorship applications.
- 7.2 An advice and application sheet is attached to this document as a suggested way forward which will meet the identified needs at present for information sharing. It will be possible and likely that as we get even more involved with grants and sponsorship that this information sheet may need changes which are not identified as yet.
- 7.3 It might be that the Town Council can hold the money on behalf of a community group or organisation. A formal resolution and acceptance of terms and conditions would apply.

More money for groups means more money for us

8. Training

- 8.1 As with all resources held by the Town Council we should employ 'Economy of Effort' when tackling all projects and activities. We should limit duplication of attendance on training courses or conferences when not justified.
- 8.2 Various funding bodies now offer workshops free of charge or conferences which discuss and address the rolling out of new and existing programmes of funding. However, these are rarely needed and are intended for the novice fund raiser or organisations which have no fund raising experience at all.

- 8.3 The new Town Clerk has attended formal training courses in fund raising and obtained certificates in Fund Raising Practice. The Town Clerk is also aware of Funding Codes of Practice and updates annually on new programmes and opportunities for funding. Other members of the Council will receive internal training from the Town Clerk in small grant applications and develop a good level of proficiency across a wide range of funding programmes.
- 8.4 By training dedicated "Funding Officers" they can pass on points of interest to the appropriate Officers in identifying funding programmes and in putting together an internal training programme for other members of staff wishing to expand their expertise. This is important when individuals seeking funding and funding courses or conferences may not be aware of the FREE or discounted opportunities available. Add to the price of attending a conference the price of travel, overnight accommodation and expenses – can be significant.

9. Feedback & Engagement

- 9.1 The relevant parent committee/ Full Council can be informed of applications made, those which were successful, those that were not and where learning points could be taken on-board.
- 9.2 By working closely with community organisations we will have a better understanding of their needs.
- 9.3 The Town Council and partners will be encouraged to publicise funding where it has been successful through social media, website and printed publications. Specific attention to be given where this meets the Strategic Plan priorities.

GRANT/ SPONSORSHIP INFORMATION SHARE

Team:	
Responsible Officer:	
Grant / Sponsorship Applied for:	
Grant / Sponsor Name:	
Grant / Sponsor Contact if applicable:	
Amount Requested:	
Confirmation date:	
Outcome:	
Brief Summary of Request:	
Date Submitted:	
Date Funding Required by	
Town Clerk aware	YES / NO
Management Team aware	YES / NO
Councillors briefed	YES/ NO
Matched funded? Date / Resolution / Budget	
Name of Project if applicable	
Comments	