

FOLKESTONE TOWN COUNCIL



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Date of Publication: 7 October 2026

COMMUNITY, CLIMATE & ENVIRONMENT COMMITTEE AGENDA

Meeting: Community, Climate and Environment Committee
Date: 13 October 2026
Time: 7.00 p.m.
Place: Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone.

To: The Community, Climate and Environment Committee
(All other Councillors for information only)

YOU ARE HEREBY SUMMONED to attend a meeting of the Community, Climate and Environment Committee on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the Agenda which is not fully covered in these papers is requested to contact the Town Clerk prior to the meeting.

Toni Brenchley
Town Clerk

1. APOLOGIES FOR ABSENCE

To receive and note 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 Community, Climate & Environment Committee held on 18 August 2026 and to authorise the Chair of the Committee to sign them as a correct record.

4. INCLUSIVITY AND COMMUNITY ACCESSIBILITY

To consider opportunities to improve inclusivity, accessibility and participation within the community, and to identify potential projects, initiatives or areas for improvement that would help ensure Town Council services, events, facilities and public spaces are welcoming and accessible to all residents.

5. KCC PARISH BUS SHELTER GRANT

At the last Community, Climate & Environment, members were invited to note the availability of the Parish Bus Stop Shelter Grant (PBSSG) the 2026/27 financial year.

FTC Councillors were invited to identify any bus shelters within their Wards that may require refurbishment or replacement, together with locations where new shelters would benefit residents and public transport users.

The Communities & Events Officer will provide an update.

6. ALLOTMENTS

- i) Following the rule changes agreed by the CCE Committee in August regarding Water Conservation Contributions, the revised Allotment Rules are attached for Members' approval.
- ii) The Working Group will provide an update following recent plot inspections and discussions with plot holders. Members are asked to consider any actions arising from concerns raised regarding insurance, monoculture planting, water usage and site access.

7. FOLKESTONE MUSEUM REPORT CCE/26/426

The Committee is asked to receive and note Report CCE/26/426.

8. BUDGET 2027/28 – POTENTIAL GROWTH ITEMS

At the last Community, Climate & Environment, members were invited to begin considering potential growth items and non-recurring revenue expenditure for community and climate projects and initiatives for inclusion in the 2027/28 budget. The Finance & General Purposes Committee will consider the full list of proposals submitted by all Committees as part of the budget-setting process before making recommendations to Council.

The Committee is asked to consider the attached growth items that have been put forward.

9. FOLKESTONE TOWN CENTRE AND CHERITON CHRISTMAS LIGHTING INSTALLATIONS AND SWITCH ON EVENTS (13TH AND 28TH NOVEMBER RESPECTIVELY)

The Committee will be updated regarding the Christmas lighting assets and proposed installations and developing plans and arrangements for the Christmas events including the Lions Club Santas Grotto to be hosted in the Town Hall in December.

10. CLIMATE CHANGE WORKING GROUP

Further to the Climate Change Working Group meeting being held at 6pm, an update will be provided in respect of outcomes and follow up actions.

11. DATE OF NEXT MEETING

8 December 2026 at 7.00pm

Councillors on Committee

Councillor Abena Akuffo-Kelly
Councillor Charles Bain Smith
Councillor Bridget Chapman
Councillor Jane Darling
Councillor Laura Davison
Councillor Peter Gane
Councillor Nicola Keen

Councillor Kieran Leigh
Councillor Lucy McGirr
Councillor John Renshaw
Councillor Belinda Walker
Councillor Roger West

Parking available for Councillors @ 6.00pm on the precinct area at the front of the Town Hall.



FOLKESTONE TOWN COUNCIL

Minutes of the Community, Climate & Environment Committee meeting held at the Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 18 August 2026 at 7.00pm.

Present: Councillors Abena Akuffo-Kelly, Kieran Leigh, Jane Darling, Laura Davison, Peter Gane, Lucy McGirr, John Renshaw and Roger West.

Apologies: Councillors Bridget Chapman and Belinda Walker

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

Absent: Councillors Charles Bain Smith and Nicola Keen

15. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bridget Chapman and Belinda Walker

Noted

16. DECLARATIONS OF INTEREST

There were no declarations of interest.

17. MINUTES

The Committee were asked to receive the Minutes of the meeting of the Community, Climate & Environment Committee held on 9 June 2026 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED:

That the Minutes of the meeting of the Community, Climate & Environment Committee held on 9 June 2026, be received and signed as a correct record.

Proposed: Councillor Roger West
Seconded: Councillor Laura Davison
Voting: F: 7, Ag: 0, Ab: 1

18. WORKING GROUPS 2026/27

Members were invited to consider whether the continuation or establishment of any Working Groups would be beneficial for the 2026/27 municipal year, and, if so, to agree memberships accordingly.

RESOLVED:

i) That Working Groups for the 2026/27 municipal year be as follows:

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

Museum: Cllrs Chapman, McGirr, Renshaw and Walker.

Trees: Cllrs Akuffo-Kelly, Darling, Davison and Walker.

Parks and Open Spaces: Cllrs Akuffo-Kelly, Keen, McGirr, Renshaw and Walker.

Allotments: Cllrs Keen, Meade and West (Substitute Cllr McGirr).

Proposed: Councillor Lucy McGirr
Seconded: Councillor John Renshaw
Voting: F: 8, Ag: 0, Ab: 0

ii) That a new Climate Change Working Group be established.

Proposed: Councillor Jane Darling
Seconded: Councillor Peter Gane
Voting: F: 8, Ag: 0, Ab: 0

iii) That membership of the new Climate Change Working Group includes Councillors Akuffo-Kelly, Darling and Renshaw and the Communities & Events Officer email all Folkestone Town Councillors inviting them to join this Working Group should they wish to do so.

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

The Town Clerk will follow up with the Folkestone & Hythe District Council Officer and the Cabinet Member responsible for Community Resilience Plans and Climate, Environment & Diversity respectively, to establish if training is available on the identification, delivery and management of existing and prospective associated projects, particularly in response to the rapidly

changing climate and the increasing need for local resilience and adaptation measures.

19. KCC PARISH BUS SHELTER GRANT

Members were invited to note the availability of the Parish Bus Stop Shelter Grant (PBSSG) for the 2026/27 financial year and invited to identify any bus shelters within their Wards that may require refurbishment or replacement, together with locations where new shelters would benefit residents and public transport users.

RESOLVED:

- i) That the Communities & Events Officer email all Folkestone Town Councillors inviting them to identify any bus shelters within their Wards that may require refurbishment or replacement, together with locations where new shelters would benefit residents and public transport users.**
- ii) That the Communities & Events Officer follow up on suggestions received from Councillors to determine costs. If proposed refurbishments or replacements of bus shelters are established as viable and within budget, confirm, and progress works with an update to be brought to the next Community, Environment & Climate Committee meeting.**

Proposed: Councillor Peter Gane
Seconded: Councillor Abena Akuffo-Kelly
Voting: F: 8, Ag: 0, Ab: 0

20. WATER USAGE AT ALLOTMENT SITES REPORT CCE/26/422

The Committee was asked to receive and note Report CCE/26/422.

RESOLVED:

- i) That the recommendations in Report CCE/26/422 refer and are applied to both the Tile Kiln Lane and Park Farm Road allotment sites.**

Proposed: Councillor Abena Akuffo-Kelly
Seconded: Councillor John Renshaw
Voting: F: 5, Ag: 2, Ab: 1

ii) That further to recommendation No. 6 being amended from 'i.e. a number of water butts' to instead, 'water butts' the following recommendations are approved:

- 1) Received and noted the contents of Report CCE/26/422 and the reduction in water costs of 8.57% compared to the corresponding period in 2025.
- 2) Continue to promote water conservation measures through tenant engagement, site inspections, newsletters and allotment noticeboards.
- 3) Undertake a further review of water consumption at the end of the 2026 growing season.
- 4) Continue to encourage all tenants to install and maintain water butts and rainwater harvesting systems wherever practicable.
- 5) Investigate any potential leaks or infrastructure issues that may contribute to excessive water consumption.
- 6) Introduce, from 1 January 2027, an annual Water Conservation Contribution of £30 for plot holders who do not actively collect and store rainwater on their individual plots through appropriate facilities using substantial rainwater harvesting systems, i.e. water butts.
- 7) Review the effectiveness of the proposed charge after the 2027 growing season and considers whether further measures are necessary.

Proposed: Councillor Peter Gane
Seconded: Councillor Roger West
Voting: F: 6, Ag: 2, Ab: 0

21. FOLKESTONE MUSEUM REPORT CCE/26/423

The Committee was asked to receive and note Report CCE/26/423 with the Chair requesting that a note of thanks for the Folkestone Museum staff be recorded.

Noted

22. YOUTH PROJECTS

Members were asked to provide an update on the following resolution
(Community Services Meeting -14 April 2026) -

RESOLVED (Min 1370):

i.v That Councillors explore the possibility of a competition inviting local schools to develop ideas to regenerate the high street with proposals to be reported back to the Committee.

RESOLVED: That this Item be deferred to the next Community, Climate & Environment Committee meeting.

Proposed: Councillor Laura Davison
Seconded: Councillor Peter Gane
Voting: F: 8, Ag: 0, Ab: 0

23. BUDGET 2027/28 – POTENTIAL GROWTH ITEMS

Members were asked to begin considering potential growth items and non-recurring revenue expenditure for community projects and initiatives for inclusion in the 2027/28 budget.

The Town Clerk explained the procedure and advised that suggested Growth Items must be submitted by Councillors to the Finance Officer on the associated form by 1st October, will be reviewed for submission to the Finance & General Purposes Committee for consideration, at the next Community, Climate & Environment Committee.

24. DATE OF NEXT MEETING

13 October 2026 at 7.00pm

The meeting concluded at 8.30pm

Chair.....

Date.....



Folkestone Town Council

Allotment Rules

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1 Definitions and Interpretations

"The Council"	means Folkestone Town Council, and includes any committee of the Council, or any allotment officer appointed by the Council under the Allotments Acts 1908 and 1950.
"Allotments"	means an area of land set aside by the Council, and protected by statute, for the purposes of leisure and of growing vegetables, flowers and fruit.
"Allotment Tenant"	means any person, 18 years or older and residing within the area of Folkestone, who is thereby entitled to rent an allotment plot situated within one of the Council's allotment sites.
"Allotment Plot"	means an area of land, of various sizes, within each allotment site, that is available to rent for an annual sum.
"Allotment Rent"	means the annual charge for renting an allotment plot for 12 months, from the 1 st April to 31 st March. This charge is reviewed annually by the Council, and any increases will be notified in writing prior to invoices being sent.
"Minimum Charge"	means the minimum invoice amount that will be issued by the Council.
"Tenancy"	The tenancy is a yearly tenancy starting on the 1 st of April in the year specified in the tenancy agreement.

2 Eligibility Criteria and Allocation of Plots

- 2.1 To be eligible for an allotment a person must be 18 years or older and resident within the Town of Folkestone (Allotments Act 1908 Section 23 (1)).
- 2.2 The Council will supply information regarding available plots, on a site by site basis, to allow applicants to visit and inspect potential plots before making a decision to confirm their interest in a particular plot.
- 2.3 When someone confirms their wish to commence a new tenancy, having identified a vacant plot and clarified that they are eligible, then they will be asked to sign a Tenancy Agreement before being allowed to start work on the plot.
- 2.4 All allotment plots are let on an as seen basis, there is one waiting list. The Council is not able to carry out improvement or clearance works for new tenants.
- 2.5 When a vacant plot is not available, the Council operates a Waiting List for each site. When a plot becomes vacant the person on the top of a list is given first refusal for the tenancy. People are given two weeks to respond to this offer and if no response is received within this time, their name is removed from the waiting list. If they do not wish to or cannot take that plot at that point in time, the Council will allow them to defer whilst staying at the top of the list until another plot becomes available. In this instance, the plot will be offered to the next person on the list. Where, for example two plots become available at the same time, the Council will write to the first two people on the list regarding the two vacant plots and these will be allocated on a “first come first served basis”.
- 2.6 The Council rents out plots of various sizes, and due to the increasing demand for allotment plots the Council is splitting a number of larger plots in order to increase the availability of space to prospective tenants. New tenants are being restricted to being able to rent a plot, according to what becomes available at the time. Existing tenants who currently rent more than one plot will not be affected, but will not be allowed to increase their holding, or retain this larger number of plots if they make an application to change sites.
- 2.7 Each allotment tenancy will be leased in the name of one person only, even if more than one person works on the plot. There will be no automatic right of inheritance. However, the Council will consider representations on a case-by-case basis.
- 2.8 Plot allocation is restricted to the equivalent of two average size (126m²) plots per household. Tenants cannot go back on the waiting list for additional plots.

3 Allotment Tenant Responsibilities

- 3.1 The tenant shall keep their allotment plot in a good state of cultivation, and not allow weeds and grass to cause a nuisance to neighbouring plots. (See 6.3).

- 3.2 Tenants must only use their allotment plot for their own personal use and must not use their plot to carry out any business or grow produce for profit. Breach of this rule by any tenant may result in immediate termination of the tenancy by the Council.
- 3.3 The tenant shall not deposit, or permit to be deposited any refuse, rubbish or extraneous matter, which is not directly related to the cultivation of their plot, on their plot or any other part of the allotment site. All waste from the permitted allotment activities shall either be composted on the plot or burnt as outlined in 3.4.
- 3.4 Bonfires are permitted under certain conditions, which are designed to prevent a nuisance being caused to neighbouring residents and other plot holders. Under the **Environmental Protection Act 1990** it is an offence to cause a nuisance through the generation of 'smoke emitted from premises so as to be prejudicial to health or a nuisance'. Therefore, the tenant must conform to the following requirements:
- No bonfires are permitted between 1 April and 31 August
 - From 1 September to 31 March, bonfires are permitted on Tuesdays after 12pm and the first and third Saturday of the month after 12pm.
 - Bonfires must be extinguished, if not burnt out, by dusk.
 - When permitted, only burn when suitable weather conditions permit, to avoid causing a nuisance (wind drift etc)
 - When permitted, only burn organic matter and dry vegetable matter that has been produced on your own plot. Do not burn material that has been given to you from other plots.
 - Do not set fire to massive piles of materials but start with a medium stack and add further material in stages.
 - Non-vegetable matter such as plastic, rubber, carpet or roofing felt must not be burnt, and flammable liquids such as old sump oil must not be burnt or used to light fires.
 - In the event of a reasonable complaint, from another tenant or member of the public, regarding a nuisance being caused by the bonfire, then the fire must be extinguished immediately.
 - All fires must be contained within an incinerator. No open fires are permitted.
 - Breach of this rule by any tenant may result in immediate termination of the tenancy by the Council.
- 3.5 The tenant must not cause, or allow to be caused, any nuisance or annoyance to other tenants, or obstruct or encroach onto other plots, paths, communal thoroughfares and roadways.
- 3.6 The tenant shall not, without the written consent of the Council, cut or prune any trees growing in a communal allotment area.

- 3.7 The tenant shall not take, sell or carry away any minerals, gravel or clay from the allotment sites.
- 3.8 The tenant shall not plant conifers or trees that are non-fruiting or have nonedible fruits. When planting fruit trees the tenant must use dwarf rootstock.
- 3.9 The tenant shall not, without the written consent of the Council, plant a hedge or install any type of fence around or on their plot (see section 5.11).
- 3.10 The tenant is permitted to bring dogs onto the allotment site, however, for health and safety reasons any such dogs must be kept on a lead at all times. All faeces must be removed immediately and disposed of appropriately. Dogs must not be allowed to foul neighbouring plots.
- 3.11 The tenant shall not keep or allow other persons to keep animals or livestock (except hens or rabbits, but not cockerels) on their allotment plot. Although it is lawful to keep hens or rabbits on an allotment, the Council requests that it is advised in writing when this is intended and the tenant will need to demonstrate that this can be done in a way that is not detrimental to the health of the animals or fish and will not cause a nuisance to other allotment tenants - S12 Allotments Act 1950 see also the Animal Welfare Act 2006.. Any structure required to keep hens or rabbits on a plot is subject to the provisions of Section 5 of these rules.
- 3.12 Poultry keepers will be required to provide proof that their bird(s) is/are registered with DEFRA.
- 3.13 The tenant shall not be permitted to keep bees and beehives on the allotments, without the written consent of the Council. The tenant will need to demonstrate that they are properly qualified, and that bee keeping will not cause a nuisance to other allotment tenants.
- 3.14 **Water conservation:**
- i) The water on every site is metered.
 - ii) The cost of supplying water to all the sites amounts to a considerable sum each year and the annual cost increases year on year.
 - iii) Should you have any reason to suspect that there may be a water leak, please report this to the Allotments Manager in the first instance.
 - ~~iv) We urge all tenants to actively practise water conservation by installing water butts on their plot and collecting rainwater via guttering on sheds and/or greenhouses.~~
 - v) In order to promote responsible water use and fairness between tenants, plot holders are expected to maintain appropriate and sufficient rainwater harvesting facilities on their plots. Suitable arrangements may include water butts connected to sheds, greenhouses or other roof structures, multiple linked water butts, or other effective rainwater harvesting systems capable of safely collecting and storing rainfall for use on the plot.

- vi) From 1 April 2027, the Town Council reserves the right to apply an annual Water Conservation Contribution to any tenant who does not maintain appropriate and sufficient rainwater harvesting facilities on their plot. The contribution shall be set annually by the Council and will be used solely to offset water costs and/or fund water conservation and allotment infrastructure improvements for the benefit of all plot holders.
- vii) The Allotments Manager may periodically inspect plots to assess whether rainwater harvesting arrangements are appropriate and sufficient. In making this assessment, consideration will be given to the size, layout and nature of the plot. The Town Council's decision on whether appropriate arrangements are in place shall be final.
- viii) Any water collection, storage or harvesting equipment must be installed, maintained and operated in a safe and secure manner. Water butts, tanks and other storage containers must be adequately supported and positioned so as not to create a hazard to tenants, neighbouring plots or visitors. Secure lids should be fitted where appropriate.
- ix) In the event of the abuse of the water supply or continuing increases in water use, the Town Council reserves the right to introduce additional water conservation measures, including a separate water charge based on a "per sqm" fee.
- x) Water collected in the communal water butts is provided for the shared use of all tenants. Each tenant shall exercise reasonable consideration in its use and shall not consume an excessive amount so as to disadvantage others.
- xi) During periods of heavy or prolonged rainfall, tenants are asked not to use the communal water butts. This allows the stored water to be reserved for periods of dry weather, when water conservation is most important.
- xii) Tenants are encouraged to make use of rainwater collected in their own individual water butts during wet periods and to help ensure communal supplies remain available for everyone during times of shortage.
- xiii) The Town Council reserves the right to introduce additional measures to limit wasteful use of water.
- xiv) Please bear in mind that the water supply to all sites is turned off during the winter months (between the beginning of November and late March each year).
- xv) The tenant shall not alter, or permit anyone to alter, the water supply system provided by the Council on the allotments and shall not connect, or permit the connection of, a hose pipe to the water taps except in the following circumstances:
 - a) Tenants who are elderly, or who have a disability which makes it difficult to carry water to their plots, may apply to the Council for

permission to use a hose pipe to fill their water butts. Permission will only be granted where the tenant has demonstrated reasonable efforts to collect rainwater on their plot.

- b) Tenants may be permitted to use hose pipes to fill water butts from taps during dry periods in June, July, and August, provided that:
 - i) The Town Council has issued approval by placing a notice on the allotment noticeboards, and
 - ii) No hose pipe ban has been imposed by the Water Authorities.

Tenants must take their own responsibility on how they use the water from the water butts, given it is untreated.

3.18 The Tenancy of an Allotment is personal to the tenant. Pursuant to **Section 27 (4) of the Allotment Act 1908**, tenants may not assign, underlet or part with possession of all or part of their Allotments (including any structure shed or greenhouse). Breach of this rule by any tenant may result in immediate termination of the tenancy by the Council.

3.19 The Council reserves its right to change the allotment rules from time to time but will make such changes known to tenants in advance in an appropriate manner e.g. through the Council's website, on-site notice board or by letter. The Council will supply a copy of any updated rules, free of charge to any person who requests a copy. Tenants will be expected to comply with any rule changes, following the consultation and notification process.

3.20 Disputes and tenant behaviour

3.20.1 Any disputes between tenants should be referred to the Council and the decision of the council will be binding on all tenants involved in the dispute

3.20.2 Tenants shall not at any time use offensive language or offensive / aggressive behaviour towards other tenants, Council Officers or members of the public. The Council shall reserve the right to issue one month's Notice to Quit if this condition is not adhered to.

3.20.3 The Council operates a complaints procedure, and details of this can be obtained from the Council, or via the Council website.

3.21 The tenant shall not, without the written consent of the Council, install or resize a pond on their plot(s). Requests relating to ponds on allotment plot(s) will be dealt with on a case by case basis. Factors that will be considered by the Council when dealing with such requests are as follows:

- Size of allotment plot
- Proposed size of pond (max 1.5m & 50cms deep with sloping sides)
- Proposed location of pond including proximity to communal paths and roadways (minimum distance away 2m).

- Safety and Risks (the tenant must manage the risks to children & others that may enter the allotment site including providing signage and fencing)
- Ponds must not be allowed to stagnate.

3.22 All tenants MUST lock the gate behind them when entering and leaving the allotment site.

3.23 The tenant will not use sunken baths or tanks for water or any other use. Baths being brought onto allotment land will be considered waste and tenants will be given notice to remove them.

3.23 Tenants are not permitted or allowed to bring carpets, underlay, tyres or any other household good that is not allotment friendly onto the allotment site, or to be used on any allotment plot in any way.

3.24 Pesticides, herbicides and inorganic fertilisers can be helpful when clearing and cultivating an allotment, however they can also be hazardous and have environmental implications. Council recommends trying to minimise the use of pesticides, herbicides and inorganic fertilisers, or reduce the levels of use over time. If wishing to use any of the above, tenants must complete an Allotment Chemical Use Permission Request Form. On receipt of the form Council will consider giving permission subject to tenants:

- a) putting up a notice on the plot detailing exactly what product is being used to advise tenants with Children or Pets to take all reasonable care and to ensure that other plots, grass roads and paths, hedges and trees are not adversely affected, and make good or replant as necessary should any damage occur.
- b) selecting and using pesticides, whether for spraying, seed dressing or for any other purpose, whatsoever; so that there is minimal risk to members of the public, birds and other wildlife, with the exception of vermin or pests.
- c) following the instructions for use carefully and complying at all times with current pesticide regulations and the law which requires only approved pesticides to be used.

3.25 The tenant is the legal possessor of an allotment, which comes with a duty of care under the Occupiers Liability Act 1957 (and the 1984 Act in relation to trespassers). Therefore, tenants must assess all potential hazards on the allotment and ensure that anything that may be dangerous to visitors (and trespassers) is removed.

3.26 Tenants must hold appropriate public liability insurance (often included within home contents insurance). Alternatively, tenants should enquire with their site's Association to determine whether membership provides public liability cover. Tenants are responsible for the conduct of any person tending their plot on their behalf, whether or not the tenant is present, and are liable for any injuries sustained by others while tending their plot.

- 3.27 While contractors are employed to maintain the main paths across the allotment site, tenants are asked to maintain the communal paths between their individual plots. This requirement helps to ensure the site is kept in good order and reduces overall costs.

4 Council Responsibilities

- 4.1 The Council will provide and maintain computerised allotment records in accordance with the **General Data Protection Regulations**. The Council will also provide public access to staff during normal working hours. The public and allotment tenants can also contact the Council via telephone, 01303 257946 and via the Council's website, www.folkestone-tc.gov.uk
- 4.2 The Council will provide and manage a notice board on each allotment site and will permit allotment tenants and societies to use it to display suitable and relevant notices.
- 4.3 The Council will encourage and work with allotment associations and will endeavour to attend meetings when requested.
- 4.4 The Council will promote best practice on all its allotment sites and encourage sustainable environmental management. It will seek to make sites accessible and useable for all allotment tenants.
- 4.5 The Council will provide, and maintain in good working order, a water supply to every site, with water access points spaced around the site. The Council will arrange to have the water supply turned off during the winter months (between the beginning of November and late March each year) to protect against burst pipes. Tenants are not permitted to tamper with the main stopcock. Breach of this rule by any tenant may result in immediate termination of the tenancy by the Council.
- 4.6 The Council will assist security by providing boundary fences and/or hedges, with lockable access gates at every site. Every tenant, at the start of their tenancy, is provided with an access gate key (£10 administration charge required, non-refundable) for their personal use only. In the interests of maintaining security tenants are asked not to make copies for others to use. All keys provided by the Council remain the property of the Council, and together with any additional copies must be returned to the Council when a tenancy comes to an end.
- 4.7 The Council will arrange for ground maintenance operations to be carried out on every site through its Grounds Maintenance contracts. This will include grass cutting on all the roads, (but not the small paths between plots) and the boundary hedge.

5 Buildings and Structures

- 5.1 On receipt of an Allotment Structure Permission Request Form from tenants, the Council will consider giving permission to erect one shed and one greenhouse subject to the size of the plot. Greenhouses are to be no larger than 10'0" (3.05m) x 8'0" (2.44m) and sheds no larger than 8'0" (2.44m) x 6'0" (1.83m). Written permission from the Council is also required to erect any further provision or structure, such as poly tunnels and hen houses. Should permission be granted for additional or larger structures planning permission may be required.
- 5.2 The Council's consent is subject to tenants obtaining any appropriate planning permission and compliance with any applicable building control regulations. The tenant is liable for any costs in relation to compliance with planning and building control regulations. Any liability associated with failure to comply with current planning and building control regulations is the responsibility of the tenant.
- 5.3 All buildings and structures on allotments must only be used in connection with the use of allotment plots.
- 5.4 All such buildings should be maintained in a good state of repair and condition. If the Council is not satisfied with the state of repair it may require the tenant to remove the shed, green house or structure forthwith
- 5.5 Buildings and structures must not be installed on a permanent base.
- 5.6 When a tenancy ceases on a plot, the tenant will be expected to remove their buildings and structures from the allotment site before their plot is re-allocated. Such buildings, structures or belongings shall be removed by the end of one month from the end of the tenancy, unless otherwise agreed with the Council. Following the end of this period, any remaining structures on the plot will revert to the ownership of the Council and will subsequently be offered for use by the new tenant.
- 5.7 Tenants must not remove, demolish or alter in any way sheds or structures provided by the Council and the Council is not liable for loss or damage to any contents stored in sheds and structures owned by the Council.
- 5.8 Tenants are advised not to store valuable equipment and materials in their sheds or structures, and should not store petrol, oil, propane/LPG gas, lubricants or other inflammable materials. Any weed killers or poisonous liquids should be clearly labelled.
- 5.9 Tenants are permitted to install compost bins and structures intended for such purpose. Tenants are also permitted to erect fruit cages and support structures for soft fruit and fruit trees. Barbed wire is not permitted on any allotment plot. Where possible all compostable material should be composted in an agreed compost area managed by the Allotment Association and contents burned under a controlled environment following receipt of permission from Folkestone Town Council.

- 5.10 Tenants are required to clear any broken glass from their plot and to ensure no sheets of glass are stored on the plot, unless they are framed in some way, to protect themselves and others from sharp edges.
- 5.11 The tenant can apply, in writing to the Council, for written consent to allow fencing to be erected around his/her plot for the protection of his/her crops, but, the tenant must not obstruct any of the paths around the allotment site. Such fencing and gates shall:
- Not exceed 1 metre in height
 - Be properly constructed and anchored to the ground
 - Not involve any sharp edges or rusty metal.
 - Not encroach onto paths which should be at least 1 metre wide
- 5.12 The Council operates a no smoking policy in all shared buildings and structures in accordance with **the Public Health (Tobacco) Act 2006**. Where applicable, 'No Smoking' signs will be displayed in clear view. These signs must not be obstructed, tampered with or removed.
- 5.13 The Council reserves the right to request the removal of any structures or objects that is not in keeping with Allotments Buildings and Structures. i.e. unsightly objects not in keeping with the Allotments which cause a nuisance to neighbours or neighbouring plot holders.
- 5.14 Erection of tents, yurts and other temporary structures, as well as daytime and overnight camping, are not allowed on allotment land.
- 5.15 No motor vehicles are allowed on allotment land without permission from Council. Motor vehicles may not be parked overnight or deposited on allotment land. Caravans, Motorhomes and live-in vehicles are not permitted on any allotment land.

6 Site Management

- 6.1 The Council will arrange for regular site inspections, to ensure that each site is being properly maintained and used in accordance with the Allotment Rules. The Council reserves the right to access any plot or structure for the purpose of inspection.
During the growing season, inspections will be undertaken monthly by the Allotment Manager with additional checks undertaken by the Allotment Working Group. Dates of inspections by the Allotment Working Group will be published on the site noticeboards at least one week in advance.
- 6.2 The site inspections will include checking on the performance of the Council's Grounds Maintenance contractor, the cultivation of plots, the condition of site boundaries and identifying any other problems that the Council needs to resolve.

It is also an opportunity for Council officers and members to meet allotment tenants, and to receive feedback.

6.3 Given the high demand for allotment plots the Council wishes to avoid plots being left uncultivated for lengthy periods, especially during the main growing season. However, the Council recognises that cultivation practices can vary during the seasons, and has prepared the following definition to help tenants understand what the Council is expecting:

- A minimum area equal to 80% of the growing space within the plot should be cultivated and in active use during the main growing season (March to September)
- The Council will accept that space can be taken up by raised borders and internal paths, provided the minimum cultivation area is obtained.
- Fruit trees are allowed (see section 3.8), but it is not acceptable to turn a plot into a fruit orchard, with fruit trees planted on grass. The minimum cultivation rule is still expected.
- The Council will allow new tenants a reasonable period of time to reach these standards, especially if they have taken over a plot in poor condition.

6.4 Any site problems should be reported to the Council as soon as possible.

6.5. If it appears to the Council that the plot has not been cultivated, the tenant will receive a non cultivation letter giving them 14 days to respond. A maximum of two non cultivation letters will be sent to the tenant within a 12 month period, if after a reasonable period of time the plot is still uncultivated the Council shall reserve the right to issue one month's Notice to Quit.

6.6 It is the tenant's responsibility to obtain the necessary resources to maintain their plot appropriately. If a tenant is unable to cultivate their plot due to illness, holidays, or other personal circumstances, they must notify the Allotment Manager in writing (by email or letter). The Allotment Manager will review the request and advise the tenant of the measures to be put in place.

6.7 From time to time, the Government may introduce additional rules or restrictions, for example in response to pandemics or other public health measures. Tenants are responsible for regularly checking the site noticeboard for updates and ensuring compliance with any such additional rules.

7 Termination of Allotment Tenancy Agreements

7.1 Tenants will have many reasons to terminate their tenancy agreement, but the Council requires confirmation of the cancellation in writing, giving a minimum of one month's notice. The Council will not refund any rent paid in that year when the cancellation is at the request of the tenant.

7.2 The Council reserves the right to terminate an allotment tenancy via one month's written Notice To Quit pursuant to **Section 30 (2) of The Allotment Act 1908** if:

- 7.2.1 Allotment rent is in arrears for 40 days or more (whether formally demanded or not); or
- 7.2.2 It appears to the Council that the tenant of an allotment, after the commencement of the tenancy thereof; is resident outside the Town for which the allotments are provided.
- 7.2.3 It appears to the Council, not less than three months after the commencement of the tenancy thereof, the Tenant is not duly observing the rules affecting the allotment plot/site (**The Allotment Act 1908 Section 28**), or any other term or condition of his/her tenancy.
- 7.3 The Council will initially write to any tenant, where it is considering cancelling a tenancy agreement, explaining the reasons for its concern and asking the tenant for an explanation. Sometimes a plot is not being cultivated due to illness, and the Council will take this into account, and not be unreasonable. A written Notice To Quit will only be issued after all reasonable efforts to resolve the issue have been unsuccessful.
- 7.4 In extraordinary circumstances, the Council may be required to cancel or temporarily suspend some tenancy agreements, where the land is required or appropriated under statutory provision, or for purposes for providing new services such as roads or sewers, building, mining or any other industrial purpose. In such unusual circumstances the Council shall give tenants 3 months notice in writing pursuant to **Section 1 of the Allotments Act 1922**. In all other circumstances the Council shall give tenants 12 months written Notice To Quit expiring before 6th April or after 29th September in any year.
- 7.5 The tenancy of an allotment plot shall, unless otherwise agreed in writing, terminate two months after the death of the tenant.

8 Charges

- 8.1 At the end of January each year tenants will be sent an invoice in advance for allotment rent and a Tenancy Agreement covering the forthcoming year - 1st April to 31st March. Invoices are on a strict 30 day payment term, should full or partial payment (if paying quarterly) not be received within this time frame it will be assumed that a new tenancy is not required and the plot will be offered to someone on the waiting list. New tenants starting during this year will initially be sent a reduced invoice, covering the period from their start date until the 31st March. After that they will receive the annual invoice in January.
- 8.2 The Council reviews its allotment charges on an annual basis, as part of its budget setting process, and tenants are then written to in January, giving them 3 months notice of the introduction of any new allotment charges.

- 8.3 Tenants wishing to pay allotments charges quarterly can do so only if they apply to the Council in writing; however they will be required to pay an administration charge of £10 per annum, unless otherwise agreed in writing, paid in advance with the first quarters rent. The tenant is reliable for keeping up with his/her payments. See section 7.2.1 for rent arrears.
- 8.4 All new tenants must pay a £50 deposit. This will be refunded at the end of the tenancy, provided the allotment is returned in a cleared condition suitable for immediate re-letting. Where the allotment requires substantial clearance beyond the value of the deposit, the Council reserves the right to recover the additional costs from the tenant.

9 Change of Address and Notices

- 9.1 Tenants should immediately inform the Council, in writing, of any changes in their contact details. Tenants will be required to surrender the tenancy of their plots if their new address is outside the town boundary, save in exceptional circumstances.
- 9.1 Notices to be served by the council on the tenant may be:
- a) Sent to the Tenant's last known address in the Tenancy agreement (or notified to the Council under these rules) by first or second class post, registered letter, recorded delivery or hand delivered', or
 - b) Served on the Tenant personally or
 - c) Left on the Allotment plot
- 9.1 Notices served under sub-paragraph a) above will be treated as properly served even if not received as a notice sent by post is presumed (subject to the contrary being proved) to have been received when the letter would ordinarily be delivered in ordinary course of post; **Interpretation Act 1978 Section 7.**

If you have any queries about these rules, please contact the Allotment Manager on 01303 257946 or ian.bishop@folkestone-tc.gov.uk

Breach of any of these rules by any tenant may result in the termination of the tenancy by the Council unless an exception has been approved following a request made in writing by the tenant.

The Council accepts no liability for any loss, damage or injury to tenants or their belongings occurring on their allotment sites.

This report will be made
public on 12 August 2026

**Folkestone
Town Council**



Report Number: CCE/26/426

To: Community, Climate & Environment Committee
Date: 13 October 2026
Responsible Officer: Town Clerk
Report by: Museum Manager/Curator
Subject: MUSEUM CURATOR'S REPORT

SUMMARY:

This report provides an update on Folkestone Museum's work covering the period 1 August to 30 September 2026.

REASONS FOR RECOMMENDATION:

The long-term agreement (2020-2040) between the Town Council and National Lottery Heritage Fund (principal funder) to deliver its heritage objectives: to preserve and enhance the town's heritage through the provision of Folkestone Museum.

RECOMMENDATIONS:

- 1. To receive and note report CCE/26/426.**
- 2. To agree to participate in Folkestone Fringe's LAYERCAKE: Beating the Bounds of Folkestone's Worker's Heritage project**

Aims and Objectives – Maintaining an accredited museum and Corporate Priority Ten – Preserve the Town's heritage and regenerate community spirit.
Financial Implications – Meeting the requirements of NLHF & Council within budget
Equal Opportunities – Access to all
Environmental Impact – The environmental impact has been considered in the preparation of all budgets.

1. Introduction

The Museum continues to open on a five-days-per-week basis alongside the Town Hall and visitor information service.

2. Exhibitions

Our Summer exhibition, 'Raising the Dead' continued through August and September. In September, we announced that the exhibition will extend to the 23rd of October.

3. Outreach and Education

The Collections Development and Access Officer led a month of children's activities across the summer holidays – 586 children participated during the reporting period. Our numbers were a little lower than last year, which can probably be attributed to the fine weather and the re-opening of the Lower Leas Coastal Park.

The summer holidays made this a quieter period for our formal learning groups, but our Heritage Learning Officer welcomed 4 school groups over the reporting period and ran one session for our homeschooling community.

We ran two very well attended activities for adults to tie in with our special exhibition – a Sip and Bead-making evening (which was fully booked with eighteen participants) and an archaeology masterclass with Dr Andrew Richardson about the Kingdom of Kent, which had 17 participants.

4. Collections Development & Care

We continue to work on our botany collection to identify missing accessioned specimens and ensure that the specimens are identified properly.

We have finally received a new treasure find into the collection – a gold and garnet encrusted Anglo-Saxon strap-end, which was found by a metal detector in Newington in 2021. This object is further evidence of the great wealth evident in the Kingdom of Kent during the Early Medieval period.

We have also received a new fossil specimen into the museum's collection: a pterosaur tooth, which has been identified by experts at the Natural History Museum. This tooth is the first pterosaur fossil in our collection, though it's not the first time that pterosaur fossils have been found in the Folkestone beds – it fills a gap in our collection!

5. Volunteering

Four of the Museum's volunteers completed 54 hours of volunteer work in the last reporting period.

6. Folkestone Fringe

Folkestone Fringe have invited us to participate in their National Lottery Heritage Project funded project 'Layercake: Beating the Bounds of Folkestone's Worker's Heritage'. This three-year project will allow a group of locally recruited 'community curators' to explore three areas of twentieth century history in our area: our local fishing industry from 1973 onwards; the power stations at Dungeness and the Channel Tunnel; and incidents which have been polarising in Folkestone's recent history (Napier Barracks, the harbour redevelopment, and the local housing crisis).

This project intersects neatly with the museum's intention to collect objects from after 1949. Its focus on our local communities across the museum's collecting area dovetails with the museum's desire to engage with as many people as possible in our local area. The museum will act in an advisory role to the community curators, host an exhibition of their work, and eventually store the objects collected for the project.

7. Radon Remediation

Specialist ventilation has been installed in our Collections Store to remove the radon in the space. We are completing a final round of UK Health Security Agency monitoring to ensure that the ventilation is working as intended.

A survey has also been undertaken of the sub-basement, and we now have drawings of the space, which is the final part of the project. This will enable us to plan future monitoring of this space.

9. Corporate Plan KPI Performance 2026-2027 Financial Year

KPI	Reporting period (Aug '26-Oct '26)	Previous Year (2025-6)	Year to Date
C1 Visitors to Town Hall	6670	7309	17887
C10 Website visits (Museum only)	4400	3500	9972
C11 Facebook followers	4237	3900	4237
CS3 Exhibition room bookings	0	2	0
CS4 Volunteer hours	54	Not known	111.5

CS5 Wellbeing activity sessions	1	1	5
CS6 Formal education sessions	5	6	33
CS7 Loan box bookings	1	2	3
CS8 Young people involved in engagement activities	628	700	901
CS9 Adults engaged in Museum engagement activities	41	56	72
CS10 Uplift in Donations	£479.41	Not known	£1091.93

Folkestone Museum's Instagram account also has 2897 followers (up from 2855 reported in CS/26/423).



Folkestone Town Council

Budget Setting 2026/27 – Potential Growth Items

Committee:	Community, Climate and Environment
Proposal:	Creation of a dedicated fast-track micro-grant fund to support local schools, educational institutions, and charitable organisations with small-scale environmental projects. Funding will directly support initiatives such as solar panel installations; wildflower planting; installing green walls and creating green streets, adaptation and resilience to prepare for climate impacts such as extreme weather; climate education & green careers to embed sustainability in the curriculum including staff training, and careers learning; general biodiversity enhancements etc. The fund is designed with a low-barrier, streamlined application process to ensure rapid approval and deployment of funds. In tandem, the council will actively promote and connect schools with the free Climate Ambassadors program and Let's Go Zero campaign and Climate Action Advisors for supplementary project guidance and support.
Intended benefits:	Immediate, highly visible environmental improvements across the community without bureaucratic delays. Increased local biodiversity, reduced carbon footprints for community institutions, and enhanced grassroots engagement in direct climate action.
How these benefits will be measured:	The number of rapid micro-grants awarded and the turnaround time from application to funding. Tangible environmental additions will be tracked, such as the total number of trees/wildflowers planted, square meters of green streets created, and kW of solar capacity installed.
Expected duration:	Ongoing annual fund (subject to yearly budget review).

Breakdown of Proposal:		
Item of Expenditure*	Description	Estimated Cost (£)
Equipment / Consumables	Fast-Track Environmental Micro-Grant Fund (Dedicated pot for direct distribution to schools and charities)	£50,000
Consumables	Promotional materials and outreach for the micro-grant	£1,500

	and Climate Ambassadors program	
Staff Time	Administration of the streamlined grant process (Absorbed by current capacity). Additional support will be provided by Climate working group and local Climate Ambassadors. Climate ambassador network will provide resources, training and support from hub leader as part of its free offer.	£0

Total Estimated Cost:

£51,500

If grant funding or other outside funding available, please enter details:	Access to direct financial grants, can be gained by partnering with the freely available Let's Go Zero campaign and Climate Action Advisors. These advisors actively help educational settings identify and apply for external funding and have already connected UK schools with over £1.8 million in grants for sustainability projects. Through this network, schools can access guidance on sourcing community grants, decarbonisation funds, biodiversity funding, and climate adaptation grants. Additionally, specific funded support is available through the programme to help oil-heated educational settings reduce emissions and unlock financial savings.
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Total amount requested from council budget:	£51,500
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Corporate Priority: (Please refer to Four Year Plan):	The proposed fast-track environmental micro-grant fund directly advances Folkestone Town Council's "Corporate Priority One - Creating a Better Environment for Folkestone". By providing schools and local groups with grants for solar panels, the initiative actively supports the Council's commitment to becoming carbon-neutral by 2030, as outlined in Action 1.6. Furthermore, funding biodiversity projects like green streets and wildflower cultivation fulfils Action 1.3, which mandates investing in plants and trees to improve the town's street scene. The initiative also delivers on "Corporate Priority Six - Business, Retail, Town Centre and Community". By establishing a dedicated, low-barrier funding stream for local educational and charitable institutions, the Council directly executes Action 6.9, which tasks it with providing grants for local projects and encouraging applications from across all community sectors. Additionally, partnering with Climate Ambassadors to support these schools aligns with the Council's goal to investigate and produce a comprehensive Climate Action Plan (Action 1.9). At a strategic level, this fund embodies the Council's overarching vision to "promote the social, environmental and economic well-being of the people of Folkestone". Empowering grassroots organizations to execute visible environmental improvements without bureaucratic delays fulfils the Council's stated aim to support voluntary groups with grant aid. By providing this direct financial support, the Council effectively coordinates community-driven climate action to make Folkestone a better place to live and work.
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***Examples of expenditure types:**

Equipment
Consumables
Staff Time
Outside Contractor



Folkestone Town Council

Budget Setting 2027/28 – Potential Growth Items

Committee:	Finance and General Purposes Committee
Proposal:	To deliver a series of Interpersonal Skills Development Workshops, using drama as a vehicle. This a vitally important component of the “Future Ready” Programme which brings together members of the community, employers and voluntary organisations in delivering activities to raise the aspirations of pupils aged 11-14years who are identified by teaching staff as being at risk of becoming NEET. The FR Programme is to be trialled at the Turner Free School during this academic year.
Intended benefits:	To respond to issues identified by Alan Milburn’s Young People at Work Report by strengthening the bridge between young people, education and the world of work through practical Interpersonal Skills Workshops, using the vehicle of drama. Provide opportunities for young people to understand workplace expectations, practise and build confidence in holding conversations, asking questions and talking about themselves, thus being able to build connections with people beyond their immediate networks.
How these benefits will be measured:	We will measure impact through before-and-after participant feedback, focusing on confidence, communication, teamwork, understanding of workplace expectations and awareness of future pathways. We will also record participation and completion, and gather feedback from, schools, community partners and employers.
Expected duration:	As this is a trial project, the duration is unspecified and will be kept under review. Initially, 30hours over a number of sessions to be agreed with the school.

Breakdown of Proposal:		
Item of Expenditure*	Description	Estimated Cost (£)
Outside Contractor	Theatre for Development Facilitator	£30/hour = £900

Total Estimated Cost:

£900

If grant funding or other outside funding available, please enter details:	Funding from other sources for the longer term is being sought from the King's Fund, Kent Community Foundation.
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Total amount requested from council budget:	£900
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Corporate Priority: (Please refer to Four Year Plan):	2:2 Work in partnership with other bodies to improve the safety and well-being of residents(in this case young people) businesses and visitors, through the Future Ready programme. 8:4 Continue to encourage youth involvement by providing opportunities to connect them with local employers and voluntary organisations. 9:10 Provide more opportunities for local people and organisations to make a real difference to the lives of some of our vulnerable young people.
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***Examples of expenditure types:**

Equipment
Consumables
Staff Time
Outside Contractor