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FOLKESTONE TOWN COUNCIL

Date of Publication: 11 March 2021

AGENDA

Meeting: **Folkestone Town Council**
Date: **18 March 2021**
Time: **6.30 p.m.**
Place: **Virtual Zoom Meeting [Link](#)**

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.

A handwritten signature in blue ink that reads 'J Childs'.

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**

1. To receive the Minutes of an Ordinary Meeting of the Council held on 14th January 2021 and to authorise the Town Mayor to sign them as a correct record.
 2. To receive the Minutes of the ultimate Grants Committee Meeting held on 21st January 2021 and to authorise the Town Mayor to sign them as a correct record.
 3. To receive and note the Minutes of the Planning Committee meetings of the 11th December 2019 & 9th January, 12th March and 8th October 2020.
 4. To receive and note the Minutes of the Finance & General Purposes Committee meetings of the 19th December 2019 & 20th February, 20th August and 17th December 2020.
 5. To receive and note the Minutes of the Community Services Committee meetings of the 19th November 2019 & 4th February, 25th August and 19th November 2020.
 6. To receive and note the Minutes of the Grants Committee meetings of the 7th November 2019 and 24th September 2020.
- 4. PUBLIC QUESTIONS**
Up to 15 minutes shall be allowed for written public questions received from registered electors, in respect of the business on the agenda, in accordance with the Council's approved Standing Orders.
- 5. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**
The Town Mayor will provide an update for Council and offer her thanks to all the contractors, staff and Councillors for their support.
- 6. TOWN MAYOR'S AWARDS**
The Town Mayor will show her appreciation to members of the community who have done something particularly noteworthy within her municipal year.
- 7. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES**
(items in bold italic have been brought forward for debate)
- i. Grants Committee - 21st January 2021 minute 145

Resolved that Report G/21/278 be received, noted and the new policy documents and forms approved; and that the Grant Committee recommends Full Council adopt the new policy documents and forms effective 1st April 2021.
 - ii. Community Services Committee - 2nd February 2021 minute 1143

Resolved that Report CS/21/280 be received and noted; and to recommend to Full Council that the revised Committee Structures together with associated Terms of Reference, Schedule of Dates and Budget Allocations be implemented for the 2021/22 Municipal Year.

iii. Planning Committee

Planning application comments submitted to the District Council under the Town Clerks Scheme of Delegation since the last report to committee are included at appendix A.

8. TREASURY MANAGEMENT REPORT

In line with section 15(1)(a) of the Local Government Act 2003, Report C/21/284 reviews the Council's treasury management policy for 2021/22 and is attached for approval.

9. GOVERNANCE AND ACCOUNTABILITY RISK ASSESSMENT AND INSURANCE REVIEW

Report C/21/285 presents the annual business risk assessment and review of the current insurance arrangements for the Council's approval.

10. TOWN MAYOR ELECT 2021/22

Town Councillors are requested to select the Town Mayor Elect for the ensuing municipal year 2021/22.

EXCLUSION OF PRESS AND PUBLIC

The press and public are to be excluded for the remainder of the meeting under Section 1, sub-section 2, of the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business.

11. CITIZENSHIP AWARDS

The Citizenship Awards Panel convened on 22nd February 2021 to discuss nominations, minutes to be forwarded separately. A resolution by 80% of councillors present is required to confer an award.

12. DATE AND TIME OF NEXT MEETINGS

Annual Town Assembly - Thursday, 25th March 2021

Annual Statutory Meeting - Tuesday, 11th May 2021 (provisional)

Folkestone Town Council

MINUTES of the Ordinary Council Meeting of the Folkestone Town Council held virtually on Thursday, 14th January 2021 at 6.30 p.m.

PRESENT: Councillors Abena Akuffo-Kelly, Paul Bingham, Peter Gane, Michelle Keutenius, Jonathan Graham, David Horton, Ray Field, Dylan Jeffrey, Nicola Keen, Mary Lawes, Connor McConville, Jackie Meade, Tim Prater, Belinda Walker, Richard Wallace and Roger West.

In attendance: Jennifer Childs (Town Clerk)

The Town Clerk led Prayers.

1750. APOLOGIES FOR ABSENCE

None, but Councillor Ann Berry advised that she arrived late and attempted to attend the meeting but it had already concluded.

1751. DECLARATIONS OF INTEREST

None

1752. MINUTES

Council was asked to receive the Minutes of the Ordinary Meeting of the Council held on 12th November 2020 and to authorise the Town Mayor to sign them as a correct record.

RESOLVED: That the Minutes of the Ordinary Council meeting held on 12th November 2020 be received and signed as a correct record.

Proposed: Councillor Roger West
 Seconded: Councillor Jonathan Graham
 Voting: F:16, Ag: 0, Ab: 0

1753. PUBLIC QUESTIONS

No public questions were received.

1754. TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor advised that the festive season had been busy and she had been involved in the Free Hot Meals over Christmas and Christmas Present Scheme along with many volunteers and gave thanks to all of those involved who helped provide much needed food and Christmas cheer to vulnerable families.

1755. SCHEDULE OF MEETINGS FOR THE MUNICIPAL YEAR 2021/22

The schedule of provisional meeting dates for 2021/22 was considered.

RESOLVED: To approve and accept the schedule of dates for 2021/22

Proposed: Councillor David Horton
 Seconded: Councillor Jackie Meade

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

1756. FOLKESTONE TOWN COUNCIL BUDGET AND PRECEPT 2021/22

Report C/21/277 concluded the budget making process for the Town Council's Precept requirements for 2021/22 with a recommended Precept of £873,950, however, following confirmation that the Principal Council have confirmed a reduction in the tax base there was debate regarding the Finance & General Purposes Committees proposal for a zero increase in the precept and the budget shortfall being met from the General Reserve and need for a 1.9% increase to precept £873,950.

RESOLVED:

- 1. To receive and note Report C/21/277**
- 2. To approve the Town Council's budget for 2021/22 as set out in the Appendix attached to report C/21/2771**
- 3. To confirm the Precept for 2021/22 in accordance with the provisions in Sections 39, 41 and 50 of the Local Government Finance Act 1992 of £873,950**
- 4. To authorise the Town Mayor to sign the Precept demand on the District Council.**

Councillor Dylan Jeffrey requested a recorded vote.

Proposed: Councillor Nicola Keen
 Seconded: Councillor Jackie Meade
 Voting: F:11, Ag: 4, Ab: 1

Abena Akuffo-Kelly	For
Paul Bingham	For
Michelle Keutenius	For
Ray Field	Against
Peter Gane	For
Jonathan Graham	For
David Horton	Against
Dylan Jeffrey	Against
Nicola Keen	For
Mary Lawes	Against
Connor McConville	For
Jackie Meade	For
Tim Prater	For
Belinda Walker	For
Richard Wallace	Abstain
Roger West	For

1757. DATE AND TIME OF NEXT MEETINGS

18th March 2021 6.30pm

The meeting ended at 18.47 pm

.....Town Mayor

..... Date

FOLKESTONE TOWN COUNCIL

MINUTES of the Grants Committee meeting held remotely by Zoom on 21st January 2021 at 6.30 p.m.

PRESENT: Councillors Abena Akuffo-Kelly, Connor McConville, Richard Wallace (arrived 18.35pm) and Roger West (Chairman).

OFFICERS PRESENT: J Childs (Town Clerk), E Timmins (Marketing and Communications Officer).

141. APOLOGIES FOR ABSENCE

Apologies were received from:

Councillor Tim Prater due to a clash with another meeting.

Councillor David Horton due to work and family commitments.

Councillor Michelle Keutenius due to ill health.

142. DECLARATIONS OF INTERESTS

Councillor Connor McConville declared a personal interest in relation to Strange Cargo's application.

143. MINUTES

The Committee was asked to receive and authorise the Minutes of the Grants Committee meeting held on 24th September 2020.

RESOLVED: That the Minutes of the meeting of the Grants Committee held on 24th September 2020 be received and signed as a correct record.

Proposed: Councillor Connor McConville

Seconded: Councillor Abena Akuffo-Kelly

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

144. TOWN GRANT APPLICANTS

Town Grant applications were assessed on merit against five categories by each Councillor. Scores were then accumulated to calculate the award.

RESOLVED: That the Kent Creative Arts CIC - A year in the life of Folkestone and Folkestone Festivals - Music Festival Weekend be awarded a town grant of £500 each.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Roger West

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

RESOLVED: That the remaining town grants be approved enbloc:

Proposed: Councillor Connor McConville

Seconded: Councillor Abena Akuffo-Kelly

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

Ref	Applicant	Purpose	Award
1	Folkestone Rescue	Equipment and Training	£1,250
2	Folkestone Youth Project/The Shed	Spirit Lifting Lights	£262
3	Hi Kent	Lip Reading Classes for Local Residents	£600
4	Folkestone Festivals	Bandstand Summer Programme	£500
5	Folkestone Festivals	Music Festival Weekend	£500
6	Strange Cargo	Charivari 2021	£1,250
7	Kent Creative Arts CIC (Kent Creative)	A year in the life of Folkestone	£500
8	Folkestone Channel Rotary	Folkestone Channel Triathlon	£750
	<i>Total</i>		£5,612

145. MATTERS AND RESOLUTIONS FROM FULL COUNCIL

At the Ordinary Council Meeting of the Folkestone Town Council held on 12th November 2020 at minute 1746. NOTICE OF MOTION it was resolved:

That Council abolish the Grants Committee following the expenditure of the 20/21 budget.

From 2021/22 all grants will be awarded via a Councillor Community Grant Scheme with a budget of £34,200 divided equally between the town councillors i.e. £1,900 each.

Applicants may make a maximum of two applications during the financial year but the total award to any applicant via any combination of grants or funding must not exceed £2,500 and the Councillor Community Grant budget must be spent within the financial year and not rolled over.

As, Folkestone Town Council is governed by s.101 of the Local Government Act 1972, which states that if the Council does not exercise a function itself it can only be delegated to a Committee, a Sub-Committee, or Officer as individual Councillors have no statutory authority to make a decision, all applications via the Councillor Community Grant Scheme will be processed and approved by the Town Clerk.

Report G/21/278 - Grants Scheme Review, concluded the business of the Grants Committee and included a recommendation to receive the new Grants Application Form and Policy Guidelines.

RESOLVED: That Report G/21/278 be received, noted and the new policy documents and forms approved; and that the Grant Committee recommends Full Council adopt the new policy documents and forms effective 1st April 2021.

Proposed: Councillor Connor McConville

Seconded: Councillor Roger West

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

The meeting concluded at 19.00pm

Chairman

Date

Minutes of the Planning Committee Meeting held on Wednesday 11th December 2019 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Jonathan Graham, Mary Lawes and Richard Wallace (Chair).

OFFICER PRESENT: Vicky Deakin (Communities and Events Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Ann Berry, David Horton, Jackie Meade and Belinda Walker.

2. DECLARATIONS OF INTEREST

There no declarations of interest.

3. PLANNING COMMITTEE MEETING 21st November 2019

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 21st November 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 21st November 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 Johnathan Graham

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

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

Application number	Y19/0022/PA
Location	Queens House Guildhall Street
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 a dwellinghouse (Class C3)
Closing date	17 th December 2019
FHDC Officer	Louise Daniels
Comment	No objection

Application number	Y19/1218/FH
Location	Folkestone Academy Academy Lane
Proposal	3 signs on the grounds near to each entrance. Details are supplied on separate drawings to be supplied with this application
Closing date	24 th December 2019

FHDC Officer	Katy Claw
Comment	No objection
Application number	Y19/1281/FH
Location	11 Ilex Road
Proposal	Erection of two bedroom dwelling following demolition of existing garage
Closing date	30 th December 2019
FHDC Officer	Katy Claw
Comment	Object – This still seems a development that is too close to the neighbours and excessive. Cllr Graham is willing to speak against this application if the Officers are minded to approve it
Application number	Y19/1308/FH
Location	Playing Field Cooling Lane
Proposal	Crown lift trees (G4) to 4 metres and fell ash (T9), all subject of tree preservation order no 14 of 2016
Closing date	13 th December 2019
FHDC Officer	Jo Daniels
Comment	No objection
Application number	Y19/1324/FH
Location	Flat 3 17 Castle Hill Avenue
Proposal	Replacement of 4 non original single glazed timber casement windows with sympathetically designed double glazed UPVC windows. Replacement of 5 single glazed timber sash windows with modern bespoke made double glazed timber sash windows (as bespoke made these can be made to match existing as far as is practical)
Closing date	24 th December 2019
FHDC Officer	Katy Claw
Comment	No objection
Application number	Y19/1327/FH
Location	33 Earls Avenue
Proposal	Application for the discharge of conditions 4 (water efficiency), 5 (refuse storage), 6 (cycle storage) & 7 (ecological enhancement) for Y19/0648/FH (change of use and conversion of part of the existing building ground floor level from D1 use to 1 x 2 bed self-contained flat (C3 use) and conversion of the third floor roof space to 1 x self-contained flat (C3 use)
Closing date	24 th December 2019

FHDC Officer	Louise Daniels
Comment	Object – The Committee does not like the idea of discharging required conditions and sees no obvious justification on the application. Is it being delayed to the third floor works?
Application number	Y19/1329/FH
Location	2 Oaks Road
Proposal	Erection of a two-storey rear extension following removal of existing structures
Closing date	17 th December 2019
FHDC Officer	Danielle Wilkins
Comment	No objection
Application number	Y19/1332/FH
Location	33 Earls Avenue
Proposal	Section 73 application for variation of condition 9 (dormer window) for planning application Y19/0648/FH to prior to the commencement of any internal works “relating to the conversion of the third floor roof space to 1 x self-contained studio flat”
Closing date	24 th December 2019
FHDC Officer	Louise Daniels
Comment	No objection
Application number	Y19/1345/FH
Location	4 New Dover Road Capel le Ferne
Proposal	Conservatory extension to the rear elevation
Closing date	18 th December 2019
FHDC Officer	Danielle Wilkins
Comment	No objection
Application number	Y19/1354/FH
Location	Dinard Court 6 Castle Hill Avenue
Proposal	Works to trees situated in a conservation area to fell one conifer (T1) and a crown reduction by 2 metres to fig (T2)
Closing date	17 th December 2019
FHDC Officer	Jo Daniels
Comment	No objection subject to the views of the FHDC Tree Officer
Application number	Y19/1358/FH
Location	89 Harcourt Road

Proposal	Erection of a single storey side and rear extension and the installation of a dormer window to the north elevation
Closing date	23 rd December 2019
FHDC Officer	Isabelle Hills
Comment	No objection
Application number	Y19/1359/FH
Location	222 Shorncliffe Road
Proposal	Erection of a single storey rear extension
Closing date	25 th December 2019
FHDC Officer	Danielle Wilkins
Comment	No objection
Application number	Y19/1364/FH
Location	The Grand The Leas
Proposal	Listed building consent for the installation of four access control readers and exit buttons to operate the door access control systems
Closing date	24 th December 2019
FHDC Officer	Katy Claw
Comment	No objection provided they are reasonably sympathetic
Application number	Y19/1366/FH
Location	24 Beech Close
Proposal	Erection of orangery to the rear
Closing date	24 th December 2019
FHDC Officer	Danielle Wilkins
Comment	No objection
Application number	Y19/1375/FH
Location	193 Canterbury Road
Proposal	Proposed loft conversion
Closing date	26 th December 2019
FHDC Officer	Isabelle Hills
Comment	No objection
Application number	Y19/1376/FH
Location	2 Avereng Gardens
Proposal	Ground floor rear extension and garage conversion
Closing date	26 th December 2019
FHDC Officer	Danielle Wilkins
Comment	No objection

Application number	Y19/1381/FH
Location	Garden Flat 44 Earls Avenue
Proposal	Retrospective planning application for single-storey rear extension, following the removal of the existing conservatory
Closing date	30 th December 2019
FHDC Officer	Isabelle Hills
Comment	No objection subject to building regulations being followed

APPEAL

Application number	Y18/1576/FH
Location	Land opposite Action Carpets Park Farm Road
Proposal	Redevelopment of the site to provide a hotel (use class C1) together with a new vehicular and pedestrian access from Park Farm Road, parking, servicing and all hard and soft landscaping
Closing date	24 th December 2019
FHDC Officer	Llywelyn Lloyd
Comment	The Town Council views this development as plain and relatively unattractive and supports the District Council's position. The traffic and the corner are big problems and more development needs to be put in with fuller details

Application number	Y19/1001/FH
Location	2 Cliff Road
Proposal	Erection of new detached dwelling with associated garden and parking. Resubmission of Y18/1105/FH
Closing date	6 th January 2020
FHDC Officer	Llywelyn Lloyd
Comment	Noted

Application number	Y18/1246/FH
Location	112 Shorncliffe Road
Proposal	Erection of two semi-detached dwellings
Closing date	6 th January 2020
FHDC Officer	Llywelyn Lloyd
Comment	The current Committee feel that a single detached dwelling would be far more appropriate to the character of the area

5. UPDATE ON PREVIOUS OBJECTIONS

It was reported that:

- The Martello Road application was refused

- The Ryland Place (The Tram Road) was refused
- The Chair to elaborate on the comments on the Royal Victoria Hospital application follow up, Cllr Lawes will check the agenda for the Development Control Meeting next Tuesday and is happy to speak.
- 5 Radnor Park Crescent – Cllr Lawes to represent FTC at Development Control on Tuesday in liaison with Cllr Meade.

6. FHDC CORE STRATEGY REVIEW SUBMISSION DRAFT 2019 CONSULTATION ON REVISED HOUSING REQUIREMENT

Defer this to the next meeting.

7. AGENDA ITEMS FOR NEXT MEETING

FHDC Core Strategy Review Submission Draft 2019 Consultation on Revised Housing Requirement.

8. DATE OF NEXT MEETING

Thursday 9th January 2020

..... Chairman
9th January 2020

Minutes of the Planning Committee Meeting held on Thursday 9th January 2020 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: Vicky Deakin (Communities and Events Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors David Horton

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MEETING 11th December 2019

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 11th December 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 11th December 2019 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Jackie Meade

Seconded: Councillor Mary Lawes

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

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

Application number	Y19/0023/PA
Location	1a Sandgate Road
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 existing building from office use (Class B1(A)) to a 4 dwelling house apartments (Class C3)
Closing date	1 st January 2020
FHDC Officer	Isabelle Hills
Comment	The Committee is unhappy about the lack of parking, bin and cycle store provision. It is generally unhappy about central residential developments having no parking and being given parking permits.

Application number	Y19/0490/FH
Location	Manor Court 38 Manor Road 1430

Proposal	Erection of a five storey and roof terrace mixed use development comprising 7 self-contained apartments and flexible A1/A2/A3/A4/B1/D1 commercial space
Closing date	8 th January 2020
FHDC Officer	David Campbell
Comment	Object – The Committee remains unhappy about the parking provision, the maintenance of the ‘green wall’ and the existence of unnecessary shops/offices but identified that it had been approved in December!
Application number	Y19/1347/FH
Location	7 Cornwallis Close
Proposal	Erection of single storey side and rear extension and porch
Closing date	31 st December 2019
FHDC Officer	Danielle Wilkins
Comment	No objection
Application number	Y19/1414/FH
Location	37 Westbrook Drive
Proposal	Proposed loft conversion including construction of new dormer and one velux window to north elevation and two velux windows to south elevation
Closing date	3 rd January 2020
FHDC Officer	Robert Allan
Comment	No objection
Application number	Y19/1464/FH
Location	39-41 Sandgate Road
Proposal	Replacement of existing ATM header signage to comply with new HSBC branding
Closing date	21 st January 2020
FHDC Officer	Danielle Wilkins
Comment	No objection
Application number	Y19/1469/FH
Location	21 Hardwick Road
Proposal	Erection of replacement front boundary wall. New driveway access with automated gates
Closing date	21 st January 2020
FHDC Officer	Danielle Wilkins
Comment	No objection
Application number	Y19/1470/FH

Location	9 Ilex Road
Proposal	Erection of single storey side extension
Closing date	21 st January 2020
FHDC Officer	Isabelle Hills
Comment	No objection

Application number	Y19/1472/FH
Location	115 Dolphins Road
Proposal	Erection of single storey side extension following demolition of existing
Closing date	21 st January 2020
FHDC Officer	Danielle Wilkins
Comment	No objection

5. UPDATE ON PREVIOUS OBJECTIONS

- Y19/0424/FH - Royal Victoria Hospital application – Cllr M Lawes updated the Committee on the progress.
- Cllr M Lawes agreed to look at the plans for Radnor Park Gardens.
- Cllr R Wallace reported on 7 Old High Street, Space Bar, nearby premises i.e. Kipps has not been extended, so no requirement at this time.

6. FHDC CORE STRATEGY REVIEW SUBMISSION DRAFT 2019 CONSULTATION ON REVISED HOUSING REQUIREMENT

Councillors will make comments independently.

7. AGENDA ITEMS FOR NEXT MEETING

- Town Centre Development

8. DATE OF NEXT MEETING

Thursday 30th January 2020 – Cancelled

Wednesday 19th February 2020 - Cancelled

Thursday 12th March 2020

..... **Chairman**
12th March 2020

Minutes of the Planning Committee Meeting held on Thursday 12th March 2020 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

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

OFFICER PRESENT: Vicky Deakin (Communities and Events Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Belinda Walker.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MEETING 9th January 2020

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 9th January 2020 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 9th January 2020 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Jackie Meade

Seconded: Councillor Ann Berry

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

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

Application number	Y19/1474/FH
Location	Folkestone Harbour Harbour Approach Road
Proposal	New beach restaurant, bar and toilet facilities (part retrospective) as extension of existing leisure facilities within converted shipping containers.
Closing date	11 th March 2020
Comment	No objection

Application number	Y19/1490/FH
Location	117 Sandgate Road
Proposal	Adaptation of existing unit and structure to form 2 no. units. Together with roof extensions and new roof terrace. New entrance porch and external hard stand parking area.
Closing date	10 th March 2020
Comment	No objection – some concern expressed that roof terrace was very modern for a Victorian area but no strong objection.

Application number	20/0028/FH
Location	48 Downs Road
Proposal	Erection of single storey to rear and side elevation. Conversion of garage into playroom including new window to frontage.
Closing date	17 th March 2020
Comment	No objection
Application number	20/0065/FH
Location	Flat 2 27 Castle Hill Avenue
Proposal	Replacement of current single glazed sash windows with uPVC double glazed casement windows.
Closing date	13 th March 2020
Comment	No objection
Application number	20/0083/FH
Location	8 Shorncliffe Road
Proposal	Proposed replacement of existing UPVC, timber and metal windows to existing flats (5no.) in all matching UPVC sash windows
Closing date	26 th March 2020
Comment	No objection
Application number	20/0100/FH
Location	Flat 2 Greenleas Metropole Road West
Proposal	Planning application for the provision of an off-road parking space including alterations to the front wall, provision of gates and a part raised structure to provide the drive.
Closing date	16 th March 2020
Comment	No objection
Application number	20/0104/FH
Location	115 Royal Military Avenue
Proposal	Proposed planning permission for a loft conversion with rear elevation dormer and front and rear roof windows.
Closing date	19 th March 2020
Comment	No objection
Application number	20/0108/FH
Location	16 Coolinge Lane

Proposal	Removal of existing fence and erection of a new repositioned 1.8m fence between front and rear garden
Closing date	26 th March 2020
Comment	No objection
Application number	20/0109/FH
Location	36 Hawkins Road
Proposal	Rear extension following demolition of existing
Closing date	18 th March 2020
Comment	No objection
Application number	20/0126/FH
Location	2 Shelleys Mews Ingles Road
Proposal	Crown reduction of two Sycamores subject of Tree Preservation Order No 6 of 2019
Closing date	16 th March 2020
Comment	No objection – pleased to see they were preserved in 2019, no objection to crown reduction.
Application number	20/0137/FH
Location	Inge Cottage 52 Coolinge Lane
Proposal	Barn hip extension increasing height of existing roof to provide living accommodation at first floor level along with the replacement of existing rear extension.
Closing date	17 th March 2020
Comment	No objection – after careful consideration of the comments, the Committee has no objection.
Application number	20/0139/FH
Location	Cheriton Library 64 Cheriton High Street
Proposal	Erection of a neon sign
Closing date	16 th March 2020
Comment	No objection – some anxiety was shown over the position of the neon sign, but no objection on casting vote of Chairman.
Application number	20/0140/FH
Location	14 Woodfield Close
Proposal	Two storey side extension and tarmac driveway to rear of property, with hardstanding tarmac parking area to the rear of new extension

Closing date

Comment**No objection**

Application number

20/0153/FH

Location

62 Wear Bay Road

Proposal

First floor pitched rear extension, Sun Tunnel incorporation into existing rear pitch. Conversion of first floor front roof into Balcony with conversion of front windows to doors and creation of new window. Ground floor undercroft encasement, with conversion of door to window

Closing date

Comment**No objection**

Application number

20/0169/FH

Location

1 Radnor Park Road

Proposal

Demolition of unused warehouse next to Royal Victoria Hospital re-development site and demolition of warehouse located to the rear of 2-8 Radnor Park Avenue

Closing date

24th March 2020**Comment**

No objection to demolition but it must be done more carefully than some past work.

Application number

20/0228/FH

Location

Flat C 9 Earls Avenue

Proposal

Felling of a row of nine Leylandi trees and reduction of one Bay tree to a height of 5 metres, all situated within a conservation area.

Closing date

19th March 2020**Comment**

Object – The majority of the Committee were against felling these trees although they should be regularly reduced.

APPEAL

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

25th February 2020

FHDC Officer

Llywelyn Lloyd

Comment	No objection – the Committee still has ⁰²³no objection as although the extension is large it does not seem to affect neighbours.
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	17 th March 2020
Comment	Object – Support Officers comments in this attractive road.

LICENSING

Reference	WK/202005023
Premise	Unit 14, Barnfield Road
Type of Application	New Premise Licence
Description	A new premise licence app for a distribution centre for online sales of alcohol, in particular wine. Sales will be undertaken via online transactions through the applicant website and Amazon. Then sent out for delivery. While online sales can take place around the clock the premises will only be open from 08:00 – 17:00 for the physical processing and collection of orders (for delivery).
Opening Hours	Monday – Sunday: 08:00 – 17:00
Activities	Alcohol OFF sales only 00:00 – 00:00
Closing date	5 th March 2020
Comment	No objection given the clear opening hours.

Reference	WK/202005544
Premise	Folkestone Pride, The Leas
Type of Application	New Open Space Premise Licence
Description	New premise licence for the Folkestone Pride event – held at The Leas, area surrounding the Bandstand then to the sensory garden, to the east and Clifton Garden to the west. Entertainment will be within the Bandstand and alcohol in mobile bar or gazebos.
Opening Hours	Saturday 11.30 – 20.30
Activities	Alcohol on sales only, other similar regulated entertainment, performances of dance, recorded music, live music, films, plays: 12.00 – 20.00
Closing date	13 th March 2020

Comment	No objection
Reference	WK/202006300
Premise	Polski Sklep Online 26 Guildhall Street
Type of Application	New Premises Licence Application
Description	A new premise application for a shop in central point in Folkestone with groceries, international food and drinks. Property has ground floor as sale area. All types of alcohol will be sold in store and online (collection & delivery).
Opening Hours	Monday – Sunday: 08.00 – 22.00
Activities	Alcohol off sales only, Monday – Sunday: 08.00 – 22.00
Closing date	13 th March 2020
Comment	No objection

5. UPDATE ON PREVIOUS OBJECTIONS

There were no updates.

6. TOWN CENTRE DEVELOPMENT

There was nothing to report.

7. AGENDA ITEMS FOR NEXT MEETING

None.

8. DATE OF NEXT MEETING

2nd April 2020

..... Chairman
2nd April 2020

Minutes of the Planning Committee Meeting held remotely by Zoom on 8th October 2020.

PRESENT: Councillors Abena Akuffo-Kelly, David Horton (Chair), Jonathan Graham, Mary Lawes, Jackie Meade and Richard Wallace.

OFFICER PRESENT: J Childs (Town Clerk), G Wilson (Executive Assistant)

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. APPOINTMENT OF CHAIRMAN

Nominations for the appointment of Chairman of the Planning Committee for 2020/21 were sought.

RESOLVED: That Councillor David Horton be appointed Chairman of the Planning Committee for the 2020/21 Municipal Year.

Proposed: Councillor Jackie Meade

Seconded: Councillor Abena Akuffo-Kelly

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

3. APPOINTMENT OF VICE CHAIRMAN

Nominations for the appointment of Vice Chairman of the Planning Committee for 2020/21 were sought.

18.35pm Councillor Graham arrived at this juncture.

RESOLVED: That Councillor Jonathan Graham be appointed Vice Chairman of the Planning Committee for the 2020/21 Municipal Year.

Proposed: Councillor Jackie Meade

Seconded: Councillor Mary Lawes

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

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. PLANNING COMMITTEE MEETING

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 12th March 2020 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 12th March 2020 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Richard Wallace

Seconded: Councillor Abena Akuffo-Kelly

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

6. REVIEW OF THE TERMS OF REFERENCE

In line with Councils adopted standing orders members reviewed the Terms of Reference for the Planning Committee.

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

Proposed: Councillor Mary Lawes
 Seconded: Councillor Jackie Meade
 Voting: F:6, Ag:0, Ab:0

7. APPLICATION PROCESS

The Town Clerk advised that due to the Covid-19 Pandemic, planning applications are currently emailed to all committee members by the Town Clerk's Executive Assistant and comments are collated and sent back to the District Council under the Town Clerks Scheme of Delegation.

It was agreed that the completed comments list should be sent to all committee members before submitting to the district in case any final amendments were necessary and to write to the district council to seek confirmation that town council comments were being considered in officers reports.

It was also agreed to maintain the status quo at this time but for virtual meetings to be arranged within the statutory timeframe to enable members to reach a consensus on more complex applications.

8. UPDATE ON PREVIOUS APPLICATIONS

Planning application comments submitted to the district council under the Town Clerks Scheme of Delegation were duly noted.

9. DATE OF NEXT MEETING

TBC

The meeting ended at 18.45pm

..... **Chairman**

..... **Date**

FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 19 December 2019 at 7.00 p.m.

PRESENT: Councillors D Brook, P Gane, D Jeffrey, M Lawes, J Meade and T Prater.

OFFICERS PRESENT: P Cross (Finance Officer).

1317. APOLOGIES FOR ABSENCE

Apologies were received from Councillors P Bingham, R Field, N Keen and C McConville.

1318. DECLARATIONS OF INTEREST

There were no declarations of interest.

1319. MINUTES

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 17 October 2019.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 17 October 2019 be received and signed as a correct record.

Proposed: Councillor D Jeffrey

Seconded: Councillor D Brook

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

The Committee was asked to receive and note the Minutes of the Personnel Sub-Committee meetings held on 12 September 2019.

RESOLVED: That the Minutes of the meetings of the Personnel Sub-Committee held on 12 September 2019 be received and noted.

Proposed: Councillor D Jeffrey

Seconded: Councillor P Gane

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

1320. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments for the period 1 October 2019 to 30 November 2019. It was noted that the petty cash payments listed consisted of large numbers of payments accumulated against expenditure codes. All receipts were held in the office and available for viewing.

RESOLVED: That the Schedule of Payments for the period 1 October 2019 to 30 November 2019 be approved.

Proposed: Councillor P Gane

Seconded: Councillor D Brook

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

1321. BUDGET MONITORING STATEMENT 2019/20

The budget monitoring statement to 30 November 2019 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 30 November 2019 be approved.

Proposed: Councillor D Jeffrey

Seconded: Councillor M Lawes

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

1322. BUDGET 2020/21

Report F/19/260 set out the draft proposals for the Town Council's budget for 2020/21, taking into account proposed growth items submitted by spending committees. Members were requested to make final recommendations for the budget/precept for presentation to the Full Council on 16 January 2019.

Folkestone and Hythe District Council had indicated that the property tax base was likely to be 14,445.85, a slight decrease on the previous year. The following explanation had been provided:

The overall tax base for Folkestone Town Council has reduced by 28.41 band D equivalents. This is due to the higher number of properties receiving council tax discounts and reductions.

The number of chargeable dwellings has increased by 100, but this is offset by an increase of 117 people receiving single occupancy discounts (which equates to a 29.25 reduction in the tax base), an increase of 106.34 properties receiving council tax reductions (due to changes in household income meaning they are now eligible for reductions) and a decrease of 10 MoD contributions in lieu. This gives a total reduction of 35.59 which when converted to band D equivalents for the tax base calculation equates to the overall reduction of 28.41 in the tax base.

During discussion the Committee requested that a report be presented to the next Finance and General Purposes Committee meeting regarding the terms of the lease agreement with the Silver Screen Cinema.

The Committee went through the proposed budget in detail and took into account suggestions from Councillors N Keen and C McConville, who were unable to attend but had spoken to the Finance Officer in advance.

The following adjustments were agreed by the Committee:

Code	Description	Adjustment	Net Saving
4005	Agency Staff	Reduce to £1,000	£1,500
1190	Investment Interest	Increase to £3,000	£1,000
4849	Community Events	Delete Growth Item	£10,000
4850	Local Projects	Reduce to £4,000	£1,500
4851	Notice/Information Boards	Reduce to £1,000	£1,000
4884	Litter Bins, Bollards, Railings	Reduce to £3,000	£1,000
4718	Security – Town Hall	£12,900 to be taken from Museum/Heritage Reserve	£12,900
1035	Retail Sales	Increase to £3,000	£1,000

The total saving from the above adjustments is £29,900.

RESOLVED: That the above adjustments be made to the draft budget and that a budget and precept for 2020/21 of £873,950 be recommended to Full Council.

Proposed: Councillor M Lawes

Seconded: Councillor D Jeffrey

Voting: F:5, Ag:0, Ab:1

1323. CCTV – THE STADE

At its meeting of 5 September 2019 (Minute 1299), the Committee's views were sought regarding 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 had been received.

Following further investigation, it had now been established that three cameras would be required to cover the area, as KCC had declined permission to use the ornate columns. The quotation for carrying out the work was therefore £7,478 plus electrical cabling, which is likely to be around £500.

Folkestone & Hythe District Council had indicated that they may consider contributing to the overall CCTV service next financial year, subject to a structured plan being agreed with FTC. However, no contribution would be available for this specific installation.

There was some discussion regarding proposals from the Folkestone Regeneration Working Group for an overhaul of the CCTV system.

RESOLVED: That a decision be deferred until the next Finance and General Purposes Committee meeting, when a report on the CCTV service and its associated contracts would be presented.

Proposed: Councillor P Gane
Seconded: Councillor D Brook
Voting: F:6, Ag:0, Ab:0

1324. WARD GRANTS

A list of approved ward grants from 1 October to 30 November 2019 was provided for the Committee’s information and duly noted.

1325. WARD GRANT BALANCES 2020/21

A list of ward grant balances available to each Councillor at 30 November 2019 was provided for the Committee’s information and duly noted.

1326. DATE OF NEXT MEETING

Thursday, 20 February 2020

EXCLUSION OF PRESS AND PUBLIC

The press and public were excluded for the remainder of this meeting under Section 1, sub-section 2, of the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business.

Proposed: Councillor M Lawes
Seconded: Councillor D Jeffrey
Voting: F:6, Ag:0, Ab:0

1327. STAFFING

In the absence of the Chair of the Personnel Sub-Committee, the Finance Officer updated the Committee on a staffing issue.

RESOLVED: That the matter be delegated to the Personnel Sub-Committee and necessary funding be made available from the Museum/Heritage Reserve.

Proposed: Councillor P Gane
Seconded: Councillor J Meade
Voting: F:5, Ag:0, Ab:1.

Chairman.....

Date.....

FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 20 February 2020 at 7.00 p.m.

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

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

1328. APOLOGIES FOR ABSENCE

No apologies were received. Councillor D Brook was absent.

1329. DECLARATIONS OF INTEREST

There were no declarations of interest.

1330. MINUTES

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 19 December 2019.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 19 December 2019 be received and signed as a correct record.

Proposed: Councillor D Jeffrey

Seconded: Councillor J Meade

Voting: F:9 Ag:0, Ab:0

The Committee was asked to receive and note the Minutes of the Personnel Sub-Committee meetings held on 7 November 2019.

RESOLVED: That the Minutes of the meetings of the Personnel Sub-Committee held on 7 November 2019 be received and noted.

Proposed: Councillor P Gane

Seconded: Councillor N Keen

Voting: F:9 Ag:0, Ab:0

1331. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments for the period 1 December 2019 to 31 January 2020.

RESOLVED: That the Schedule of Payments for the period 1 December 2019 to 31 January 2020 be approved.

Proposed: Councillor P Gane

Seconded: Councillor J Meade

Voting: F:9, Ag:0, Ab:0

1332. BUDGET MONITORING STATEMENT 2019/20

The budget monitoring statement to 31 January 2020 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 January 2020 be approved.

Proposed: Councillor D Jeffrey

Seconded: Councillor N Keen

Voting: F:9, Ag:0, Ab:0

1333. QUARTERLY BANK RECONCILIATION

In line with the Town Council's financial regulations (paragraph 2.2), the bank reconciliation statement at 31 December 2019, as approved by the Town Clerk and a non-signatory Councillor, was attached for information.

RESOLVED: That the bank reconciliation statement at 31 December 2019 be noted.

Proposed: Councillor P Gane

Seconded: Councillor N Keen

Voting: F:9, Ag:0, Ab:0

1334. APPOINTMENT OF INTERNAL AUDITOR

The Committee was asked to approve the appointment of the KALC recommended internal auditor for 2019/20.

RESOLVED: That the KALC recommended internal auditor, David Buckett, be appointed to carry out the internal audit of Folkestone Town Council for 2019/20.

Proposed: Councillor M Lawes

Seconded: Councillor J Meade

Voting: F:9, Ag:0, Ab:0

1335. SILVER SCREEN CINEMA TENANCY

The Committee received Report F/20/262 which provided an update on the current position regarding the cinema tenancy, as requested at the meeting of 19 December 2019.

RESOLVED: That the Town Clerk open negotiations with the Silver Screen Cinema to renew the tenancy, including the clarification of cinema opening hours.

Proposed: Councillor D Jeffrey

Seconded: Councillor P Gane

Voting: F:9, Ag:0, Ab:0

1336. CCTV – THE STADE

At its meeting of 19 December, the Committee deferred a decision on the provision of CCTV cameras at the Stade and requested that a report on the CCTV service be presented (see minute 1323). Report CS/20/264 was subsequently presented to the Community Services Committee on 4 February and its recommendations accepted (Community Services minute 1107). The report was attached for information.

RESOLVED: That CCTV issues be discussed with Folkestone & Hythe District Council at the next Partnership meeting.

Proposed: Councillor T Prater

Seconded: Councillor P Gane

Voting: F:9, Ag:0, Ab:0

1337. WARD GRANTS

A list of ward grants approved by the Town Clerk from 1 December to 31 January 2020 was provided for the Committee's information and duly noted.

1338. WARD GRANT BALANCES 2019/20

A list of ward grant balances available to each Councillor at 10 February 2020 was provided for the Committee's information and duly noted.

1339. DATE OF NEXT MEETING

Thursday, 23 April 2020

Chairman.....

Date.....

FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held virtually by Zoom on Thursday, 20 August 2020 at 6.00 p.m.

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

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

1340. APOLOGIES FOR ABSENCE

No apologies were received.

1341. APPOINTMENT OF CHAIRMAN

RESOLVED: That Councillor Nicola Keen be appointed as Chairman for the Finance & General Purposes Committee for the 2020/21 Municipal Year.

Proposed: Councillor Jackie Meade

Seconded: Councillor Mary Lawes

Voting: F:9, Ag:0, Ab:0

1342. APPOINTMENT OF VICE CHAIRMAN

RESOLVED: That Councillor Jackie Meade be appointed as Vice Chairman for the Finance & General Purposes Committee for the 2020/21 Municipal Year.

Proposed: Councillor Nicola Keen

Seconded: Councillor Paul Bingham

Voting: F:9, Ag:0, Ab:0

1343. DECLARATIONS OF INTEREST

There were no declarations of interest.

1344. MINUTES

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 2nd February 2020.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 2nd February 2020 be received and signed as a correct record.

Proposed: Councillor Mary Lawes
 Seconded: Councillor Jackie Meade
 Voting: F:9 Ag:0, Ab:0

1345. REVIEW OF THE 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 Paul Bingham
 Seconded: Councillor Jackie Meade
 Voting: F:9 Ag:0, Ab:0

1346. WORKING GROUPS 2020/21

The Committee was asked to confirm the membership of the Folkestone & Hythe District Council/Folkestone Town Council Working Group for the 2020/21 Municipal Year.

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)

Chairman of Community Services Committee (substitute Vice Chair)

If a member holds more than one Chairmanship, the Vice Chair of the second committee will automatically become the representative.

Proposed: Councillor Nicola Keen
 Seconded: Councillor Peter Gane
 Voting: F:9, Ag:0, Ab:0

1347. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments for the period 1st June 2020 and 31st July 2020.

RESOLVED: That the Schedule of Payments for the period 1 June 2020 to 31 July 2020 be approved.

Proposed: Councillor Peter Gane
 Seconded: Councillor Jackie Meade
 Voting: F:9, Ag:0, Ab:0

1348. BUDGET MONITORING STATEMENT 2020/21

The budget monitoring statement to the 31st July 2020 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 July 2020 be approved.

Proposed: Councillor Mary Lawes

Seconded: Councillor Paul Bingham

Voting: F:9, Ag:0, Ab:0

1349. WARD GRANTS

A list of ward grants approved by the Town Clerk between 1st June 2020 and 31st July 2020 was provided for the Committee's information and duly noted.

1350. WARD GRANT BALANCES 2020/21

A list of ward grant balances available to each Councillor on the 31st July 2020 was provided for the Committee's information and duly noted.

1351. APPROVAL OF ACCOUNTS 2019/20

The Committee noted that the external auditor, PKF Littlejohn LLP, had approved the Folkestone Town Council Accounts and Annual Return for 2019/20 without qualification. The Committee moved a vote of thanks to the Town Clerk and Finance Officer.

1352. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

At its meeting on the 7th July 2020 the Personnel Sub-Committee resolved at minute 482 that a request be made to the Committee to increase the training budget from £600 to £3000 to accommodate 5 trained First Aiders, 5 trained Fire Marshalls and ongoing staff CPD and that a Wellbeing budget of £3000 be established to support a Perkbox Wellbeing & Engagement Package and staff training days within Kent.

RESOLVED: That an additional £2,400 for staff training be made available from the New Services Reserve.

Proposed: Councillor Peter Gane

Seconded: Councillor Mary Lawes

Voting; F:8, Ag:0, Ab:1

RESOLVED: That £3,000 for staff wellbeing be made available from the New Services Reserve.

Proposed: Councillor Peter Gane

Seconded: Councillor Jackie Meade

Voting; F:8, Ag:0, Ab:1

At the Full Council meeting held on the 23rd July 2020, members resolved at minute 1715 that the revised Guide for the Mayoralty be referred to the Finance & General Purposes Committee for further consideration.

RESOLVED: That the revised Guide for the Mayoralty be approved subject to the following amendments:

Para 7 the words ‘all, (male), and females’ be removed.

Proposed: Councillor Peter Gane
 Seconded: Councillor Jackie Meade
 Voting: F:8, Ag: 0, Ab: 1

At the Full Council held on 23rd July 2020, members resolved at minute 1722 that the Members Attendance Policy be referred to the Finance & General Purposes Committee for further consideration.

RESOLVED: That the Town Clerk shall endeavour to write to a councillor who fails to attend a meeting of the Council or its Committees for a period of four consecutive months without having submitted a valid reason for absence. This is purely a courtesy and not a requirement for which the Town Clerk or her officers can be held accountable for failing to adhere to. It is each individual member’s own responsibility for ensuring they attend a meeting or submit a valid reason of absence for approval by an affirmative resolution of the Council, as they are automatically disqualified if they do not attend a meeting of the Council or its Committees for six consecutive months.

Proposed: Councillor Tim Prater
 Seconded: Councillor Peter Gane
 Voting: F:6, Ag: 2, Ab: 1

RESOLVED: That the Members Attendance Policy be approved.

Proposed: Councillor Peter Gane
 Seconded: Councillor Tim Prater
 Voting: F:8, Ag: 1, Ab: 0

1353. BUDGET 2021/22 – POTENTIAL GROWTH ITEMS

The Committee was asked to give thought to possible growth items and non-recurring revenue expenditure for the next financial year. It was noted that, where possible, growth items should be offset by savings elsewhere. Councillor Dylan Jeffrey asked that the training and wellbeing budgets agreed be included as growth items.

1354. DATE OF NEXT MEETING

17th December 2020 @ 6.30pm

Chairman.....

Date.....

FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held virtually by Zoom on Thursday, 22nd October 2020 at 6.30 p.m.

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

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

1355. APOLOGIES FOR ABSENCE

No apologies were received.

1356. DECLARATIONS OF INTEREST

Councillor Gane declared a non pecuniary interest in item 11 as he works in a car dealership.

1357. MINUTES

To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 20th August 2020 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 20th August 2020 be received and signed as a correct record.

Proposed: Councillor Peter Gane

Seconded: Councillor Jackie Meade

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

18.34pm Councillor Paul Bingham arrived at this juncture.

1358. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1st August 2020 and 30th September 2020.

RESOLVED: That the Schedule of Payments for the period 1st August 2020 and 30th September 2020 be approved.

Proposed: Councillor Peter Gane

Seconded: Councillor Jackie Meade

Voting: F:9, Ag:0, Ab:0

1359. BUDGET MONITORING STATEMENT 2020/21

The budget monitoring statement to the 30th September 2020 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 30th September 2020 be approved.

Proposed: Councillor Mary Lawes

Seconded: Councillor Connor McConville

Voting: F:9, Ag:0, Ab:0

1360. BANK RECONCILIATION

RESOLVED: That the bank reconciliation statement to 30th September 2020 be noted.

Proposed: Councillor Jackie Meade

Seconded: Councillor Peter Gane

Voting: F:9, Ag:0, Ab:0

1361. WARD GRANTS

A list of ward grants approved by the Town Clerk between 1st August 2020 and 30th September 2020 was provided for the Committee's information and duly noted.

1362. WARD GRANT BALANCES 2020/21

A list of ward grant balances available to each Councillor on the 30th September 2020 was provided for the Committee's information and duly noted.

1363. CORONAVIRUS COMMUNITY RESILIENCE GRANTS

The coronavirus community resilience grants approved to 30th September 2020 were provided for the Committee's information and duly noted.

1364. REPLACEMENT OF CIVIC VEHICLE – APRIL 2021

Report F/20/273 provided options for the replacement of the Civic Vehicle at the end of its lease.

RESOLVED: That Report F/20/273 be received but for the Town Clerk to revisit the options to include an all-electric model; a British manufactured model; no civic vehicle (i.e. Mayor's use of taxis and the Town Sergeant to use his own vehicle for Council duties).

Proposed: Councillor Peter Gane

Seconded: Councillor Dylan Jeffrey

Voting: F:9, Ag:0, Ab:0

1365. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

The Committee noted that Grants Committee resolved at its meeting on the 24th September 2020, at minute 138. BUDGET 2021/22; that the Town Grants budget remains at £35,000 for the 2021/22 financial year.

1366. DATE OF NEXT MEETING
17th December 2020 @ 6.30pm

Chairman.....

Date.....

FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held virtually by Zoom on Thursday, 17th December 2020 at 6.30 p.m.

PRESENT: Councillors P Bingham, P Gane, D Jeffrey, N Keen (Chair), M Lawes, C McConville, J Meade and T Prater.

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

1367. APOLOGIES FOR ABSENCE

Apologies were received from Councillor R Field due to work commitments.

1368. DECLARATIONS OF INTEREST

Councillor Gane declared a non pecuniary interest in item 10(i) as he works in a car dealership.

All twin-hatted councillors declared a non pecuniary interest in item 9.

1369. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 22nd October 2020.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 22nd October 2020 be received and signed as a correct record.

Proposed: Councillor J Meade

Seconded: Councillor P Bingham

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

1370. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1st October 2020 and 30th November 2020.

RESOLVED: That the Schedule of Payments for the period 1st October 2020 and 30th November 2020 be approved.

Proposed: Councillor P Gane

Seconded: Councillor J Meade

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

1371. BUDGET MONITORING STATEMENT 2020/21

The budget monitoring statement to the 30th November 2020 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 30th November 2020 be approved.

Proposed: Councillor P Gane

Seconded: Councillor P Bingham

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

1372. BANK RECONCILIATION

In line with financial regulations the bank reconciliation statement to 30th November 2020 was received by the Committee.

RESOLVED: That the bank reconciliation statement to 30th November 2020 be noted.

Proposed: Councillor J Meade

Seconded: Councillor P Bingham

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

1373. CCTV & FHDC HIGH ST FUND GRANT AGREEMENT CCTV

Report F/20/276 provided an update on the Public Realm CCTV. Councillor Lawes advised Dover Road had been missed off the list and that an additional camera was needed in Harbour Way.

RESOLVED: That Report F/20/276 be received, funds be released from the CCTV reserve to meet the costs of the additional cameras and associated supplies and the Town Clerk sign the deed accepting the grant.

Proposed: Councillor P Gane

Seconded: Councillor C McConville

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

Councillor P Bingham left the meeting at this juncture.

1374. KCC COMMUNITY TRANSPORT GRANT SCHEME 2019-20

The Town Clerk had applied to the Community Transport Grant Scheme in 2019 for funding to purchase an electric minibus with disabled access, in order to set up a community bus scheme to assist with transport to the Town Hall and Museum. KCC have confirmed that they have allocated Council £77,000 but, due to the coronavirus pandemic, everything was delayed. However, they will hold the money into the 21/22 financial year if we wish to go ahead. They propose purchasing a Renault Master ZE minibus and gifting it to us.

RESOLVED: That the Town Clerk accept the offer of an electric minibus from Kent County Council.

Proposed: Councillor T Prater

Seconded: Councillor N Keen

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

1375. SMALL PARKS

Negotiations on the terms for the leases and service agreements for the small parks that FHDC propose to transfer to Council were now complete and a summary was attached. Approval was sought for the Town Clerk to sign the deeds accepting the transfers and dowry.

RESOLVED: That the Town Clerk sign the deeds accepting the transfers and dowry of £100,000.

Proposed: Councillor J Meade

Seconded: Councillor P Gane

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

1376. MATTERS AND RESOLUTIONS FROM COMMITTEES

- i. At the Full Council meeting of 12th November 2020, minute 1744, following discussion about the resolution from the F&GP meeting on the 22nd October 2020, minute 1364 (regarding the Civic Vehicle), that the options be considered by Finance and General Purposes Committee.

PROPOSED: That option 4 - No Civic Vehicle from April 2021 be adopted.

Proposed: Councillor T Prater

Seconded: Councillor D Jeffrey

Voting: F:2 Ag:5, Ab:0

The motion was lost.

RESOLVED: That option 1 - Nissan Leaf Hatchback leased from April 2021 be adopted.

Proposed: Councillor M Lawes

Seconded: Councillor N Keen

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

- ii. At the Full Council meeting held on the 12th November it was recorded at minute 1746(a), NOTICE OF MOTION that Council abolish the Grants Committee following the expenditure of the 2020/21 grants budget and replace it with a Councillor Community Grant Scheme from 2021/22 with a budget of £34,200 divided equally between the Town Councillors (i.e. £1900 each).

The Committee duly noted Council's resolution and the amendment to the budget.

- iii. At the Full Council meeting held on the 12th November it was recorded at minute 1746(f), NOTICE OF MOTION that the Community Services Committee were to set up a small working group to revisit the heritage boards that didn't get completed in the first phase of the Historical Town Trail and to create a new board consequent upon the current redevelopment

of the former Royal Victoria Hospital. Notable omissions in the first trail included the terrible Tontine Street air raid. Notable subjects for a new heritage board to cover would include stories of the hospital, and the life of Walter Tull, the mixed-race footballer and war hero, who was born and lived just east of the hospital and is little commemorated in the town. A sum of £6000 is resolved to be provisionally included in next year's budget to cover the erection of one board and to make sure that all heritage posters are made easily available online and as posters for schools, with some extra material to help Folkestone schools' study local history.

Committee duly noted Council's resolution and the amendment to the budget.

1377. WARD GRANTS

A list of ward grants approved by the Town Clerk between 1st October 2020 and 30th November 2020 was provided for the Committee's information and duly noted.

1378. WARD GRANT BALANCES 2020/21

A list of ward grant balances available to each Councillor on the 30th November 2020 was provided for the Committee's information and duly noted.

1379. CORONAVIRUS COMMUNITY RESILIENCE GRANTS

A list of coronavirus community resilience grants approved to 30th November 2020 was provided for the Committee's information and duly noted.

1380. BUDGET 2021/22

Report F/20/275 set out the draft proposals for the Town Council's budget for 2021/22, considering proposed growth items submitted by spending committees.

RESOLVED: That any underspend in the Community Resilience Grant be rolled over to 2021/22.

Proposed: Councillor C McConville

Seconded: Councillor J Meade

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

RESOLVED: That a ward grant budget of £19,800 divided by electorate be added back into the 2021/22 budget.

Proposed: Councillor P Gane

Seconded: Councillor J Meade

Voting: F:5 Ag:1, Ab:1

RESOLVED: That £5,000 for total contribution pay be added to the 2021/22 budget as recommended by the Personnel Sub-Committee.

Proposed: Councillor N Keen

Seconded: Councillor P Gane

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

RESOLVED: That £2,000 towards CCTV capital in Dover Road and Harbour Way be added to the 2021/22 budget.

Proposed: Councillor J Meade

Seconded: Councillor N Keen

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

RESOLVED: To receive Report F/20/275 and to apply the above adjustments, giving a draft budget of £911,150 and to recommended to Full Council on 14th January 2021 a 2021/22 precept of £873,950 (the same amount as in 2020/21). Additional funding will be met from the General Reserve if required.

Proposed: Councillor P Gane

Seconded: Councillor D Jeffrey

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

1381. DATE OF NEXT MEETING

18th February 2021 @ 6.30pm

Chairman.....

Date.....

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 19th November 2019 at 7pm.

Present: Councillors Abena Akuffo-Kelly, Ann Berry, Paul Bingham, Peter Gane, Jonathan Graham, Michelle Keutenius and Roger West (Chair).

In attendance: Vicky Deakin – Communities & Events Officer

1086. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Belinda Walker.

1087. DECLARATIONS OF INTEREST

There were no declarations of interest.

1088. MINUTES

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 1st October 2019 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting 1st October 2019 be received and signed as a correct record.

Proposed: Cllr Jonathan Graham

Seconded: Cllr Peter Gane

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

1089. FOLKESTONE MUSEUM PRESENTATION

Darran Cowd, Curator provided a presentation with an overview of his background and experience further to his recent appointment.

1090. FOLKESTONE MUSEUM REPORT

The Committee was asked to receive and note Report CS/19/259.

RESOLVED: To receive and note report CS/19/259.

Proposed: Cllr Ann Berry

Seconded: Cllr Paul Bingham

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

1091. FOLKESTONE TOWN COUNCIL - TREE CHARTER BRANCH UPDATE

After some discussion it was

RESOLVED: That at the next meeting 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.

Proposed: Cllr Michelle Keutenius

Seconded: Cllr Peter Gane
 Voting: F:7, Ag:0, Ab:0

1092. LITTER BINS

After some discussion it was

RESOLVED: That at the next meeting the Communities & Events Officer will provide an update in respect of costs to replace and/or restore litter bins. Members were asked to forward details as soon as possible of any damaged blue and gold bins in their Wards.

Proposed: Cllr Peter Gane
 Seconded: Cllr Jonathan Graham
 Voting: F:7, Ag:0, Ab:0

1093. BUDGET 2020/21 – POTENTIAL GROWTH ITEMS

The Town Clerk agreed at the last Finance & General Purposes Committee to consider further proposals for growth items from Councillors by email, provided they are received in the next few weeks. That Committee will consider the full list of proposals put forward at its meeting on the 19th December 2019.

Noted

1094. CHRISTMAS LIGHTING AND SWITCH ON EVENT, PARADE & FESTIVITIES

The Communities & Events Officer provided an update in respect of Christmas lighting installations and the Town Centre Switch On event.

1095. YOUTH FACILITIES - FOLKESTONE OPTIMIST HOCKEY CLUB SCHOOLS COACHING

The Town Council has supported the Folkestone Optimist Hockey Club since the 2011/12 financial year. The Communities & Events Officer has been in communication with the Hockey Club and they have provided inter school tournaments as well as coaching for the past year (report attached). The Committee currently has £1,700 earmarked in the Youth Facilities budget for this to continue. The Committee were asked if it wished to release the funds from the 2019/20 budget.

RESOLVED: That £1,700 be released from the Youth Facilities budget to support continued schools hockey coaching.

Proposed: Cllr Peter Gane
 Seconded: Cllr Jonathan Graham
 Voting: F:7, Ag:0, Ab:0

1096. CLIMATE CHANGE WORKING GROUP

Members of the Climate Change Working Group have requested that Town Councillors begin listing where electrical charging points, litter bins, bike racks and cycle routes are in their Wards. The Town Clerk will forward more details in due course.

Noted

1097. DATE OF NEXT MEETING – 4 February 2020

.....Chairman

4 February 2020

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 4th February 2020 at 7pm.

Present: Councillors Abena Akuffo-Kelly, Paul Bingham, Peter Gane, Michelle Keutenius, Belinda Walker and Roger West (Chair).

Councillor Jonathan Graham was absent.

In attendance: Vicky Deakin – Communities & Events Officer

MYFOLKESTONE UPDATE PRESENTATION

MyFolkestone provided a presentation to the Committee in respect of this new platform, how it has developed since launching and their proposed projects for 2020.

1098. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Ann Berry.

1099. DECLARATIONS OF INTEREST

There were no declarations of interest.

1100. MINUTES

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 19th November 2019 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting 19th November 2019 be received and signed as a correct record.

Proposed: Cllr Belinda Walker

Seconded: Cllr Michelle Keutenius

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

1102. CHRISTMAS LIGHTING AND FESTIVITIES

Further to the Christmas Lights Switch On Safety Advisory Group Debrief Meeting on 19th December 2019 the Communities & Events Officer updated the committee in respect of the existing Christmas lighting schemes and the 'Big Switch On' event held on Friday 22nd November 2019.

Further to Members considerations and suggestions regarding the provision and delivery of Christmas events / festivities for 2020 including any extension to the existing Christmas lighting schemes it was

RESOLVED: That the Communities & Events Officer will follow up on suggestions, research costs and viability with a full report to be brought to the next meeting on 7th April 2020.

Proposed: Cllr Peter Gane

Seconded: Cllr Paul Bingham

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

1103. TOURISM

The Communities and Events Officer updated the Committee in respect of the overall performance of the Visit Folkestone & Hythe website, its continued development and scheduled enhancements in partnership with the Folkestone & Hythe Tourism Board and Visit Kent. Members asked that a full presentation of the website be given at a Committee meeting once the new navigation has been deployed by Visit Kent.

RESOLVED: That FTC apply for funding from the District Future High Street Fund to promote, market and focus on the High Street in Folkestone.

Proposed: Cllr Peter Gane
 Seconded: Cllr Belinda Walker
 Voting: F:6, Ag:0, Ab:0

1104. CRICKET COACHING

Since 2010 the Community Services Committee has agreed to fund free Kwik Cricket Coaching for all the primary schools in the Town. The coaching has been hugely successful with most schools taking part with an average of 20 children per session. The Committee were asked if it wished to release the £2,100 earmarked in the Youth Facilities Budget for the cricket coaching to continue in 2020/21.

RESOLVED: That £2,100 be released from the 2019/20 Youth Facilities budget to support cricket coaching.

Proposed: Cllr Paul Bingham
 Seconded: Cllr Michelle Keutenius
 Voting: F:6, Ag:0, Ab:0

1105. ARMED FORCES DAY

Folkestone Town Councils community fun day in support of the national Armed Forces Day has been scheduled for Sunday 28th June 2020. The 2020/21 budget for this significant event is £22,800 subject to there being an air display element. The Communities and Events Officer updated the Committee in respect of confirmed / potential sponsorship and funding applications that have been made to support this event.

RESOLVED: That the Communities and Events Officer continues to plan for and organise the event on the scale and using the template / format of 2019 with this to be reviewed at the next Community Services Committee meeting on 7th April 2020.

Proposed: Cllr Peter Gane
 Seconded: Cllr Michelle Keutenius
 Voting: F:6, Ag:0, Ab:0

1106. FOLKESTONE MUSEUM REPORT CS/20/263

The Committee was asked to receive and note Report CS/20/263.

RESOLVED: To receive and note report CS/20/263.

Proposed: Cllr Peter Gane

Seconded: Cllr Paul Bingham

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

1107. FOLKESTONE CCTV REPORT CS/20/264

After the committee's consideration it was

RESOLVED: To receive, note and accept the recommendations of the report.

Proposed: Cllr Abena Akuffo - Kelly

Seconded: Cllr Belinda Walker

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

1108. LITTER BINS

The Communities & Events Officer provided an update in respect of costs to replace and/or restore litter bins. Members were asked for details of any damaged blue and gold bins in their Wards.

RESOLVED: That £4,000 be released from the 2019/20 Litter/Salt Bins, Bollards & Railings budget to repaint / renovate / restore litter bins as required and apportioned equally across all Wards within the funds available.

Proposed: Cllr Paul Bingham

Seconded: Cllr Michelle Keutenius

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

1109. MATTERS AND RESOLUTIONS FROM FULL COUNCIL

It was resolved as follows at Minute 1641 by Full Council on the 14th November 2019.

SMALL PARKS

There was discussion around the amount of money the District Council would transfer along with the parks, and whether this would be a dowry payment or if it would only be to cover the repairs that are needed immediately to the parks. It was felt that it was to complete any immediate repairs and not for ongoing maintenance. There was also discussion around how secure it would be once the Town Council had taken on the parks and spent money on them, if the District Council decided they wanted them back or to sell the land for housing. This detail would be in the leases which had yet to be agreed.

Councillor Dylan Jeffrey felt that the Town Council should be asking for a minimum payment from the District Council to take on these parks of around quarter of a million pounds over the 30-year lease period. It was also felt that it would be useful for Councillors to see a copy of the lease agreement before agreeing to take the parks on.

RESOLVED: To defer this item and request that it be taken back to the Community Services Committee to look at the proposal in more detail.

Proposed: Councillor Jackie Meade

Seconded: Councillor Nicola Keen

Voting: F: 13, Ag: 0, Ab: 1

It was felt that representatives from the Community Services Committee should carry out an inspection of the parks.

Further to Members considerations and a review of Report C/19/258 it was

RESOLVED: To defer this item and request that it be taken back to Full Council on the basis of establishing a Small Parks Working Group (Councillors Belinda Walker, Paul Bingham, Michelle Keutenius, Peter Gane and Abena Akuffo Kelly) who will undertake site visits of each small park further to which an update report of findings will be presented to Members.

Proposed: Councillor Peter Gane

Seconded: Councillor Abena Akuffo - Kelly

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

1110. FOLKESTONE TOWN COUNCIL - TREE CHARTER BRANCH UPDATE

The Communities and Events Officer informed the committee that Folkestone Town Council is now an official Tree Charter Branch and provided an update in respect of the implications and responsibilities of being a Charter Champion, National Tree Week and Tree Charter Day. Members were asked to consider potential projects to help build the movement and create a legacy for the Tree Charter in our Community which will be led by the Environment Working Group and specifically, Councillor Richard Wallace (Tree Champion) further to feedback and suggestions.

1111. FAIRTRADE TOWN STATUS

Four of the five goals have been achieved and we are currently working towards Goal 4: *'Attract media coverage and popular support for the campaign'* and as such, have started the application process to be formally awarded Fairtrade Town Status by the Fairtrade Foundation.

Members views were sought in respect of how Folkestone Town Council can participate in and support Fairtrade Fortnight (24th February – 8th March)

whilst attracting media attention and so facilitating achievement of 'Goal 4' and it was subsequently agreed that the Communities & Events Officer would investigate local events to participate in where possible.

It was suggested that a Steering Group meeting be arranged for as soon as is practical with details to be sent to all Councillors inviting their participation.

RESOLVED: That this item be deferred to the next meeting pending further research by the Communities & Events Officer, meeting of the Steering Group and identification of potential viable associated projects.

Proposed: Cllr Peter Gane
 Seconded: Cllr Belinda Walker
 Voting: F:6, Ag:0, Ab:0

1112. FOLKESTONE PRIDE

i) Folkestone Town Council received a request from a volunteer Events Coordinator for Folkestone Pride to fly the Pride Flag from the Town Hall ahead of the Pride Event scheduled for 18th July 2020.

Further to the Committees resolution after consideration of Report CS/14/167 (attached) at its meeting on 14.10.2014:

'That Folkestone Town Council continues to display all flags as listed in the report and at all other times only the Union flag and/or the Folkestone Flag will be flown.'

ii) It has also been requested that we consider a coloured lighting scheme to illuminate the Town Hall facade. There is currently no budget for this and given the Town Hall is a listed building, Folkestone Town Council would not receive planning permission for this installation.

Members views were sought and after much debate it was

RESOLVED:

- i) That only flags as listed in Report CS/14/167 are displayed.**
- ii) That an Item be brought to the next meeting to identify and consider potential ways Folkestone Town Council can support Folkestone Pride pending further research by the Communities & Events Officer and Members .**

Proposed: Cllr Peter Gane
 Seconded: Cllr Belinda Walker
 Voting: F:6, Ag:0, Ab:0

1113. COUNCIL WEBSITE

Folkestone Town Council is one of a number of parishes in Kent that has a free parish website developed by Kent County Council. Since 2005, Cantium

have been providing the Web Hosting and Support Service at a rate of £150 per annum to all Parish Councils as a wholly owned subsidiary of KCC.

As of August 31st 2020, Parish Council websites will no longer be provided in their current form by Cantium as they are replacing their service as all websites need to be upgraded to meet the new regulations of The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018, which states that by 23rd September 2020, websites for all public sector bodies must be inclusive and accessible for all. These legal changes build on existing obligations of the Equality Act 2010 and the duty to make reasonable adjustments for the disabled.

Cantium have provided an offer to all existing parish website users based on a 3 year agreement which includes upgrading the sites to meet the regulations and hosting from September subject to acceptance by 31st January. The Town Clerk is currently getting comparison quotes from other providers of parish websites that are able to meet the new regulations provided by KALC and SLCC and will ensure the Council's website meets the new requirements within the statutory timeframe.

Noted

1114. DATE OF NEXT MEETING – 7th April 2020

.....Chairman

7 April 2020

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held virtually by Zoom on Tuesday 25th August 2020 at 6pm.

Present: Councillors Ann Berry, Abena Akuffo-Kelly (Chair), Paul Bingham, Peter Gane, Jonathan Graham, Michelle Keutenius, Belinda Walker and Roger West.

**In attendance: Jennifer Childs, Town Clerk
Vicky Deakin, Communities & Events Officer**

1115. APOLOGIES FOR ABSENCE

No apologies were received.

1116. APPOINTMENT OF CHAIRMAN

RESOLVED: That Councillor Abena Akuffo-Kelly be appointed as Chairman for the Committee for the 2020/21 Municipal Year.

Proposed: Councillor Michelle Keutenius

Seconded: Councillor Belinda Walker

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

1117. APPOINTMENT OF VICE CHAIRMAN

RESOLVED: That Councillor Paul Bingham be appointed as Vice Chairman for the Committee for the 2020/21 Municipal Year.

Proposed: Councillor Jonathan Graham

Seconded: Councillor Michelle Keutenius

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

1118. DECLARATIONS OF INTEREST

Councillor Michelle Keutenius declared a personal interest with regard to item 9 as her husband is an allotment tenant.

1119. MINUTES

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 4th February 2020 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting held on the 4th February 2020 be received and signed as a correct record.

Proposed: Councillor Jonathan Graham

Seconded: Councillor Peter Gane

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

1120. REVIEW OF THE TERMS OF REFERENCE

In line with Councils adopted standing orders members reviewed the Terms of Reference for the Community Services Committee.

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

Proposed: Councillor Paul Bingham
 Seconded: Councillor Ann Berry
 Voting: F:8, Ag:0, Ab:0

1121. WORKING GROUPS

The Committee were asked to approve nominations for membership to the 2020/21 working groups.

RESOLVED: To adopt the following working groups and nominations:

Community Events (Volunteers) - Councillors Peter Gane, Roger West, Conor McConville, Jonathan Graham, Nicola Keen, Abena Akuffo-Kelly.

Museum (Ambassadors) – Councillors Town Mayor, Roger West, Paul Bingham, David Horton, Belinda Walker.

Environment (Champions) – Councillors Roger West (Allotments), Michelle Keutenius (Allotments), Jackie Meade (Fairtrade), Ann Berry (Flowers), Richard Wallace (Trees), Belinda Walker (Plastic Free), Abena Akuffo-Kelly (Climate Change).

Proposed: Councillor Ann Berry
 Seconded: Councillor Michelle Keutenius
 Voting: F:8, Ag:0, Ab:0

1122. CHRISTMAS LIGHTS

The Town Clerk updated members on the various factors impacting on the ability to deliver any public events this year due to Covid-19 and that due to the social distancing guidelines Council would not be able to organise any Christmas Switch On/Firework events this year and unfortunately officers would not be able support any prospective plans of this nature that are made by traders or businesses.

Councillor Gane requested a date to arrange for lights to be installed in Cheriton shops by and advised he will contact the churches in Cheriton ward to confirm the number of Christmas Trees required; the communities & events officer will place the order from funds raised by Cheriton members that is currently held in reserve 405.

RESOLVED: That no events are organised by Folkestone Town Council but the necessary arrangements are made to turn on the Christmas Lights during the third week of November and provide Christmas trees to Cheriton ward churches.

Proposed: Councillor Paul Bingham
 Seconded: Councillor Belinda Walker
 Voting: F:8, Ag:0, Ab:0

1123. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

Full Council considered Report C/20/268 on 23rd July 2020 at minute 1718 and referred it back to committee.

Councillor Michelle Keutenius requested that going forward allotment offers should be prioritised to people who do not have a garden, the Town Clerk advised that as there is already a significant waiting list for Allotments that this would not be appropriate.

RESOLVED: To look into the feasibility of triaging residents waiting for allotments at a future meeting.

Proposed: Councillor Belinda Walker
 Seconded: Councillor Michelle Keutenius
 Voting: F:8, Ag:0, Ab:0

RESOLVED: To receive and approve report C/20/268, keep the allotment rents the same for 2021/22 and adopt version 11 of the Allotment Rules.

Proposed: Councillor Peter Gane
 Seconded: Councillor Roger West
 Voting: F:8, Ag:0, Ab:0

1124. TREE PLANTING UPDATE AND TREE WATERING / ADOPTION SCHEME

The Town Clerk updated members in respect of 2020/21 Tree Planting Schedule.

RESOLVED: To approve the final version of the Tree Planting Schedule 2020/21 and instruct KCC to commence the works.

Proposed: Councillor Jonathan Graham
 Seconded: Councillor Michelle Keutenius
 Voting: F:8, Ag:0, Ab:0

1125. LITTER AND DON'T FEED THE SEAGULL CAMPAIGNS

Councillor Belinda Walker and the Town Clerk advised that members of the public had been requested help with litter and seagulls.

RESOLVED: That an Anti-litter and Don't Feed The Seagull Campaign is trialled and funds made available as required from the Local Projects budget.

Proposed: Councillor Peter Gane
 Seconded: Councillor Roger West
 Voting: F:8, Ag:0, Ab:0

1126. BUDGET 2021/22

At this juncture, Committee was asked to consider proposals for possible growth or adjustments including non-recurring revenue expenditure for Community Services for next year. The Finance & General Purposes Committee will consider the full list of proposals put forward by all Committees

at a future meeting ahead of submitting the budget request to Full Council in January 2021.

RESOLVED: That the report be noted.

Proposed: Councillor Jonathan Graham

Seconded: Councillor Paul Bingham

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

The Town Clerk agreed to consider proposals for growth items from Councillors by email, provided they are received by the beginning of October.

1127. DATE OF NEXT MEETING – TBC

Chairman

Date

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held virtually by Zoom on Thursday, 19th November 2020 at 6.30pm.

Present: Councillors Ann Berry, Abena Akuffo-Kelly (Chair), Paul Bingham, Peter Gane, Jonathan Graham, Michelle Keutenius, Belinda Walker and Roger West.

**In attendance: Jennifer Childs, Town Clerk
Vicky Deakin, Communities & Events Officer**

1128. APOLOGIES FOR ABSENCE

No apologies were received.

1129. DECLARATIONS OF INTEREST

Councillors Keutenius and Gane declared a personal interest in 1747. FREE HALF TERM PACKED LUNCHES

1130. MINUTES

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 25th August 2020 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting held on the 25th August 2020 be received and signed as a correct record.

Proposed: Councillor Jonathan Graham

Seconded: Councillor Roger West

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

1131. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

At the meeting of Full Council on the 12th November 2020 it was resolved as follows.

1746d. NOTICE OF MOTION that the Community Services Committee set up a small working group to revisit the heritage boards that didn't get completed in the first phase of the Historical Town Trail and to create a new board consequent upon the current redevelopment of the former Royal Victoria Hospital. Notable omissions in the first trail included the terrible Tontine Street air raid. Notable subjects for a new heritage board to cover would include stories of the hospital, and the life of Walter Tull, the mixed race footballer and war hero, who was born and lived just east of the hospital and is little commemorated in the town. A sum of £6000 is provisionally included in next year's budget to cover the erection of one board and to make sure that all heritage posters are made easily available online and as posters for schools, with some extra material to help Folkestone schools study local history.

RESOLVED: That a task and finish working group be set up to revisit the heritage boards consisting of officers and Councillors Richard Wallace, Abena Akuffo-Kelly and Paul Bingham.

Proposed: Councillor Peter Gane
 Seconded: Councillor Roger West
 Voting: F:8, Ag:0, Ab:0

Councillor Roger West temporarily left the meeting at this juncture.

1747. FREE HALF TERM PACKED LUNCHES that the Community Services Committee address ongoing concerns and consider use of the surplus funding for Christmas support.

After much debate, it was suggested that the Communities & Events Officer ask all members if they wish to support the provision of Christmas presents for local disadvantaged children via their ward grants.

Also suggested was for the Communities & Events Officer to approach local retailers and other businesses / organisations with an invitation to sponsor an initiative to provide hot meals to disadvantaged children in Folkestone.

RESOLVED: That £5,000 from the Youth Facilities and Local Projects budgets be added to the remainder of Free Half Term Packed Lunches Ward Grants to deliver a free hot Christmas meal scheme across Folkestone in partnership with the Three Hills Community Hub.

Proposed: Councillor Peter Gane
 Seconded: Councillor Michelle Keutenius
 Voting: F:7, Ag:0, Ab:0

1132. MUSEUM REPORT

RESOLVED: That report CS\20\274 be received and noted.

Proposed: Councillor Ann Berry
 Seconded: Councillor Paul Bingham
 Voting: F:7, Ag:0, Ab:0

1133. MY FOLKESTONE

On the 1st October 2019 committee resolved at minute 1081. MY FOLKESTONE to participate in this scheme and pay £199 per month to feature in the discover section of the My Folkestone website and encourage focus on businesses further up the town in Sandgate Road. The Communities & Events Officer will provide an update in respect of this support.

RESOLVED: To invite My Folkestone to give a presentation at the next Community Services Meeting to facilitate Member consideration of allocation of funds to resubscribe to the initiative.

Proposed: Councillor Peter Gane
 Seconded: Councillor Roger West
 Voting: F:4, Ag:0, Ab:4

1134. DATE OF NEXT MEETING – 2nd February 2021 @ 6.30pm

Chairman

Date

FOLKESTONE TOWN COUNCIL

MINUTES of the Grants Committee meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday 7 November 2019 at 6.30 p.m.

PRESENT: Councillors Michelle Dorrell, David Horton (arrived 6.55pm), Connor McConville (arrived 6.50pm), Richard Wallace and Roger West.

OFFICERS PRESENT: J Childs (Town Clerk), E Timmins (Marketing and Communications Officer).

123. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Abena Akuffo- Kelly and Tim Prater.

124. DECLARATIONS OF INTEREST

Councillor Connor McConville declared a prejudicial interest in the application The Grand Old Timer Rally and left the room whilst the application was discussed.

125. MINUTES

The Committee was asked to receive and authorise the Minutes of the Grants Committee meeting held on 20 May 2019.

RESOLVED: That the Minutes of the meeting of the Grants Committee held on 15 August 2019 be received and signed as a correct record.

Proposed: Councillor Michelle Dorrell
 Seconded: Councillor Richard Wallace
 Voting: F:3 Ag:0, Ab:0

126. BUDGET 2020/21

The Committee was asked to consider its budget requirements for the next financial year.

RESOLVED: That the existing budget of £35,000 should remain in place for 2020/21.

Proposed: Councillor Roger West
 Seconded: Councillor David Horton
 Voting: F:5, Ag:0, Ab:0

127. TOWN GRANT APPLICANTS

Applicants requesting town grants £1000 and over, will answer any questions that the Committee may have. Applications were considered later in the meeting.

EXCLUSION OF PRESS AND PUBLIC

The press and public are to be excluded for the remainder of this meeting under Section 1, sub-section 2, of the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business.

Proposed: Councillor Roger West

Seconded: Councillor Michelle Dorrell

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

128. TOWN GRANTS

Town Grant applications were assessed on merit against five categories by each Councillor. Scores were then accumulated and used as the basis for discussion.

RESOLVED: That the following town grants be approved:

Proposed: Councillor Michelle Dorrell

Seconded: Councillor Richard Wallace

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

REF	PROSPECTIVE RECIPIENT	PROJECT	FINAL AWARD AMOUNT
1	A:dress	a:dress Women, Fashion and Eco-Action	£1,800.00
2	Future Skills CIC	Folkestone Project - The Junction	£2,000.00
3	Folkestone Rainbow Centre	Folkestone Churches Winter Shelter	£2,500.00
4	The Folkestone Arrows	The Folkestone Arrows	£2,250.00
5	Friends of St Mary's and St Eanswythe	The Unsung Hero Exhibition	£1,500.00
6	*Sunflower House	Town Sprucer	£0.00
7	Hand of Doom	Folkestone Storymap	£1,000.00
8	Folkestone Fringe	Profound Sound	£0.00
9	Touchbase Care	Festive Community Party	£1,500.00
10	Harbour Ward Community Gardens CIC	Refurbishment of raised planters	£1,000.00
11	Grand Old Timer Rally	Prizes	£0.00
12	Silver Arch Studios Community Projects CIC	A Taste of Music	£0.00
13	Folkestone Division Girlguiding	Brownsea Island Camptrip 2020	£300.00

*Sunflower House, Town Sprucer application - The Town Clerk briefed the committee on Council meeting 30 July 2015 minute, 1231 below.

1231. FOLKESTONE TOWN SPRUCER

The Town Clerk gave a brief background to the Town Sprucer scheme and funding that had been given already. Councillors discussed the pros and cons of the scheme, and the contents of the Internal Auditors Report regarding over reliance on the Town Council from third parties including the Sprucer Scheme.

Overall Councillors felt that this was a worthwhile scheme, however, there is some double taxation as a lot of the work the Sprucer undertakes is being provided by other agencies, such as rubbish picking – Veolia, and Giles Barnard at the District Council who manages the Payback Scheme which do community work.

RESOLVED: To go ahead with option 2 of exempt report C/15/186 to provide a one off grant of £5000 which honours the remainder of the agreement between the Bradstone Association and the Town Sprucer enabling their exit strategy, and to review the merits of the scheme as a potential growth item in the 2016/17 financial year, giving the Council the opportunity to look into the viability of its own scheme. This will be the final funding provided to the current Town Sprucer scheme.

*Proposed: Councillor Peter Gane
Seconded: Councillor Claire Jeffrey
Voting: F:12, Ag:1, Ab:1*

Councillors felt it was important to issue a Press Release giving information about the funding the Town Council has offered.

RESOLVED: The Committee were minded to award a grant to the Town Sprucer but were unable to do so due to minute 1231 and its resolution. The Committee has referred this back to full Council to request that this minute is rescinded.

*Proposed: Councillor Roger West
Seconded: Councillor Michelle Dorrell
Voting: F:5, Ag:0, Ab:0*

129. TOWN GRANT APPLICATION PROCESS - FEEDBACK

The Committee noted the feedback it had received.

130. DATE OF NEXT MEETING

Thursday, 30th April 2020, at 6.30pm

.....Signed 30 April 2020

FOLKESTONE TOWN COUNCIL

MINUTES of the Grants Committee meeting held remotely by Zoom on 24th September 2020 at 6.30 p.m.

PRESENT: Councillors Abena Akuffo-Kelly, Michelle Keutenius, David Horton, Connor McConville, Richard Wallace and Roger West.

OFFICERS PRESENT: J Childs (Town Clerk), E Timmins (Marketing and Communications Officer).

131. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Tim Prater due to a clash with a meeting of Hythe Town Council. Councillor Richard Wallace joined the meeting at 18.35 (item 137)

132. APPOINTMENT OF CHAIRMAN

Nominations for the appointment of Chairman of the Grants Committee for 2020/21 were sought.

RESOLVED: That Councillor Roger West be appointed Chairman of the Grants Committee for the 2020/21 Municipal Year.

Proposed: Councillor Michelle Keutenius

Seconded: Councillor Connor McConville

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

133. APPOINTMENT OF VICE CHAIRMAN

Nominations for the appointment of Vice Chairman of the Grants Committee for 2020/21 were sought.

RESOLVED: That Councillor Abena Akuffo-Kelly be appointed Vice Chairman of the Grants Committee for the 2020/21 Municipal Year.

Proposed: Councillor Connor McConville

Seconded: Councillor Michelle Keutenius

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

134. DECLARATIONS OF INTERESTS

Councillor Abena Akuffo-Kelly declared a personal interest in Origins application for Black History Month as she has attended some of the meetings held. Also, Folkestone Fringe Normal? Festival.

135. MINUTES

The Committee was asked to receive and authorise the Minutes of the Grants Committee meeting held on 7th November 2019.

RESOLVED: That the Minutes of the meeting of the Grants Committee held on 7th November 2019 be received and signed as a correct record.

Proposed: Councillor Roger West

Seconded: Councillor Connor McConville

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

136. REVIEW OF THE TERMS OF REFERENCE

In line with Councils adopted standing orders members reviewed the Terms of Reference for the Grants Committee.

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

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Michelle Keutenius

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

18.35 Councillor Richard Wallace arrived at this juncture.

137. REVIEW OF THE POLICY GUIDELINES

Members reviewed the Policy Guidelines for the Grants Committee.

RESOLVED: That the Policy Guidelines be re-adopted without any changes.

Proposed: Councillor Roger West

Seconded: Councillor Richard Wallace

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

138. BUDGET 2021/22

At this juncture Committee was asked to consider its budget requirements for the next financial year so that the Finance & General Purposes Committee could consider the full list of proposals put forward by all Committees ahead of submitting the budget request to Full Council in January 2021.

The budget for 2020/21 was £35,000. At the beginning of the financial year £10,000 was vired to the Community Resilience Fund to assist the community during the Coronavirus epidemic.

RESOLVED: That the Town Grant budget remain at £35,000 for the 2021/22 financial year.

Proposed: Councillor Connor McConville

Seconded: Councillor David Horton

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

139. TOWN GRANT APPLICANTS

Town Grant applications were assessed on merit against five categories by each Councillor. Scores were then accumulated to calculate the award.

RESOLVED: That the Happy Skate Community Interest Company grant be approved on condition of production of a valid risk assessment and alternatives for inclement weather.

Proposed: Councillor Richard Wallace

Seconded: Councillor Roger West

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

RESOLVED: That the remaining town grants be approved enbloc:

Proposed: Councillor Michelle Keutenius

Seconded: Councillor Richard Wallace

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

Ref	Applicant	Purpose	Amount requested
1	IMOS Foundation	St Eanswythe Sculpture	£1,250
2	Folkestone Volleyball Club Limited	New volleyball club	£420
3	LAS THEARTE C.I.C	The Lion Inside Outdoor Schools Tour	£999
4	Sparked Echo CIC	Beacons Community Exhibition	£900
5	Folkestone Fringe	Normal? Festival of the Brain	£2,500
6	Urban Room Folkestone Association	The Festival of Looking 2020	£925
7	ORIGINS	Black History Month	£2,500
8	Happy Skate Community Interest Company	Happy Skate Halloween Pop up event	£1,000

140. DATE OF NEXT MEETING

21st January 2021 @ 6.30pm (provisional)

Chairman

Date

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This report will be made public on 21 January 21

**Folkestone
Town Council**



Report Number G/21/278

To: Grants Committee
Date: 21 January 2021
Status: Public Report
Responsible Officer: Town Clerk

SUBJECT: Grants Scheme Review

SUMMARY: The report reviews the new policy guidelines and grant forms produced for the new grant scheme to start 1st April 2021

REASONS FOR RECOMMENDATION:

The Committee is asked to agree the recommendations set out below because at the Council meeting 12 November 2020, it was resolved:

That Council abolish the Grants Committee following the expenditure of the 20/21 budget.

From 2021/22 all grants will be awarded via a Councillor Community Grant Scheme with a budget of £34,200 divided equally between the town councillors i.e. £1,900 each.

Applicants may make a maximum of two applications during the financial year but the total award to any applicant via any combination of grants or funding must not exceed £2,500 and the Councillor Community Grant budget must be spent within the financial year and not rolled over.

As, Folkestone Town Council is governed by s.101 of the Local Government Act 1972, which states that if the Council does not exercise a function itself it can only be delegated to a Committee, a Sub-Committee, or Officer as individual Councillors have no statutory authority to make a decision, all applications via the Councillor Community Grant Scheme will be processed and approved by the Town Clerk.

RECOMMENDATIONS:

- 1) To receive and note report
- 2) That the Committee approves the new policy documents and forms.

1. Introduction

- 1.1 The aim of the Council's grant scheme is to help promote a vibrant and active local community. The Council recognises and supports the valuable contribution made by many voluntary groups and organisations (often very small) in the fields of arts; sport; culture; social care; services for children and young adults; services for the elderly and people with disabilities; and many others who contribute to the wellbeing of the local community.
- 1.2 Council considers financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the town but does not aid commercial organisations.

2. Current provision

- 2.1 The Town Council Grants scheme currently operates three types of grant:
- 2.2 Ward Grants: Are submitted by organisations or individuals (but must not be only for the benefit of the individual).

Councillors ward grants are currently allocated to reflect the electorate in each ward.

- 2.3 Town Grants (under £1000): May be submitted by groups, organisations and individuals but must be under £1000. Applicants should only apply for one grant per project and may apply for up to three projects per year.
- 2.4 Town Grants (£1000 and over, below £2,500): May be submitted by groups, organisations and individuals for over £1000 and must demonstrate a benefit to some or all of the town's residents.

Applicants should only apply for one grant per project and may apply for up to three projects per year. No more than £2,500 can be requested per project.

3. New Grant Proposals

- 3.1 The new Councillor Community Grant scheme will run alongside the current Ward Grant scheme and will operate using one form and one set of policy guidelines to avoid any confusion from the public (attached).
- 3.2 The current grants budget of £34,200 will be divided equally between Councillors (£1,900 each) which means they will have this, plus their allocated funds from the ward grants budget.
- 3.3 Councillors will need to ensure they complete section E: Ward Councillor Support, before it is sent to the Town Council offices for approval from the

Town Clerk. This will determine the level of funding councillors wish to support and to decide which budget they would like the funds to come from by ticking the relevant box.

- 3.4 Councillors will also need to be mindful regarding the £2,500 limit per organisation. Organisations will be able to apply to more than one councillor to achieve this, therefore Councillors' contributions will be allocated on a first come first served basis and, where necessary, reduced to keep within the £2,500 limit.
- 3.5 It was determined that Councillors should submit applications to the Town Council offices within 2 weeks of receipt. This is to avoid any confusion with multiple applications and allow Officers to ensure that the upper limit of funding is adhered to and that multiple applications are not paid out by mistake.

4. Recommendations

- 4.1 **It is recommended that the Grants Committee agree to the following recommendations and that report G/21/278, considering the Grants Committee is being abolished, is referred to the next Council meeting 18th March 2021.**
- a) That the new Councillor Community Grants Scheme will start on the 1st April 2021.**
 - b) That the Grants Scheme Policy Guidelines V1-2021 is adopted to start on 1st April 2021.**
 - c) That the Grants Application Form V1 -2021 is adopted to start on 1st April 2021.**



FOLKESTONE TOWN COUNCIL POLICY GUIDELINES: GRANTS SCHEME

1. The Folkestone Town Council Grants Scheme allows organisations to apply for a maximum £2,500 per year to spend on up to two community projects.

The following organisations may apply:

- (a) clubs and societies
 - (b) voluntary bodies and associations
 - (c) non-profit making organisations
 - (d) charitable bodies
 - (e) individual members of the community
2. In order to qualify for assistance, applications must demonstrate a direct benefit to the Folkestone Town area, or any part of it, or to all or some of its residents. In addition, the direct benefit accruing must be commensurate with the expenditure to be incurred. Local groups that are affiliated to regional or national organisations will qualify provided the local group is required to function substantially as an independent financial unit.
 3. All applications for financial assistance must be made directly to your Ward Councillor using the Council's Grants Scheme application form. You will be required to provide any supporting information that may be requested by your Ward Councillor. Incomplete applications will not be considered and will be returned.
 4. Applications may be submitted at any time in the financial year up until the end of February, to enable sufficient time for the payments to be made by the financial year end.
 5. Applicants may apply for up to two projects during a financial year. The primary intention of the grants scheme is to support new events and projects in the town.
 6. In the case of a successful application, the financial assistance should be taken up during the financial year (1 April to 31 March).
 7. Grants will not be paid where the service is normally provided directly by a principal Council, the Health Authority or Central Government.
 8. Private concerns operated as a business to make a profit will not normally be grant aided unless there is demonstrable benefit for local employment.
 9. Grants will not be made to registered charities seeking to add to their capital investments.
 10. Local Groups whose total fund raising is sent to their central headquarters for redistribution will not be assisted.

11. Grants will not be given for specifically religious or party-political purposes.
12. Grants will not be given to profit making organisations with unallocated reserves.
13. Grants will not be paid if the application is submitted after the project or event has taken place.

Ward Member Approvals:

14. Ward Councillors will be reviewing and deciding on applications and will be the point of contact for any enquiries.
15. All applications must be submitted on the most up to date Grants Form to the Town Council offices by the supporting Ward Councillor.
16. Ward Councillors will review applications they receive and decide how much they wish to allocate to the project and from which budget, making this clear on the application form when it is submitted.
17. Ward Members must submit any applications they wish to support within 2 weeks of receipt to the Town Council offices.
18. As Folkestone Town Council is governed by s.101 of the Local Government Act 1972, which states that if the Council does not exercise a function itself it can only be delegated to a Committee, a Sub-Committee, or Officer as individual Councillors have no statutory authority to make a decision, all applications via the Grant Scheme will be processed and approved by the Town Clerk.
19. Applications of funding cannot be accepted from Folkestone Town Council Members or persons associated² with them (to avoid any potential conflicts of interests).

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



Grant Application Form

A: APPLICATION SUMMARY

Organisation Name:	
Title of Project:	

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

Reason for application – brief project/event description:	
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How much is requested from Folkestone Town Council?	£
Total cost of project:	£

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

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

DATA PROTECTION STATEMENT

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

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

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

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

Please select as applicable
 Yes No

B: THE PROJECT/EVENT

Title of Project:					
Description of project/event:					
What type of organisation / group are you?					
Registered Charity	<input type="checkbox"/>	Community/Voluntary organisation	<input type="checkbox"/>	Sports organisation	<input type="checkbox"/>
Church / Faith group	<input type="checkbox"/>	Not for Profit Company	<input type="checkbox"/>	Parish / Town / District council	<input type="checkbox"/>
KCC Service	<input type="checkbox"/>	School/College/ Pre-school	<input type="checkbox"/>	Youth organisation	<input type="checkbox"/>
Other, please specify:					

C: FINANCIAL DETAILS

Estimated total cost:	£	
Please detail the components of your project/event i.e. your budget or costings (submit on a separate sheet if necessary):		
<i>Expenditure</i>		£
<i>Total</i>		
Please give details of any other funding you have, or are applying for in relation to this project:	£	Confirmed
Contribution from Folkestone Town Grants (Please list all members you have applied to for this application below, or on a separate sheet if necessary)		
		<input type="checkbox"/>
Contribution from F&H District Council		<input type="checkbox"/>
Contribution from Kent County Council		<input type="checkbox"/>
Contribution from National Lottery		<input type="checkbox"/>
Contribution from other organisations (please specify)		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Contribution from fund raising events		<input type="checkbox"/>
Contribution from own resources		<input type="checkbox"/>
TOTAL FUNDING (to agree to total cost identified in estimated total cost)	£	

In the past three years has your organisation/group received previous grant from Folkestone Town Council. If yes, please complete the form below	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Project Name	Amount £		Date Received	

D: ADDITIONAL INFORMATION

Please confirm you have cover notes/summaries for all relevant insurances?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Please confirm that you have considered all health and safety issues for this project/event and carried out risk assessments for all relevant areas.	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>		

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

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

Please return your completed form to your Ward Councillor, you can find your Ward Councillor details on the Town Council website; folkestone-tc.gov.uk

E: WARD COUNCILLOR SUPPORT

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

Please confirm which grant fund you will be using to support this project	
Councillor Community Grant Fund	<input type="checkbox"/>
Ward Grant Fund	<input type="checkbox"/>

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This report will be made public on 26 January 2021



Report Number **CS/21/280**

To: Community Services Committee
Date: 2nd February 2021
Status: Public Report
Responsible Officer: Town Clerk

Subject: CLIMATE AND ENVIRONMENT COMMITTEE

SUMMARY:

This report makes recommendations to amend the Council's Committee Structures and associated Terms of Reference further to Community Services Committee's Environment Working Group proposing a new Climate and Environment Committee be established.

REASONS FOR RECOMMENDATION

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

- a. Any proposals on the future Committee Structures of the Council must be considered, approved and adopted by Full Council.
- b. Committees and the work undertaken by them are governed by the Corporate Plan approved by Council.
- c. There is a need to review Committee workloads as a result of the Carbon Footprint Reduction Policy (Appendix E) and the drive to achieve the Council's associated key objectives for Corporate Priority One - Creating a Better Environment for Folkestone

RECOMMENDATIONS:

1. To receive and note Report CS/21/280
2. To ask Full Council to implement revised Committee Structures / Membership and associated Terms of Reference as set out at Appendices A and B.
3. To agree the the revised schedule of meeting dates as set out at Appendix C.
4. To agree the budget funding to be allocated to individual Committees as set out at Appendix D.

Aims and Objectives – *To meet the requirements of a Quality Gold Council*
Financial Implications – *To operate in an open and transparent manner within approved budgets*
Equal Opportunities – *To provide equal access to all services*

1. INTRODUCTION AND BACKGROUND

- 1.1 Folkestone Town Council became one of the first town councils in the country to make reducing carbon emissions a priority. Council's pledge and resolutions from 4th June 2019 and 12th November 2020 are set out below:

Resolved: 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

Resolved: That the Council pledges to become a 'single-use plastic free' Council and adopts the Plastic Free Communities Toolkit.

Resolved: That Council meets the Local Governance Objective, requirement No. 5 to achieve 'Plastic Free Folkestone' status by pledging to:

- lead by example and remove single-use plastic items from its premises and operations.
- encourage plastic-free initiatives in the area, promoting the campaign and supporting events.
- Appoint Councillor Belinda Walker and the Town Clerk as representatives of the council to sit on the Plastic Free Community Steering Group.

2. INTRODUCTION

- 2.1 Although some steps have been taken in line with Council's pledge such as setting up a dedicated page on our website and moving to 100% renewable energy, there is a requirement to review Committee responsibilities and workloads as a result of the Carbon Footprint Reduction Policy (Appendix E) and the drive to achieve the Council's associated key objectives for Corporate Priority One - Creating a Better Environment for Folkestone.
- 2.2 As a result of Folkestone's experiences relating to climate change and associated impact on the eco-system and with the requirement for improved service provision as set out in the Corporate Plan.

The Environment Working Group have put forward a recommendation that the Committee reconsider the decision making process as a result of evolving activity and workload by establishing a Climate & Environment Committee in addition to the existing Community Services Committee supported by a redistribution of allocated individual service budgets for 2021/22 (Appendix D).

3. CONCLUSION

- 3.1 Councillors will be mindful of the need to balance workloads and agenda volumes with the size and frequency of Committees. The decision-making process must be clear and focused.
- 3.2 The Community Services Committee is asked to determine the revised committee structures, Terms of Reference, budget allocations and Schedule of Meetings for 2021/22 and agree the recommendation to be considered by Full Council.

NB: Based on current committee structures to maintain political balance a 9 member climate & environment committee would be made up as follows: L * 5, C * 3, 1 * LD and for a 6 member community services committee would be: L * 4, C * 2



COMMUNITY SERVICES COMMITTEE

COMMITTEE STRUCTURE – 6 MEMBERS

TERMS OF REFERENCE

1. To exercise the powers and duties of the Town Council on the following highways and transportation matters:
 - a) Policy procedure and legislation
 - b) Road traffic regulation and enforcement
 - c) Highways management and maintenance
 - d) Parking
 - e) Road signs and signposting, including street naming
 - f) Footway and street lighting
 - g) Traffic orders
 - h) Traffic calming measures
 - i) Ferry, bus and railway issues, including bus shelters

2. To exercise the powers and duties of the Town Council on the physical environment of the town, including:
 - a) Local projects (Christmas lighting and festivities etc)
 - b) Arts and libraries
 - c) Education and health
 - d) Public order and community safety (CCTV, Community Safety Plan, etc)
 - e) Employment and economic development
 - f) Markets
 - g) Public conveniences
 - h) Folkestone Museum
 - i) Visitor Information Service

3. To consider and make recommendations on:
 - a) Car parking
 - b) Christmas lighting / festivities
 - c) Public clocks
 - d) Communications (newsletter, notice boards, website, Social Media)

- e) Crime prevention
 - f) Events and carnival
 - g) Tourism and leisure
 - h) Seating
 - i) Youth facilities
4. To prepare budgetary forecasts, where necessary, on any of the above activities for inclusion in the Town Council's budget for the following financial year and submit these to the Finance and General Purposes Committee in the Autumn to calculate the precept for the ensuing year.
 5. To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the committee to adapt to changing circumstances and be better prepared to carry out its mission.



CLIMATE & ENVIRONMENT COMMITTEE

COMMITTEE STRUCTURE – 9 MEMBERS

TERMS OF REFERENCE

1. To exercise the powers and duties of the Town Council on the following highways and transportation matters:
 - a) Cycling and cycle ways
 - b) Community transport
 - c) Public rights of way, footpaths and bridleways
2. To exercise the powers and duties of the Town Council on the physical environment of the town, including:
 - a) Open spaces and common land
 - b) Public Parks, Gardens (inc. Community Gardens), Recreation and Pleasure Grounds (inc. Tree Planting and Flowerbeds with associated carbon emission compensation strategies)
 - c) Provision of play equipment, sports and recreation facilities
 - d) Allotments (inc. biodiversity development plan and establishment of 'bug hotels')
 - e) Engagement with Allotments Associations
 - f) Monitoring of the council's action plan for becoming carbon neutral by 2030
 - g) Climate & Environment Communications with Community Partnership Working
 - h) Plastic Free Folkestone
 - i) Folkestone Fairtrade Status
3. To consider and make recommendations on:
 - a) Support for projects and organisations in Folkestone which aim to: promote biodiversity and wildlife, improve air quality, support renewable energy generation
 - b) Litter Management (via schemes such as 'Keep Folkestone Beautiful Campaign')
 - c) Climate Change / Action Plan and Carbon Reduction Strategy
 - d) Youth facilities
4. To prepare budgetary forecasts, where necessary, on any of the above activities for inclusion in the Town Council's budget for the following financial year and submit these to the Finance and General Purposes Committee in the Autumn to calculate the precept for the ensuing year.
5. To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the committee to adapt to changing circumstances and be better prepared to carry out its mission.

FOLKESTONE TOWN COUNCIL
SCHEDULE OF MEETING DATES 2021/22

(Please note that all meeting dates are provisional and may be subject to change or cancellation)

	Planning Committee (Thursday)	Community Services Committee (Tuesday)	Climate & Environment Committee (Thursday)	Finance & General Purposes Committee (Thursday)	Personnel Sub-Committee (5.00pm)	Full Council
April 2021		6		22	22	
May 2021	20					Tuesday 11 (Annual Council) Tuesday 18 (Town Assembly)
June 2021		1	3	17		17 (AGAR Meeting)
July 2021						
August 2021				19	19	
September 2021			2			9
October 2021		12	14	21		
November 2021						11
December 2021				16 (Budget Meeting)		
January 2022						13 (Precept Meeting)
February 2022		1	3	17	17	
March 2022						17
April 2022		5	7	21	21	
May 2022	19					Tuesday 10 (Annual Council) Tuesday 17 (Town Assembly)

**COMMUNITY SERVICES COMMITTEE AND CLIMATE & ENVIRONMENT COMMITTEE
INDIVIDUAL SERVICE BUDGETS 2021/22**

APPROVED 2021/22 SERVICES BUDGET

301	SERVICES							
4031	MISCELLANEOUS INSURANCES (inc. Heritage)	9,800	10,530	11,000				11,000
4503	ALLOTMENTS - ADMINISTRATION	4,100	4,100	4,100				4,100
4504	ALLOTMENTS - PFR MAINTENANCE	3,000	3,000	3,000				3,000
4505	ALLOTMENTS - TKL MAINTENANCE	3,000	3,000	3,000				3,000
4840	MAINTENANCE OF BEACON	250	700	300				300
4849	COMMUNITY EVENTS	0	0	0				0
4850	LOCAL PROJECTS	4,000	4,000	4,000				4,000
4851	NOTICE/INFORMATION/HERITAGE BOARDS	1,000	1,000	1,000		6,000		7,000
4852	BUS SHELTERS	0	0	500				500
4875	WARD GRANTS/CLLR COMMUNITY GRANT SCHEME	19,800	19,800	19,800				19,800
4876	CLLR COMMUNITY GRANT SCHEME (Former Town Gr	35,000	35,000	34,200				34,200
4878	PARKS, GARDENS & RECS - FLOWERBEDS	32,500	32,500	32,500				32,500
4879	CHRISTMAS LIGHTING	51,000	40,000	40,000				40,000
4880	CHRISTMAS FESTIVITIES	12,000	0	12,000				12,000
4881	YOUTH FACILITIES	11,600	2,600	11,600				11,600
4884	PARKS, GARDENS & RECS - TREES	15,000	15,000	15,000				15,000
4885	PARKS, GARDENS & RECS - PLAY AREAS	0	1,750	0		25,000		25,000
4890	PARK BENCHES	200	200	500				500
4891	LITTER BINS, BOLLARDS & RAILINGS	3,000	3,000	2,250				2,250
4895	TOURIST INFORMATION/VISITOR SERVICES	10,000	10,000	9,000				9,000
4900	MAINTENANCE OF PUBLIC CLOCKS	500	500	500				500
4901	MAINTENANCE OF MEMORIALS	2,500	2,500	2,500				2,500
4903	TELEPHONE BOX	100	100	100				100
4904	CCTV MONITORING	25,500	25,000	25,000				25,000
4905	CCTV MAINTENANCE	15,000	15,000	16,000		2,000		18,000
4998	AIR SHOW/ARMED FORCES DAY	22,800	0	22,800				22,800
4999	CONTINGENCY	3,000	3,000	3,000				3,000
	TOTAL SERVICES EXPENDITURE	284,650	232,280	273,650	0	25,000	8,000	306,650

SUGGESTED REDISTRIBUTION

CLIMATE & ENVIRONMENT COMMITTEE		£
4504	ALLOTMENTS PFR MAINTENANCE	3,000
4505	ALLOTMENTS TKL MAINTENANCE	3,000
4850	LOCAL PROJECTS	2,000
4878	PARKS, GARDENS & RECS - FLOWERBEDS	32,500
4881	YOUTH FACILITIES	5,600
4884	PARKS, GARDENS & RECS – TREES	15,000
4885	PARKS, GARDENS & RECS – PLAY AREAS	25,000
4890	PARK BENCHES	500
4891	LITTER BINS, BOLLARDS & RAILINGS	2,250
	TOTAL	88,850

COMMUNITY SERVICES COMMITTEE		£
4850	LOCAL PROJECTS	2,000
4851	NOTICE/INFORMATION/HERITAGE BOARDS	7,000
4879	CHRISTMAS LIGHTING	40,000
4880	CHRISTMAS FESTIVITIES	12,000
4881	YOUTH FACILITIES	6,000
4895	TOURIST INFORMATION/VISITOR SERVICES	10,000
4998	AIR SHOW/ARMED FORCES DAY	22,800
	TOTAL	99,800

APPENDIX E**Carbon Footprint Reduction Policy**

Introduction

There is strong consensus within the international scientific community that climate change is occurring and is caused by human activity.

Folkestone Town Council is taking steps to reduce its carbon emissions with an overall aim of reducing the negative impact that our organisation's activities have on the environment as economically, morally and environmentally, this makes good sense.

The scope of this policy is focused on efforts to reduce carbon emissions and energy consumption within our own operations where we have greater influence, but alongside this we will continuously use our influence to promote carbon emissions reduction and clean energy usage to our councillors, staff, residents and partners.

This Carbon Reduction Policy outlines Folkestone Town Council's commitment to becoming a carbon-neutral organisation by 2030.

We will achieve this by:

- embedding and prioritising achieving carbon neutrality into everything we do
- and having an on-going programme of investments in energy efficiency, renewable energy and carbon offset initiatives.

Our aim:

- Achieve an average annual carbon footprint reduction of 2.5% from our own operation.

Our commitments:

1. Establishing a Carbon Footprint Reduction Action Plan.
2. Aspiring to divert 99% of our waste from landfill by reducing our waste, recycling, reducing and reusing where possible.
3. Measuring and publishing annually, a carbon footprint report, the scope of which is defined as:
 - Energy, water and fuel consumption in our buildings (monitored via utility bills, fuel consumption of council vehicles and machinery,
 - Using 100% renewable energy,
 - Removing single use plastics from the Town Hall,
 - Maintaining an annual tree planting programme to help offset our carbon emissions,
 - Introducing into our procurement supplier selection process the requirement to provide an environmental policy,

- Promoting climate change and carbon emission reduction awareness to councillors, staff, residents and partners.
- Ensuring we operate within all environmental regulations as imposed by UK law.
- Reviewing this policy document once in every election cycle to ensure that it continues to meet our aim and local priorities.

Baseline

Between August 2019 and August 2020, Folkestone Town Council had a carbon footprint of 26.85 tonnes of CO₂e.

During 2020 we used a total of:

- 561m³ of water (town hall & allotments)
- 33,380 kWh of electricity
- 44,356 kWh of gas

Conclusion

The Council has ultimate responsibility for this policy but recognises that every individual, councillor, staff and partner must contribute to the success of the aim we have set out in this document.

Measured - You have completed the first step of your Carbon Footprint Journey



Measure



Aim



Reduce



Offset



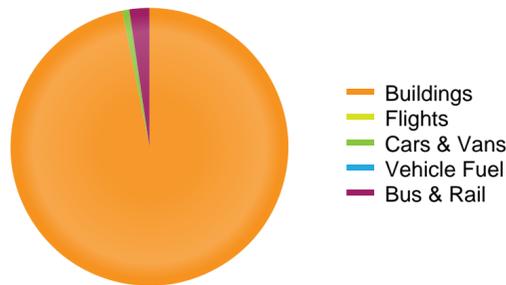
Communicate



Comply

Folkestone Town Council Self Assessed Carbon Footprint Results & Recommendations

Company name	Folkestone Town Council
Data entered by	Jennifer Childs
Number of employees	10
Data period	1 August 2019 to 1 August 2020



Your total carbon footprint is 26.8 tonnes CO₂e
 Carbon intensity (tonnes CO₂/employees) = 2.7
 Read on for your full report & recommendations

To achieve Net Zero now, your organisation needs to adapt a carbon management process in the following order:

1. **Measure-** Assess your organisation's footprint (If you are reading this report you have already made the first step).
2. **Carbon Offset-** compensate for the damage already done.
3. **Reduce emissions in-house-** reduce your footprint to decrease the amount of offsetting needed and your ongoing emissions.

Carbon Neutrality - For Folkestone Town Council

Become Carbon Neutral now from just **£ 161.07**

Offset your businesses' emissions now at:

www.carbonfootprint.com/offset=26.8

If your emissions are above 100 tonnes CO₂ please [contact us](#) for a personalised offsetting proposal.

Carbon Offsetting funds the solution to the climate emergency by:

- Decarbonising national grids (for renewable energy projects)
- Reducing emissions (via avoided deforestation projects - e.g. protecting the Amazon)
- Enabling more efficient/greener energy use (e.g. cookstoves projects)

Carbon offsetting projects, which are commonly large-scale decarbonisation projects that deliver crucial emissions reductions around the globe are often found in developing countries where they have added social, educational and economic benefits. Moreover, climate change is a global issue (1 tonne CO₂ in Manchester is the same as 1 tonne CO₂ in Mumbai).

www.carbonfootprint.com/carbonoffsetprojects.htm



Measured - You have completed the first step of your Carbon Footprint Journey



Your Carbon Footprint Report & Carbon Management Journey

Congratulations - you have completed the responsible first step of the 6 stage carbon management journey. Best practice is to complete the following stages on a 12-month cyclical basis.



Measure



Aim



Reduce



Offset



Communicate



Comply

The purpose of this report is to

- Summarise your results
- Provide some tips for how you can set aims for your carbon management
- Help you to set a realistic carbon reduction target
- Suggest carbon offsetting to render your organization carbon neutral
- Work out the best way to communicate your carbon management/carbon neutrality internally and externally for your business's benefit
- Comply with either legislative or supply chain requirements



Measure

Measure - Results

The data you entered into the calculator is shown on the next page.

Measured - You have completed the first step of your Carbon Footprint Journey



Summary of Data Supplied

Buildings

Tonnes of CO ₂ e	Energy Type
26.0	Estimate of building's footprint for 10 employees
26.0	Total building emissions footprint

Flights

Tonnes of CO ₂ e	Flight Details
0.0	(no data supplied)
0.0	Total footprint for flights

Cars & Vans

Tonnes of CO ₂ e	Car & Van Details
0.2	1000 miles in a Average Car Diesel Car Small diesel car up to 1.7 litre average value
0.2	Total footprint for cars & vans

Vehicle Fuel

Tonnes of CO ₂ e	Fuel Details
0.0	(no data supplied)
0.0	Total footprint for vehicle fuel

Bus & Rail

Tonnes of CO ₂ e	Mode Of Transport
0.6	10500 miles travelled by national rail
0.6	Total bus & rail footprint

Measured - You have completed the first step of your Carbon Footprint Journey



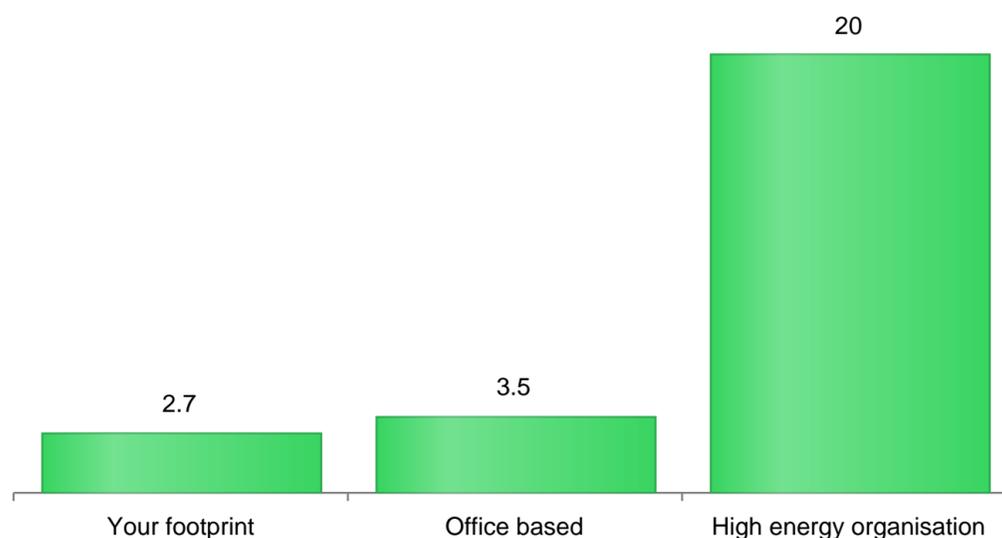
The results have been calculated automatically using DEFRA and other internationally recognised metrics. Datasets have been entered entirely by the client and no checking has been done by Carbon Footprint Ltd as to validity or completeness of the dataset. To have confidence in your results, particularly if you need to report to your supply chain/stakeholders or to promote in your markets, we strongly recommend you commission us to complete a Carbon Footprint Verification.

How good are these results?

Office administration based organisations generally have a carbon footprint of between 2 and 5 tonnes per employee.

High energy businesses such as manufacturing and those with very high travel/transport usage (e.g. logistics, waste management) will have a much higher footprint at around 10-30 tonnes per employee.

Here's how your carbon footprint compares:



Aim

Aim - Setting realistic goals

Reducing your carbon emissions can save you money and reduce your impact on climate change.

Now that you have completed your Carbon Footprint, you should consider setting Suitable Measurable Achievable Realistic and Time-bound (SMART) targets to help achieve these reductions. A few key points and resources to consider are:

- Setting up a Carbon Management Plan - the old adage applies here - "fail to plan - plan to fail".
- Achieving easy carbon reduction first - even if these actions may yield only small results, these are psychologically important and will help your organisation to get a "taste" of success and develop a culture that enables you to tackle the bigger reduction opportunities.
- Get quantitative - use our Energy Efficiency Test to work out your capacity to save. Find it at www.carbonfootprint.com/energy_efficiency_test.html
- Be realistic - if your target is dependent on a massive capex that has yet to be signed or on a large cultural shift, you may want to be more conservative with your aims.

Measured - You have completed the first step of your Carbon Footprint Journey



Reduce - How to make it work and stay working

Reduce

Once your targets are set, you will need to implement suitable methods to reach them.

You will probably be heavily reliant on the actions of your teams for reductions to be achieved. Awareness campaigns including the use of tools such as informative posters and "Lunch and Learn" sessions can help motivate such behavioural changes. ([Contact us](#) for more information).

Rather than relying on a volunteer committee and carbon champions, make your scheme more official by giving specific team members ownership of the reductions and placing the targets in their KPIs.

Celebrate successes with your staff when they occur and be clear on the difference and value this brings to the business. (Also see Communicate section).



Offset

Offset - Compensate carbon emissions you cannot reasonably reduce

Carbon offsetting can render your organization carbon neutral - but it's much more than that. External programmes such as CDP (formerly Carbon Disclosure Project) award extra points for carbon offsetting organisations and offsetting is positively looked upon within sales tender/PQQs.

Carbon offsetting also frequently supports broader CSR and community outreach programmes. However, we only advocate carbon offsetting if you also have a carbon measurement and carbon reduction plan.

The cost to offset your carbon emissions is likely to be very small compared with your energy costs (frequently it's less than 2% of the spend) and much easier to implement compared with a behaviour change programme. We offer a range of projects for you to choose from which support biodiversity, provide habitats for endangered species and support developing communities.

Reforestation and avoided deforestation carbon offset programmes are hugely popular as they tackle one of the most potent threats to our planet. (visit www.carbonfootprint.com/deforestation.html for more information). However, we also have more community and energy focused projects.



Measured - You have completed the first step of your Carbon Footprint Journey



Sample Carbon Offsetting Projects - UK Schools Tree Planting - Amazon Avoided Deforestation, Brazil - Clean Water projects, Rwanda

The offsetting process is simple and straightforward - just visit www.carbonfootprint.com/carbonoffset.html and type in your CO₂ tonnage (from the front page of this report) and this will show you the latest range of projects and their pricings. Certification is available to download online.



Communicate - Internally & Externally

Communicate

Make sure you communicate your actions & achievements effectively, both within your organisation, to help develop your culture and externally to help improve your brand image.

When promoting *externally* be sure to promote your actions via all marketing channels available to you - such as web-site, newsletters, brochures, press releases, conferences/events and social media etc. Ensure to:

- Explain why climate change matters to you (visit www.carbonfootprint.com/warming.html for more information)
- Be clear and accurate about what you've done
- Don't be tempted to exaggerate - this sector hates "green-wash" even if it's unintentional
- Evidence - use pictures more than words. Certificates, images of offset projects you are supporting and graphs of your carbon performance, all of which we can supply, can help communicate your point in a clearer and more enticing manner.
- Tell a story - show where you have come from, the progress you have made and what your commitment is for the future

When promoting *internally*, ensure to:

- Explain Climate Change & Why it matters (visit www.carbonfootprint.com/warming.html for more information)
- Get people involved (Also see Reduce section)

Measured - You have completed the first step of your Carbon Footprint Journey



Comply - legislation and best practice

Comply

Make sure you do adhere to relevant legislation/supply chain needs. These may vary dependent on your location and the markets that you serve. We support businesses with compliance to a range of schemes, such as Streamlined Energy and Carbon Reporting (SECR), Carbon Reduction Commitment (CRC) and CDPs as well as ISO and OHSAS standards.

Please review our compliance pages at www.carbonfootprint.com/compliance.html for more information.

Keep up to date on law and best practice. [Contact us](#) to subscribe to our newsletters for regular updates.

You have completed your carbon footprint calculation and have begun your carbon management journey. In doing so you are differentiating your business whilst doing your bit to combat climate change. Carbon Footprint is proud to assist companies along this journey to help reduce the impact on the environment and ensure high business standards.

For further assistance or information on our other services please [contact us](#) or visit our website at www.carbonfootprint.com.

ecoact



SSE GREEN CERTIFICATE

100% renewable electricity

SSE Business Energy hereby certify that

Folkestone Town Council

Old Town Hall Guildhall Street Folkestone Kent CT20 1EA 1900021426839

has purchased electricity generated by wind and hydro assets matched to Renewable Energy Guarantees of Origin (REGOs) enabling zero emission reporting*



Aled Humphreys
Director of Business Energy

27 December 2019

Date

Period of validity 11/01/2019 31/10/2022
Tender ID 1814594

SSE GREEN CERTIFICATE

100% renewable gas

SSE Business Energy hereby certify that

Folkestone Town Council

Old Town Hall, Guildhall Street, Folkestone, Kent CT20 1EA 12888909

has purchased gas matched to Renewable
Gas Guarantees of Origin (RGGOs)



A handwritten signature in black ink, appearing to read "Aled Humphreys".

Aled Humphreys
Director of Business Energy

04 March 2020

Date

Period of validity 01/04/2020-31/03/2022
Tender ID 10731192

Action Plan Progress 2020-21

Aim 1 Reduce the Council's carbon footprint to net zero by 2030

Action		By	Progress
1.1	Find out what energy and fuel is currently used in our daily operations. Then calculate base	August 2020	Complete. Carbon Footprint in August 2020 is 26.85 tonnes of CO2e

Action Plan Progress 2020-21		
Aim 1 Reduce the Council's carbon footprint to r		
Action		
1.1	Find out what energy and fuel is currently used in our daily operations. Then calculate baseline carbon footprint.	
1.2	Switch energy to 100% renewable energy supplier	
1.3	Review energy use in Town Hall	
1.4	Investigate options for adding solar panels to the roof of th Town Hall	
Aim 2 Reduce car emissions by encouraging sw		
Action		
2.1	Replace council owned vehicle with suitable electric mode existing diesel vehicle lease is up for renewal	
line carbon footprint.		

1.2	Switch energy to 100% renewable energy supplier	January 2020	Complete.
1.3	Review energy use in Town Hall	April 2021	
1.4	Investigate options for adding solar panels to the roof of the Town Hall	Ongoing	

Aim 2 Reduce car emissions by encouraging switch to walking cycling and electric vehicles

Action	By	Progress
2.1	April 2021	Electric Vehicle ordered
2.2	Ongoing	
2.3	Ongoing	A directory of businesses supplying local produce is being developed and will be shared on community websites and via social media. Posters will be displayed on the Town Councils' noticeboard to encourage local shopping and this message is frequently shared on the Council's social media.

Aim 3 Increase Carbon Capture through tree planting and land management

Action		By	Progress
3.1	Encourage the reduction of cutting of grasses areas to minimise carbon emissions and maximise potential for wildflower and pollinators	Ongoing	List of verges identified
3.2	Encourage pollinators by becoming a "Bee Friendly Town"	Ongoing	
3.3	Annually plant at least 25 new trees, refill flowerbeds, troughs and shrub beds.	Ongoing	
3.4	Sign up to NALCs tree charter	2020	Signed
3.5	Reduce use of harmful pesticides in the Town	Ongoing	The council will not use any harmful pesticides in managing its land and this commitment.
	Encourage residents and landowners to support bio-diversity in their gardens through information sharing and education		Sharing weblinks to relevant information and tips has been created on the Council website.

Aim 4 Single Use Plastic Free

Action		By	Progress
4.1	Remove single use plastic from the Town Hall	April 2021	
4.2			

Aim 5 Recycle & Reuse

Action		By	Progress
5.1	Remove single use plastic from Town Hall	April 2021	
5.2	Reducing paper usage		Councillors 'opt in' to receive paper agenda packs otherwise sent electronically.

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This report will be made public on 11 March 2021



Report Number **C/21/284**

To: Full Council
Date: 18 March 2021
Status: Public Report

Subject: TREASURY MANAGEMENT STRATEGY

SUMMARY:

This report is in two sections.

Section A provides an update on the treasury management activities that have taken place during 2020/21.

Section B sets out the proposed strategy for treasury management for 2021/22.

REASONS FOR RECOMMENDATION

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

- a) The Council must have regard to the Financial Codes when carrying out its duties under Part 1 of the Local Government Act 2003.
- b) The Council is required to approve an Investment Strategy for the forthcoming year.
- c) The Financial Standing Orders require that the Council receives an annual report on its treasury management activities.

RECOMMENDATIONS:

- 1. To receive and note Report C/21/284.**
- 2. To adopt the Investment Policy, as set out in Section B of the report, for the financial year 2021/22.**

Aims and Objectives – *Quality Council Status*

Financial Implications – *To maximise investment income at no risk to the Council*

Equal Opportunities – *Equal access to services*

Environmental Issues – *N/A*

SECTION A

1. REVIEW OF ACTIVITIES FOR 2020/21

- 1.1 The Council's main source of income for 2020/21 was the Precept. In accordance with good practice and the Council's approved policy, surplus monies were placed on deposit with Folkestone and Hythe District Council at an agreed rate of 0.25% below the bank rate.
- 1.2 As the bank rate fell to 0.1% in March 2020, there is currently no interest being accrued. Some additional funding has been held on deposit and interest of approximately £110 has been received.
- 1.3 The Council had the following amounts invested/on deposit at the dates shown:-

	<u>Investment</u>	<u>Deposit Accounts</u>
At 31 March 2020:	£500,000	£0
At 28 February 2021:	£500,000	£250,000

SECTION B

1. INVESTMENT POLICY 2021/22

- 1.1 The Committee is asked to approve the attached Investment Policy for 2021/22 which complies with the requirements of the Local Authorities Regulations 2003.
- 1.2 The Policy will allow the Council to invest a proportion of its funds in investments which do not have immediate access, for up to one year's duration, where the rates are advantageous.

Folkestone Town Council

INVESTMENT POLICY

1. **Strategy:**

“Investment” means any transaction that relies upon the power in section 12 of the Local Government Act 2003 (the “2003 Act”) and is recorded in the Council’s balance sheet under the heading of investments within current assets or long-term investments.

The Council’s strategy is to invest for the best income return having regard to (i) the requirements of the 2003 Act and the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, as amended, and (ii) the absolute requirement to avoid capital loss.

2. **Objectives:**

The Council’s priorities are, in the following ranking order:

- i. The security of capital to minimise the risk of losses.
- ii. The liquidity of investments to meet the cash flow needs of the Council.
- iii. Maximising income within the framework of the national economic situation.

The Council will aim to achieve the best rate of return on investments commensurate with adequate safeguards of security and liquidity.

2. **Policy:**

- i. To retain not less than three month’s average working capital requirement to meet projected expenditure in current accounts, deposit accounts or other approved investments with immediate access.
- ii. Any other funds may be placed on deposit of up to one year’s duration, depending on the prevailing interest rates and forecast cash flow requirements. Access to invested funds must be within the time limits required to ensure that adequate funds are always available to meet the Council’s financial commitments.
- iii. Deposited funds must be made with a body or in an investment scheme which has been awarded a high credit quality or made with the UK Government or another Local Authority. The required level of Credit Rating for UK Banks and Building Societies is ‘A’ or above from Standard and Poor’s, Moody’s Investors Service Ltd or Fitch Ratings Ltd unless the bank is registered with the Financial Services Authority (FSCS) and the Council is otherwise satisfied as to its levels of capital and liquidity.

3. Treasury Management:

Council does not use external advisers to offer information, advice or assistance relating to investments, nor does it regard there as being a need for its staff to be trained in investment management given the nature of its investments but will rely on information which is publicly available. Investments shall be decided and placed by the Responsible Financial Officer having used due diligence.

4. Investment of Money Borrowed in Advance of Need:

In the unlikely event of money being borrowed in advance of need, it will be invested in specified investments in accordance with this strategy.

5. Risk Management:

Unless with an approved local authority, no more than 50% of the funds are to be placed with any one borrower, unless a proposal is made to and accepted by Full Council.

For the prudent management of its treasury balances, funds must only be deposited or invested with banks, building societies, local authorities or other public authorities, unless an alternative proposal is made to and accepted by Full Council.

The Responsible Financial Officer will monitor the risk of loss on investments by reference to credit ratings of organisations in which the Council holds investments on a bi-annual basis.

6. Review:

The investment strategy will be reviewed annually and approved by Full Council.

7. Transparency:

This policy is publicly available on the Councils website.

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This report will be made public on 11 March 2021



Report Number **C/21/285**

To: Full Council
Date: 18 March 2021
Status: Public Report

Responsible Officer: Town Clerk

**Subject: GOVERNANCE AND ACCOUNTABILITY RISK ASSESSMENT
AND INSURANCE REVIEW 2021/22**

SUMMARY:

This report updates the Governance and Accountability Risk Assessment and reviews the current levels of insurance.

REASONS FOR RECOMMENDATION

The Council is asked to agree the recommendations below because:

- a) The Council is required to demonstrate that it has considered any risks which may affect its business.
- b) The Council must be adequately insured.

RECOMMENDATIONS:

- 1. To receive and note Report C/21/285**
- 2. To approve and adopt the Governance and Accountability Risk Assessment 2021/22**
- 3. To approve the Insurance Review and any recommended amendments to insurance cover**

Aims and Objectives – To carry out a business risk assessment and make certain that the Council has adequate insurance cover

Financial Implications – The present budget for insurance premiums is adequate

Equal Opportunities – Equal opportunities for all

Folkestone Town Council

Governance and Accountability

Risk Assessment

2021/22

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
1.	Failure to attract sufficient candidates for vacancies or elections	Low	Medium	Council activities published on website and in community magazine. Publicise elections & vacancies on notice boards, social media and website.	
2.	Councillors lack relevant skills, commitment or work in isolation.	Low	Medium	Councillors' skills are reviewed upon election. In-house and external training offered. Members Welcome Pack & Good Councillor Guide Town Clerk and officers roles clearly defined.	
3.	Lack of Strategy and Forward Planning.	Medium	Low	Council adopts a five year Corporate Plan which sets out key aims and objectives. Councillors skills are reviewed and appointments to committees are made utilising individual strengths and interests wherever possible.	
4.	Adverse publicity and the impact on the services and facilities offered to the public. Lack of consultation.	Low	Medium	Good working relationship with the local media to ensure that the public are informed of any future projects or events. Agendas and minutes of Council meetings are available to the public. The Council promotes full disclosure and transparency. Decisions delegated to the Town Clerk relating to the granting of a permission or license, affecting the rights of an individual or awarding a contract or incurring material expenditure are made available for viewing by the public and retained by the Council for 6 years	
5.	Breaking and entering into the Town Hall offices & museum.	High	Low	Intruder alarms and fire extinguishers fitted. Secure locks fitted. Record of key holders maintained. Emergency call-out measures in place. Alarms and fire protection equipment serviced at least annually. CCTV Coverage. Security Grille to rear door corridor.	

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
6.	Damage to third party property or individuals.	High	Low	Public Liability Insurance with reputable insurance provider. Staff awareness of health and safety policy.	
7.	Loss or damage to Council properties, furniture and equipment.	High	Medium	Town Hall insured by the Town Council with reputable insurance provider. Furniture and equipment insured by the Town Council with reputable insurance provider. Maintenance of asset register. Regular maintenance of equipment including alarms and fire extinguishers. Staff presence during Museum opening hours. CCTV Coverage.	
8.	Loss of cash through theft or dishonesty.	Medium	Low	Fidelity Guarantee with reputable insurance provider. Secure storage of cash. Regular banking of cash receipts. Thorough vetting process for job applicants and annual staff reviews. Minimise distance between office and bank. Carry out banking at random times.	Ensure that Fidelity Guarantee is sufficient to cover a minimum of total reserves plus half of precept.
9.	Loss of Council funds held in bank accounts.	High	Low	Fidelity Guarantee with reputable insurance provider. Monthly bank reconciliations. Two approved signatures for all payments. Regular schedule of payments reports to Finance & General Purposes Committee. Internal Audit. External Audit.	Ensure that Fidelity Guarantee is sufficient to cover a minimum of total reserves plus half of precept.
10.	Insolvency of insurance company.	High	Low	Use of one of the largest companies providing specialist cover for Councils.	Seek advice from the Financial Services Authority if in doubt regarding insurance company.
11.	Failure to keep proper financial records in accordance with statutory requirements.	High	Low	Regular financial reporting. Adoption of financial regulations. Internal Audit checks. Annual External Audit. Appropriate staff training.	

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
12.	Non-payment of bills.	High	Low	Efficient financial systems. Sufficient authorised signatories.	
13.	Insufficient precept to provide Council services.	High	Low	Approval of budget by full Council. Provision of regular budget monitoring statements.	
14.	Insufficient reserves to meet unexpected expenditure.	High	Low	Prudent budgeting. Sensible reserves.	
15.	Failing to comply with legislation and council policies.	High	Low	Qualified Town Clerk. All key legal and regulatory requirements are identified. Regular Committee meetings. Internal Audit. External Audit. Councillor and staff training. FTC employs the services of NatWest Mentor as both HR and H&S consultants to assist with risk mitigation and competent person.	
16.	Failure to ensure that employment law, pension and PAYE/N.I. regulations are adhered to.	High	Low	Contracts of employment for all staff. Systems in place for updating records for changes in relevant legislation. Maintenance of accurate personnel files. Organogram in operation providing clarity of posts.	
17.	Unfair dismissal claims.	High	Low	Disciplinary policy and grievance procedure in place. All staff are offered training. All staff have an annual appraisal and regular meetings with the Town Clerk. All staff have a job description and receive a copy of the employee handbook.	Seek advice from South East Employers and NatWest Mentor to ensure regulations are correctly administered.
18.	Loss of Key Staff	High	Low	Systems, plans and processes are documented wherever feasible. More than one member of staff trained in particular functions wherever possible. Training is offered to all staff. Formal Notice Period written into Contracts.	

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
19.	Physical and/or verbal abuse of staff and/or visitors.	High	Medium	CCTV coverage. Staff awareness of health and safety policy. Appropriate training for frontline staff. Employers' liability cover with reputable insurance provider. Presence of SIA officer during public opening hours. Risk assessments carried out for all activities undertaken by employees.	
20.	Failure to ensure HMRC regulations are met with regard to VAT and the construction industry scheme.	High	Low	Regular returns to HMRC. Systems in place for updating records for changes in relevant legislation. Appropriately experienced/trained staff.	
21.	Failure to comply with Health & Safety and Fire regulations.	High	Low	Annual review of Health & Safety Policy. Prominent display of Health & Safety and Fire Safety advice. Appropriately trained staff. External Competent Person appointed.	
22.	Failure to provide accurate reporting of Council business.	Medium	Low	Minutes properly numbered and paginated with a master copy in safekeeping. Minutes circulated appropriately. Minutes placed on website (in draft initially). Minutes approved at next meeting.	
23.	Failure to ensure the proper use of funds granted to local community groups.	Low	Low	Schedule of payments reported to Finance & General Purposes Committee. Internal Audit. External Audit. Feedback Forms or Reply slips from successful applicants to confirm appropriate use of grants.	
24.	Failure to respond to electors wishing to exercise their rights of inspection.	Low	Low	Minutes placed on website. Advertising of end of year accounts and making them available to the public for inspection, as required under the Financial Regulations.	Meet statutory dates and comply with legislation.
25.	Failure to record members' interests, gifts	Medium	Low	Register of Disclosable Pecuniary Interest and a register of gifts and hospitality received, kept by	Annual reminder sent to Councillors requesting that they update the

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
	and hospitality received.			Town Clerk. Disclosures of interest as item on agendas. Internal Audit check. Update declarations of interest by councillors is Councillors responsibility when circumstances change.	disclosure of pecuniary interests register.
26.	Inappropriate use of amenities/facilities by third parties and community groups.	Medium	Low	Leases and agreements in place for use/hire of amenities/facilities by third parties and community groups. Annual review of Leases & Agreements.	
27.	Failure of Computer System in whole or part.	High	Medium	Service contract with reputable organisation. Virus protection and data backup via Microsoft Azure Cloud and physical disk. Cyber Essentials certification. All PCs running Windows 10 and Microsoft 365 Business Premium. Staff Training.	
28.	Failure to comply with codes of practice for procurement of goods and services.	Medium	Low	Purchase order system. Contracts awarded in line with Standing Orders, Financial Regulations and Procurement Policy.	Adherence to codes of practice for procurement.
29.	Failure to comply with GDPR & Freedom of Information Act	High	Low	Town Clerk appointed as Data Protection Officer. GDPR Fundamentals certification. Annual review of Data Protection and associated audits & procedures. Council adheres to the model publication scheme. The Council is registered with the ICO.	
30.	Government Policy and changes in legislation	High	High	All proposed legal and regulatory changes affecting local authorities monitored and reviewed. Membership of NALC. KALC & SLCC ensures council is always informed of any proposed changes.	
31.	Pandemic (operational effects)	High	Medium	Council's business continuity plan and the Town Clerk's Scheme of Delegation, albeit principally relating to the enforced closure of the Town Hall and Meeting & Event cancellation, have proved	

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
32.	Pandemic (financial effects)	Medium	Medium	resilient in guiding the operational response to the pandemic and maintaining Council's establishment. All staff working from home has reduced the risk of cross-contamination and spread of the virus. Council contingency budget plus reserves is sufficient to cover any likely shortfall from lost income. Town Clerk review of funding options open to Council.	
33.	Pandemic (staff welfare)	High	High	Staff working from home. Daily communication and virtual staff meetings to reduce isolation and to seek staff views on best way forward once Government allow. Staff social distancing measures and PPE put into place to reduce the risk before returning to normal operation within the Town Hall. Deep cleaning and additional cleaning regime to be implemented before returning to the Town Hall.	

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Appendix A - Planning Applications

Year	Planning Application	Site Address	Proposal	Comment	Closing date
20/	1300/FH	Flat 1, 27 Julian Road	Erection of rear conservatory to ground floor flat	No objection	28/09/2020
20/	0972/FH	134 Canterbury Road	Crown reduction back to previous reduction points of one Horse Chestnut (T1) and re-pollard back to previous pollard points (to approximately 4 metres) of one Horse Chestnut (T2), both subject of Tree Preservation Order No 14 of 1990	No objection	28/09/2020
20/	1308/FH	2 Cornwallis Avenue	Proposed single and double-storey side/rear extensions	No objection	28/09/2020
20/	1333/FH	19 Walton Gardens	Erection of a two storey front extension.	No objection subject to neighbours views.	28/09/2020
20/	1315/FH/PA	303 Cheriton Road	Determination as to whether the prior approval of the Local Planning authority is required for the conversion of a ground floor retail unit (class A1) (27.74 sqm) and office (class B1) (20.16 sqm) into a residential unit (class C3) with a total floor area of 48.13 sqm.	Prior approval needed. However no objection to the conversion of a shop into a residential unit.	28/09/2020
20/	1342/FH	5 Berkeley Close	Erection of single storey rear extension	No objection	28/09/2020
20/	1331/FH	6 Albion Villas	Crown reduction back to previous reduction points of one Holm Oak situated within a conservation area	No objection subject to views of Tree Officer	28/09/2020
20	1379/FH	Communications Mast, Crete Road East	Removal of 3 no. antennas and installation of 3 no. antennas on existing mast and associated apparatus and ancillary works	No objection	28/09/2020
20/	1181/FH	Ground Floor Business Premises, 11 Earls Avenue	Retrospective planning permission to remove wooden steps to a door and replace with a wooden ramp to allow for disabled access.	No objection - Although the Committee is not keen on "retrospective planning permission," removing wooden steps to allow a wooden ramp to help disabled access, doesn't sound like an attempt to deceive the Council.	05/10/2020
20/	1359/FH	Flat A, 104 Shorncliffe Road	Retrospective planning application for the erection of two outbuildings.	No objection - Subject to neighbouring comments. Again although it is another "retrospective planning permission," the spacing around these outbuildings seem to be generous to the neighbours.	05/10/2020
20/	1388/FH	10 The Close, Fleming Way	Ground floor side and rear extension to include small garden storage room.	No objection - In keeping with the local area.	05/10/2020
20/	1402/FH	Flat 5, Westbourne Lodge, 146, Sandgate Road	Replacement of existing wood-framed windows and doors with uPVC	No objection	05/10/2020

20/	1382/FH/PA	Orchard House, 2 Bouverie Road West	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 existing building from office use (Class B1(a)) to a 7 no. apartments (Class C3) with no external changes to elevations.	No objection. The building is very fine and needs protection, but the scheme as drafted seems relatively sympathetic. Cllr M Lawes objected as she felt this should not be permitted development. Only 5 actual parking spaces, turning is tight to the rear of the property. No Cycle store. Flats 1+2 on ground floor very small, all other flats fine.	05/10/2020
Y19/	1164/FH	Brockman Family Centre Cheriton High Street		No objection to the developing scheme except that the number of existing trees removed seems excessive. If all the new trees depicted in the October 2019 plan are planted, and some are larger species e.g. in the west corner then the Committee will be content, but some Councillors are cynical and do want a proper tree species plan.	05/10/2020
20/	1456/FH	Formerly No's 30-73 Pilgrim Spring, Vacant brownfield land (previously No's 30-73 Pilgrim Spring)	Redevelopment to provide 62 residential units with associated car parking, landscaping and a new bus stop and bus turning circle.	No objection - The Preliminary Investigation Report shows they have looked into the contamination commonly found at brownfield land, as well as supports the 62 residential units. The Committee would also like to say how good it is to see a new bus stop and bus turning circle, placed into the design. The Committee felt the need for tree planting on the site. There was concern about water run-off and damp as the original block was demolished apparently partly due to damp in the flats. Cllr Mary Lawes objects if affordable housing contribution going off site, as it would not equate to 30% or 18.6 units. Also object about the parking as it will be hell for those already living in the area. Another area in Folkestone has similar problems and had all bus service removed because of only social housing in the area, couldn't get past cars. This site is private not social housing so they will get a bus service. Cllr David Horton was concerned that a housing block of what was 'Socially' affordable housing is being replaced with a block of housing higher in density of number of flats, aimed at a section of the market claiming it is meeting a need. The shortage and requirement of 3 bedroom properties is being circumvented by this alleged need yet the District has many developments already aimed at specifically for the elderly. Only 19 'socially' affordable flats to rent shows a net loss of properties provided for those in need of affordable housing.	12/10/2020
20/	AP-6441 Appeal against 20/0065/FH	F flat 2 27 Castle Hill Avenue	Replacement of current single glazed sash windows with uPVC double glazed casement windows	No objection	12/10/2020

20/	1447/FH	95 Canterbury Road	New vehicle access and proposed single storey rear extension.	No objection subject to neighbours comments - Always good to see vehicles taken off the road side and the single storey rear extension, is in keeping with neighbouring properties. Cllr Mary Lawes queried whether the tree would be recited rather than lost.	12/10/2020
20/	1439/FH	78 Sandgate Road	Application for the installation of a canopy and flue to the rear	No objection to the installation of a canopy and flue to the rear.	12/10/2020
20/	1482/FH	16 White Cliff Way	Erection of a single storey rear extension and extension of the garage	No objection. Cllr M Lawes commented: This address had an application in 2018 approved for a erecting a single storey rear extension, a first floor side and rear extensions, Y18/1511/FH. This has blocked a number of views from next door no. 18. It has reduced light from lower ground side windows in Kitchen and rear dining room windows of views to the East Cliff. This new application is going to remove more light from the lower ground floor windows. This takes over a lot of the garden area and is now intensive and unnecessary concerns to residents in no. 18. The resident at no. 18 also has genuine concerns about the boundary and retaining wall to the two properties. White Cliff Way slopes/steep gradient from top of road to the bottom. No. 18 is higher than no. 16 and there has been talk of pile driving from No. 16. No. 18 is concerned this could undermine the retaining wall and cause slippage/subsidence from any excavations. Can conditions be put in place to ensure this does not happen? Why do we allow these extensions in gardens which cause harm to their neighbours who have spent more than 20 building up their homes and gardens to suit their surroundings. For a neighbour to then build extensions doubling the size of their home without a thought to their neighbours.	19/10/2020
20/	0974/FH	14 Beachborough Road	Replace existing garage with larger garage	No objection	19/10/2020
20/	1523/FH	76, Shorncliffe Road	Section 73 application for the removal /variation of condition 2 (submitted plans) and 8 (bike storage) for planning application Y18/1200/FH - Change of use 76 Shorncliffe Road from boarding school residential accommodation to 6 two bedroom flats and 1 one bedroom flat including 7 off street parking spaces - to relocate bike storage	No objection	19/10/2020

20/	1489/FH	38 Wells Road	Proposed loft conversion including 4 velux roof lights, 2 on the principal elevation and 2 on the rear elevation. Conversion of hipped end roof to gable end roof with a flying hip. Removal of existing mono-pitched roof to rear and raising existing external brick wall to height of main eaves level. Provision of new tiled hipped roof over rear addition	No objection	19/10/2020
20/	1416/FH	28, Cheriton High Street	Change of use from betting office (sui generis) to amusement centre (adult gaming centre)(sui generis)	No objection. Cllr R Wallace felt that the condition that a window display must be maintained, for a room full of gaming machines, should be coupled with an obligation to make the Over 18 age limit and gambling warnings very obvious within any display. Otherwise Cllr Wallace objects. Cllr M Lawes felt there was insufficient information regarding trading hours, noise assessments, will there other adult equipment? Should be some conditions to back up the licensing such as restriction of hours, covering of shop window and doors, ensure noise levels are kept to an acceptable level, license should be removed if any breach in conditions. Cllr Lawes abstained until decisions on these issues.	19/10/2020
20/	1341/FH	76 Surrenden Road	Crown reduction back to previous reduction points and removal of epicormic growth of one Black Poplar subject of Tree Preservation Order No 15 of 2004	No objection - Subject to the tree warden's comments.	19/10/2020
20/	1471/FH	3 Wear Bay Crescent	Demolition of single garage and erection of double garage, including lowering of existing parking by 700mm to existing road level. Re-submission of 20/0305/FH.	No objection. Cllr R Wallace felt that was a large building taking up most of the front garden, he has reservations so abstained from the vote. Cllr M Lawes felt this remains too big as a garage and still gives the assumption of a granny annex/living accommodation. Cllr Lawes objects to the garage but has no objection to the off-street parking.	19/10/2020
20/	1522/FH	5 Paddock Close	Erection of a ground floor side extension	No objection	19/10/2020
20/	1514/FH/TCA	10 Earls Avenue	Works to trees situated within a conservation area comprising: 1 x Ash crown reduce by 7 metres in height and 2 metres laterally; 1 x Sycamore crown reduce by 4 metres in height and 2 metres laterally.	No objection - Subject to the tree warden's comments.	19/10/2020
20/	1572/FH	196 Lynwood	First floor side extension over existing flat roof garage	No objection	26/10/2020
20/	1573/FH	26 Warren Way	Demolition of existing garage, rear extensions and conservatory and construction of single storey side and rear extension, construction of new pitched roof extension to bathroom at first floor/roof level.	No objection. Cllr Lawes abstained	26/10/2020

20/	1564/FH	2 Oaks Road	Erection of a single storey rear extension amendments to design for previous approved planning application Y19/1329/FH	No objection	26/10/2020
20/	1503/FH	Flat 1, 17 Earls Avenue	Retrospective application for the installation of decking against garden wall to the side of the building.	No objection	26/10/2020
20/	1591/FH	Broadfield Crescent, Land adjacent to 112 Shorncliffe Road	Erection of a four-bedroom detached house with three parking spaces.	No objection however concern was shown over the excessive size, the proximity to the neighbouring border and lack of garden. The Committee would like to see some of the Edwardian garden preserved. Cllrs Jonathan Graham and Jackie Meade objected.	02/11/2020
20/	1613/FH/TCA	Trinity Gardens Open Space, Bouverie Road West	Pollard to a height of 7-8 metres of one Holm Oak situated within a conservation area	No objection - Subject to Tree Warden's comments.	02/11/2020
20/	1556/FH	134 Wear Bay Road	Erection of an open fronted wooden gazebo in rear of garden	No objection - Subject to neighbours comments.	02/11/2020
20/	1626/FH	8 Hasborough Road	Proposed ground and first floor extension with pitched roof	No objection	02/11/2020
	KCC/FH/0209/2020	Plot 1 North East Cross Keys Coaches, Caesars Way	Proposed recycled aggregate production facility involving minerals use and a waste use taking waste as a feedstock	The Committee strongly objects to such a potentially dirty and heavy traffic creating proposal without any details being shown and requires consultation.	02/11/2020
20/	1628/FH	Flat 5, 30 Grimston Gardens	Formation of a balcony above existing flat roof on rear of building	No objection	09/11/2020
20/	1643/FH	138 Wear Bay Road	Erection of a rear extension and minor alterations to main dwelling	No objection - Although extension roof does not look in keeping with local area.	09/11/2020
20/	1576/FH	5 Majestic Parade, Sandgate Road	Change of use from a hot food takeaway (class Sui Generis) to takeaway with restaurant (class E(B)) and front infill extension for restaurant seating area new glazing and fixed canopy to front elevation outside seating and tables to front. Relocation of extraction unit on rear elevation. Re-submission of 20/1071/FH.	No objection. Cllr Mary Lawes felt that if previous application requirements such as; music times and clearing all tables, equipment off pavement by 22.00hrs, Mon-Sun, no amplified or live music, were upheld then she had no objection. Cllr Richard Wallace felt the same.	09/11/2020
20/	1653/FH	6 Westbourne Court	2 metre overall crown reduction of a Horse Chestnut subject of Tree Preservation Order No 22 of 1988	No objection subject to the views of the Tree Warden	09/11/2020
20/	1664/FH	17 Downs Road	Erection of a single storey extension to rear, hipped roof changed to a gable end and loft conversion	No objection. Cllr Mary Lawes felt that this was a large loft conversion overlooking neighbouring gardens. It should have smaller windows or obscure glass, then no objection.	09/11/2020
20/	1668/FH	81-83, Sandgate Road	Section 73 application for condition 2 (submitted plans) for planning application Y19/0568/FH (Change of use & conversion of vacant upper floor offices into 7 self-contained flats with external alterations, including new rear dormers, new roof lights & replacement UPVC windows and doors)	No objection. Cllr Jackie Meade objected as she could not see any layouts or sizes of the flats. Cllr R Wallace commented that he felt that bin storage for 7 new flats should be concealed, accessible and not easily used by the general public. Can the case officer confirm that a new bin store is now being created for 3 big bins but 4 remain outside, and what the FHDC policy is? Can we also confirm that the striking Victorian chimneys are not being knocked down.	09/11/2020

20/	1672/FH	44 Radnor Park Road	Proposed replacement of existing rear sun lounge extension with single-storey extension & associated alterations.	No objection	09/11/2020
20/	1547/FH	St Marys and St Eanswythe Church, Church Street	To restore the church calvary by repointing the tiles and repairing the oak structure, along with installing a new wrought iron lockable gate and screens to restrict access.	No objection	16/11/2020
20/	1639/FH	33 Earls Avenue	Application to change the use of Pearl House from use class F1 (a)(Non-residential institutions) to use class C3 (residential), together with erection of a first floor and pitched roof and erection of a single storey side extension to link existing detached garage into residential dwelling.	No objection	16/11/2020
20/	1716/FH	12 Invicta Road	A single-storey rear extension with internal alteration.	No objection	16/11/2020
20/	1711/FH/PA	36 Guildhall Street	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 retail (Class A1) (rear part of the ground and lower floors) to a residential use (Class C3).	Prior approval needed	16/11/2020
20/	1721/FH	5 Wilton Road	Erection of rear ground floor extension following demolition of existing conservatory.	No objection	23/11/2020

20/ 1722/FH	45 Warren Road	Demolition of existing garages, and replacement with garage/workshop and basement gym, with wc and shower room re-submission of 20/0510/FH	No objection provided it is not for commercial use, this is a busy road already. Cllr Mary Lawes strongly objects following discussions with neighbours. It has become clear that the applicants intentions are to be able to build a 3 storey property at the end of his garden in the future. The actual planned outbuilding would be by its height, mass and location, overbearing and adversely affect the neighbours enjoyment of the garden. These gardens a very narrow and would cause severe overshadowing of 47 Warren Road and 1 Penfold Road. There is no necessity for excavating down for a gym, toilet and shower. There is a gym around the corner in Wear Bay Crescent, a 1 minute away. The house would have a toilet and shower which are less than 30 seconds away. The approval of excavating down is to gain a fair attempt at applying for a three storey with excavations already in place and approved. 1 Penfold Road will be very close to excavations, will have serious overshadowing and would be detrimental to the light views because of the height and mass of building. 1 Penfold Road feels the excavating will harm his boundary and garden walls. Emerging Policy HB1 refers to quality places through design and that planning permission will be granted where the proposal makes a positive contribution. Aesthetically the design look great and no offence against the architect, but it is not in keeping with the Victorian style homes in the immediate area which date from 1887. The size of the design covering almost 50% of the garden and including right up to 3 boundaries is too large, is not in keeping and would be detrimental to 47 Warren Road and 1	23/11/2020
20/ 1587/FH	50-52, Brambley Crescent	Erection of a two storey three bedroom new semi-detached dwelling with associated gardens and parking	No objections subject to neighbours comments. Cllr David Horton was not happy with the small detailed drawings, lots of drawings presented but annotation very small and detail relating to neighbourhood insufficient. Cllr Jonathan Graham objected due to it not being in keeping with the surrounding area.	23/11/2020
20/ 1661/FH	11 Lennard Rd	Retrospective application for the erection of a side extension	No objection however there was concern that this was another retrospective application.	23/11/2020
20/ 1748/FH	6 Park Farm Road	Erection of rear, side & first floor extensions along with a porch extension & internal alterations	No objection	23/11/2020
20/ 1762/FH	102, Lucy Avenue	Erection of a single-storey side/rear extension.	No objection subject to neighbours comments and no overshadowing or alleyway affect.	23/11/2020
20/ 1763/FH	50, Downs Road	Proposed single storey side and rear extension	No objection subject to neighbours comments.	23/11/2020
20/ 1769/FH	112 Wear Bay Road	Loft Conversion, including Dormer windows front and rear, demolition of porch, side extension and rear conservatory and alterations to the fenestration with cladding to front elevation and rendering to side and rear	No objection subject to neighbours comments.	23/11/2020

20/1669/FH	Red Cow, 138 Foord Rd	Fascia sign with trough light.	No objection	23/11/2020
20/1642/FH	5 & 7 Guildhall Street	Proposal for change of use with renovation of No's 5 & 7 commercial outbuildings & existing residential 3 storey apartment into 1 x 1bed apartment and 3 x 2 bed apartments with rear dormer to no.5.	No objection. Cllr Mary Lawes felt the accommodation needs to be bigger in these conversions for families. Cllr Richard Wallace was concerned about the build up of increasingly attractive flats, which are more likely to be owned by car-owners, in the town centre if there is no parking provision at all. This is building up a problem for the future.	23/11/2020
20/1778/FH	347-349, Cheriton Road	Section 73 application for the variation of condition 1 (approved plan) of 20/0544/FH - A retrospective Planning Application for the retention of a rear storage building used in conjunction with the current business premises.	Retrospective again, however no objection.	23/11/2020
20/1771/FH	37 Ashley Avenue	Application for vehicular access for existing hard standing	No objection	30/11/2020
20/1755/FH	Land Adjoining Ingles Yard, Jointon Road	Fell one Sycamore (T1) and one Corsican pine (T4) and various pruning works to trees within G3, all subject of Tree Preservation Order No 1 of 1972	No objection - Subject to tree wardens comments however there was concerns around the trees being removed, any tree that is removed should be replaced by a similar species. Perhaps developers should consider not building so close to existing trees, they would then not have to be removed.	30/11/2020
20/1822/FH	Workshop Rear 31, St Winifred Road	Changes to approved planning application Y18/1185/FH due to incorrect boundary lines indicated on plans submitted - Change of use and conversion of builders store to a dwelling to include alterations and extensions together with an increase in height and installation of associated fenestration, including two front dormer windows and two rear dormer windows. Re-submission of 20/1061/FH.	Objection, this property is in an area of already extreme congestion and heavy density. The proposed size would have an adverse impact on the scale inside the dwelling. The proposed is out of keeping with the design and character of neighbouring properties.	30/11/2020
20/1835/FH	Yon Farm, Crete Road East	Replacement of two detached garden outbuildings	No objection however Cllr Mary Lawes wanted assurance as these buildings look more like granny annexes than garden outbuildings.	07/12/2020
20/1680/FH	77 Church Road	Retrospective application for the creation of new vehicular access.	Object, not enough information in the application, it was unclear if a vehicle could even fit without hanging over the kerb. Clarification on why this is a retrospective application was requested.	07/12/2020
20/1848/FH	32 Plimsoll Avenue	Erection of a single storey extension side extension.	No objection	07/12/2020
20/1849/FH	103 Dover Road	Erection of a two storey extension and new dormer at roof level	No objection	07/12/2020
20/1817/FH	Ground Floor Business Premises, 127 Canterbury Road	Erection of ground floor rear extension to chemist	No objection subject to neighbours comments.	07/12/2020

20/	1768/FH	Royal Victoria Hospital, Radnor Park Avenue	The replacement of all existing aluminium sash windows in the left wing to top hung aluminium windows.	No objection	07/12/2020
20/	1918/FH	303 Cheriton Road	Change of use and conversion of the ground floor retail unit and office into a residential unit.	No objection	14/12/2020
20/	1831/FH	38 Cheriton Road	Erection of a new development of 4 apartments	Objection- Although this new development will bring a positive look over the current state of the site, the Committee believes that the third floor, takes the building over the heights of the houses in Connaught Road, meaning it's not in keeping with local design as well as the 4th apartment being a relatively small sized studio. There is a need for larger properties within the Town and there is no provision for parking in what is already a busy area.	14/12/2020
20/	1938/FH	Flat 3, 29, Cheriton Gardens	Replacement windows and installation of Conservation roof window re-submission of Y19/1030/FH	No objection	14/12/2020
20/	1943/FH	28 Segrave Road	Erection of a side loft extension	No objection	14/12/2020
20/	1970/FH	Flat 1, 27 Westbourne Gardens	Installation of 7 x white UPVC Sliding sash windows to the two front bays	No objection	21/12/2020
20/	2021/FH	2 Pelham Gardens	Demolition of garden building and erection of new garage with Studio, erection of garden/family kitchen/diner, and installation of solar array on roof	No object subject to neighbours comments	21/12/2020
20/	1700/FH	19 Grimston Gardens	Self contained ground floor flat (re-submission of application 20/1114/FH)	Objection - Over development to a residential area, loss of garden space and close to neighbouring property.	21/12/2020
20/	1994/FH	32 Cornwallis Avenue	Outline planning application for the erection of a 3 bedroom detached property to side garden of existing, with parking to the rear	No objection	21/12/2020
20/	1995/FH	Flats 1-10 Cheriton Wood House, Shaftesbury Avenue	Replacement of windows and doors with new uPVC windows and doors	No objection	21/12/2020
20/	2000/FH	134 Canterbury Road	Alterations to existing dwelling and erection a new 3 bedroom dwelling.	No objection	21/12/2020
Y19/	0866/FH	East Station Goods Yard, Southern Way	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)	No objection	21/12/2020
20/	2004/FH	21 Cherry Garden Avenue	Various pruning works to two Holm Oaks (T1 and T2) and one Sycamore (T3), all subject of Tree Preservation Order No. 5 of 1992	No objection subject to Tree Wardens comments	21/12/2020
20/	0974/FH	14 Beachborough Road	Replace existing garage with larger garage	No objection subject to neighbours comments	04/01/2021
20/	2023/FH	Garden Apartment, Harvey Manor, Foord Road	Listed Building Consent to reinstate a fire surround in the main living room.	No objection subject to comments from Heritage Officer	04/01/2021
20/	1907/FH	Flat 3, 9 Grimston Gardens	Replacement of 4 timber sash windows to white UVPC	No objection	04/01/2021

20/	2001/FH	Norrard, 8 Godwyn Road	Erection of two detached dwellinghouses	No objection subject to neighbours comments. Cllr Mary Lawes objected, the style and size of properties are not in keeping with the rest of the road.	04/01/2021
20/	2014/FH	2 Radnor Bridge Road	Proposed conversion of existing dwelling into 3no. self-contained flats. External alterations to include rear external staircase, timber screen & removal of rear window with new replacement door to staircase.	No objection. Cllr Mary Lawes strongly objected, too many HMO, bedsits and flats from family homes, increasing deprived area. This is detrimental to the area, with over occupation and over population.	04/01/2021
20/	2037/FH	6 Aspen House, West Terrace	Section 73 application for variation of condition 3 (opening hours) for planning application Y19/0481/FH - Conversion of part of the first floor offices to form an additional restaurant area and to expand the existing restaurant on the ground floor along with the replacement of windows and doors to the front elevation	No objection. Cllr Mary Lawes objected to timings. This is residential, especially above premises. Timings should be Sun-Thursday 23.30 - close. Fri/Sat 00.00 - close. This would be nothing more than somewhere to have late night drinking and disturbance.	04/01/2021
20/	2022/FH/PA	Houghton House, 16 Radnor Park Road	Determination as to whether the prior approval of the Local Planning Authority is required under schedule 2, part 20 - class A (General permitted development order 2015) for the enlargement of a block of flats by construction of two additional storeys for 6 apartments	I believe that prior approval of the Local Planning Authority should have been required, as it's not simply converting a block of flats into 6 apartments, but a full blown construction of two additional storeys to enlarge the block. Cllr Mary Lawes objected. This is over development, over occupation and over population. Too many HMO, bedsits and flats. This would be detrimental to a small area that has lost family homes.	04/01/2021
20/	1933/FH	Flat 1, Little Thorpe, Dixwell Road	Proposed subdivision of existing property at ground floor level to form self-contained flat to be used as mix use family annexe and holiday let.	No objection	11/01/2021
20/	2087/FH	9 Wear Bay Road	Construction of new extensions, creation of a new second floor balcony and extension of an existing window dorma.	No objection	11/01/2021
20/	2085/FH	Motis Business Centre, Cheriton High Street	Erection of 6 x commercial units for Class E (specifically for office, research & development and industrial) and Class B8 purposes, extension of existing centre to provide further Class E office floorspace, children's nursery, cafe and gym and the provision of a 115no. space truck stop, a transhipment building, along with an ancillary welfare facilities and office building, including access, parking and landscaping.	Object, there were concerns regarding the lorry stop and traffic so close to residential with noise and extra pollution. However, the extra employment this would bring to the area is much needed. The Committee would like to see more information.	11/01/2021
20/	2102/FH	93 Cheriton High Street	Advertisement consent to replace the existing fascia and projecting signs.	No objection	11/01/2021
20/	2062/FH	Whitecliffs, 9-15 The Leas	Fitting of new aluminium and glass infill hand railing system to all south facing flats.	No objection	11/01/2021
20/	2098/FH	193, Canterbury Road	Proposed loft conversion	No objection	11/01/2021
20/	2099/FH	3 Avereng Gardens	Erection of a first floor rear extension	No objection	11/01/2021
20/	2071/FH	Laburnham Court, 22-24 Westbourne Gardens	Proposed reconstruction of chimney stack	No objection	11/01/2021

20/	2026/FH	Conchitas 22 Bouverie Road West	Retrospective application for the addition of an extraction system to the rear of the building for the purposes of mechanical ventilation to the existing kitchen.	No objection	18/01/2021
20/	1881/FH	134 Sandgate Road	Listed Building Consent change of use for the basement and ground floor from E(c)(i) (financial services) to E(b) - restaurant and class sui generis – hot food takeaway, internal refurbishment of the main building, internal and external alteration of the rear garage/store & vertical extractor shaft to the rear of the building.	No objection. The Committee notes that the planning application as it stands preserves all the original features and period brickwork of this important building. It would want to be consulted if the plans were watered down and original features lost at any stage. The 1890's building used to be the wine suppliers to The Grand which originally owned it. Can we have an assurance from FHDC Conservation that no period features remain in the basement hidden behind bank improvements? Cllr Mary Lawes Objected, due to the size of the Flue being too large. No sign, design or plan. Also the design of signage. What are opening and closing times? What if any music will be played a restaurant?	25/01/2021
20/	1882/FH	134 Sandgate Road	Change of use for the basement and ground floor from E(c)(i) (financial services) to E(b) - restaurant and class sui generis – hot food takeaway, internal refurbishment of the main building, internal and external alteration of the rear garage/store & vertical extractor shaft to the rear of the building.	No objection. The Committee notes that the planning application as it stands preserves all the original features and period brickwork of this important building. It would want to be consulted if the plans were watered down and original features lost at any stage. The 1890's building used to be the wine suppliers to The Grand which originally owned it. Can we have an assurance from FHDC Conservation that no period features remain in the basement hidden behind bank improvements? Cllr Mary Lawes Objected, due to the size of the Flue being too large. No sign, design or plan. Also the design of signage. What are opening and closing times? What if any music will be played a restaurant?	25/01/2021
20/	1431/FH	Flat B, Avenay Court, 217 Sandgate Road	Replacement of 12 windows to 3 sides of the property. Works to include full Sash Box removal and strengthening works to the large bays front and rear of the property.	No objection	1.2.21
20/	0352/FH	34-36 Shormcliffe Road	HYBRID application comprising:(i) a DETAILED application for the reconfiguration, refurbishment and partial redevelopment of the existing college site, including the erection of a new campus building within the southern portion of the existing college site (following demolition of existing structures) to provide a consolidated modern campus and (ii) an OUTLINE application (with all matters reserved except access) for a residential development of up to 33 dwellings with access from Kingsnorth Gardens, together with associated parking and landscaping, within the northern portion of the existing college site.	No objection, see comment.	1.2.21

20/	2085/FH	Motifs Business Centre, Cheriton High Street	Erection of 6 x commercial units for Class E (specifically for office, research & development and industrial) and Class B8 purposes, extension of existing centre to provide further Class E office floorspace, children's nursery, cafe and gym and the provision of a 115sq. space truck stop, a transhipment building, along with an ancillary welfare facilities and office building, including access, parking and landscaping.	Objection. Cllr R Wallace - Object - I remain worried about the littering including urine bottles, and the effect on the well-used footpath to Newington and Seabrook Valley which runs along the long north boundary. Can we have assurances that daily clean up patrols should be carried out on litter as a planning condition with particular focus on the footpath boundary. Cllr J Meade - Object - on the grounds of light and noise pollution as well as emissions pollution so near to residential properties.	8.2.21
20/	1933/FH	Flat 1, Little Thorpe, Dixwell Road	Proposed subdivision of existing property at ground floor level to form self-contained one bedroom flat.		22.2.21
21/	0001/FH	Bankside, Crete Road East	Removal of garage, erection of extension with alterations to roof and internal arrangements at first floor	No objection	11.1.21
21/	0004/FH	74 The Bayle	Construction of a single storey rear extension to a single dwelling.	No objection subject to neighbours comments	11.1.21
21/	0009/FH/TCA	39 Grimston Avenue	1.5 metre overall crown reduction of a Bay tree situated within a conservation area	No objection subject to tree wardens comments	11.1.21
21/	0006/FH	Aaron House, 92 Harbour Way	Alteration to front door and fenestration, internal changes and installation of roof lights to existing roof	No objection	18.1.21
21/	0035/FH	59/61 Earls Avenue	Prune back selected branches of one Silver Birch subject to Tree Preservation Order No 10 of 2019 and crown lift to 5 metres of one Lime subject of Tree Preservation Order No 4 of 1994	No objection subject to tree wardens comments	18.1.21
21/	0042/FH/TCA	59/61 Earls Avenue	Cut back canopy of a Beech tree (T2) situated within a conservation area to give 2 metres clearance from 57 Earls Avenue	No objection subject to tree wardens comments	18.1.21
21/	0005/FH	78 Sandgate Road	Installation of flue (re-submission of planning application 20/1439/FH)	No objection	18.1.21
21/	0010/FH	75 Church Road	Erection of a front porch	No objection	18.1.21
21/	0022/FH	Three Hills Sports Park, Cheriton Road	The creation of earth mounds at the Three Hills Sports Park, associated with the construction of the athletics track approved under application Y18/1617/FH.	No objection	18.1.21
21/	0021/FH	Flat 4, 17 Clifton Crescent	Listed Building Consent for the installation of replacement windows	No objection	18.1.21
21/	0024/FH	12, Welson Road	Installation of underground car lift	No objection	18.1.21
21/	0063/FH	1 Eton Walk	Partial garage conversion and internal alterations, installation of french doors to the rear elevation. No external changes to the front or side.	No objection	25.1.21
21/	0074/FH/TCA	6 Birch View, Earls Avenue	1.5 metres overall crown reduction of a Silver Birch tree situated within a conservation area	No objection subject to tree wardens comments	25.1.21

21/	0092/FH	1 Risborough Lines	Erection of a single storey rear extension	No objection subject to neighbours comments	25.1.21
21/	0068/FH	Grass Verge off A20 Ashford Road, Folkestone, Kent, CT18 8AN	The installation of a replacement 20 metre high slim-line column supporting 6 no. antennas, and ancillary development there to including a GPS module, and 3 no. Remote Radio Heads (RRHs).	No objection however Cllr Jackie Meade would like confirmation that the masts are not being used to install 5g.	25.1.21
21/	0096/FH/PA	70 Pavilion Road	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 existing building from retail/office use (Class B1(a)) to 2 residential units (Class C3) with some external changes to elevations.	The Committee believes that prior approval of the Local Planning Authority was required under Class O of the Town and Country Planning Order 2015, for the change of use of existing building from retail/office use (Class B1(a)) to 2 residential units (Class C3), especially where there is external changes. Cllr Mary Lawes Objected. There are serious parking issue in this road and immediate roads off Pavilion Road. Leave as a family home. There is over population in this area. The planning department should make the decision on this application.	25.1.21
21/	0107/FH	15 Baldric Road	Garage conversion to living accommodation, erection of new detached garage with driveway and vehicular access to front entrance.	No objection	25.1.21
21/	0073/FH	Flat 3, 17 Castle Hill Avenue	Replacement of 4 single glazed timber casement windows with double glazed uPVC windows and replacement of 5 single glazed timber sash windows with modern double glazed uPVC sash windows re-submission of Y19/1324/FH	No objection. Cllr R Wallace would be disappointed if any of the curved windows were to be removed.	1.2.21
21/	0123/FH	198, Shorncliffe Road	Hip to gable extension with rear dormer	No objection subject to neighbours comments.	1.2.21
21/	0119/FH	231 Cheriton Road	Change of use of the existing Betting Shop into a Sui Generis class - Pizza Takeaway. Along with the installation of a extractor flue to East Elevation	No objection subject to neighbour comments and the flue is adequate to remove smells from residential neighbours.	1.2.21
21/	0115/FH	2 West Terrace	Change of use from class E to sui generis (hot food takeaway) and installation of exterior extract flue	No objection. Cllr Lawes - Object, moral issue rather than planning issue with too many takeaways. In a few years Folkestone will be the obesity town of Kent.	1.2.21
21/	0144/FH	10 Hook Close	Retrospective application for cladding to the front, side and rear first floor elevations and removal of cladding to rear dormer window and replacing with hung tiles (Resubmission of application 20/0372/FH).	No objection. Cllr Lawes – Object due to not agreeing with retrospective applications.	1.2.21
21/	0136/FH	360 Cheriton Road	Extension and reposition of shop front and replacement of side display window	No objection	1.2.21
21/	0093/FH	Julian Court, Julian Road	Determination as to whether the prior approval of the Local Planning Authority is required under schedule 2, part 20 - class A (General permitted development order 2015) for the enlargement of a block of flats by construction of an additional storey for 2 , 2-bedroom apartments.	We believe that prior approval of the Local Planning Authority is required under schedule 2, part 20 - class A (General permitted development order 2015) for the enlargement of a block of flats by construction of an additional storey for 2 , 2-bedroom apartments. Cllr Lawes and Meade – Objection as the area is over developed.	1.2.21

21/	0215/FH	104 Dover Road	Change of use from pub and 1 residential flat to form 5 residential flats including a roof extension.	No objection. Cllr M Lawes - Object as there is no parking being provided in this application. There is a resident parking zone and this will cause issues to an already problem parking area. Poor quality housing in an already overpopulated area. Expanding an already deprived area that is in need of quality housing and serious improvements in the area. The usual obligatory bin store, who will put bins out on bin day and who will bring them in? Or the usual bins left out on street and help increase the areas filth.	8.2.21
21/	0154/FH	Flat C 43 Earls Avenue	Conversion of maisonette occupying top 2 floors of a 4 floor building into 1 x 2 bed maisonette and 1 x 2 bed flat.	No objection	8.2.21
21/	0191/FH	Flat 16a, St Andrews, The Durllocks	Listed Building Consent (retrospective) application for internal alterations & renovations including replacement doors & refurbishment to windows.	Object based on Historic England's emails	15.2.21
21/	0216/FH	110, Sandgate Road	Erection of a first and second floor extension to provide 1 x Studio Flat, 2 x One Bedroom and 1 x Two Bedroom residential flats (4 Flats Total) over existing commercial unit with associated cycle and refuse storage.	Object, based on not in keeping with neighbouring properties.	15.2.21
21/	0267/FH	15 Cherry Garden Avenue	Single storey extension and attached single garage following the demolition of existing single storey extension and conservatory.	No objection, subject to neighbour comments, especially number 17, whom the proposed garage is right on the border line	15.2.21
21/	0088/FH	113 Black Bull Road	Retrospective application for formation of a new vehicular access onto a classified road.	Object, based on KCC Highways not being able to approve as well as this a retrospective application as well as vehicular access onto a classified road. Cllr J Meade – Object until Highways have been given pertinent information, once Highways have agreed then no objection as parking is at a premium in this area.	15.2.21
21/	0228/FH/PA	2 West Terrace	Determination as to whether the prior approval of the Local Planning Authority is required under Class C of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the change of use from class Ea retail to hot food takeaway class E sui generis including installation of extraction unit.	Prior approval needed. Cllr J Meade - Object subject to neighbours comments and full evaluation of increased noise and smells from extractor fans.	15.2.21
21/	0272/FH	49 Walton Gardens	Erection of single storey outbuilding previously approved under 20/1275/FH, revised application to change materials to timber with felt roof	No objection	15.2.21
21/	0293/FH	1 Skye Close	Erection of a two storey side extension.	No objection	15.2.21
21/	0299/FH	186 Canterbury Road	Rear extension to enlarge the existing kitchen.	Object, too close to boundary, will cut out light, extension looks very large.	15.2.21
21/	0302/FH	238 Dover Road	Rear extension	No objection	22.2.21

21/	0264/FH	Stanley Road	Erection of 4 x 3 bedroom terrace houses with allocated parking and visitor parking. Erection of a 3 storey apartment block to include 1 x 1 bedroom and 4 x 2 bedroom units with 5 parking spaces. Existing office building to be partially demolished, adapted and extended. New entrance gate of the site for access to the Instalcom Fibre Optic Terminal Site.	No objection subject to neighbours however landscaping with attractive blossom trees and a tree at or near the road frontage to complement street trees would be beneficial. Cllr M Lawes - Object as insufficient parking. No detail information about access or site itself, unable to make a clear decision	22.2.21
21/	0294/FH	7 Westbourne Court	Pruning of two Yews and one Bay, all subject of Tree Preservation Order No 22 of 1988	No objection subject to Tree Wardens comments	22.2.21
21/	0314/FH	6 Avereng Gardens	Erection of a single storey rear orangery	No objection	22.2.21
21/	0153/FH/PA	105 Sandgate Road	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 from change of Use from Class E (c)(ii) - Professional Services (Estate Agent office) to Class E(b) - restaurant with extractor flue at the rear.	Prior approval needed. Objection due to the proximity to residential and the noise that would be created. Cllr Mary Lawes would like the following time limits if this does go ahead; No alcohol or live music beyond 23.00 Sunday - Thursday and none from 23.30 Saturday and Sunday.	22.2.21
21/	0312/FH	6 Aspen House, West Terrace	Extension of restaurant into basement together with alterations to the ground floor layout including the relocation of bar and entrance door.	No objection provided hours for serving alcohol and music are not altered.	22.2.21
21/	0115/FH	Carphone Warehouse, West Terrace	Change of use from class E to sui generis (hot food takeaway) and installation of exterior extract flue	No objection. Cllr M Lawes objected.	22.2.21
21/	0351/FH	47C Bournemouth Road	Garage conversion into habitable room	Object, loss of off-street parking in a crowded area of Folkestone.	22.2.21