

Folkestone Town Council



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Date of Publication: 7 November 2019

AGENDA

Meeting: **Folkestone Town Council**
Date: **14 November 2019**
Time: **7.00 p.m.**
Place: **Town Council Offices, 1/2 Guildhall Street, Folkestone**

To: **Town Councillors**

YOU ARE HEREBY SUMMONED to attend a meeting of the Folkestone Town Council on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the agenda which is not fully covered in these papers is requested to give notice prior to the meeting to the Town Mayor or Town Clerk.

J Childs
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 Ordinary Meeting of the Council held on 12th September 2019 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 29th August, 19th September and 10th October 2019.

7. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

To receive the Minutes of the above Committee's meeting of 13th June and 5th September 2019.

8. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

To receive the Minutes of the above Committee's meeting of 6th August 2019.

9. TWINNING WITH MECHINAGAR MUNICIPALITY OF NEPAL

Dr Durga Bahadur Subedi the Ambassador Extraordinary and Plenipotentiary has written to the Town Mayor requesting the establishment of a formal sister city relationship with the Town Council to enhance the existing excellent state of bilateral relations between Nepal and the UK to promote tourism, culture, education and friendship.

10. STEP SHORT ARCH

Report C/19/257 is attached for consideration and adoption.

11. SMALL PARKS

Report C/19/258 is attached for consideration and adoption.

12. FOLKESTONE MONOPOLY PROMOTION DEED

Folkestone Town Council has been approached by Winning Moves UK Ltd regarding including Folkestone Museum on the Folkestone edition of Monopoly. The Town Clerk requests the Council's approval to sign the deed to include the museum on in the game.

13. DATE AND TIME OF NEXT MEETING

Thursday, 16th January 2020 at 7pm (precept meeting)

Folkestone Town Council

MINUTES of the Ordinary Meeting of the Town Council held at the Town Hall, Folkestone on Thursday, 12th September 2019 at 7 p.m.

PRESENT: Councillor Jackie Meade – Town Mayor (in the Chair)

Councillors Abena Akuffo-Kelly, Ann Berry, Paul Bingham, Michelle Dorrell, Ray Field, Peter Gane, Jonathan Graham, David Horton, Dylan Jeffrey, Nicola Keen, Mary Lawes, Connor McConville, Tim Prater, Belinda Walker, Richard Walker and Roger West.

In attendance: Jennifer Childs (Town Clerk) and Toni Brenchley (Corporate and Civic Services' Officer)

1616. APOLOGIES FOR ABSENCE

There were no apologies for absence. Councillor Dan Brook was absent.

1617. DECLARATIONS OF INTEREST

There were no declarations of interest.

1618. MINUTES

The Council was asked to receive the Minutes of the Annual Council Meeting held on 14th May 2019, the Minutes of the Annual Assembly held on 21st May 2019 and the Minutes of the Extra-ordinary Meeting held on 13th June 2019.

RESOLVED: That the Minutes of the Annual Assembly held on 21st May 2019 be received and the Annual Council Meeting held on 14th May 2019 and Extra-ordinary Meeting held on 13th June 2019 be approved and signed as a correct record by the Town Mayor.

Proposed: Councillor Dylan Jeffrey

Seconded: Councillor Roger West

Voting: F:17, Ag:0, Ab:0

1619. PUBLIC QUESTIONS

No public questions were received but Mr Mouland had sent in some additional information regarding the history of the Sidney Cooper Weston Fountain.

The Town Mayor advised Mr Mouland that, following enquiries with the District Council, there are currently no plans for moving or funding for repairs for the fountain but that the Town Council would monitor the situation and supports the fountain remaining in its current position and being maintained by the District Council.

Mr Mouland thanked the Town Council for their support.

1620. MAYORS COMMUNICATIONS AND ACCOUNCEMENTS

Having attended many engagements since the last meeting, the Town Mayor reported on the following:

- Harvey Sunday
- D Day
- Commemorative Baseball Game at the Three Hills
- Armed Forces Day
- RGR 25 Celebrations and Medal Parade
- Folkestone Pride
- Cinque Port Mayors Bowls Tournament
- Mariners Annual Fish Pie Competition
- Community Fete for St Peters
- Charivari Parade

The Town Mayor gave thanks to all the contractors, staff and Councillors who worked to ensure that all these significant events went ahead.

1621. MINUTES OF THE PLANNING COMMITTEE

The Chairman of the Planning Committee moved that the Council receive the Minutes of the Planning Committee's meetings of 14th February, 7th & 28th March, 18th April, 16th May, 6th & 27th June, 18th July and 8th August 2019.

RESOLVED: That the Minutes of the Planning Committee's meetings of 14th February, 7th & 28th March, 18th April, 16th May, 6th & 27th June, 18th July and 8th August 2019 be received and adopted.

Proposed: Councillor Richard Wallace

Seconded: Councillor David Horton

Voting: F:17, Ag:0, Ab: 0

1622. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

The Chairman of the Finance and General Purposes Committee moved that the Council receive the Minutes of the Finance and General Purposes Committee meeting of 21st February and 25th April 2019.

RESOLVED: That the Minutes of the Finance and General Purposes Committee meeting of 21st February and 25th April 2019 be received and adopted.

Proposed: Councillor Mary Lawes

Seconded: Councillor Dylan Jeffrey

Voting: F:17, Ag:0, Ab: 0

1623. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

The Chairman of the Community Services Committee moved that the Council receive the Minutes of the Community Services Committee meeting of 5th February, 2nd April and 4th June 2019.

RESOLVED: That the Minutes of the Community Services Committee meeting of 5th February, 2nd April and 4th June 2019 be received and adopted.

Proposed: Councillor Roger West
Seconded: Councillor Michelle Dorrell
Voting: F:17, Ag:0, Ab: 0

1624. MINUTES OF THE GRANTS COMMITTEE

The Chairman of the Community Services Committee moved that the Council receive the Minutes of the Community Services Committee meeting of 5th February, 2nd April and 4th June 2019.

RESOLVED: That the Minutes of the Community Services Committee meeting of 5th February, 2nd April and 4th June 2019 be received and adopted.

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

1625. MATTERS AND RESOLUTIONS FROM COMMITTEES

- i. Planning Committee 2019/20
The resolution was noted.
- ii. Community Services Committee 2019/20
The resolution was noted.

Councillor Abena Akuffo-Kelly moved a motion to enter into dialogue with Kent County Council regarding bringing Folkestone library services under the control of Folkestone Town Council. Members agreed that this should be deferred to Full Council for consideration.

Councillor Abena Akuffo-Kelly's motion was discussed and Councillor Tim Prater suggested speaking with Sandgate Parish Council, who now operate and maintain Sandgate Library jointly with KCC. This joint venture commenced approximately three years ago and, although this has not resulted in cost savings to KCC, the service provided and opening hours have improved significantly.

RESOLVED: That discussions be held with KCC to find out the future of all three libraries in Folkestone (Wood Avenue, Grace Hill and Cheriton) and report back to Community Services.

Proposed: Councillor Peter Gane
Seconded: Councillor Abena Akuffo-Kelly
Voting: F:17, Ag:0, Ab: 0

- iii. Finance and General Purposes Committee 2019/20
The resolution was noted.
- iv. Grants Committee 2019/20
The resolution was noted.

1626. REVIEW OF TERMS OF REFERENCE

Councillors were advised that the Terms of Reference for all Committees remain unchanged.

1627. NOTICE OF MOTIONS

- i. Councillor Peter Gane moved a motion to request that the Town Clerk enters into talks with Folkestone & Hythe District Council, to establish the number of play areas involved in their proposed priority play sites strategy, and whether the District Council are willing to transfer the non-priority sites, at no cost, to Town Council together with an upfront dowry, similar to that provided following the devolution of Public Realm CCTV and bring a report back to Town Council so that an informed discussion can commence regarding our willingness to take over the small plays areas of our town.

RESOLVED: The Town Clerk to enter into talks with Folkestone & Hythe District Council, to establish the number of play areas involved in their proposed priority play sites strategy, and whether the District Council are willing to transfer the non-priority sites, at no cost, to Town Council together with an upfront dowry, similar to that provided following the devolution of Public Realm CCTV and bring a report back to Town Council so that an informed discussion can commence regarding our willingness to take over the small plays areas of our town.

Proposed: Councillor Peter Gane
Seconded: Councillor Roger West
Voting: F:16, Ag:1, Ab:0

- ii. Councillor Abena Akuffo-Kelly

Following the resolutions by the Community Services Committee on Climate Change minute 1047 of the 4th June 2019 and Finance & General Purposes Committee minute 1292 of the 13th June 2019, Councillor Abena Akuffo-Kelly moved a motion that Folkestone Town Council:

1. Declares that we are in a state of climate emergency.
2. Commits to reducing FTC activities to zero net carbon by providing appropriate funding and resources to create and deliver a Carbon Action Plan, thus ensuring that all strategic decisions and budgets are in line with a shift to be carbon-neutral by 2030.
3. Establishes a cross-party working group of full Council members to set the strategy for the Carbon Action Plan.
4. Sets up a Climate Change Partnership Forum involving representatives from FHDC, residents, young citizens, schools, businesses, climate science and solutions experts, Citizens Assemblies and other relevant parties.
5. Works with land agents and the local community to identify opportunities for electric, wind, hydro and solar energy.
6. Promotes insulation offers and charge points for electric vehicles.

7. Ensures that all future Council reports, where appropriate, include a climate impact statement referencing the Carbon Action Plan.
8. Calls on the UK Government to provide the powers, resources and help with funding to make this possible, and ask local MPs to do likewise.

Discussion took place and, although it was recognised that targets set should be achievable, the aim to be carbon neutral by 2030 was optimistic but preferable. The additional demand on officer time was also highlighted.

RESOLVED: That Folkestone Town Council:

1. Declares that we are in a state of climate emergency.
2. Commits to reducing FTC activities to zero net carbon by providing appropriate funding and resources to create and deliver a Carbon Action Plan, thus ensuring that all strategic decisions and budgets are in line with a shift to be carbon-neutral by 2030.
3. Establishes a cross-party working group of full Council members to set the strategy for the Carbon Action Plan.
4. Sets up a Climate Change Partnership Forum involving representatives from FHDC, residents, young citizens, schools, businesses, climate science and solutions experts, Citizens Assemblies and other relevant parties.
5. Works with land agents and the local community to identify opportunities for electric, wind, hydro and solar energy.
6. Promotes insulation offers and charge points for electric vehicles.
7. Ensures that all future Council reports, where appropriate, include a climate impact statement referencing the Carbon Action Plan.
8. Calls on the UK Government to provide the powers, resources and help with funding to make this possible, and ask local MPs to do likewise.

That a Working Group be established comprising of Councillors Peter Gane, David Horton, Belinda Walker, Tim Prater, Jackie Meade, Michelle Dorrell and Abena Akuffo-Kelly.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor David Horton

Voting: F:16, Ag:0, Ab:1

1628. MEMBERS ALLOWANCE

Discussion took place regarding the offer from Folkestone & Hythe District Council Independent Remuneration Panel regarding the opportunity to review arrangements for members allowances.

RESOLVED: The offer to review arrangements for members allowance by the Independent Remuneration Panel be declined.

Proposed: Councillor Tim Prater

Seconded: Councillor Peter Gane

Voting: F:15, Ag:0, Ab:2

1629. STANDARD DISCLOSURE AND BARRING SERVICE (DBS) CHECK

On the 15th March 2018, as part of Council's safeguarding policy, it was resolved that all Councillors should be subject to a standard Disclosure and Barring Service (DBS) Check following election in May 2019.

Folkestone & Hythe District Council, the registered body for carrying out the checks, have advised that according to the Disclosure and Barring Service's diagnostic tool Councillors are not actually eligible for a standard or enhanced check only the basic check, and as they cannot carry out in excess of 1000 basic checks each year they are not a registered body for this level of check. Council is asked whether it wishes to revisit this resolution in light of this new information.

Discussion took place on whether there was any benefit to anyone should Councillors undertake a basic check, taking into consideration the costs that would be incurred and the additional administrative requirements when it is not a statutory requirement to do so.

RESOLVED: That the Resolution made on 15th March 2018 (Item 1491) be rescinded, therefore withdrawing the need for Councillors to undertake a standard Disclosure and Barring Service (DBS) Check.

Proposed: Councillor Tim Prater
Seconded: Councillor Nicola Keen
Voting: F:14, Ag:0, Ab: 3

1630. DATE AND TIME OF NEXT MEETINGS

Thursday, 14th November 2019 at 7pm

The meeting ended at 8pm

.....Town Mayor
14th November 2019

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 29th August 2019 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Ann Berry, Jonathan Graham, Mary Lawes, Jackie Meade, Belinda Walker and Richard Wallace (Chair).

OFFICER PRESENT: Georgina Wilson (Admin Officer)

(No members of the public were in attendance however, Matt Whitby of Guy Hollaway, Danielle Ingleston of DHA Planning and Dan Hulme from the Three Hills were in attendance with regards to Y18/1617/FH.)

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor David Horton.

2. DECLARATIONS OF INTEREST

There were none however Councillors Ann Berry, Richard Wallace and Jackie Meade had been lobbied with regards to application Y18/1617/FH.

3. PLANNING COMMITTEE MEETING 8th August 2019

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 8th August 2019 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 8th August 2019 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Ann Berry
Seconded: Councillor Belinda Walker
Voting: F:6, Ag:0, Ab: 0

4. APPLICATIONS FOR PLANNING CONSENT, APPEALS, PLANS TO DEVELOPMENT CONTROL COMMITTEE AND LICENSING

RESOLVED: To bring forward application Y18/1617/FH to enable the developers to give an update to the Committee.

Proposed: Councillor Richard Wallace
Seconded: Councillor Ann Berry
Voting: F:6, Ag:0, Ab:0

The developers reported that Sport England have withdrawn their objection relating to the removal of the two football pitches, an agreement has been made to improve two pitches at the Morehall park site and use these pitches in the same way as the two pitches currently at Three Hills. Toilets would also be provided and the facilities such

as changing rooms would be used at Three Hills and the District Council have agreed in principle to maintaining these pitches under the same agreement as they currently maintain the pitches at Three Hills. The District Council are currently preparing a report to go to Committee in September with conditions for this application. There was some discussion around the light technology which will help reduce back lighting and only low-level lighting will be used for running. The brighter lighting will be used when the track is being used for sports such as javelin etc. The timing for stopping floodlights should now be 9:00pm brought down from 10:00pm per Dan Hulme. The Environment Agency have removed their Pent Stream based objection after additional information was provided.

Application number	Y18/1617/FH
Location	Three Hills Sports Park Cheriton Park
Proposal	Installation of athletic running track and field events sports facility, pavilion and associated parking together with the relocation of dog walking facility
Closing date	29 th August 2019
FHDC Officer	Louise Daniels
Comment	Support as a valuable facility provided flood lights are adequately screened from the William Avenue direction and there is a planning condition to guarantee a 9pm switch off of flood lights and public address system. The Committee has been assured that the latest floodlight technology will be used: OptiVision LED floodlights.

Application number	Y19/0546/FH
Location	9 Victoria Grove
Proposal	Retrospective application for change of use to a 7 bed HMO (house in multiple occupation)
Closing date	11 th September 2019
FHDC Officer	Louise Daniels
Comment	Object – The Committee believes that a Fire Officer report and more information on standards should be received. The Committee would like more Officer information on what HMO standards the District Council requires.

Application number	Y19/0788/FH
Location	5-6 Lennard Road
Proposal	Change of use from C2 (residential care home) to C1 (guest house) with no external alterations (resubmission of application Y18/1127/FH)
Closing date	5 th September 2019

FHDC Officer	Louise Daniels
Comment	Object – The Committee doesn't believe that the parking layout is adequate due to 6 tandem spaces and bin store requirements. The size and layouts are inadequate for the people concerned.
Application number	Y19/0796/FH
Location	Ground floor business premises 21 Cheriton Place
Proposal	Change of use from class use A1 (shop) to class use A3/A4 (restaurants/café/drinking establishment)
Closing date	4 th September 2019
FHDC Officer	Katy Claw
Comment	No objection – no strong objection but some concern was expressed that an historic frontage was probably being changed.
Application number	Y19/0824/FH
Location	5 Gainsborough Close
Proposal	Erection of a 1 ½ storey side/rear extension with rear dormer, to form annexe accommodation together with the erection of a single storey rear extension
Closing date	4 th September 2019
FHDC Officer	Katy Claw
Comment	No objection
Application number	Y19/0826/FH
Location	112 Wear Bay Road
Proposal	Erection of a detached dwelling following demolition of existing side extension and garage of existing dwelling, works to also include provision of off-street parking provision for the existing and proposed dwelling
Closing date	4 th September 2019
FHDC Officer	Katy Claw
Comment	No objection
Application number	Y19/0854/FH
Location	The Stadium Aldridge Road
Proposal	Reserved matters application for the construction of 44 dwellings, together with associated landscaping, infrastructure and earthworks. Phase 2a Officers Mess.
Closing date	5 th September 2019
FHDC Officer	Adam Tomaszewski



Comment	No objection – concern was expressed that electrical charging points and solar panels should be added to reflect current climate change goals. The foul water drainage must be adequate as there have been problems with Shorncliffe Heights.
Application number	Y19/0866/FH
Location	East Station Goods Yard Southern Way
Proposal	Mixed use development comprising 41 dwellings (30% of which will be affordable housing) and 1000sqm commercial space (class B1/B8) with associated access, car parking and landscaping (resubmission of application Y14/0928/SH)
Closing date	4 th September 2019
FHDC Officer	Louise Daniels
Comment	No objection – the Committee needs clarification as the application says 31 social housing units, not 30%. The Committee is anxious about the mix of warehousing and houses and feels there ought to be a planning condition for a very low speed limit in part.
Application number	Y19/0869/FH
Location	Dudley Court 2-4 Trinity Crescent
Proposal	Felling of a holly tree situated within a conservation area
Closing date	29 th August 2019
FHDC Officer	Jo Daniels
Comment	No objection but a replacement should be provided if possible, subject to the views of the Tree Officer.
Application number	Y19/0876/FH
Location	2 The Regent Centre Pent Road Shearway Business Park
Proposal	Installation of one new window to the rear elevation of existing industrial unit
Closing date	29 th August 2019
FHDC Officer	Danielle Wilkins
Comment	No objection
Application number	Y19/0878/FH
Location	Flats 1 and 2 Belvedere Court 12 Trinity Crescent

Proposal	Erection of single storey rear extension beneath existing ground floor, conversion of semi-basement storage area to habitable living space, together with the installation additional fenestration at basement level and associated internal and external alterations to include relocating the entrances to flats 1 and 2
Closing date	3 rd September 2019
FHDC Officer	Danielle Wilkins
Comment	No objection
Application number	Y19/0887/FH
Location	41 Fairway Avenue
Proposal	The erection of a two-storey side extension, single-storey rear extension and single-storey front extension following the demolition of the existing garage and porch
Closing date	29 th August 2019
FHDC Officer	Danielle Wilkins
Comment	No objection subject to the views of the Tree Officer.
Application number	Y19/0889/FH
Location	Ground floor business premises 1 303 Cheriton Road
Proposal	Change of use of the existing ground floor retail unit (class A1) and office (class A2) into a one bedroom residential flat (class C3)
Closing date	5 th September 2019
FHDC Officer	Adam Tomaszewski
Comment	No objection – some concern over the access to the toilet and bathroom through the bedroom was expressed
Application number	Y19/0895/FH
Location	3 Blenheim Place
Proposal	Partial crown lift of two sycamore trees subject of tree preservation order no 22 of 1988
Closing date	29 th August 2019
FHDC Officer	Jo Daniels
Comment	No objection subject to the views of the Tree Officer.
Application number	Y19/0896/FH
Location	149 Sandgate Road
Proposal	Re-pollard back to previous pruning points of a sycamore tree situated within a conservation area

Closing date	29 th August 2019
FHDC Officer	Jo Daniels
Comment	No objection subject to the views of the Tree Officer.
Application number	Y19/0900/FH
Location	WM Morrisons Supermarket Plc 148 Cheriton Road
Proposal	Advertisement consent for 1 x internally illuminated store totem sign
Closing date	13 th September 2019
FHDC Officer	Lisette Patching
Comment	No objection
Application number	Y19/0901/FH
Location	16 Charles Crescent
Proposal	Erection of a two-storey side and rear extension following removal of existing side extension
Closing date	12 th September 2019
FHDC Officer	Isabelle Hills
Comment	No objection
Application number	Y19/0902/FH
Location	WM Morrisons Supermarket Plc 148 Cheriton Road
Proposal	Advertisement consent for x 6 wall mounted signs
Closing date	13 th September 2019
FHDC Officer	Lisette Patching
Comment	No objection
Application number	Y19/0903/FH
Location	WM Morrisons Supermarket 148 Cheriton Road
Proposal	Siting of two free-standing sprinkler tanks
Closing date	13 th September 2019
FHDC Officer	Lisette Patching
Comment	No objection
Application number	Y19/0909/FH
Location	Folkestone Library 2 Grace Hill
Proposal	Works to an ash tree situated within a conservation area comprising of the reduction of branches towards building by 2 metres
Closing date	3 rd September 2019
FHDC Officer	Jo Daniels
Comment	No objection subject to the views of the Tree Officer.

Application number Y19/0915/FH
Location 31 Elventon Close
Proposal Erection of a two-storey side extension with annexe accommodation at ground floor level and the creation of disabled access
Closing date 9th September 2019
FHDC Officer Danielle Wilkins
Comment No objection

Application number Y19/0926/FH
Location 21 Foreland Avenue
Proposal Erection of a two-storey rear and side extension
Closing date 13th September 2019
FHDC Officer Isabelle Hills
Comment No objection

Application number Y19/0948/FH
Location Santa-Maria Canterbury Road
Proposal Variation of condition 3 (submitted plans) of application no Y17/1598/SH (erection of rear extension and construction of first floor along with the erection of a double garage (resubmission of Y17/1210/SH) for the addition of a balcony to the south elevation, to connect the front balcony to the rear terrace.
Condition Number: Condition 3
Condition Removal:
The addition of a balcony to the south elevation, alongside the living room, to connect the front balcony to the rear terrace.
Closing date 9th September 2019
FHDC Officer Danielle Wilkins
Comment Noted

Application number Y19/0949/FH
Location 315 Dover Road
Proposal Erection of a single storey rear extension and installation of 2 no. rear Juliet balconies
Closing date 12th September 2019
FHDC Officer Isabelle Hills
Comment No objection

Application number Y19/0950/FH
Location 15 Walton Gardens

Proposal	Erection of part single storey and part two storey rear extension following the removal of the existing rear conservatory
Closing date	12 th September 2019
FHDC Officer	Isabelle Hills
Comment	No objection
Application number	Y19/0961/FH
Location	1 Lyn Court 70-72 Shorncliffe Road
Proposal	Erection of a single storey ground floor extension to existing flat
Closing date	13 th September 2019
FHDC Officer	Isabelle Hills
Comment	No objection

PRIOR APPROVAL

Application number	Y19/0011/PA
Location	Orchard House 2 Bouverie Road West
Proposal	Determination as to whether the prior approval of the local planning authority is required under class O of the Town and Country Planning (general permitted development) (England) order 2015 for the change of use of a building from office use (class B1(A)) to x6 dwelling houses (class C3)
Closing date	28 th August 2019
FHDC Officer	Isabelle Hills
Comment	No objection – some concern was expressed about the number of internal bathrooms and waste extraction, but it is good to preserve the building.

5. PREMISES LICENCE

No premises licence applications had been received.

6. UPDATE ON PREVIOUS OBJECTIONS

The Chairman hoped that we would have updates on the following applications for the next meeting:

- Y19/0490/FH – Manor Court, 38 Manor Road
- Y19/0016/FH – 86-88 Tontine Street
- Y19/0980/FH – Royal Victoria Hospital

7. DRAFT KENT AND MEDWAY HOUSING STRATEGY 2019-2023

Councillors noted the strategy and individual Councillors will make their own comments.

8. **AGENDA ITEMS FOR NEXT MEETING**

There were none.

9. **DATE OF NEXT MEETING**

Thursday 19th September 2019


..... **Chairman**
19th September 2019

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 19th September 2019 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Ann Berry, Jonathan Graham, Mary Lawes, Jackie Meade, Belinda Walker (arrived 19.10) and Richard Wallace (Chair).

OFFICER PRESENT: Liz Timmins (Marketing and Communications Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor David Horton.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MEETING 29th August 2019

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 29th August 2019 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 29th August 2019 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Richard Wallace

Seconded: Councillor Jackie Meade

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

4. APPLICATIONS FOR PLANNING CONSENT, APPEALS, PLANS TO DEVELOPMENT CONTROL COMMITTEE AND LICENSING

Application number	Y9/0755/FH
Location	48 – 66 Sandgate Road (Debenhams)
Proposal	Installation of replacement external staircase to north-west elevation
Closing date	8 th October 2019
FHDC Officer	Katy Claw
Comment	No objection

Application number	Y19/0813/FH
Location	40 Queen Street
Proposal	Erection of infill residential dwelling and retention of existing off-street parking
Closing date	27 th September 2019
FHDC Officer	Adam Tomaszewski
Comment	Object – Local Councillors felt that the site was too restricted for what was being inserted despite the

given plans. The Committee therefore objects. Though an extension to the existing dwelling would be acceptable. The road is not accessible by modern standards therefore building would be problematic.

Application number Y19/0814/FH
 Location 7 The Old High Street
 Proposal Section 73 application to vary condition 3 of planning permission Y16/1125/SH (change of use from retail to mixed use of retail, drinking establishment and exhibition space) to vary the opening times in line with the premises licence opening hours
 Closing date 2nd October 2019
 FHDC Officer Louise Daniels
 Comment **Object – the Committee objects unless closing time is midnight or earlier.**

Application number Y19/0839/FH
 Location Land adjoining Telecommunications Centre Stanley Road
 Proposal Erection of a pair of semi-detached dwellings and the erection of a three-storey building to accommodate 9 flats following demolition of an existing office building together with the provision of car parking
 Closing date 7th October 2019
 FHDC Officer Louise Daniels
 Comment **Object – no objection on principle but the new second floor rear windows may overlook existing properties too much. The Committee therefore objects pending more detail.**

Application number Y19/0898/FH
 Location Unit A West Park Farm North Retail Park Park Farm Road
 Proposal Retrospective advertisement consent to replace existing “Carpet Right” signage with illuminated signs for Puregym
 Closing date 24th September 2019
 FHDC Officer Piran Cooper
 Comment **No objection**

Application number Y19/0920/FH
 Location Church and Dwight UK Ltd Bowles Well Gardens

Proposal	Installation of cladding to the central office block along with the construction of a decking area to the canteen
Closing date	30 th September 2019
FHDC Officer	Isabelle Hills
Comment	No objection – Provided the cladding is up to new fire regulations and is not a glaringly bright colour.
Application number	Y19/0933/FH
Location	18 & 19 Stanley Court Shearway Road Shearway Business Park
Proposal	Proposed alterations to front & rear elevations to allow for additional windows
Closing date	23 rd September 2019
FHDC Officer	Danielle Wilkins
Comment	No objection
Application number	Y19/0959/FH
Location	52 Morehall Avenue
Proposal	Retrospective application for erection of wooden wheelie bin shelter and separate wooden shelter
Closing date	3 rd October 2019
FHDC Officer	Katy Claw
Comment	No objection – No official objection but the Committee felt the sheds were intrusive at the front.
Application number	Y19/0975/FH
Location	40 Wear Bay Crescent
Proposal	Certificate of lawful development (existing) for a rear conservatory
Closing date	23 rd September 2019
FHDC Officer	Isabelle Hills
Comment	No objection
Application number	Y19/0976/FH
Location	Highview School Moat Farm Road
Proposal	Determination as to whether the prior approval of the Local Planning Authority is required for the demolition of vacant school & associated mobile classrooms
Closing date	30 th September 2019
FHDC Officer	Adam Tomaszewski
Comment	No objection

Handwritten initials and date:
 10/10

Application number	Y19/0986/FH
Location	65 Weymouth Road
Proposal	The existing shrub and shingle front garden to be replaced with blocked paving for off road vehicle. Dropped kerb to facilitate access to off road vehicle parking on paved driveway
Closing date	4 th October 2019
FHDC Officer	Isabelle Hills
Comment	No objection

Application number	Y19/0997/FH
Location	Flat A 14 Connaught Road
Proposal	Subdivide an existing maisonette into two self-contained flats with independent access. (Resubmission of existing Y18/1390/FH)
Closing date	7 th October 2019
FHDC Officer	Isabelle Hills
Comment	Object – the Chair to contact the Planning Officer to see if there any relevant changes.

Application number	Y19/0998/FH
Location	21 Cherry Garden Lane
Proposal	Re-pollard back to previous pollarding points of a weeping willow subject of tree preservation order no 10 of 2011
Closing date	7 th October 2019
FHDC Officer	Jo Daniels
Comment	No objection

Application number	Y19/1001/FH
Location	2 Cliff Road
Proposal	Erection of new detached dwelling with associated garden and parking. Resubmission of Y18/1105/SH
Closing date	4 th October 2019
FHDC Officer	Danielle Wilkins
Comment	Object – the majority of the Committee felt that the character of the area would be affected by back land development.

Application number	Y19/1002/FH
Location	13 Biggins Wood Road
Proposal	Erection of new two storey house adjoining 13 Biggins Wood Road including demolition of existing extension

Closing date	7 th October 2019
FHDC Officer	Isabelle Hills
Comment	No objection
Application number	Y19/1004/FH
Location	3 Stanley Court Shearway Road Shearway Business Park
Proposal	Replacement of roller shutter door with glazed screen
Closing date	27 th September 2019
FHDC Officer	Isabelle Hills
Comment	No objection
Application number	Y19/1006/FH
Location	201 Sandgate Road
Proposal	To fell 1x cedar atlantica
Closing date	2 nd October 2019
FHDC Officer	Jo Daniels
Comment	Object – the Committee doesn't like mature trees removed in this area. It objects unless the Tree Officer approves with good reason.
Application number	Y19/1009/FH
Location	4 Ryland Place
Proposal	Change of use of ground floor from dwelling house (class C3) to retail (class A1)
Closing date	7 th October 2019
FHDC Officer	Adam Tomaszewski
Comment	Object – the Committee feels that this is a very difficult road for a shop nowadays because of heavy traffic and limited parking. Councillor Mary Lawes wanted to be noted objecting.
Application number	Y19/1010/FH
Location	20 – 22 Stanley Court Shearway Road Shearway Business Park
Proposal	Amendments to external elevations including additional windows and replacement of roller shutters with glazed screens and doors, units 20 to 22
Closing date	27 th September 2019
FHDC Officer	Danielle Wilkins
Comment	No objection



Application number Y19/1023/FH
Location Cordova Court Sandgate Road
Proposal Works to trees in conservation area. Re-pollard 6 x sycamore trees back to previous pruning point
Closing date 2nd October 2019
FHDC Officer Jo Daniels
Comment No objection

Application number Y19/1025/FH
Location Augusta Gardens Sandgate Road
Proposal T1 reduction of 3 branches to mature beech. T2 reduction and raise 4 overhanging branches to oak. T3 reduction of yew to curb line. T4 raise selective branches of oak effecting height clearance over bus stop. T5 raise selective branches of yew obscuring road sign
Closing date 2nd October 2019
FHDC Officer Jo Daniels
Comment No objection

Application number Y19/1026/FH
Location 278 Dover Road
Proposal Erection of single storey extension and front porch
Closing date 2nd October 2019
FHDC Officer Danielle Wilkins
Comment No objection

Application number Y19/1029/FH
Location Plamil House Bowles Well Gardens
Proposal Erection of new small link between two existing buildings
Closing date 2nd October 2019
FHDC Officer Adam Tomaszewski
Comment No objection

Application number Y19/1030/FH
Location Flat 3 29 Cheriton Gardens
Proposal Replacement windows and installation of conservation roof light
Closing date 2nd October 2019
FHDC Officer Isabelle Hills



Comment **No objection – The Committee understands the neighbours concerns over the sewerage but there is no planning objection.**

AMENDED

Application number	Y18/1588/FH
Location	34 Rendezvous Street
Proposal	Change of use from a retail shop (class A1 use) to a mixed-use class to provide a retail shop and bar (class A1/A4 use)
Closing date	8 th October 2019
FHDC Officer	Louise Daniels
Comment	Noted

5. PREMISES LICENCE

No premises licence applications had been received.

6. UPDATE ON PREVIOUS OBJECTIONS

Three Hills Running Track – It was thought that the Folkestone Running Club has been stated as the applicant on the planning application. The Chairman, Councillor Richard Wallace, will clarify this at the next Planning Committee meeting on 10th October 2019.

7. FHDC PLACES AND LOCAL PLAN AMENDMENT

This was noted.

8. AGENDA ITEMS FOR NEXT MEETING

Planning Committee Policy on Environment and Green issues.

9. DATE OF NEXT MEETING

Thursday 10th October 2019


..... **Chairman**
10th October 2019

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 10th October 2019 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Ann Berry, Jonathan Graham, David Horton, Jackie Meade, Belinda Walker and Richard Wallace (Chair).

OFFICER PRESENT: Toni Brenchley (Corporate and Civic Services Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mary Lawes.

2. DECLARATIONS OF INTEREST

Councillor Belinda Walker and Councillor Richard Wallace declared a personal interest in application Y12/0980/SH, Royal Victoria Hospital, Radnor Park Avenue.

3. PLANNING COMMITTEE MEETING 19th September 2019

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 19th September 2019 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 19th September 2019 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Jonathan Graham

Seconded: Councillor Ann Berry

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

Y19/0997/FH - Flat A 14 Connaught Road – The Chairman explained that under H08 Policy, in order to approve subdivision of a property, the property must be 5 bedrooms or more. **The Committee agreed to remove their objection.**

4. APPLICATIONS FOR PLANNING CONSENT, APPEALS, PLANS TO DEVELOPMENT CONTROL COMMITTEE AND LICENSING

Application number	Y19/0014/PA
Location	1-3 Risborough Lane
Proposal	Determination as to whether the prior approval of the local Planning Authority is required under class M of the Town and Country planning (general permitted development) (England) order 2015 for the change of use from shop (class A1) to a residential use (class C3)
Closing date	15 th October 2019
FHDC Officer	Isabelle Hills
Comment	Noted

Application number	Y19/0802/FH
Location	Flat E 199 Sandgate Road
Proposal	Retrospective application for removal of chimney
Closing date	23 rd October 2019
FHDC Officer	Katy Claw
Comment	Object - This Committee is generally against the removal of attractive Victorian features used as chimneys in this area, unless proven to be unsafe.

Application number	Y19/0832/FH
Location	Flat 3 3 Grimston Avenue
Proposal	Installation of replacement windows to first floor flat. Resubmission of planning application Y18/1412/FH
Closing date	22 nd October 2019
FHDC Officer	Katy Claw
Comment	Object – Unattractive construction of UPVC and wood.

Application number	Y19/0870/FH
Location	The Leas Club The Leas
Proposal	Dismantling, associated structural works and re-construction of both front extensions, including the refurbishment of the existing shop fronts
Closing date	16 th October 2019
FHDC Officer	Piran Cooper
Comment	Object – The applicants have done little to the deteriorating property in 9 years of vacancy and in 2016 cleared out skip loads of the interior without any photographic record or supervision. The Committee therefore objects unless the Council Heritage Consultant regularly inspects and supervises the work and we see whether original glass etc can be preserved or replaced like for like. This is a very important building and repairs must be done urgently. The Committee is concerned that repairs should move on to the rear portion of the Pavilion as soon as possible and avoid demolition of the rear area. The supervising Council and the developer should limit disturbance to neighbours by being obliged to use some of the commercial car parking for builders' vehicles during the works. The Council should explain why there appears to be no coupled listed building application yet.

Application number Y19/0871/FH
 Location 1-3 Risborough Lane
 Proposal Conversion of lower ground floor storage area plus single storey rear extension and form a studio apartment
 Closing date 16th October 2019
 FHDC Officer Katy Claw
Comment **Object – The Committee has some concern on the size of rooms and fenestration and wishes to know whether it is in line with regulations.**

Application number Y19/0964/FH
 Location Royal Standard 60 Canterbury Road
 Proposal Conversion of pub (C4) to 2 x 3 bed residential dwellings and 3 x 1 bed flats (C3)
 Closing date 18th October 2019
 FHDC Officer Louise Daniels
Comment **No objection**

Application number Y19/0968/FH
 Location Flat 2 48 Earls Avenue
 Proposal Replacement of the existing single glazed crittle front elevation bay window, 5no. side windows, 1no. rear window and garden door with double glazed UPVC windows
 Closing date 15th October 2019
 FHDC Officer Isabelle Hills
Comment **Noted**

Application number Y19/0974/FH
 Location Flat 4 12 Radnor Park Avenue
 Proposal Subdivision of lower ground floor flat into one flat and one bed-sit. Erection of single storey rear extension. Addressing refusal of 18/1323
 Closing date 10th October 2019
 FHDC Officer Louise Daniels
Comment **No objection**

Application number Y19/1045/FH
 Location The Samuel Peto 23 Rendezvous Street
 Proposal Listed buildings consent for restoration of existing gate piers on front elevation
 Closing date 10th October 2019

FHDC Officer	Katy Claw
Comment	No objection
Application number	Y19/1055/FH
Location	11a Church Street
Proposal	Conversion of office building to form 2 self-contained offices on the ground floor and change of use of first floor to 1 self-contained flat
Closing date	28 th October 2019
FHDC Officer	Louise Daniels
Comment	No objection
Application number	Y19/1056/FH
Location	11a Church Street
Proposal	Listed building consent for the conversion of office building to form 2 self-contained offices on the ground floor and 1 self-contained flat at first floor level
Closing date	9 th October 2019
FHDC Officer	Louise Daniels
Comment	No objection
Application number	Y19/1069/FH
Location	40 Wear Bay Crescent
Proposal	Amendment/re-shape to existing balcony
Closing date	28 th October 2019
FHDC Officer	Isabelle Hills
Comment	No objection
Application number	Y19/1073/FH
Location	Land opposite 38 Bouverie Road West Bouverie Road West
Proposal	Reduction back to kerb line of selected overhanging branches of a holm oak situated within a conservation to provide clearance over adjoining parking bays
Closing date	23 rd October 2019
FHDC Officer	Jo Daniels
Comment	No objection
Application number	Y19/1075/FH
Location	4 Marine Terrace
Proposal	Change of use and conversion to 5 self-contained flats, erection of a 5-storey rear extension & extensions/alterations to roof.

Closing date 25th October 2019
FHDC Officer Danielle Wilkins
Comment **Object – The excessive development of the top floors is out of keeping with the 19th century buildings producing an ugly elevation**

Application number Y19/1078/FH
Location 62 Shorncliffe Crescent
Proposal Proposed two storey extension
Closing date 29th October 2019
FHDC Officer Katy Claw
Comment **No objection**

Application number Y19/1112/FH
Location Martello Court Martello Road
Proposal Crown reduction and crown raise of a lime subject of tree preservation order no 8 of 1999
Closing date 24th October 2019
FHDC Officer Jo Daniels
Comment **No objection**

Application number Y19/1115/FH
Location 6-8 Clifton Crescent
Proposal Felling of a Japanese acer situated within a conservation area
Closing date 23rd October 2019
FHDC Officer Jo Daniels
Comment **Object – The Committee objects to a mature tree being removed in a conservation area. A tree is more valuable than a flower bed.**

ADDITIONAL

Application number Y12/0980/SH
Location Royal Victoria Hospital Radnor Park Avenue
Proposal Hybrid application comprising a full planning application for the change of use, conversion and part demolition of the main former Royal Victoria Hospital building to provide 18 residential units and associated parking, together with an outline application for the redevelopment of the remaining parts of the site, including demolition of outbuildings to provide up to 26

	houses and associated car parking with all matters reserved for future consideration.
Closing date	21 st October 2019
FHDC Officer	Robert Allan
Comment	Noted <i>Lee Griggs was present at the meeting, as a representative of the developer, and spoke briefly regarding the development. Assurance was given that the outline development would be improved with less units at the rear.</i>
Application number	Y19/0752/FH
Location	Turner Free School Tile Kiln Lane
Proposal	Demolition of existing school buildings and erection of new 3 storey school building, refurbishment of existing sports hall, provision of 3 court multi-use games area (MUGA), playing pitch, car parking, landscaping, new pedestrian access and ancillary works
Closing date	21 st October 2019
FHDC Officer	Isabelle Hills
Comment	The Committee supports the improved school in general terms, but the light and overlooking from the upper floors must be considered and opaque glass used at times.

AMENDED

Application number	Y19/0788/FH
Location	5-6 Lennard Road
Proposal	Change of use from C2 (residential care home) to C1 (guest house) with no external alterations (resubmission of application Y18/1127/FH).
Closing date	21 st October 2019
FHDC Officer	Louise Daniels
Comment	The Committee withdraws its objection

PREMISES LICENCE

Reference	WK/201931500
Premise	Folklore 69 The Old High Street
Type of Application	New Premise
Description	A café/bar, serving food during the day with casual seating. In the evening serving cocktails with tapas

	style bar snacks. There will be a weekly schedule of movie nights, creative workshops, comedy nights and more.
Opening Hours	Monday – Wednesday 08.00 – 23.30, Thursday 08.00 – 00.30, Friday – Saturday 08.00 – 01.30, Sunday 09.00 – 22.30
Activities	Alcohol sales on & off sales, recorded music, live music, films
Closing date	30 th October 2019
Comment	No objection

Proposed radio base station installation at land at the Cherry Garden, CT19 4QB
No objection although the Committee would have concern about the health implications if 5G were introduced.

APPEAL

Application number	Y16/0184/CM
Location	Flat C 6 Earls Avenue
Proposal	
Closing date	22 nd October 2019
FHDC Officer	Llywelyn Lloyd
Comment	The FTC Planning Committee supports the action of the officers and the Enforcement Notice

5. PREMISES LICENCE

Reference	WK/201931500
Premise	Folklore 69 The Old High Street
Type of Application	New Premise
Description	A café/bar, serving food during the day with casual seating. In the evening serving cocktails with tapas style bar snacks. There will be a weekly schedule of movie nights, creative workshops, comedy nights and more.
Opening Hours	Monday – Wednesday 08.00 – 23.30, Thursday 08.00 – 00.30, Friday – Saturday 08.00 – 01.30, Sunday 09.00 – 22.30
Activities	Alcohol sales on & off sales, recorded music, live music, films
Closing date	30 th October 2019
Comment	No objection subject to residents' views.

6. UPDATE ON PREVIOUS OBJECTIONS

RESOLVED: That Councillor Jackie Meade be responsible for updating this Committee on decisions made by the District Council's Planning and Licensing Committee.

Proposed: Councillor Richard Wallace

Seconded: Councillor David Horton

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

7. PLANNING COMMITTEE POLICY ON ENVIRONMENT AND GREEN ISSUES

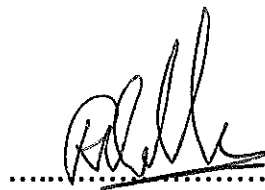
Discussion on this matter to be deferred until the Working Group has been established.

8. AGENDA ITEMS FOR NEXT MEETING

- PLANNING COMMITTEE POLICY ON ENVIRONMENT AND GREEN ISSUES

9. DATE OF NEXT MEETING

Thursday 31st October 2019



..... Chairman
31st October 2019

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, 13 June 2019 at 7.00 p.m.

PRESENT: Councillors P Bingham, R Field, P Gane, D Jeffrey, N Keen, M Lawes, J Meade and T Prater.

OFFICERS PRESENT: J Childs (Town Clerk) and P Cross (Finance Officer).

1277. APOLOGIES FOR ABSENCE

Apologies were received from Councillors D Brook and C McConville.

1278. APPOINTMENT OF CHAIRMAN

Nominations for the appointment of Chairman of the Finance and General Purposes Committee for 2019/20 were sought.

RESOLVED: That Councillor M Lawes be appointed Chairman of the Finance and General Purposes Committee for the 2019/20 Municipal Year.

Proposed: Councillor M Lawes

Seconded: Councillor J Meade

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

1279. APPOINTMENT OF VICE CHAIRMAN

Nominations for the appointment of Vice Chairman of the Finance and General Purposes Committee for 2019/20 were sought.

RESOLVED: That Councillor D Jeffrey be appointed as Vice Chairman of the Finance and General Purposes Committee for the 2019/20 Municipal Year.

Proposed: Councillor N Keen

Seconded: Councillor J Meade

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

1280. DECLARATIONS OF INTEREST

Councillor D Jeffrey declared a personal interest in item 12 – Transfer of Step-Short Arch.

1281. MINUTES

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 25 April 2019.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 25 April 2019 be received and signed as a correct record.

Proposed: Councillor J Meade

Seconded: Councillor N Keen

Voting: F:5 Ag:0, Ab:3

1282. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments for the period 1 April 2019 to 31 May 2019. It was requested that the names of all suppliers be added to the credit card reimbursement details at future meetings.

RESOLVED: That the Schedule of Payments for the period 1 April 2019 to 31 May 2019 be approved.

Proposed: Councillor P Gane

Seconded: Councillor J Meade

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

1283. BUDGET MONITORING STATEMENT 2019/20

The budget monitoring statement to 31 May 2019 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 May 2019 be approved.

Proposed: Councillor P Gane

Seconded: Councillor M Lawes

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

1284. INTERNAL AUDITOR'S REPORT

The Internal Auditor's Report 2018/19 was presented for the Committee's information.

RESOLVED: That the Internal Auditor's report be accepted.

Proposed: Councillor J Meade

Seconded: Councillor N Keen

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

1285. TERMS OF REFERENCE

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

RESOLVED: That the existing Terms of Reference be re-adopted without any changes.

Proposed: Councillor P Bingham

Seconded: Councillor P Gane

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

1286. WORKING GROUPS 2019/20

The Committee was asked to confirm the membership of the Folkestone & Hythe District Council/Folkestone Town Council Working Group for the 2019/20 Municipal Year. As Councillor R West is chair of both the Community Services and Grants Committees, it was agreed that he should be included as Chair of the Grants Committee and Community Services should be represented by its Vice-Chair, Councillor P Bingham. The Community Services Committee will need to elect a substitute at its next meeting.

FHDC/FTC Partnership Working Group

RESOLVED: That the FHDC/FTC Partnership Working Group should comprise of the following:

Town Mayor (substitute Deputy Town Mayor)

Immediate Past Mayor

Chairman of Finance & General Purposes Committee (substitute Vice Chair)

Chairman of Grants Committee (substitute Vice Chair)

Chairman of Planning Committee (substitute Vice Chair)

Vice Chairman of Community Services Committee (substitute to be confirmed)

Proposed: Councillor P Gane

Seconded: Councillor D Jeffrey

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

1287. SECURITY – TOWN HALL

Report F/19/250 outlined the security issues in the Town Hall, recommended a permanent uniformed security presence and suggested how this could be funded.

RESOLVED: That a security officer be retained for the remainder of the financial year and a proposal for a growth item be considered at the December meeting.

Proposed: Councillor T Prater

Seconded: Councillor M Lawes

Voting: F:7, Ag:0, Ab:1

1288. TRANSFER OF STEP-SHORT ARCH

The Town Clerk updated the Committee on the latest developments regarding Step-Short's request to transfer the Memorial Arch to the Town Council. Councillor A Berry was invited to speak and advised the Committee of the costs associated with the Arch.

RESOLVED: That the matter be deferred to either the next Finance and General Purposes Committee meeting or Full Council, when a written report, including all costs, would be presented. In the meantime, Step-Short would be required to pay for any searches and other legal fees relating to the proposed transfer and provide a copy of their accounts relating to the Arch.

Proposed: Councillor P Gane

Seconded: Councillor N Keen

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

1289. GOVERNANCE AND ACCOUNTABILITY RISK ASSESSMENT AND INSURANCE REVIEW

The Committee considered Report F/19/251 which provided an updated business risk assessment and insurance review. It was requested that a note of the fidelity guarantee be included in risk number 6, as well as 5.

RESOLVED: That, subject to the above amendment, the Governance and Accountability Risk Assessment and Insurance Review be noted and approved.

Proposed: Councillor P Gane

Seconded: Councillor M Lawes

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

1290. WARD GRANTS

There were no ward grants approved by the Town Clerk from 1 April to 31 May 2019.

1291. WARD GRANT BALANCES 2019/20

A list of ward grant balances available to each Councillor at 31 May 2019 was provided for the Committee's information and duly noted.

1292. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

Community Services Committee - 4 June 2019

The following resolutions were approved at the above meeting:

i) Climate Change - Minute 1047

That Folkestone Town Council wishes to facilitate the reduction of carbon emissions by:

- Committing to becoming a carbon-neutral organisation by 2030.
- Seeking ways to encourage our community to reduce direct and indirect CO2 emissions and to become resilient to climate change.
- Taking active steps, wherever possible to encourage:
 - a) More sustainable transport
 - b) Reductions in energy use in homes and businesses
 - c) Use and development of renewable energy sources
 - d) Production, sale and consumption of locally sourced food
 - e) Any other methods of achieving the aims above
- Requesting that the Finance & General Purposes Committee release £5,000 from the New Services Reserve to support this initiative.

The Committee considered the above request.

RESOLVED: That the Committee agrees to the request in principle but suggests that the list of requirements be adjusted to achievable aims based on the FTC Corporate Plan. Specific proposals and costings should be provided before the release of any funding from the New Services Reserve.

Proposed: Councillor P Gane

Seconded: Councillor J Meade

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

ii) *Armed Forces Day - Minute 1050*

That the Finance & General Purposes Committee be requested to release funds as required from the New Services Reserve to cover the additional costs of Armed Forces Day, following the recommendations made by the Safety Advisory Group.

RESOLVED: That the Committee agrees to underwrite the Armed Forces Day event by up to £10,000, to be taken from the New Services Reserve.

Proposed: Councillor N Keen

Seconded: Councillor D Jeffrey

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

**1293. DATE OF NEXT MEETING
Thursday, 5 September 2019**

Chairman..... *Mrs M. [Signature]*

Date..... *5th September 2019.*

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, 5 September 2019 at 7.00 p.m.

PRESENT: Councillors P Bingham, R Field, P Gane, D Jeffrey, N Keen (from 7.30pm), M Lawes, C McConville and J Meade.

OFFICERS PRESENT: J Childs (Town Clerk) and P Cross (Finance Officer).

1294. APOLOGIES FOR ABSENCE

Apologies were received from Councillor T Prater. Councillor D Brook was absent.

1295. DECLARATIONS OF INTEREST

There were no declarations of interest.

1296. MINUTES

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 13 June 2019 and to receive and note the Minutes of the Personnel Sub-Committee meeting held on 13 June 2019.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 13 June 2019 be received and signed as a correct record and that the Minutes of the meeting of the Personnel Sub-Committee held on 13 June 2019 be noted.

Proposed: Councillor P Bingham

Seconded: Councillor J Meade

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

1297. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments for the period 1 June 2019 to 31 July 2019.

RESOLVED: That the Schedule of Payments for the period 1 June 2019 to 31 July 2019 be approved.

Proposed: Councillor D Jeffrey

Seconded: Councillor M Lawes

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

1298. BUDGET MONITORING STATEMENT 2019/20

The budget monitoring statement to 31 July 2019 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 July 2019 be approved.

Proposed: Councillor P Gane

Seconded: Councillor J Meade

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

1299. CCTV – THE STADE

Councillors Ray Field and Nicola Keen had received a request from residents of the Stade and local PSCOs for a CCTV camera to be placed opposite the toilets to help deal with the issue of drug dealing and anti-social behaviour. A quote of £2,670 to install a camera has been received. KCC permission will be required for use of a lamp column. The Committee's views were sought.

RESOLVED: That the Committee agrees with the request in principle, but the Town Council should seek at least match-funding from Folkestone & Hythe District Council. A working group, consisting of Councillors R Field, P Gane, M Lawes and the Town Clerk should look into general CCTV requirements.

Proposed: Councillor D Jeffrey

Seconded: Councillor J Meade

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

Councillor N Keen joined the meeting at this point.

1300. MOTION ON NOTICE – SILVER SCREEN CINEMA

Councillor D Jeffrey introduced his motion on notice which proposed allowing the Silver Screen Cinema to show films during Full Council meetings. It was generally agreed that noise and security issues would prohibit this. Following discussion, Councillor Jeffrey proposed an amendment.

RESOLVED: That dates of Full Council meetings be included in the Cinema lease and that the Town Clerk looks into the possibility of a notice board being placed outside the Town Hall, promoting both the Town Council and the Cinema.

Proposed: Councillor D Jeffrey

Seconded: Councillor N Keen

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

1301. REVIEW OF FINANCIAL REGULATIONS

Following receipt of the model financial regulations from NALC, the Committee was requested to approve the Town Council's Financial Regulations as presented.

RESOLVED: That the Town Council's Financial Regulations be approved.

Proposed: Councillor P Gane

Seconded: Councillor J Meade

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

1302. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

i) Community Services Committee - 4 June 2019

Application has been made to Kent County Council, under its Parish Bus Shelter Scheme, for three shelters. Confirmation has now been received from KCC that three grants of £3,000 each have been approved subject to match funding, evidence of consultation with residents and approval of the type of shelter. The works must be completed by December. Match funding up to £9,000 will therefore be required.

The Committee was asked to consider whether it wishes to support the scheme prior to commencing the consultation process, etc.

RESOLVED: That the Committee agrees to the request with funding to be met from the New Services Reserve. The Town Clerk will write to County Councillors and Town Councillors requesting contributions from ward grants.

Proposed: Councillor P Gane

Seconded: Councillor N Keen

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

ii) Personnel Sub-Committee 13 June 2019

Following assessment by a third-party HR Consultant, the following policies and procedures had been reviewed by the Personnel Sub-Committee at the above meeting and were now presented for the Committee's adoption:

Dignity at Work - Bullying and Harassment Statement

Disciplinary Procedure

Sickness Absence Policy

Grievance Procedure

Working from Home Policy

Annual Leave and Time Off Policy

Time Off in Lieu Policy

Overtime Policy

Training Policy

Health & Safety Policy

Equal Opportunities Policy

Councillor/Officer Relations Policy

Flexitime Policy

RESOLVED: That the above policies and procedures be adopted by the Town Council en bloc.

Proposed: Councillor P Gane

Seconded: Councillor R Field

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

1303. WARD GRANTS

A list of ward grants approved by the Town Clerk from 1 June to 31 July 2019 was provided for the Committee's information and duly noted.

1304. WARD GRANT BALANCES 2019/20

A list of ward grant balances available to each Councillor at 25 August 2019 was provided for the Committee's information and duly noted.

1305. DATE OF NEXT MEETING

Thursday, 17 October 2019

Chairman.....*Mrs. M. [Signature]*.....

Date.....*17. 10. 2019.*.....

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Council offices, The Town Hall, 1 – 2 Guildhall Street, Folkestone on Tuesday 6th August 2019 at 7pm.

Present: Councillors Abena Akuffo-Kelly, Ann Berry, Paul Bingham, Michelle Dorrell, Peter Gane, Belinda Walker and Roger West.

In attendance: Vicky Deakin – Communities and Events Officer

1057. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Jonathan Graham.

1058. DECLARATIONS OF INTEREST

Cllr Roger West declared a personal interest in relation to the Youth Festival of Remembrance and both Cllrs Abena Akuffo-Kelly & Michelle Dorrell a personal interest on Item 9 Allotment Rules.

1059. MINUTES

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 4th June 2019 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting 4th June 2019 be received and signed as a correct record.

Proposed: Cllr Ann Berry

Seconded: Cllr Peter Gane

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

1060. YOUTH FESTIVAL OF REMEMBRANCE

The Town Council has financially supported the Youth Festival of Remembrance since it was established. At its meeting on 3rd October 2017 the Community Services Committee resolved: *'That FTC wishes to support local cadets in providing an opportunity for them to take part in an annual youth/cadet event with the Youth Festival of Remembrance to receive £2,000 annual funding from the Youth Facilities Budget to facilitate this with immediate effect'*.

The Committee currently has £2,000 earmarked in Youth Facilities and was asked if it wished to release the funds from the 2019/20 budget.

RESOLVED: That £2,000 be released from the Youth Facilities Budget to support the Youth Festival of Remembrance.

Proposed: Cllr P Gane

Seconded: Cllr M Dorrell

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

1061. TREES 2019/20

Further to a draft Tree Planting Schedule being developed, the Committee were invited to consider proposals for additional sites. Members were asked to send any suggestions for tree sites in their wards to Councillor Richard Wallace and / or Vicky Deakin (Communities & Events Officer) to be reviewed by KCC prior to them being put to committee in October when the Tree Planting Schedule will be finalised.

RESOLVED: That up to £8,000 be released from the Tree Planting Budget to implement the Tree Planting Schedule.

Proposed: Cllr P Gane

Seconded: Cllr A Berry

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

1062. FOLKESTONE TOWN COUNCIL - TREE CHARTER BRANCH UPDATE

At its meeting on 3rd October 2017 the Community Services Committee resolved *'To become a 'Champion' for the scheme, sign up to the Charter and also apply for a Legacy Tree'.*

It was agreed that the Communities and Events Officer will provide a comprehensive update in respect of the implications and responsibilities of Folkestone Town Council being a Charter Champion, National Tree Week, Tree Charter Day and potential projects to help build the movement and create a legacy for the Tree Charter in our Community further to feedback and suggestions from Members at the Community Services Committee meeting on 1st October 2019.

1063. NOTICE OF MOTION

The following 'Notice of Motion's' were put forward by Councillor Abena Akuffo-Kelly for consideration by Members with their views subsequently detailed:

- *'to request Folkestone & Hythe District Council reduce the price of parking or make parking free on set days to increase footfall in the town'.*

Cllr Peter Gane advised that Cllr Akuffo-Kelly approach F & HDC as the responsible authority in respect of raising this at their next Full council meeting.

- *Councillor Abena Akuffo-Kelly would like to move a motion to review the bus shelters in the town and undertake a programme of repairs via a business sponsorship scheme.*

Members agreed to consider this proposal under the Bus Shelter Item 8.

- *Councillor Abena Akuffo-Kelly would like to move a motion to enter into dialogue with Kent County Council regarding bringing Folkestone library services under the control of Folkestone Town Council.*

Members agreed that this should be deferred to Full Council for consideration.

Councillor Abena Akuffo-Kelly would like to move a motion regarding setting a timetable for making Folkestone Town Council a more climate-conscious council.

Members agreed that this should be deferred to Full Council including the formation of a 'Climate Committee' to be considered.

Councillor Abena Akuffo-Kelly would like to move a motion regarding the diversification of Town Council funds to enable more cultural events such as bringing Pride in-house.

It was agreed that Members would bring forward suggestions to the next Community Services Committee meeting for more diverse and cultural events to be considered for inclusion on the current events calendar.

1064. BUS SHELTERS

The Town Clerk has applied to Kent County Council under its Parish Bus Stop Shelter Grant Scheme for 2019-2020, if the applications are successful then match funding would be required. Councillor Belinda Walker recommended three shelters one in Central Ward and two in Cheriton which have been requested by members of the public and organisations and are supported by Stagecoach and Folkestone & Hythe District Council.

Members agreed that proposals should be considered at the next meeting with an update and additional information to be available further to the Town Clerk's current and ongoing research

1065. ALLOTMENTS RULES

The Committee is asked to receive and approve Allotment Rules v10 which includes additional items at number 5.

RESOLVED: That Allotment Rules v10 is received and approved.

Proposed: Cllr P Gane

Seconded: Cllr M Dorrell

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

1066. BT PUBLIC PAYPHONE REMOVALS

The Committees views were sought on this Community Consultation with responses to be submitted by Friday 9th August, 2019.

After much debate, it was agreed that any phone boxes in central areas of Folkestone or with high footfall should be considered for defibrillator installation. The Committee suggested that the BP Garage/Marks and Spencer, Cheriton High Street should be approached to ascertain if they would be amenable to Folkestone Town Council providing a defibrillator to their site.

Further to Member consideration it was

RESOLVED: That the phone box on Cheriton High Street (opposite Firs Lane) should continue to house a public payphone as it is relatively highly used.

Proposed: Cllr P Gane
Seconded: Cllr B Walker
Voting: F:7, Ag:0, Ab:0

1067. WORKING GROUPS 2019/20

At its meeting on 13 June 2019 the Finance & General Purposes Committee confirmed the membership of the Folkestone & Hythe District Council/Folkestone Town Council Working Group for the 2019/20 Municipal Year. As Councillor R West is chair of both the Community Services and Grants Committees, it was agreed that he should be included as Chair of the Grants Committee and Community Services should be represented by its Vice-Chair, Councillor P Bingham.

The Committee were asked to consider and elect a substitute.

RESOLVED: That Cllr Akuffo-Kelly be appointed as a substitute for the F & HDC / FTC Working Group.

Proposed: Cllr M Dorrell
Seconded: Cllr P Bingham
Voting: F:7, Ag:0, Ab:0

1068. FOLKESTONE MUSEUM ADVISORY GROUP

A member from the museum working group is required to attend the FMAG together with the Mayor, and therefore, a nomination was therefore sought.

RESOLVED: That Cllr Bingham be the elected representative of the Museum Working Group to attend FMAG meetings.

Proposed: Cllr M Dorrell
Seconded: Cllr P Bingham
Voting: F:7, Ag:0, Ab:0

1069. LITTER BINS

Councillor Ray Field has highlighted some damaged bins in Harbour Ward, one of which belongs to FTC, it is proposed that this bin is replaced with a larger capacity bin and costs are being sought.

It was agreed that the Communities & Events Officer would establish costs and provide details at the next Committee meeting with Members also advising if there are any other damaged blue and gold bins in their wards at this meeting.

1070. BUDGET

The Committee were asked to consider any proposals they wish to make for the Community Services Budget 2020/21 and to bring them forward at the next meeting on 1st October 2019.

1071. DATE OF NEXT MEETING – 1st October 2019

.....Chairman

1 October 2019

This report will be made
public on 7 November
2019

**Folkestone
Town Council**



Report Number **C/19/257**

To: Full Council
Date: 14 November 2019
Status: Public Report

Subject: WW1 CENTENARY MEMORIAL ARCH

SUMMARY:

This report outlines the due diligence the Town Clerk has undertaken with regard to the proposed transfer of the WW1 Centenary Memorial Arch from Step Short Ltd to the Town Council.

REASONS FOR RECOMMENDATION

The Council is asked to agree the recommendations set out below because:-

- a) Folkestone Town Council have been asked to take ownership of the arch and its associated lease.
- b) Folkestone Town Council has always aspired to diversify for the good of the community it serves.

RECOMMENDATIONS:

- 1. To receive and note Report C/19/257
- 2. To approve the Town Clerk signing the Transfer Deed.
- 3. To add a growth item to the budget of £1,500 per annum.

Aims and Objectives – *Quality Council Status*
Financial Implications – *£1,500 per annum*
Equal Opportunities – *Equal access to services*

1. INTRODUCTION

On the 20th November 2018, the Town Clerk advised the Community Services Committee that the Chairman of Step Short Ltd had contacted Folkestone Town Council seeking the transfer of the WW1 Centenary Memorial Arch together with the associated lease which has a 99 year term at an annual rent of £1 (if demanded) from the 20th June 2016 which includes the landscaped surrounds on The Leas, Folkestone.

Minute 1015. Step Short Arch

RESOLVED: That the Community Services Committee support the transfer of the Commemorative Arch providing there is no commitment from Folkestone Town Council to organise specific commemoration events and this to be considered by Full Council once the associated legal request and documentation have been received from Damian Collins MP.

Proposed: Cllr R West
Seconded: Cllr J Collier
Voting: F:4, Ag:0, Ab:0

On the 19th January 2019, the Town Clerk confirmed that a request had been received from Damian Collins MP for Folkestone Town Council to take over ownership as Step Short had now ceased operating.

Minute 1564. Step Short Arch

RESOLVED: That the Town Clerk proceeds with negotiations, making use of external legal advice to look at taking ownership of the Arch and investigate further if there would be any money transferred along with the Arch and report back to the March Council meeting.

Proposed: Councillor John Collier
Seconded: Councillor Roger West
Voting: F: 12, Ag: 1, Ab: 1

Unfortunately, insufficient information was available prior to the March meeting so on the 13th June 2019, the Town Clerk updated the Finance & General Purposes Committee on the latest developments regarding the proposed transfer.

Minute 1288. Step Short Arch

RESOLVED: That the matter be deferred to either the next Finance and General Purposes Committee meeting or Full Council, when a written report, including all costs, would be presented. In the meantime, Step-Short would be required to pay for any searches and other legal fees relating to the proposed transfer.

Proposed: Councillor P Gane
Seconded: Councillor N Keen
Voting: F:4, Ag:0, Ab:4

2. LIFE EXPECTANCY

The arch has been constructed out of marine grade stainless steel by MTec and has a life expectancy of 250-years.

3. PROVISION AND MAINTENANCE

The known annual expenses for the provision and maintenance of the arch excluding VAT are set out below:

Monthly Cleaning	£600	
Non-metered electricity	£144	
Insurance	£500	(£350k replacement value & £5m public liability)

The Provision and Maintenance of Arch expenditure set out in the Step Short Accounts over the past five years is shown below.

Year	Expenses
2014	£ 247
2015	£4265
2016	£1064
2017	£3624
2018	£1850

Net Current Assets (cash/stock) as at 31st March 2018 = £19,910

Tangible Fixed Assets (arch) as at 31st March 2018 = £455,342

The treasurer for Step Short advised that:

- The 2015 amount of £4265 is the total of "Repairs & Renewals" and mostly applied to the refurbishment of the former Tourist Information Centre in the Tram Road car park which Step Short leased from Shepway DC and converted into a Visitor Centre.
- The 2017 figure of £3624 again listed as "Repairs & Renewals" included £950 for an inspection of the Arch lights.

Step Short have confirmed that some repairs to the lights, screws and metalwork will be completed prior to the transfer, they have been quoted £2,300 for these repairs. However, the cost to provide scaffolding to undertake the work is £1,400 (all prices are excluding VAT).

The land covered by the lease on which the arch is sited was originally part of the landscaped grounds maintained by Folkestone & Hythe District Council, the District Council has confirmed they will continue to maintain the planters, which are currently being replanted with box hedge plants as per the original design. However, if the planters need to be re-planted at any time or plants need to be replaced the replacement costs will need to be met by the Town Council.

It is therefore recommended that an annual revenue budget of £1500 is allocated which would provide a contingency of £250; and any monies left over after Step Short Limited fully disbands be handed over to the Town Council to set up a sinking fund to help offset the burden on the precept for ongoing maintenance and unexpected expenditure resulting from vandalism, graffiti, light failures etc. Council may also wish to allocate some funds from its New Services Reserve to the sinking fund to cover future scaffolding costs.

4. STRUCTURAL WORK

In consideration of taking over the arch, Council need to be mindful of its life expectancy and how long before it may need any significant structural maintenance. It was installed in 2014 and its first major maintenance was undertaken in 2019.

A visual inspection was undertaken by Godden Allen and Lawn on the 19th September 2019. The inspection was undertaken from ground level with the use of binoculars and from the scaffolding erected to replace the light fittings and drivers to the underside of the arch.

The weather at the time of the inspection was dry and bright. Some minor rusting was evident, but no significant defects were noted to the visible parts of the arch.

Some damage has occurred to the service boxing containing the light and sound equipment to the arch on the north side of the barrier separating the seating below the arch from the adjacent road, the damage being caused by vehicles striking the boxing. The relocation of the boxing is recommended (Councillor Berry has made a request to the District Council to put a yellow line/box in front of the electrical box to stop cars parking directly in front of the boxing rather than relocating it).

During the inspection the electricians undertaking the lamp/driver replacing to the arch raised concerns about some of the secondary fixings to the panel which are designed to prevent the service panels falling once the locating fixing had been removed. (Councillor Berry has confirmed the steel chains for these have been replaced).

5. CONCLUSION

Having undertaken the necessary due diligence on the proposed transfer including researching the annual accounts and raising standard commercial enquiries of Short Step Ltd, preparing a report on the head lease and licence to assign the under lease, implementing a no search indemnity policy and undertaking a structural survey of the arch; it is recommended that Council approve that the Town Clerk signs the Transfer Deed so Folkestone Town Council take ownership of the WW1 Centenary Memorial Arch and Landscaped Surrounds on the Leas,

Folkestone under the same terms and conditions of taking ownership of the Gurkha Memorial, i.e. the Town Council is responsible for insurance and maintenance but do not organise or fund any events for the memorial and all legal fees are covered by Step Short Ltd, the transferrer.

This report will be made
public on 7 November
2019

**Folkestone
Town Council**



Report Number **C/19/258**

To: Full Council
Date: 14 November 2019
Status: Public Report

Subject: FOLKESTONE SMALL PARKS

SUMMARY:

This report outlines the talks the Town Clerk has had with Folkestone & Hythe District Council regarding the transfer of eight Small Parks in Folkestone to the Town Council as part of a district wide play strategy.

REASONS FOR RECOMMENDATION

The Council is asked to agree the recommendations set out below because:-

- a) Folkestone Town Council have been asked to take responsibility for the 8 small parks via 30 year leases.
- b) Folkestone Town Council has always aspired to diversify for the good of the community it serves.

RECOMMENDATIONS:

- 1. To receive and note Report C/19/258**
- 2. To approve the Town Clerk entering into lease negotiations.**
- 3. To add a growth item to the budget of £25,000 per annum.**

Aims and Objectives – *Quality Council Status*
Financial Implications – *£25,000 per annum*
Equal Opportunities – *Equal access to services*

1. INTRODUCTION

On the 12th September 2019, Councillor Peter Gane moved a motion to request that the Town Clerk enters into talks with Folkestone & Hythe District Council, to establish the number of play areas involved in their proposed priority play sites strategy, and whether the District Council are willing to transfer the non-priority sites, at no cost, to Town Council together with an upfront dowry, similar to that provided following the devolution of Public Realm CCTV and bring a report back to Town Council so that an informed discussion can commence regarding our willingness to take over the small plays areas of our town.

MINUTE 1627. NOTICE OF MOTIONS

RESOLVED: The Town Clerk to enter into talks with Folkestone & Hythe District Council, to establish the number of play areas involved in their proposed priority play sites strategy, and whether the District Council are willing to transfer the non-priority sites, at no cost, to Town Council together with an upfront dowry, similar to that provided following the devolution of Public Realm CCTV and bring a report back to Town Council so that an informed discussion can commence regarding our willingness to take over the small plays areas of our town.

Proposed: Councillor Peter Gane

Seconded: Councillor Roger West

Voting: F:16, Ag:1, Ab:0

2. PROVISION

The following eight small parks have been identified for potential transfer to Folkestone Town Council via 30 year leases with covenants that the land remains as public recreational ground:

Coniston Road, CT19 5SQ

Downs Road, CT19 5TH

Firs Lane, CT19 4QE

George Gurr, CT19 6LG

Naseby Avenue, CT20 3SJ

Pine Way, CT19 4QL

Roman Way, CT19 4QL

Southern Way, CT20 1PW

3. MAINTENANCE

All parks must be inspected 3 monthly and annually by a 3rd party qualified inspector. Best practice is to also undertake a visual inspection on a weekly basis, this does not need to be by a qualified inspector, but Council would have to be able to demonstrate competency.

The district council have had the annual ROSPA inspection of the park equipment and have indicated that they would be looking to offer a dowry of circa £45,000 this would cover the known repair costs following the annual report together with an allowance for unexpected vandalism &

repairs and the annual qualified ROSPA play area inspections (£68.50 per annum) for a five year period:

Coniston Road	£5,875
Downs Road	£4,350
Firs Lane	£5,475
George Gurr	£5,245
Naseby Avenue	£4,240
Pine Way	£7,175
Roman Way	£6,500
Southern Way	£6,725

FHDC currently undertake the weekly and 3 monthly inspections for most of the town and parish councils in the district but outsource the annual ones to ROSPA, the average price for the weekly and 3 monthly inspections is £800 per park per annum.

The above dowry does not include any provision to support grounds maintenance, office administration or the weekly/3 monthly safety inspections which Council would need to meet via a growth item, the initial growth could be met from the new services reserve.

Council will also need to fund its own legal costs relating to the proposed transfer.

4. OPTIONS

Option 1: To accept the transfer of the 8 small parks and instruct the Town Clerk to negotiate the terms of the leases and accept the proposed dowry.

Option 2: To accept the transfer of the 8 small parks and instruct the Town Clerk to negotiate the terms of the leases but seek a larger dowry to help offset the additional costs that would need to be met by the precept.

Option 3: Decline the offer for the transfer of the 8 small parks, which places them at risk of closure.

