



Memorandum of Understanding (MoU) Grace Hill Building Refurbishment Project

This Memorandum of Understanding (MoU) is made on this 14TH day of SEPTEMBER 2026 between:

Folkestone Town Council (FTC)
Town Hall, 1-2 Guildhall Street, Folkestone, Kent, CT20 1DY
("the Council")

AND

Partner Organisation Names: Creative Folkestone

One Folkestone

Folkestone & Hythe District Council

Tony Vaughan MP

(Collectively referred to as "the Parties")

1. Purpose

This MoU sets out how the Parties will work together through the Grace Hill Steering Group to support the refurbishment of 2 Grace Hill, the pursuit of grant funding, and the development of proposals for its future community use.

Shared vision:

- Return of the public library to Grace Hill
- Hub for cultural and creative industries
- Inclusive social and community spaces supporting the voluntary sector
- Creation of a sustainable model for the building

2. Status

This MoU reflects a statement of intent and is not legally binding. It does not create any partnership, tenancy, licence, agency, or financial obligation. All decisions remain subject to Council governance and statutory responsibilities.

3. Ownership and Control

The Building remains the sole property of FTC. Any future lease, licence, or occupation arrangement will require a separate formal agreement approved by the Council.

4. The Steering Group

The Grace Hill Steering Group is advisory only. It has no decision-making authority; final decisions rest with the Council. It will support collaboration, funding opportunities, and development of a shared vision.

5. Partner Commitments and Contributions

All Partners agree to participate actively, share expertise, engage the community, and act in good faith.

Each Partner should outline their contribution:

Organisation Name: **Creative Folkestone**

- **Expertise/Service Contribution:**
 - Significant regen expertise including capital programmes
 - Stewardship of heritage and cultural assets
 - Cultural programme development
 - Community engagement and participation
 - Buildings and facilities management
 - National profile and credibility
 - Vision and master planning
 - Robust financial management and governance
- **Community Engagement Role:**
 - Support programme of engagement
 - Stakeholder engagement
- **Resource Contribution:**
 - Liaison and relationship with funders
 - Comms
 - Use of venues for engagement and consultation
 - Expertise in cultural programming and managing heritage assets
 - Event management

- Bid writing
- **Funding Support Role:**
 - Funder cultivation and stewardship
 - Significant track record in raising multiple £m from range of sources. -credibility and trust

Organisation Name: **One Folkestone**

- **Expertise/Service Contribution:**
 - Major regeneration projects; building and facility management
 - Public service strategic leadership (education and multi-agency sectors)
 - Community partnership and community engagement programmes
 - Third sector governance and guidance
- **Community Engagement Role:**
 - Design of informal programme of community learning and engagement
 - Liaison with stakeholders
- **Resource Contribution (if any):**
 - Business model contribution for community hub management within Grace Hill
 - Provision of venues, hospitality and hosting support for project events
 - Communications support as required
 - Use of related community grant funding to support event costs
- **Funding Support Role (if any):**
 - Experience of submitting successful building project funding bids up to £800k
 - Support for community elements within funding submissions

Organisation Name: **Folkestone & Hythe District Council**

- **Expertise/Service Contribution:**
 - Public engagement and consultation
 - Communication
- **Community Engagement Role:**
 - Sharing communications, engagement and networking opportunities
- **Resource Contribution (if any):**
 - N/A
- **Funding Support Role (if any):**
 - Green Grants can be applied for

Organisation Name: **Tony Vaughan MP**

- **Expertise/Service Contribution:**
 - Engagement and lobbying of central government and other public bodies and partners to fundraise and promote the project
- **Community Engagement Role:**
 - Public promotion (at public events, in the media, on social media); my office may be able to host events to encourage community support
- **Resource Contribution (if any):**
 - Nil. Contribution may be via my and my office's time and work as above
- **Funding Support Role (if any):**
 - Engaging with central government and other public bodies to financially support the project

6. Role of FTC

FTC will act as project sponsor, ensure statutory compliance, retain final approvals, and provide coordination support.

7. Funding and Grants

No Party shall commit, authorise or incur any expenditure or submit, support or make any application for funding, grants or other financial assistance relating to the Building or Project without the prior written approval of FTC.

Subject to FTC's prior written approval, Creative Folkestone and other parties may prepare, develop and submit funding applications on behalf of the partnership, including leading on the identification of funding opportunities and the preparation of bids. Funding activity shall be undertaken in accordance with any funding strategy, priorities and timetable agreed between Creative Folkestone and FTC.

Unless otherwise agreed in writing, all grant funding secured for the Building or Project shall be received, held and administered by FTC.

8. Communication and Representation

The Parties will promote the project consistently, acknowledge all contributions, and not claim decision-making authority on behalf of FTC.

9. Duration

This MoU takes effect from 14/09/2026 and remains in place until project completion or termination.

10. Review and Withdrawal

This MoU may be reviewed or amended by FTC. Any Partner may withdraw at any time without liability.

11. Signatures

For Folkestone Town Council

Name: Toni Brechney

Title: Town Clerk

Signature: [Signature]

Date: 14/09/2026

For Creative Folkestone

Name: Philippine Nguyen

Title: Chief Executive

Organisation: Creative Folkestone

Signature: [Signature]

Date: 14/09/2026

For One Folkestone

Name: Jan D'Amore
Title: COORDINATOR
Organisation: ONE FOLKESTONE
Signature: [Signature]
Date: 14/9/26

For Folkestone & Hythe District Council

Name: CLERK MIKE BLAKEMORE
Title: CABINET MEMBER FOR COMMUNITY COLLABORATION
Organisation: FHDC
Signature: [Signature]
Date: 14/9/26

For Tony Vaughan MP

Name: TANZIDAH ISLAM (on behalf of Tony Vaughan)
Title: Research Officer
Organisation: MP's Office
Signature: [Signature]
Date: 14.09.26