



# FOLKESTONE TOWN COUNCIL

Date of Publication: 10th November 2022

## AGENDA

Meeting: **Folkestone Town Council**  
Date: **17th November 2022**  
Time: **6.00 p.m.**  
Place: **Town Council Chamber, 1/2 Guildhall Street, Folkestone**

To: **Town Councillors**

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

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

A handwritten signature in black ink, appearing to read 'P Cross'.

**P Cross**  
**Finance Officer**

### Prayers

**1. APOLOGIES FOR ABSENCE**

To receive and approve any apologies for absence.

**2. DECLARATIONS OF INTEREST**

To receive any declarations of either personal or prejudicial interest that Members may wish to make.

**3. MINUTES**

To receive the Minutes of the Ordinary Meeting held on the 16<sup>th</sup> June 2022 and to authorise the Town Mayor to sign them as a correct record.

#### 4. TOWN GRANT APPLICATIONS

The following Town Grant applications have been received and assessed by members on merit against five categories. Applicants requesting town grants £1,000 and over, will answer any questions that the Council may have. Applications will be considered later in the meeting.

Ref	Applicant	Purpose	Amount Requested
1	H G Wells Short Story Competition	H G Wells Short Story Competition	£600.00
2	South Kent Mind	Young Persons Mental Wellbeing Courses	£2,500.00
3	Folkestone Rescue	Funding of a Supervisor Role	£2,500.00
4	Tynwald Residential Home	New Beginnings	£2,500.00
5	A:dress	A:dress: Women, Girls, Fast Fashion & Eco-Action	£1,215.00
6	Speedway at Arc House	Speedway Special Needs Silent Disco Events	£950.00
7	Violet Films	Folkestone Documentary Festival 2022	£2,500.00
8	MHA Communities Kent	MHACK Lunch Club	£2,500.00
9	Folkestone Academy	Florida Trip - November 2023 (25 students)	£2,500.00
10	The Autism Apprentice CIC	Autism Advice Clinic	£1,300.00
11	Living Words	Normal? Festival of the Brain	£2,500.00
	<b>Total</b>		<b>£21,565.00</b>

#### 5. PUBLIC QUESTIONS

Up to 15 minutes shall be allowed for public questions from registered electors to be put to the Council in accordance with the Council's approved Standing Orders.

#### 6. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

#### 7. MINUTES OF THE PLANNING COMMITTEE

To receive the Minutes of the above Committee's meetings of 24<sup>th</sup> February, 31<sup>st</sup> March, 28<sup>th</sup> April, 26<sup>th</sup> May, 30<sup>th</sup> June, 28<sup>th</sup> July, 25<sup>th</sup> August and 29<sup>th</sup> September 2022.

#### 8. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

To receive the Minutes of the above Committee's meeting of 17<sup>th</sup> February, 21<sup>st</sup> April, 16<sup>th</sup> June 2022 and 1<sup>st</sup> September.

**9. MINUTES OF THE COMMUNITY SERVICES COMMITTEE**

To receive the Minutes of the above Committee's meeting of 1<sup>st</sup> February, 5<sup>th</sup> April and 7<sup>th</sup> June 2022.

**10. MINUTES OF THE CLIMATE & ENVIRONMENT COMMITTEE**

To receive the Minutes of the above Committee's meeting of 3<sup>rd</sup> February 2022.

**11. MATTERS AND RESOLUTIONS FROM COMMITTEES**

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

**i. Planning Committee – 2022/23**

It was resolved that Councillor Paul Bingham be appointed Chairman and Councillor Richard Wallace be appointed Vice Chairman of the Planning Committee for the 2022/23 Municipal Year.

**ii. Community Services Committee – 2022/23**

It was resolved that Councillor Roger West be appointed Chairman and Councillor Michelle Keutenius be appointed Vice Chairman of the Community Services Committee for the 2022/23 Municipal Year.

**iii. Climate & Environment Committee - 2022/23**

It was resolved that Councillor Abena Akuffo-Kelly be appointed Chairman and the appointment of Vice Chairman of the Climate & Environment Committee for the 2022/23 Municipal Year be deferred.

**iv. Finance and General Purposes Committee – 2022/23**

It was resolved that Councillor Connor McConville be appointed Chairman and Councillor Tim Prater be appointed Vice Chairman of the Finance and General Purposes Committee for the 2022/23 Municipal Year.

**v. Personnel Sub-Committee - 2022/23**

It was resolved that Councillor Mary Lawes be appointed Chairman and Councillor Belinda Walker be appointed Vice Chairman of the Personnel Sub-Committee for the 2022/23 Municipal Year.

**12. REVIEW OF TERMS OF REFERENCE**

The Terms of Reference for all committees have been reviewed and remain unchanged.

**13. JOHN BOWLEY AND SHERWOOD ALMSHOUSES**

A fourth representative is required to join Councillors Paul Bingham, Roger West and Richard Wallace as representatives for the Town Council.

#### **EXCLUSION OF PRESS AND PUBLIC**

The press and public are to be excluded for item 14 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.

#### **14. TOWN GRANT SCORES**

Members' scores have been reconciled and the exempt table provided sets out the percentage scored and the calculated final award which is based on the combined score and available budget in accordance with Council's adopted guidelines. Council is asked to approve the final awards.

*At this point, the meeting will adjourn for a brief period.*

#### **15. FREEDOM OF ENTRY TO THE TOWN OF FOLKESTONE**

Presentation of Freedom of Entry to the Town of Folkestone to the Royal British Legion Cheriton & Morehall Branch.

#### **16. DATE AND TIME OF NEXT MEETING**

**Wednesday, 11<sup>th</sup> January 2023 at 7 p.m.**

## **Folkestone Town Meeting**

**MINUTES of the Full Council Meeting held at the Town Hall, Folkestone on Thursday, 16<sup>th</sup> June 2022 at 6.30 p.m.**

**TOWN COUNCILLORS PRESENT:** Councillors Abena Akuffo-Kelly (from 6.35 p.m.), Ann Berry, Paul Bingham, Peter Gane, Dylan Jeffrey, Nicola Keen, Mary Lawes, Connor McConville, Jackie Meade, Tim Prater, Belinda Walker, and Roger West.

**ABSENT:** Councillors Dan Brook, David Horton and Richard Wallace (the Mayor advised she had received Councillor Wallace's apologies)

**IN ATTENDANCE:** Jennifer Childs - Town Clerk  
Phil Cross – Finance Officer

### **1876. APOLOGIES**

Apologies were received from Councillors Jonathan Graham, Ray Field and Michelle Keutenius.

### **1877. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **1878. MINUTES**

The Council was asked to receive and authorise the Minutes of the Annual Council Meeting held on 10<sup>th</sup> May 2022 and to ask the Town Mayor to sign them as a correct record.

**RESOLVED: That the Minutes of the Annual Council Meeting held on 10<sup>th</sup> May 2022 be received and signed as a correct record.**

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

Voting: F:11, Ag:0, Ab:0

### **1879. INTERNAL AUDITOR'S REPORT**

Councillors considered and noted the Internal Auditor's Report.

### **1880. STATEMENT OF INTERNAL CONTROL**

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

**RESOLVED: To approve the Statement of Internal Control for the year ending 31<sup>st</sup> March 22 and for the Chairman and Town Clerk to sign.**

Proposed: Councillor Ann Berry

Seconded: Councillor Paul Bingham

Voting: F:11, Ag:0, Ab:0

**1881. ANNUAL GOVERNANCE STATEMENT 2021/22**

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

Boxes 1 to 8: 'Yes'

Box 9: 'N/A'

**RESOLVED: To approve the Annual Governance Statement 2021/22 and for the Chairman and Town Clerk to sign.**

Proposed: Councillor Tim Prater

Seconded: Councillor Paul Bingham

Voting: F:11, Ag:0, Ab:0

**1882. STATEMENT OF ACCOUNTS AND ANNUAL RETURN 2021/22**

Councillors approved the Statement of Accounts for 2021/22, the Annual Return for 2021/22 (Section 2 of the Annual Return for the year ending 31 March 2022) and the supporting Bank Reconciliation. The Chairman of the meeting preceded to sign the document.

**RESOLVED: To approve the Statement of Accounts and Annual Return 2021/22 and for the Chairman to sign.**

Proposed: Councillor Peter Gane

Seconded: Councillor Jackie Meade

Voting: F:11, Ag:0, Ab:0

6.35pm Councillor Akuffo-Kelly arrived at this juncture.

**1883. PERIOD OF EXERCISE OF PUBLIC RIGHTS**

The dates set for the period of exercise of public rights are 1 July 2022 to 11 August 2022, during which time members of the public may inspect accounting records by prior arrangement.

**1884. ANNUAL REPORT 2021/22**

Councillors considered and noted the 2021/22 Annual Report.

**1885. COUNCILLOR QUESTION**

Councillor Lawes reported that people are having great difficulty contacting their GP Surgeries to arrange appointments. When they do get through, some are so frustrated and angry that they abuse the staff. This is not acceptable but understandable. Elderly people have been finding it particularly hard to get in touch as most only use phones and have been suffering in silence. Councillor Lawes asked whether the Council could help the GP's by publicising the issues and communicating more, as the wall of silence leads to mistrust and bad feeling, which is not helpful.

Councillor Lawes asked that the Council consider writing to all GP Surgeries in the Folkestone area, asking:

What are the difficulties they are experiencing with their practices?

Why are they not open fully and dealing with their patients face to face?

Is there a time scale when things will go back to normal?

If the situation and constraints remain, can they at least improve their contact and communication for patients to enable them to get in touch?

**RESOLVED: That the Town Clerk writes to local GP surgeries, Damian Collins MP, Councillors Rolfe & Hollingsby at Folkestone & Hythe District Council.**

Proposed: Councillor Mary Lawes

Seconded: Councillor Peter Gane

Voting: F:12, Ag:0, Ab:0

**1886. DATE OF THE NEXT MEETING**

22<sup>nd</sup> September 2022 at 7.00 p.m. – Ordinary Full Council Meeting

**The meeting concluded at 6.45 pm.**

.....Town Mayor

## Folkestone Town Council

**Minutes of the Planning Committee Meeting held on Thursday 24<sup>th</sup> February 2022 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.**

**PRESENT:** Councillors Paul Bingham, Jonathan Graham, Nicola Keen, Mary Lawes, Jackie Meade, Richard Wallace and Roger West.

**OFFICERS PRESENT:** Georgina Wilson (Executive Assistant)

**1. APOLOGIES FOR ABSENCE**

No apologies were received.

**2. DECLARATIONS OF INTEREST**

Councillors declared an interest in application 22/0100/FH and 22/0147/FH due to it being related to a Town Councillor.

**3. PLANNING COMMITTEE MEETING 27<sup>th</sup> January 2022**

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 27<sup>th</sup> January 2022 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 27<sup>th</sup> January 2022 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Roger West

Seconded: Councillor Nicola Keen

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

**4. PLANNING APPLICATIONS**

Cllrs noted the previous applications.

**5. PLANNING APPLICATIONS**

Application number	22/0095/FH
Location	Flat 5, 11 Clifton Crescent
Proposal	Retrospective consent for replacement of rusted metal guarding with a glazed balcony guard. Re-submission of 21/1934/FH.
Closing date	3.3.22
Comment	<b>Object due to being out of character with the surrounding area and being a retrospective application.</b>

Application number	22/0133/FH
Location	Flat 5, 11 Clifton Crescent



Proposal	Listed Building Consent (retrospective) for replacement of rusted metal guarding with a glazed balcony guard. Re-submission of 21/1954/FH.
Closing date	3.3.22
<b>Comment</b>	<b>Object due to being out of character with the surrounding area and being a retrospective application.</b>
Application number	22/0113/FH
Location	151 Downs Road
Proposal	Erection of single storey side extension
Closing date	26.2.22
<b>Comment</b>	<b>No objection subject to neighbours comments.</b>
Application number	22/0046/FH
Location	Norrard, 8 Godwyn Road
Proposal	Alteration and change of use of existing single dwelling to provide 2 no. 4 bed dwellings.
Closing date	25.2.22
<b>Comment</b>	<b>No objection</b>
Application number	22/0061/FH
Location	Folkestone Harbour Arm, Approach Road
Proposal	Temporary permission for 8 years for 12 hole crazy golf course, pathways, clubhouse, coffee shop and seating area
Closing date	28.2.22
<b>Comment</b>	<b>Object – the Committee is in favour of the attraction in principle, however much concern was raised over the need for additional parking for visitors, car parks that are not currently being utilised need to be made available over the busy summer months.</b>
Application number	22/0136/FH
Location	Flat 1, 19 Grimston Gardens
Proposal	Erection of a single storey side extension following demolition of existing detached garage. Resubmission of previously approved Y17/0041/SH
Closing date	10.3.22
<b>Comment</b>	<b>No objection</b>

Application number	22/0070/FH
Location	7 - 9 West Terrace
Proposal	Change of use of former Argos to a Taco Bell Restaurant
Closing date	3.3.22
<b>Comment</b>	<b>No objection subject to sufficient ventilation being installed to ensure it doesn't affect local residents.</b>
Application number	22/0226/FH
Location	7 - 9 West Terrace
Proposal	Advertisement consent for the installation of 1 No Internal illuminated fascia sign & 1 No internally illuminated projecting sign.
Closing date	3.3.22
<b>Comment</b>	<b>No objection</b>
Application number	22/0176/FH
Location	27 Bradstone Road
Proposal	Conversion of HMO to two self-contained maisonettes, including provision of an external bin/recyclable and cycle storage area.
Closing date	5.3.22
<b>Comment</b>	<b>No objection – the Committee fully supports this application.</b>
Application number	22/0201/FH
Location	1 Skye Close
Proposal	Erection of single detached garage
Closing date	3.3.22
<b>Comment</b>	<b>No objection</b>
Application number	22/0200/FH
Location	13 Trinity Road
Proposal	Erection of single storey rear extension
Closing date	5.3.22
<b>Comment</b>	<b>No objection subject to neighbours comments.</b>
Application number	22/0177/FH
Location	131 Shorncliffe Road
Proposal	Two storey rear extension re-submission of 22/1519/FH

Closing date	4.3.22
<b>Comment</b>	<b>No objection</b>
Application number	22/0220/FH/TCA
Location	50 The Bayle
Proposal	Works to trees situated within a conservation area comprising of the reduction in height of two conifers to previous reduction point by approximately 3 metres.
Closing date	7.3.22
<b>Comment</b>	<b>No objection subject to the views of the Tree Officer.</b>
Application number	22/0142/FH
Location	Troost, Crete Road West
Proposal	Change of use of the former kennels to residential curtilage associated with and ancillary to the dwelling.
Closing date	11.3.22
<b>Comment</b>	<b>No objection</b>
Application number	22/0177/FH
Location	131 Shorncliffe Road
Proposal	Two storey rear extension re-submission of 21/1519/FH (FTC previous comment - No objection)
Closing date	9.3.22
<b>Comment</b>	<b>No objection</b>

## RECONSULTATION

Application number	21/0088/FH
Location	113 Black Bull Road
Proposal	Retrospective application for formation of a new vehicular access onto a classified road. (Deed of Grant added)
Closing date	2.3.22
<b>Comment</b>	<b>Maintain previous objection: Object, based on KCC Highways not being able to approve also a retrospective application as well as vehicular access onto a classified road.</b>
Application number	20/0765/FH
Location	1 Cherry Garden Avenue

Proposal	Erection of a 2 bedroom detached dwelling following the demolition of an existing dilapidated garage (Revised information added)
Closing date	3.3.22
Comment	<b>Maintain previous objection: Object – The Committee now understand the important heritage of this building but also the state of disrepair it is in and felt that in the event this building could not be saved, as much of the original materials as possible should be used in rebuilding in the same footprint to a sympathetic design. Committee asked that a structural survey be carried out and expressed concern that no tree plan had been included in the application.</b>
Application number	21/0926/FH
Location	1 Cherry Garden Avenue
Proposal	Listed Building Consent for the removal of existing outbuilding structure and replacement with 2bed dwelling within the curtilage of a Grade II listed property (Amended information added)
Closing date	3.3.22
Comment	<b>Maintain previous objection: Object – The Committee now understand the important heritage of this building but also the state of disrepair it is in and felt that in the event this building could not be saved, as much of the original materials as possible should be used in rebuilding in the same footprint to a sympathetic design. Committee asked that a structural survey be carried out and expressed concern that no tree plan had been included in the application.</b>

#### **LATE LIST**

Application number	22/2213/FH
Location	Land Rear of The Manor Office, 43 Castle Hill Avenue
Proposal	Removal of overhanging branches to T1, Birch tree covered by TPO No. 9 of 2007
Closing date	11.3.22
Comment	<b>No objection subject to views of the Tree Officer.</b>
Application number	22/0296/FH/TCA
	1450

Location	Land rear manor office, 43 Castle Hill Avenue
Proposal	Works to T2 trees in a conservation area
Closing date	11.3.22
Comment	<b>No objection subject to views of the Tree Officer.</b>
Application number	22/0100/FH
Location	Ingles Yard, Jointon Road
Proposal	Demolition and part retention of curtilage listed building comprising a former Cart store and Grain store (retaining sadlestones, steps and cladding materials) and replacement with new veterinary surgery comprising replica Grain store (utilising existing sadlestones, steps and cladding materials)
Closing date	24.3.22
Comment	<b>The Committee could not make a decision due to the lack of clear information available, however it looks very modern and out of character to the surrounding area, further information was requested.</b>
Application number	22/0147/FH
Location	Ingles Yard, Jointon Road
Proposal	Listed building consent for the demolition and part retention of curtilage listed building comprising a former Cart store and Grain store (retaining sadlestones, steps and cladding materials) and replacement with new veterinary surgery comprising replica Grain store (utilising existing sadlestones, steps and cladding materials)
Closing date	24.3.22
Comment	<b>The Committee could not make a decision due to the lack of clear information available, however it looks very modern and out of character to the surrounding area, further information was requested.</b>
Application number	22/0271/FH
Location	23 & 25 Risborough Lane
Proposal	Proposed conversion of the existing restaurant/hot food takeaway & upper floors into 6No. residential flats, to include the retention of the takeaway only, the extending of the property to the rear by two

further storeys, along with associated external alterations.

Closing date

16.3.22

**Comment**

**No objection**

## **6. PREMISES LICENCES**

Application number

PR202202-74746

Location

F51 Sports Park, Tontine Street, CT20 1SD

Activities

This is a new premise licence application for F51. Licensable activities include: Indoor sporting events, Boxing or wrestling entertainment, Live music, Recorded music, anything of a similar description to that falling within, Provision of late night refreshment, Supply of alcohol

Closing date

07/03/2022

**Comment**

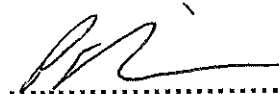
**The Committee supported the use of this building for the indoor activities however there was concern over the disruption outside lighting and noise would make to the surrounding area, the additional parking required and the supply of alcohol.**

## **7. GAMBLING STATEMENT OF PRINCIPALS CONSULTATION**

Councillors noted the consultation date.

## **6. DATE OF NEXT MEETING**

31<sup>st</sup> March 2022



..... Chairman

## Folkestone Town Council

**Minutes of the Planning Committee Meeting held on Thursday 31<sup>st</sup> March 2022 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.**

**PRESENT: Councillors Paul Bingham, Nicola Keen, Mary Lawes, Jackie Meade and Richard Wallace.**

**OFFICERS PRESENT:** Toni Brenchley (Assistant Clerk)

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Roger West and Jonathan Graham.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. PLANNING COMMITTEE MEETING 24<sup>th</sup> February 2022**

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 24<sup>th</sup> February 2022 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 24<sup>th</sup> February 2022 be received and that the Chairman of the meeting be authorised to sign them as a correct record.**

Proposed: Councillor Paul Bingham

Seconded: Councillor Jackie Meade

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

**4. PLANNING APPLICATIONS**

Cllrs noted the previous applications.

**5. PLANNING APPLICATIONS**

Application number	22/0372/FH
Location	Flat 1a, 9 Clifton Crescent
Proposal	Removal and replacement of 10 timber vertical sliding sash single glazed windows
Closing date	14.4.22
Comment	No objection
Application number	22/0413/FH
Location	12 Trimworth Road
Proposal	Single storey pitched roof extension following demolition of existing conservatory on rear extension
Closing date	6.4.22
Comment	No objection subject to neighbours' views

Application number	22/0401/FH
Location	2 - 5 Spring Terrace
Proposal	Removal of dangerous leaning chimneys and dividing parapet walls at roof level between Nos 2, 3, 4 and 5 Spring Terrace. Replacement of roofs with lightweight composite slate finish in place of existing concrete tiles. Reconstruction of the roof over No 5 as hipped roof.
Closing date	12.4.22
Comment	No objection subject to the views of the Conservation Officer
Application number	22/0324/FH
Location	3 & 5 Trinity Road
Proposal	The proposed conversion of No.3 Trinity Road from a single dwelling into 3No. self-contained flats, in conjunction with the existing 3No. flats at No.5 Trinity Road, including a three-storey rear extension to No.3, a single-storey rear extension to No.5, removal of a rear chimney stack, replacement UPVC/Powder coated sash windows & doors, plus associated alterations to both properties
Closing date	21.4.22
Comment	No objection subject to neighbours comments
Application number	22/0400/FH/PA
Location	38 Sandgate Road
Proposal	Determination as to whether the prior approval of the Local Planning Authority is required under Class G of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the change of use from Class (E) first floor storage area to 2 x 1 Bed 1 person self-contained flats Class (C3). Minor works to the ground floor access, with bin & cycle storage and the addition of 5 new windows to match existing on the first floor.
Closing date	8.4.22
Comment	Noted – the Committee is unhappy about increasing pressure on the Town's parking.
Application number	22/0408/FH



Location	5 St Georges Road
Proposal	Demolition of existing conservatory and erection of kitchen extension with glazed doors, sloped roof and enlarged kitchen window. Internal works to first and second floors.
Closing date	11.4.22
Comment	No objection
Application number	22/0421/FH
Location	Redmans, 22 Turketel Road
Proposal	Single storey porch extension to replace existing porch. Two storey side extension and relocation of garage
Closing date	11.4.22
Comment	No objection
Application number	22/0171/FH
Location	120 Sandgate Road
Proposal	Change of use of the ground floor (Class Use A1) and the two residential units above (Class Use C3) to use of the site as a dental practice across all 3 floors (Class Use E(e)).
Closing date	21.04.22
Comment	No objection
Application number	22/0405/FH
Location	Land Adjoining Unit 14 Barnfield Road, Park Farm Road
Proposal	Erection of two commercial units and associated parking
Closing date	12.4.22
Comment	Objection unless KCC's recommendations on parking etc are adopted.

## 6. LATE LIST

Application number	22/0449/FH
Location	5 Kingsnorth Gardens
Proposal	Erection of a single storey rear extension
Closing date	13.4.22
Comment	No objection
Application number	22/0450/FH
Location	5 Kingsnorth Gardens

Proposal	New side dormer, replacement rear dormer and minor alterations to the side fenestration
Closing date	14.4.22
Comment	No objection subject to neighbours' comments and there is no overlooking of the property.
Application number	22/0480/FH
Location	64 Guildhall Street, Upper Floors
Proposal	Change of use from 6 bedroom HMO with 6 tenants (C4) to 6 bedroom HMO with 8 tenants (Sui Generis)
Closing date	18.4.22
Comment	No objection providing all planning rules are followed

**7. PREMISES LICENCES**

There were no premises licences to be considered.

**8. DATE OF NEXT MEETING**

28<sup>th</sup> April 2022

  
 ..... Chairman

## Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 28<sup>th</sup> April 2022 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

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

**OFFICERS PRESENT:** Georgina Wilson (Executive Assistant)

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Mary Lawes and Jonathan Graham.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. PLANNING COMMITTEE MEETING 31<sup>st</sup> March 2022**

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 31<sup>st</sup> March 2022 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 31<sup>st</sup> March 2022 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Jackie Meade

Seconded: Councillor Nicola Keen

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

**4. PLANNING APPLICATIONS**

Cllrs noted the previous applications.

**5. PLANNING APPLICATIONS**

Application number	22/0589/FH
Location	31 Lucy Avenue
Proposal	Proposed two Storey Extension
Closing date	3.5.22
Comment	No objection

Application number	22/0287/FH
Location	7 Gainsborough Court, 22 Grimston Gardens
Proposal	Replacement of 2 windows
Closing date	11.5.22
Comment	No objection

Application number	22/0617/FH
Location	15 New Dover Road, Capel-Le-Ferne

Proposal	Proposed rear extension and front porch. Loft conversion with dormers on side elevations.
Closing date	5.5.22
Comment	No objection subject to neighbours' comments

Application number	22/0571/FH
Location	45 Coolinge Road
Proposal	Subdivision of maisonette into 2 separate flats
Closing date	12.5.22
Comment	No objection

**6. LATE LIST**

Application number	22/0325/FH
Location	West Park Farm North Retail Park, Park Farm Road
Proposal	Change of use from Class E to a flexible use for Class E or Class B8 (Storage or Distribution)
Closing date	14.5.22
Comment	No objection


Application number	22/0635/FH
Location	10 Clifton Crescent
Proposal	External redecoration and repair of the building.
Closing date	26.5.22
Comment	Support – the Town Council support the consistent cream and similar colours and white woodwork in Clifton Crescent and other nearby Victorian roads.

**7. PREMISES LICENCES**

There were no premises licences to be considered.

**8. DATE OF NEXT MEETING**

26<sup>th</sup> May 2022

 ..... Chairman

## Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 26<sup>th</sup> May 2022 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

**PRESENT:** Councillors Paul Bingham, Jonathan Graham, Nicola Keen, Jackie Meade, Richard Wallace and ~~Roger West~~

**OFFICERS PRESENT:** Liz Timmins - (Communities and Grants Officer)

**1. APOLOGIES FOR ABSENCE**

There were no apologies. *Roger West*

**2. APPOINTMENT OF CHAIRMAN**

**RESOLVED:** That Councillor P Bingham be appointed as Chairman for the 2022/23 municipal year.

Proposed: Councillor J Meade

Seconded: Councillor N Keen

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

**3. APPOINTMENT OF VICE CHAIRMAN**

**RESOLVED:** That Councillor R Wallace be appointed as Vice Chairman for the 2022/23 municipal year.

Proposed: Councillor J Meade

Seconded: Councillor N Keen

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

**4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5. PLANNING COMMITTEE MEETING 28<sup>th</sup> April 2022**

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 28<sup>th</sup> April 2022 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 28<sup>th</sup> April 2022 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor N Keen

Seconded: Councillor R Wallace

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

**6. REVIEW OF THE TERMS OF REFERENCE**

**RESOLVED:** That the terms of reference remain, although it was noted that only six Councillors are currently appointed to the Planning

Location	La Tavernatta, Leaside Court, Clifton Gardens, Folkestone, CT20 2ED
Proposal	Application to alter extract unit to rear of property with new extract unit
Closing date	26/05/2022
Comment	Object – subject to confirmation that the new extractor is quieter and more efficient in smell and noise reduction.
Application number	22/0625/FH
Location	Plot C1- Former Rotunda Amusement Park, Marine Parade, Folkestone
Proposal	Reserved matters application relating to layout, access, scale and appearance, public open spaces, landscaping and play space of Plot C1 as approved under application ref. Y17/1099/SH namely for the erection of buildings between 4 and 8 storeys comprising 110 flats and townhouses, 2 commercial units, associated car and cycle parking, landscaping and plant.
Closing date	02/06/2022
Comment	Object – There is not enough parking and is against policy T2
Application number	22/0628/FH
Location	111 Canterbury Road, Folkestone, CT19 5NR
Proposal	Application for formation of access onto highway by means of a dropped kerb onto a classified road with hardstanding for 2 vehicles.
Closing date	02/06/2022
Comment	Object – The space is insufficient for the length of a car.

## 8. PREMISES LICENCE

New premise licence application reference: PR202205-77746

Address: Pulp Fiction Wine Shop, 29 Rendezvous Street, CT20 1EY

Activities: Alcohol ON & OFF sales, premise has ground floor and basement retail space.

Last date for representations: 07/06/2022

Comment Noted

## 9. PLANNING APPEALS & RECONSULTATIONS

Planning Appeal - AP-6529 - 21/0992/FH/PA

Houghton House, 16 Radnor Park Road, Folkestone, CT19 5AU

Comment Noted

Planning Appeal - AP-6527 - 21/0777/FH

The Committee noted the extract from the Definitive Map of Public Rights of Way (Network Copy) showing Public Footpath HF13 in Folkestone and a larger scale map (1:1250) showing the proposed diversion. Views on this proposal will be made individually by the 30<sup>th</sup> May 2022.

**13. DATE OF NEXT MEETING**  
30<sup>th</sup> June 2022

  
..... Chairman

## Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 30<sup>th</sup> June 2022 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

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

**OFFICERS PRESENT:** Georgina Wilson - (Executive Assistant)

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Nicola Keen and Jonathan Graham.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. PLANNING COMMITTEE MEETING 26<sup>th</sup> May 2022**

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 26<sup>th</sup> May 2022 and to authorise the Chairman of the Committee to sign them as a correct record once an amendment had been made to show Cllr Roger West had sent his apologies.

**RESOLVED:** That the Minutes of the meeting of the Planning Committee held on 26<sup>th</sup> May 2022 be received and that the Chairman of the meeting be authorised to sign them as a correct record once the amendment had been made to show Cllr Roger West had sent his apologies.

Proposed: Councillor Paul Bingham

Seconded: Councillor Roger West

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

**4. PLANNING APPLICATIONS/LATE APPLICATIONS**

Application number:	22/0841/FH
Location:	Grand Suite, The Grand, The Leas
Proposal:	Change of use of Keppels Lounge and associated steward's room class Sui Generis (Formerly A4) to create a self-contained one-bedroom Flat (Class C3 Residential)
Closing date:	07/07/2022
<b>Comment</b>	<b>No objection subject to residents' comments.</b>

Application number:	22/0919/FH
Location:	Grand Suite, The Grand, The Leas
Proposal:	Listed building consent for the change of use of Keppels Lounge and associated steward's room class Sui Generis (Formerly A4) to create a self-contained one-bedroom Flat (Class C3 Residential)
Closing date:	07/07/2022



<b>Comment</b>	<b>No objection</b>
Application number:	22/0817/FH
Location:	Bus Shelter Opposite Lidl, Shellons Street
Proposal:	Installation of tree and water feature art work
Closing date:	01/07/2022
<b>Comment</b>	<b>No objection</b>
Application number:	22/0833/FH
Location:	49 Wear Bay Crescent
Proposal:	Crown reduction of Walnut T1 by 1 metre in height and 1 metre laterally subject to Tree Preservation Order No 15 of 2006
Closing date:	01/07/2022
<b>Comment</b>	<b>No objection subject to the comments of the Tree Officer</b>
Application number:	22/0884/FH
Location:	Pier Head Lighthouse, Folkestone Harbour, Harbour Approach Road
Proposal:	Listed building Consent for the retention of painted text artwork (poem) on west facing elevation for a temporary period of three years
Closing date:	14/07/2022
<b>Comment</b>	<b>No objection</b>
Application number:	22/0857/FH
Location:	20 Kings Road
Proposal:	Erection of single storey rear extension
Closing date:	03/07/2022
<b>Comment</b>	<b>No objection</b>
Application number:	22/0667/FH
Location:	33 Julian Road
Proposal:	Demolition of existing 3 bay garage block and erection of 2 x 3 bed semi-detached houses with off-road parking and gardens
Closing date:	05/07/2022
<b>Comment</b>	<b>Object on the basis that mature trees would have to be removed, the Committee requests that the Tree Officer visit to inspect the site.</b>
Application number:	22/0900/FH
Location:	Radnor Park Road
Proposal:	Continued display of artwork for a temporary period of 3 years.
Closing date	10/07/2022
<b>Comment</b>	<b>No objection</b>

Application number:	22/0901/FH
Location:	The Bayle
Proposal:	Continued display of artwork for a temporary period of 3 years.
Closing date:	21/07/2022
<b>Comment</b>	<b>No objection</b>
Application number:	33/0608/FH
Location:	Ground Floor Premises, 61 Tontine Street
Proposal:	Section 73 application for the variation/removal of conditions 3 (live music/entertainment), 4 (opening times) and 5 (cooking of food) of planning permission Y16/0564/SH (Change of use from retail (Class A1) to micropub (Class A4), together with alterations to the shopfront) to allow for live & amplified music, extend the hours and all for the introduction of a small kitchen.
Closing date:	21/07/2022
<b>Comment</b>	<b>No objection subject to neighbours' comments.</b>
Application number:	22/0914/FH
Location:	52 Wear Bay Road
Proposal:	Erection of a single storey front porch & garage extensions re-submission of 21/1307/FH
Closing date:	11/07/2022
<b>Comment</b>	<b>No objection</b>
Application number:	22/0753/FH
Location:	22-33 & 40-56 Guildhall Street
Proposal:	Outdoor hanging umbrellas and various other hanging products across the width of Guildhall Street. These umbrellas will hang from a cable attached to each building with bolts.
Closing date:	13/07/2022
<b>Comment</b>	<b>No objection</b>
Application number:	22/0897/FH
Location:	Wickes, Park Farm Road
Proposal:	1 no illuminated signs to the front, 3 non-illuminated signs to the front, 1 no illuminated sign to the flank of the building and 1 no internally illuminated totem sign.
Closing date:	15/07/2022
<b>Comment</b>	<b>No objection</b>
Application number:	22/0832/FH
Location:	136 Sandgate Road
Proposal:	Continued display of 'Holiday Home' artwork for a temporary period of 3 years

Closing date: 21/07/2022  
**Comment** **No objection**

Application number: 22/0747/FH  
Location: 1A Jointon Road  
Proposal: Proposed first floor extension  
Closing date: 21/07/2022  
**Comment** **No objection**

Application number 22/0942/FH  
Location Folkestone Harbour, Eastern Apron, Approach Road  
Proposal Temporary planning application of 8 years for all weather market units, hoarding, gates and repositioning of approved WC facilities ramp and steps. Proposed all weather umbrellas to approved cinema area

Closing date 13.7.22  
**Comment** **No objection**

Application number 22/0834/FH  
Location Land Opposite 100 Foord Road  
Proposal Continued display of Folkestone Triennial 2014 piece "Green / Light" for a temporary period of 3 years  
Closing date 16.7.22  
**Comment** **No objection**

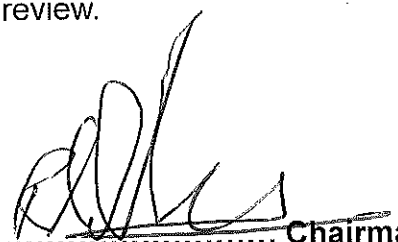
Application number 22/0858/FH  
Location Radnor Chambers, Cheriton Place  
Proposal Installation of U-PVC double-glazing to 6 residential Units.  
Closing date 18.7.22  
**Comment** **No objection**

**5. PREMISES LICENCE**

There were no premises licence applications to review.

**6. DATE OF NEXT MEETING**

28<sup>th</sup> July 2022

  
..... Chairman

## **Folkestone Town Council**

**Minutes of the Planning Committee Meeting held on Thursday 28<sup>th</sup> July 2022 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.**

**PRESENT: Councillors Jonathan Graham, Jackie Meade, Richard Wallace and Roger West.**

**OFFICERS PRESENT:** Toni Brenchley - (Assistant Clerk)

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Nicola Keen and Paul Bingham.

**2. DECLARATIONS OF INTEREST**

Councillor Richard Wallace declared an interest due to the being the Chair of Go Folkestone.

**3. PLANNING COMMITTEE MEETING 30<sup>th</sup> June 2022**

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 30<sup>th</sup> June 2022 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 30<sup>th</sup> June 2022 be received and that the Chairman of the meeting be authorised to sign them as a correct record.**

Proposed: Councillor Roger West  
Seconded: Councillor Jackie Meade  
Voting: F:4, Ag: 0, Ab: 0

**4. EMAIL FROM MARK HOURAHANE**

**RESOLVED: To send an additional comment with regard to application 22/0858/FH as follows:**

**This late Victorian building has been pointed out to us since the last hearing as being in the conservation area and the photos do show it as almost unspoilt with an array of different original windows. The Committee would refer it to the Conservation Officer as a test case for the nicer Victorian properties, especially those in the conservation areas. There is a case for the very visible front to be timber and mirror originals, but we are aware that the Council has both lost and won recent cases on UPVC replacements.**

Proposed: Councillor Richard Wallace  
Seconded: Councillor Roger West  
Voting: F:4, Ag: 0, Ab: 0

## 5. PLANNING APPLICATIONS

Application number: 22/0937/FH  
Location: 18 Tontine Street  
Proposal: Alterations to shopfront to include relocation of entrance door to Flat 1  
Closing date: 11.8.22  
Comment: No objection subject to neighbours' comments.

Application number: 22/0968/FH  
Location: Islamic Study Centre, 8A Foord Road South  
Proposal: Retrospective application for the installation of Folkestone Triennial 2022 piece - NUR  
Closing date: 2.8.22  
Comment: No objection

Application number: 22/1072/FH  
Location: 59 Royal Military Avenue  
Proposal: Erection of single storey side and rear extension  
Closing date: 6.8.22  
Comment: No objection subject to neighbours' comments.

Application number: 22/1103/FH  
Location: Folkestone Harbour Arm, Harbour Approach Road  
Proposal: Repositioning existing public toilets and erection of restaurant and bar (temporary permission for 8 years).  
Closing date: 3.8.22  
Comment: Object on the basis that the Committee cannot see where the public convenience have been located.

Application number: 22/1076/FH  
Location: Sainsburys, Park Farm Road  
Proposal: Advertisement consent for the display of illuminated projecting Starbucks sign.  
Closing date: 4.8.22  
Comment: No objection

Application number: 22/1070/FH/PA  
Location: 29 Manor Road  
Proposal: Determination as to whether the prior approval of the Local Planning Authority is required under Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for the change of use of existing building from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3) to provide 9 flats  
Closing date: 4.8.22

Comment	No objection subject to the correct spatial standards being followed and neighbours' comments.
Application number:	22/1035/FH
Location:	103 Dover Road
Proposal:	Erection of a single -storey & two-storey rear extension with rooflights.
Closing date:	6.8.22
Comment	No objection subject to neighbours' comments.
Application number:	22/1077/FH
Location:	Cheriton Parc House, Cheriton High Street
Proposal:	Conversion of Cheriton Parc House to 31 x one and two bedroom apartments and redevelopment of land to the rear to create a total of 43 dwellings (comprising 26 x 3 bedroom two storey dwellings and 17 x 4 bedroom 3 storey height townhouses) with associated landscaping and parking.
Closing date:	18.8.22
Comment	Object, firstly lack of affordable housing and unacceptable loss of trees and biodiversity. Also, over intensive for the area with no information of CIL money for local schools, doctors and infrastructure. Cllr R Wallace believed that the original tree cover was part of a jubilee donation scheme and requested a full tree planting schedule.
Application number:	22/1016/FH
Location:	Harbour Approach Road
Proposal:	Section 73 application for the variation of condition 2 (drawing numbers) to enable alterations to approved design, and submission of details to remove conditions 3 (foul drainage) and 5 (cycle parking) of planning permission 22/0298/FH
Closing date:	12.8.22
Comment	No objection but the Committee remains concerned about the capacity on the seafront due to the intensity of developments.

### **Amended**

Application number:	21/1552/FH
Location:	Edinburgh Suite, The Grand, The Leas
Proposal:	Listed Building Consent for works to reconfigure the existing living accommodation including the demolition of an internal wall and changes to door openings
Closing date:	3.9.22

Previous comment	Abstain - As there is no heritage statement regarding this Historical Building. Cllr J Meade – object as in order to change from holiday let to residential they need to prove that it has been marketed unsuccessfully for a minimum of a year and I can see no such information on the application. I would also expect some form of Heritage Statement. Cllr R Wallace - The Grand is a showpiece and even the sanitaryware should be replaced in Edwardian style to try and get back to the appropriate condition.
Comment	The Committee maintains their previous comment.

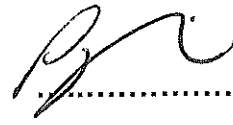
## 6. LATE PLANNING APPLICATIONS

Application number	22/1034/FH
Location	Maisonette 1, 45 Coolinge Road
Proposal	Subdivision of ground and lower ground floor maisonette into two self-contained flats (resubmission of 22/0571/FH) (previous FTC comment – no objection)
Closing date	12.8.22
Comment	No objection
Application number	22/1206/FH/TCA
Location	34 Westbourne Gardens
Proposal	Works to trees in a Conservation area comprising of the removal of T1 Ash and T2 Sycamore
Closing date	13.8.22
Comment	Object, the Committee don't want trees being removed in a conservation area.
Application number	22/0902/FH
Location	34 Guildhall Street
Proposal	Retention of the ground floor and basement for commercial use and conversion of the 1st and 2nd floor to a 1 bedroom residential flat (Re-submission of planning application Y19/0229/FH) (previous FTC comment – no objection)
Closing date	19.8.22
Comment	No objection

## 7. PREMISES LICENCE

There were no premises licence applications to review.

8. **DATE OF NEXT MEETING**  
25<sup>th</sup> August 2022



..... Chairman



## Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 25<sup>th</sup> August 2022 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

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

**OFFICERS PRESENT:** Liz Timmins - (Communities and Grants Officer)

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Jonathan Graham

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. PLANNING COMMITTEE MEETING 28<sup>th</sup> July 2022**

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 28<sup>th</sup> July 2022 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 28<sup>th</sup> July 2022 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Roger West

Seconded: Councillor Richard Wallace

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

**4. PLANNING APPLICATIONS**

Application number: 22/1253/FH  
Location: 8 Barracks Close  
Proposal: Erection of a first floor front extension, porch and changes to fenestration on the front elevation  
Closing date: 27.8.22  
Comment: **No objection**

Application number: 22/1256/FH  
Location: Tesco Stores Ltd, Cheriton High Street  
Proposal: Advertisement consent for signage including 5 x freestanding signs, 1 x banner unit, 1 x play land sign and 20 x dot signs  
Closing date: 26.8.22  
Comment: **No objection**

Application number: 22/1181/FH  
Location: 3 Wear Bay Crescent

Proposal:	Removal of Asbestos garage and rebuild in Brick / Block to double the size. Including a small office area on 1st floor
Closing date:	26.8.22
Comment	<b>No objection</b>
Application number:	22/0899/FH/TCA
Location:	Flat A, 86 Bouverie Road West
Proposal:	Works to trees in a Conservation area comprising of 1 x Cupressus Lleylandii to be felled.
Closing date:	31.8.22
Comment	<b>No objection</b>
Application number:	22/1282/FH
Location:	32 Shorncliffe Crescent
Proposal:	Erection of first floor extension to front of property
Closing date:	31.8.22
Comment	<b>No objection</b>
Application number:	22/0878/FH
Location:	48 Charlotte Street
Proposal:	Demolition of existing workshop buildings and erection of a three storey building containing 7 two bedroom flats, cycle store and refuse store with associated access, parking and landscaping (Resubmission of 21/1890/FH)
Closing date:	2.9.22
Comment	<b>No objection</b>
Application number:	22/1314/FH
Location:	3 & 5 Trinity Road
Proposal:	Addition of rear balconies to the first & third floors (Flat No.'s 5B & 3C) relating to planning permission 22/0324/FH.
Closing date:	1.9.22
Comment	<b>Object – the property is located in a Conservation area and will overlook neighbouring gardens.</b>
Application number:	22/1322/FH
Location:	Car Park, The Stade
Proposal:	Temporary Change of Use of Land for the Stationing of a Ice Cream Van for a three year period from the 1st of March to the 30th of September each year, between 2023 and 2026.
Closing date:	1.9.22
Comment	<b>Object – the location of the vehicle will cause queues of people forcing them into the road and would cause and obstruction to Emergency vehicles.</b>

Application number:	22/1227/FH
Location:	23 - 25 Wear Bay Crescent
Proposal:	Erection of two new dwellings with associated parking, bin, bike storage and amenity space
Closing date:	1.9.22
Comment	<b>No objection</b>
Application number:	22/1344/FH
Location:	22 Wear Bay Crescent
Proposal:	Demolition of existing single storey side extension and erection of a two storey side extension, internal alterations and basement extensions.
Closing date:	2.9.22
Comment	<b>No objection</b>
Application number:	22/1287/FH
Location:	12 Heritage Road
Proposal:	Hip to gable and rear dormer addition to add extra bedroom and ensuite
Closing date:	2.9.22
Comment	<b>No objection</b>
Application number:	22/1308/FH
Location:	Folkestone Harbour, Pedestrian Area, The Stade
Proposal:	Planning permission for two mobile food units to occupy flexible pitch positions (total 6 pitch positions) during daylight hours on a seasonal basis.
Closing date:	2.9.22
Comment	<b>Object – FTC maintains its previous objection to having 6 mobile units on this site, stating it would be over intensive leading to dangerous overcrowding on an important Heritage site.</b>
Application number:	22/1259/FH
Location:	17 Montgomery Way
Proposal:	Erection of a 3 bedroom 2 storey dwelling.
Closing date:	7.9.22
Comment	<b>No objection</b>
Application number:	22/1374/FH
Location:	14 Wells Road
Proposal:	Demolition of detached garage and rear addition and the erection of single storey rear and side extension
Closing date:	7.9.22
Comment	<b>Unable to comment as documents would not open on website.</b>

Application number:	22/1133/FH
Location:	Mermaid Beach, Marine Walk
Proposal:	The permanent siting of a mobile sauna (converted horse box) on the promenade adjacent to mermaid beach.
Closing date:	7.9.22
Comment	<b>Object – the unit poses a risk of fire and pollution.</b>
Application number:	22/1379/FH/TCA
Location:	Augusta Gardens, Open Gardens, Sandgate Road
Proposal:	Works to trees in a Conservation area comprising of T1 Holly, T2 Birch, T4 Whitebeam fell and ground stumps of all 3 trees, T8 Holly Fell at height of 3 metres, T7 Norway Maple crown lift to 3 metres and T9 Sycamore crown lift to 1.5-2 metres
Closing date:	10.9.22
Comment	<b>Object – 3 trees are being felled with no replacements have been proposed.</b>
Application number:	22/1382/FH/TCA
Location:	Grimston Gardens Open Space, Grimston
Gardens	
Proposal:	Works to trees in a Conservation area comprising of T2 Sycamore: Reduce crown to above woodpecker hole which leaves the remaining tree approximately at 7m height and T4 Ash: Remove living branch arising at height 3m(diameter 20cm) with dead spire above and ascending eastwards over the public way of Grimston Gardens
Closing date:	10.9.22
Comment	<b>No objection – subject to the views of the Tree Officer</b>
Application number:	22/1383/FH/TCA
Location:	Terlingham Gardens, The Leas
Proposal:	Works to trees in a Conservation area comprising of T1 Ash fell, T3 Lime Tree raise crown to height of 5m over carriageway and balance the existing crown throughout the tree to a similar height of 5m, G2 Sycamore seedlings to be removed, Hollies removal of lower growth to maintain tree form, T6 Cherry Plum remove lower growth to maintain tree form
Closing date:	10.9.22
Comment	<b>Object – trees are being felled with no replacements have been proposed.</b>
Application number:	22/1384/FH/TCA
Location:	Trinity Gardens Open Space, Bouverie Road West

Proposal: Works to trees in a conservation area comprising of T3 Holm remove, T4 Sycamore pollard at height of 8 metres and G6 Sycamores crown lift to 3-4 metres in height

Closing date: 10.9.22

Comment: **Object – trees are being felled with no replacements have been proposed.**

Application number: KCC/FH/0152/2022 – FH/21/0320

Location: Harcourt Primary School, Biggins Wood Road

Proposal: Proposed change to permitted construction hours to allow works to take place on Saturdays from 1300 to 1630 hours pursuant to Condition 3 of planning permission FH/21/0320

Closing date: 25.8.22

Comment: **Object – the extra work should take place during the school holidays.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Jackie Meade

Voting: F:3, Ag:0, Ab: 2

## 5. LATE PLANNING APPLICATIONS

Application number 22/1381/FH/TCA

Location Clifton Gardens Open Space, Clifton Garden

Proposal: Works to trees in a Conservation area comprising of T1 Holm Oak removal of lower limb fork, T2 Laburnum removal of dead half of tree, T3 Sycamore removal of epicormic shoot to height of 2 metres, G7 Holm Oaks no works proposed

Closing date 16.9.22

Comment: **No objection – subject to the views of the Tree Officer**

Application number 22/1234/FH

Location 1 Majestic Parade, Sandgate Road

Proposal: Section 73 application for the variation of conditions 2 (submitted plans & 3 (hours of use for external seating) of planning permission 20/1072/FH Application for the continued use of premises as restaurant to allow for changes to the front enclosed seating area and the hours of outside seating.

Closing date 12.9.22

Comment: **No objection**

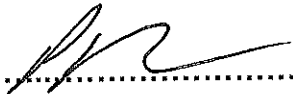
Application number:	21/1552/FH
Location:	Edinburgh Suite, The Grand, The Leas
Proposal:	Listed Building Consent for works to reconfigure the existing living accommodation including the demolition of an internal wall and changes to door openings
Closing date:	3.9.22
Previous comment	Abstain - As there is no heritage statement regarding this Historical Building. Cllr J Meade – object as in order to change from holiday let to residential they need to prove that it has been marketed unsuccessfully for a minimum of a year and I can see no such information on the application. I would also expect some form of Heritage Statement. Cllr R Wallace - The Grand is a showpiece and even the sanitaryware should be replaced in Edwardian style to try and get back to the appropriate condition.
Comment	<p><b>Object – By F&amp;HDC agreeing to the listed building consent it is agreeing to the change of use by default.</b></p> <p>Proposed: Councillor Nicola Keen          Seconded: Councillor Jackie Meade          Voting: F:5, Ag:0, Ab: 0</p>

**6. PREMISES LICENCE**

There were no premises licence applications to review.

**7. DATE OF NEXT MEETING**

29<sup>th</sup> September 2022

..... Chairman

## Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 29<sup>th</sup> September 2022 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

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

**OFFICERS PRESENT:** Toni Brenchley - (Assistant Clerk)

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Jackie Meade.

**2. DECLARATIONS OF INTEREST**

Councillor Paul Bingham declared an interest in application 22/1454/FH as he is a member of the Church Watch Team.

**3. PLANNING COMMITTEE MEETING 25<sup>th</sup> August 2022**

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 25<sup>th</sup> August 2022 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 25<sup>th</sup> August 2022 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Roger West

Seconded: Councillor Paul Bingham

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

**4. PLANNING APPLICATIONS**

Application number:	22/1280/FH
Location:	5 Alexandra Gardens
Proposal:	Erection of a canopy
Closing date:	30.9.22
Comment	No objection

Application number:	22/1447/FH
Location:	Land adjoining Unit 6, Barnfield Business Park
Proposal:	Section 73 application for the variation of details pursuant to condition 23 (BREEAM standard) for planning permission 21/2119/FH (Erection of 30 Industrial Unit arrange in five blocks, comprising Industrial Processes (Class Eg(iii)), General Industry (B2) and Storage and Distribution (Class B8) together with associated parking and landscaping) to reword the condition.

Closing date:	13.10.22
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Comment	No objection on employment grounds but concerned about accumulative affect of extra traffic especially so close to schools. Landscaping shown on drawings shows trees along the frontage which the Committee expects to see.
Application number:	22/1455/FH
Location:	Bayle Court, The Parade
Proposal:	Alterations to roof of building to accommodate one two-bedroom flat and three one-bedroom flats within the roof space.
Closing date:	13.10.22
Comment	No objection subject to neighbours comments. Cllr Keen objected.
Application number:	22/0909/FH
Location:	44 Charlotte Street
Proposal:	Redevelopment of commercial yard to deliver 2x2 bedroom dwelling houses.
Closing date:	30.9.22
Comment	No objection however Cllr Keen objected as it hasn't been marketed as a commercial property for 12 months.
Application number:	22/1492/FH
Location:	14 Bluebell Gardens
Proposal:	Felling of 3 Leylandi trees and replaced with appropriate indigenous broad leafy trees subject to tree preservation order no 01 of 1972.
Closing date:	3.10.22
Comment	No objection provided they are replaced by at least three trees.
Application number:	22/1489/FH
Location:	131 Shorncliffe Road
Proposal:	Bedroom window to southeast elevation
Closing date:	5.10.22
Comment	No objection
Application number:	22/1514/FH
Location:	68 Cherry Garden Lane
Proposal:	Proposed side extension to garage to connect to dwelling
Closing date:	7.10.22
Comment	No objection
Application number:	22/1441/FH
Location:	33 Wear Bay Road
Proposal:	Section 73 application for the variation of condition 2 (submitted plans) of planning permission



	21/0843/FH (demolition of garage and erection of single storey side extension, rear terrace and replacement roof with rooflights) to accommodate an increase in size and height of the roof to accommodate photovoltaic cells and a reduction in height of the rear terrace
Closing date:	9.10.22
Comment	No objection subject to the views of neighbours.
Application number:	22/1585/FH/TCA
Location:	54 Bouverie Road West
Proposal:	Works to trees in a Conservation area comprising of complete removal of T1 Weeping Larch
Closing date:	14.10.22
Comment	No objection subject to the views of the Tree Officer.

## 5. LATE PLANNING APPLICATIONS

Application number:	22/1521/FH
Location:	15 Browning Place
Proposal:	Erection of a rear extension
Closing date:	14.10.22
Comment	No objection subject to neighbours views.
Application number:	22/1454/FH
Location:	St Mary and St Eanswythe Church
Proposal:	Installation of 10 external CCTV cameras to be fitted to the building
Closing date:	27.10.22
Comment	The Committee supports this application.
Application number:	22/1541/FH
Location:	1 White Cliff Way
Proposal:	Erection of first floor extension above existing ground floor extension
Closing date:	16.10.22
Comment	No objection
Application number:	22/1542/FH
Location:	21 Morehall Avenue
Proposal:	The erection of a single storey infill extension with accompanying rooflights and new first floor dormer
Closing date:	19.10.22
Comment	No objection subject to neighbours views.
Application number:	22/1501/FH
Location:	Land to the west of 10 Gainsborough Close, Cheriton

Proposal:	Erection of a detached two storey, three-bedroom house
Closing date:	19.10.22
Comment	No objection by the Committee is very concerned there are four bathrooms in a home of this size at a time when we are supports to be conserving water. Is this intended for an HMO?

## 6. PREMISES LICENCE

Licence Application reference – PR202209-82165

Address – McDonalds Restaurant, Cheriton High Street, CT19 4QJ

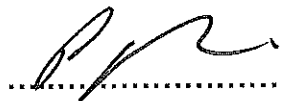
Activities –To carry on or propose to carry on a business which involves the use of the premises for licensable activities for the provision of late night refreshment. Opening hours Monday to Sunday 05:00-05:00 with late night refreshment Monday to Sunday 23:00-05:00

Last date for representations – 13/10/2022

Comment	The Committee objects on the basis that this will only worsen the already expected traffic chaos by adding sit in trade. The Committee recall this being a drive through and not a restaurant.
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## 7. DATE OF NEXT MEETING

27<sup>th</sup> October 2022

..... Chairman

SIGNED

## 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, 17 February 2022 at 7.00 p.m.**

**PRESENT:** Councillors D Brook, R Field, P Gane, D Horton, D Jeffrey, M Lawes, T Prater (Chair) and B Walker.

**ABSENT:**

**OFFICERS PRESENT:** P Cross (Finance Officer).

### **1454. APOLOGIES FOR ABSENCE**

Apologies received from Cllr M Keutenius, Cllr C McConville and the Town Clerk.

### **1455. DECLARATIONS OF INTEREST**

Declarations of interest in respect of item 4 – Schedule of Payments were received from Cllr D Jeffrey, as a member of the Kent Pensions Fund Board, and Cllr P Gane, as a recipient of a reimbursement.

### **1456. MINUTES**

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 16 December 2021.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 16 December 2021 be received and signed as a correct record.**

Proposed: Councillor P Gane

Seconded: Councillor B Walker

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

### **1457. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments made between 1 December 2021 and 31 January 2022.

**RESOLVED: That the Schedule of Payments for the period 1 December 2021 and 31 January 2022 be approved.**

Proposed: Councillor D Brook

Seconded: Councillor D Horton

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

**1458. BUDGET MONITORING STATEMENT 2021/22**

The budget monitoring statement to the 31 January 2022 was received by the Committee.

It was noted that the sum of £1,030 remained in the 'Lunches for Children' reserve, although it was understood that this scheme would no longer be continued. It was therefore requested that full Council consider moving this sum to another reserve, such as 'Christmas Gifts for Children'.

**RESOLVED: That the Budget Monitoring Statement to 31 January 2022 be approved.**

Proposed: Councillor P Gane

Seconded: Councillor D Brook

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

**1459. BANK RECONCILIATION**

The Committee received the bank reconciliation statement as at 31 January 2022.

**RESOLVED: That the Bank Reconciliation Statement as at 31 January 2022 be approved.**

Proposed: Councillor D Brook

Seconded: Councillor B Walker

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

**1460. APPOINTMENT OF INTERNAL AUDITOR**

The Committee was asked to approve the appointment of the internal auditor for 2021/22.

**RESOLVED: That KALC's recommended auditor, David Buckett, be appointed as the 2021/22 Internal Auditor.**

Proposed: Councillor P Gane

Seconded: Councillor D Horton

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

**1461. WARD GRANTS**

A list of ward grants approved by the Town Clerk between 1 December 2021 and 31 January 2022 was provided for the Committee's information and duly noted.

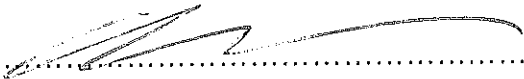
**1462. WARD GRANT BALANCES 2021/22**

A list of ward grant balances available to each Councillor as at 4 February 2022 was provided for the Committee's information and duly noted.

**1463. DATE OF NEXT MEETING**

**Thursday, 21 April 2022 @ 7.00pm**

The meeting concluded at 7.15pm

Chairman.....

Date.....21/4/2022

## **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, 21 April 2022 at 7.00 p.m.**

**PRESENT:** Councillors P Gane, M Lawes, M Keutenius, C McConville (Chair), T Prater and B Walker.

**ABSENT:** Councillors D Brook, R Field and D Jeffrey.

**OFFICERS PRESENT:** P Cross (Finance Officer).

### **1464. APOLOGIES FOR ABSENCE**

Apologies received from Cllr D Horton and the Town Clerk.

### **1465. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **1466. MINUTES**

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 17 February 2022.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 17 February 2022 be received and signed as a correct record.**

Proposed: Councillor B Walker

Seconded: Councillor M Lawes

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

### **1467. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments made between 1 February 2022 and 31 March 2022.

**RESOLVED: That the Schedule of Payments for the period 1 February 2022 to 31 March 2022 be approved.**

Proposed: Councillor T Prater

Seconded: Councillor M Keutenius

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

**1468. BUDGET MONITORING STATEMENT 2021/22**

The budget monitoring statement to the 31 March 2022 was received by the Committee.

**RESOLVED: That the Budget Monitoring Statement to 31 March 2022 be approved.**

Proposed: Councillor P Gane

Seconded: Councillor B Walker

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

**1469. BANK RECONCILIATION**

The bank reconciliation statement as at 31 March 2022 was noted by the Committee.

**1470. WARD GRANTS**

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

**1471. WARD GRANT BALANCES 2022/23**

A list of ward grant balances available to each Councillor as at 1 April 2022 was provided for the Committee's information and duly noted.

**1472. PLAY PARKS TENDER**

A draft of the proposed Invitation to Quote Instruction Document was presented to the Committee. It was noted that there was a typographical error on the date at the top of page 4.

**RESOLVED: That the Quality Evaluation should be amended to include environmental considerations, which would include local sourcing of materials, sustainability, etc. The sub criteria shown in paragraph 2.2.3 should therefore be adjusted to the following:**

<b>Q1: Evidence of experience</b>	<b>20%</b>
<b>Q2: Contractor processes</b>	<b>15%</b>
<b>Q3: Environmental considerations</b>	<b>15%</b>
<b>Q4: CVs</b>	<b>10%</b>
<b>Total Quality Ratio</b>	<b>60%</b>

Proposed: Councillor T Prater

Seconded: Councillor M Keutenius

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

**RESOLVED:** It should be made clear within the documents that tenders from companies with any connection to Russia, including financial backing, will not be considered.

Proposed: Councillor C McConville

Seconded: Councillor P Gane

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

**RESOLVED:** That, subject to the above amendments, the Invitation to Quote Instruction Document be approved and the tender proceed.

Proposed: Councillor P Gane

Seconded: Councillor M Keutenius

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

**1473. CIVIC CHAIN OF OFFICE AND CAR**

The Committee was asked to consider whether the civic chain of office should be kept for certain special occasions only, such as Royal Visits, Mayor Making or when Robes and the Mace are required; thus protecting the chain for future generations and saving on resource costs.

There was much discussion including the impact that reducing the use of the chain would have on school visits, community events, etc., whether savings could be made and other issues such as the insecure clasp on the chain and difficulties with charging the electric civic vehicle.

**RESOLVED:** That, use of the civic chain should continue as normal at present. A full report, including all related costs, should be brought back to the Committee covering the following:

adapting the clasp on the chain,

having a replica chain made and how much officer time this would save,

how the issues with charging the electric vehicle are being addressed,

the effect on public relations of limiting use of the chain.

Proposed: Councillor P Gane

Seconded: Councillor B Walker

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

**1474. DATE OF NEXT MEETING**

**Thursday, 16 June 2022 at 7.00pm**

The meeting concluded at 7.45pm

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, 16<sup>th</sup> June 2022 at 7.00 p.m.**

**PRESENT:** Councillors Abena Akuffo-Kelly, David Horton, Dylan Jeffrey, Peter Gane, Mary Lawes, Connor McConville (Chair), Tim Prater and Belinda Walker.

**ABSENT:** Councillor Dan Brook

**OFFICERS PRESENT:** Jennifer Childs (Town Clerk)  
Phil Cross (Finance Officer)

### **1475. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Ray Field and Jonathan Graham

### **1476. APPOINTMENT OF CHAIRMAN**

Nominations for the appointment of Chairman of the Finance and General Purposes Committee for the 2022/23 Municipal Year were sought.

**RESOLVED: That Councillor Connor McConville be appointed Chairman of the Finance and General Purposes Committee for the 2022/23 Municipal Year.**

Proposed: Councillor Belinda Walker

Seconded: Councillor David Horton

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

### **1477. APPOINTMENT OF VICE CHAIRMAN**

Nominations for the appointment of Vice Chairman of the Finance and General Purposes Committee for the 2022/23 Municipal Year were sought.

**RESOLVED: That Councillor Tim Prater be appointed as Vice Chairman of the Finance and General Purposes Committee for the 2022/23 Municipal Year.**

Proposed: Councillor Connor McConville

Seconded: Councillor Peter Gane

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

### **1478. DECLARATIONS OF INTEREST**

Councillors Peter Gane, Tim Prater and Connor McConville declared an interest in the play park tenders as twin-hatted councillors.

**1479. MINUTES**

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 21 April 2022.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 21 April 2022 be received and signed as a correct record.**

Proposed: Councillor Connor McConville

Seconded: Councillor Tim Prater

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

**1480. 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 Tim Prater

Seconded: Councillor Belinda Walker

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

**1481. WORKING GROUPS 2022/23**

The Committee was asked to note and approve nominations for the membership of the Folkestone & Hythe District Council/Folkestone Town Council Working Group for the 2022/23 Municipal Year.

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

Proposed: Councillor Peter Gane

Seconded: Councillor David Horton

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

**1482. STANDING ORDER 18 AMENDMENT**

The Town Clerk advised that NALC had updated SO18 (financial controls and procurement) to bring it into line with the procurement position post-Brexit.

**RESOLVED: That amended Standing Order 18 be adopted.**

Proposed: Councillor Tim Prater

Seconded: Councillor Connor McConville

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

**1483. PLAY PARK TENDERS**

The Town Clerk distributed Report F/22/316 and advised that four tenders were received via the Kent Business Portal and opened and evaluated on 16<sup>th</sup> June by the Town Clerk, the Communities & Grants Officer, Councillor McConville and Adrian Lockwood of Martello Building Consultancy Ltd, who acted as consultants in the tender process.

**RESOLVED: To receive Report F/22/316 and approve the appointment of bidder 1 with a tender value of £229,023**

Proposed: Councillor Connor McConville

Seconded: Councillor Peter Gane

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

**1484. CIVIC CHAIN OF OFFICE AND CAR**

The Committee debated report F/22/311 and asked that a replica chain be considered as a possible growth item in the future.

**RESOLVED: To receive and note Report F/22/311 and adopt option b, thus amending the Mayoral Protocol to make more use of the Badge of Office and capping the Town Sergeant's time accompanying the Mayor in Chain of Office at 700 hours per annum.**

Proposed: Councillor Tim Prater

Seconded: Councillor Peter Gane

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

**1485. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments made between 1 April 2022 and 31 May 2022.

**RESOLVED: That the Schedule of Payments for the period 1 April 2022 to 31 May 2022 be approved.**

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

**1486. BUDGET MONITORING STATEMENT 2022/23**

The budget monitoring statement to the 31 May 2022 was received by the Committee.

**RESOLVED: That the Budget Monitoring Statement to 31 March 2022 be approved.**

Proposed: Councillor Connor McConville

Seconded: Councillor David Horton

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

**1487. BANK RECONCILIATION**

The bank reconciliation statement as at 31 May 2022 was noted by the Committee.

**1488. WARD GRANTS**

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

**RESOLVED: That the Town Clerk prepare a report reviewing and providing options for how councillors' accumulated ward grant funds are treated.**

Proposed: Councillor Dylan Jeffrey

Seconded: Councillor Connor McConville

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

**1489. WARD GRANT BALANCES 2022/23**

A list of ward grant balances available to each Councillor as at 31 May 2022 was provided for the Committee's information and duly noted.

**1490. DATE OF NEXT MEETING**

**Thursday, 1<sup>st</sup> September 2022 at 7.00pm**

The meeting concluded at 8.00pm

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, 1<sup>st</sup> September 2022 at 7.00 p.m.**

**PRESENT:** Councillors Ray Field, Peter Gane, Mary Lawes, Connor McConville (Chair), Belinda Walker and Richard Wallace (attending as substitute for Dylan Jeffrey).

**ABSENT:** Councillors Abena Akuffo-Kelly and Dan Brook

**OFFICER PRESENT:** Phil Cross (Finance Officer)

### **1491. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Jonathan Graham, David Horton, Dylan Jeffrey and Tim Prater.

### **1492. DECLARATIONS OF INTEREST**

Councillor Mary Lawes declared an interest in item 10 (Southern Way Play Park) as a member for Harbour Ward.

### **1493. MINUTES**

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 16 June 2022.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 16 June 2022 be received and signed as a correct record.**

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

### **1494. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments made between 1 June 2022 and 31 July 2022.

**RESOLVED: That the Schedule of Payments for the period 1 June 2022 to 31 July 2022 be approved.**

Proposed: Councillor Connor McConville

Seconded: Councillor Mary Lawes

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

**1495. BUDGET MONITORING STATEMENT 2022/23**

The budget monitoring statement to the 31 July 2022 was received by the Committee.

**RESOLVED: That the Budget Monitoring Statement to 31 July 2022 be approved.**

Proposed: Councillor Connor McConville

Seconded: Councillor Peter Gane

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

**1496. BANK RECONCILIATION**

The bank reconciliation statement as at 31 July 2022 was noted by the Committee.

**1497. WARD GRANTS**

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

**1498. WARD GRANT BALANCES 2022/23**

A list of ward grant balances available to each Councillor as at 31 July 2022 was provided for the Committee's information and duly noted.

**1499. UNSPENT WARD GRANT BALANCES**

Councillors received and noted report F/22/317 on how unspent ward grants are dealt with at the end of each financial year.

**RESOLVED: That the matter should be considered at Full Council after the May 2023 elections, as any decision would not impact the current Council.**

Proposed: Councillor Peter Gane

Seconded: Councillor Mary Lawes

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

**1500. SOUTHERN WAY PLAY PARK**

It had recently come to notice that Southern Way Play Park, which formed part of the agreement with Folkestone & Hythe District Council, was in fact the property of Southern Water and the District Council had no legal interest in this land. Southern Water had agreed, subject to internal approval, to draft a service agreement allowing the Town Council to manage the park. The Finance Officer updated the Committee on the latest developments and presented an initial draft agreement provided by Southern Water. The Committee was requested to give permission to proceed with a formal agreement which would then be presented to Full Council for consideration.

The Committee was particularly concerned that the draft only required the Grantor to give three months' notice of termination. Southern Water will be asked to reconsider this and give at least twelve months' notice. It was also suggested that Southern Water should be asked for a contribution towards the maintenance of the Park.

**RESOLVED: That a formal agreement be prepared and presented to Full Council for consideration.**

Proposed: Councillor Peter Gane

Seconded: Councillor Connor McConville

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

**1501. DATE OF NEXT MEETING**

**Thursday, 20<sup>th</sup> October 2022 at 7.00pm**

The meeting concluded at 7.50pm

Chairman.....

Date.....

## **FOLKESTONE TOWN COUNCIL**

**Minutes of the Community Services Committee meeting held at the Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 1<sup>st</sup> February 2022 at 7pm.**

**Present:** Councillors Abena Akuffo – Kelly, Ann Berry, Peter Gane, Nicola Keen and Roger West (Chair).

**In attendance:** Vicky Deakin, Communities & Events Officer

### **1172. APOLOGIES FOR ABSENCE**

Apologies from Councillors Paul Bingham were received and approved.

### **1173. DECLARATIONS OF INTEREST**

None

### **1174. MINUTES**

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 10<sup>th</sup> October 2021 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 10<sup>th</sup> October 2021 be received and signed as a correct record.

Proposed: Councillor Nicola Keen

Seconded: Councillor Peter Gane

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

### **1175. CHRISTMAS LIGHTING AND FESTIVITIES**

The Communities and Events Officer updated the Committee on feedback from the Christmas 'Big Switch On' event on 6<sup>th</sup> November 2021 and presented initial proposals for the 2022 event.

After some discussion Members suggested the following:

- That the annual Festive Parade include pre-recorded festive music and Carols with the C & E Officer pursuing the possibility of involving the Rotary Club of Folkestone with their Father Christmas & Float.
- Replace the cloth tote gift bags with branded smaller paper bags to include items such as small neon glow sticks, branded bubbles and crayons.
- FTC consider / pursue the viability of delivering a Christmas market on Guildhall Street for the full day on the date of the Christmas 'Switch On' event.

### **1176. TOURISM WEBSITE**

The Communities & Events Officer undated the Committee regarding the overall performance of the Visit Folkestone and Hythe tourism website, which launched in May 2018, and the target audience reached in the last 9 months with the feedback which had been received. A soft relaunch is proposed ahead of the Easter holiday this year.

Members were informed of a tourism website content call - out that FTC are



currently conducting and communicating to all local tourism service providers offering the opportunity to update existing images and copy or provide brand new content to be published free of charge.

#### **1177. ANNUAL KWIK CRICKET TOURNAMENT**

The Committee were asked to consider approving this annual sports event to be organised for 2022 after the success and gratitude from all schools involved with the 2021 tournament.

**RESOLVED: That the annual event be organised for a date convenient for primary schools to take part in May 2022 funded by the Youth Facilities Budget.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Peter Gane

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

#### **1178. AIR SHOW / ARMED FORCES DAY BUDGET 2022 / 23**

The Communities & Events Officer reported that the Council had agreed £22,800 for the Air Show / Armed Forces Day 2022 event, however FTC is developing an application to host the 2023 National Armed Forces Day and are therefore planning a small - scale event for 2022. Members therefore considered reallocating the currently agreed funds to new budget codes and

**RESOLVED: That providing FTC's funding support is acknowledged on all projects including those led by F & HDC with the installation of plaques at The Leas flowerbed planting site(s), the £22,800 budget Council agreed for 2022/23 should be reallocated viring to new budget codes where required as follows:**

Air Show (FHDC Match Funding)	£4000
Armed Forces Day	£3800
QPJ - Beacons Event	£3000
QPJ – Canopy for the Reign	£6000
QPJ – Leas Flowerbed (FHDC Match Funding)	£6000

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

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

Members asked that the C & E Officer pursue the possibility of those schools, community & faith groups, youth organisations etc. that do not have sufficient / viable space to accommodate trees as part of the 'Canopy for the Reign', instead to have a large pot planted with a Queen Elizabeth Rose (both provided by FTC) to acknowledge the Queens Platinum Jubilee to ensure a fully inclusive initiative.

The C & E Officer was also asked to pursue the viability of trees being planted in the verge on the Birkdale Drive roundabout as part of the scheme.

#### **1179. ARMED FORCES DAY**

The Communities & Events Officer updated the Committee on the plans for FTC to host a lunch for local Veterans, Cadets and Military charity representatives this to acknowledge this years Armed Forces Day on Saturday 25<sup>th</sup> June 2022, with an agreed budget of £3,800.

**Noted**

**1180. SUMMER OVER STREET UMBRELLAS STREET PROJECT**

The Communities & Events Officer briefed the Committee on a proposal for an over street umbrella installation on Guildhall Street supported by local businesses, the Town Team and championed by Cllr Mary Lawes. The project is estimated to cost £17,000 ex VAT in the first year and £13,000 ex VAT per annum.

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

Proposed: Councillor Peter Gane

Seconded: Councillor Abena Akuffo - Kelly

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

**1181. ARTWORK**

The Committee considered providing support for an application from local business MPL Group to the District Council's High Street Fund to install a new piece of artwork on the rear and side of their property in Rendezvous Street.

Further to Members reviewing the artists impression of the draft artwork it was

**RESOLVED: That FTC support the application in principle based on a less dramatic and more sympathetic design for Folkestone than that of the current proposal being installed.**

Proposed: Councillor Peter Gane

Seconded: Councillor Abena Akuffo-Kelly

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

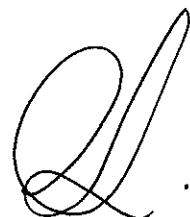
**1182. FOLKESTONE MUSEUM REPORT CS/22/304**

The Committee received and noted report CS/22/304.

**1183. DATE OF NEXT MEETING**

5<sup>th</sup> April 2022 @ 7pm (provisional)

Meeting concluded at 7.40pm



Cllr Nicola Ken

## FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Hall,  
1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 5<sup>th</sup> April 2022 at 7pm.

Present: Councillors Abena Akuffo – Kelly, Ann Berry, Paul Bingham, Peter Gane and Nicola Keen (Chair).

In attendance: Vicky Deakin, Communities & Events Officer

### 1184. APOLOGIES FOR ABSENCE

Apologies from Councillor Roger West were received and approved.

### 1185. DECLARATIONS OF INTEREST

Councillor Paul Bingham declared a personal interest in Item 4.

### 1186. MINUTES

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 1<sup>st</sup> February 2022 and to authorise the Chairman of the Committee to sign them as a correct record.

**RESOLVED:** That the minutes of the meeting held on the 1<sup>st</sup> February 2022 be received and signed as a correct record.

Proposed: Councillor Ann Berry

Seconded: Councillor Abena Akuffo-Kelly

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

### 1187. FOLKESTONE MUSEUM REPORT CS/22/309

The Committee received and noted report CS/22/309. Members asked that the Town Clerk arrange for Darran Cowd (Curator) to be invited to present the next Museum Report at the meeting on 7th June 2022.

### 1188. COMMUNITIES & EVENTS OFFICER REPORT CS/22/310

The Committee received and noted report CS/22/310.

**RESOLVED:** That the annual town centre Christmas 'Switch On' event, parade and festivities is held on Saturday 19<sup>th</sup> November.

Proposed: Councillor Nicola Keen

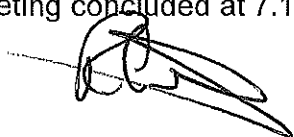
Seconded: Councillor Peter Gane

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

### 1189. DATE OF NEXT MEETING

7<sup>th</sup> June 2022 @ 7pm (provisional)

Meeting concluded at 7.12pm



## **FOLKESTONE TOWN COUNCIL**

**Minutes of the Community Services Committee meeting held at the Town Hall,  
1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 7<sup>th</sup> June 2022 at 7pm.**

**Present:** Councillors Ann Berry (arrived at 7.02pm), Peter Gane, Nicola Keen,  
Michelle Keutenius and Roger West.

**In attendance:** Vicky Deakin, Communities & Events Officer

### **1190. APOLOGIES FOR ABSENCE**

Apologies from Councillor Paul Bingham were received and approved.

### **1191. APPOINTMENT OF CHAIRMAN**

**RESOLVED:** That Councillor Roger West be appointed as Chairman of  
the Committee for the 2022/23 Municipal Year.

Proposed: Councillor Peter Gane  
Seconded: Councillor Nicola Keen  
Voting: F:4, Ag:0, Ab:0

### **1192. APPOINTMENT OF VICE CHAIRMAN**

**RESOLVED:** That Councillor Michelle Keutenius be appointed as  
VICE Chairman of the Committee for the 2022/23 Municipal Year.

Proposed: Councillor Nicola Keen  
Seconded: Councillor Peter Gane  
Voting: F:4, Ag:0, Ab:0

Cllr Ann Berry arrived at this juncture.

### **1193. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **1194. MINUTES**

The Committee were asked to receive the Minutes of the meeting of the  
Community Services Committee held on 5<sup>th</sup> April 2022 and to authorise the  
Chairman of the Committee to sign them as a correct record.

**RESOLVED:** That the minutes of the meeting held on the 5<sup>th</sup> April 2022 be  
received and signed as a correct record.

Proposed: Councillor Peter Gane  
Seconded: Councillor Nicola Keen  
Voting: F:3, Ag:0, Ab:2

### **1195. REVIEW OF THE TERMS OF REFERENCE**

In line with the Town Council's adopted standing orders, the Committee were  
asked to consider the terms of reference for the Communities Services  
Committee.

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

Proposed: Councillor Nicola Keen  
Seconded: Councillor Michelle Keutenius  
Voting: F:5, Ag:0, Ab:0

**1196. WORKING GROUPS**

The Committee were asked to approve nominations for membership to the 2022/23 Working Groups.

**RESOLVED:** To adopt the following working groups and that the C & E Officer write to all Town Councillors inviting them to join any they wish to be a Member of:

**Community Events (Volunteers)**

**Museum (Ambassadors)**

**CCTV**

Proposed: Councillor Peter Gane  
Seconded: Councillor Michelle Keutenius  
Voting: F:5, Ag:0, Ab:0

**1197. COMMUNITIES & EVENTS OFFICER REPORT CS/22/312**

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

**RESOLVED:** That Report CS/22/312 be received and noted with a vote of thanks recorded acknowledging the continued hard work on and development of Council Services and Events.

Proposed: Councillor Peter Gane  
Seconded: Councillor Roger West  
Voting: F:5, Ag:0, Ab:0

**RESOLVED:**

To approve the release of the funds from the following budgets:

- £700 Youth Facilities to deliver Kwik Cricket Tournament
- £2,500 Tourist Information / Visitor Services for production, design and print of second edition tourism guide
- £3,800 Air Show / Armed Forces Day to support the delivery of the formal Armed Forces Day 2022 Lunch.

Proposed: Councillor Peter Gane  
Seconded: Councillor Michelle Keutenius  
Voting: F:5, Ag:0, Ab:0

**1198. CCTV REPORT CS/22/313**

The committee were asked to receive and note the report.

**RESOLVED:** That Report CS/22/312 be received and noted with a provision that questions raised at the meeting by Members will be forwarded by the C & E Officer to the Town Clerk for a response in due course.

Proposed: Councillor Peter Gane

Seconded: Councillor Michelle Keutenius

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

**1199. FOLKESTONE MUSEUM REPORT CS/22/315 & PRESENTATION**

Further to receiving a presentation by Darran Cowd – Museum Curator, the committee were asked to receive and note the attached report.

**RESOLVED:** That Report CS/22/315 be received and noted with a vote of thanks recorded acknowledging the dedication and continued hard work of the Curator and all Museum Officers with Folkestone Museum and its associated projects and initiatives.

Proposed: Councillor Michelle Keutenius

Seconded: Councillor Roger West

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

**1200. DATE OF NEXT MEETING**

6<sup>th</sup> October 2022 at 7pm

Meeting concluded at 7.25pm

Signed:

Dated:

## **FOLKESTONE TOWN COUNCIL**

**Minutes of the Climate and Environment Committee meeting held on Thursday, 3<sup>rd</sup> February 2022 at 7pm at the Town Hall.**

**Present:** Councillors Ann Berry, Ray Field, David Horton, Connor McConville, Jackie Meade, Tim Prater, Belinda Walker (Chair) and Richard Wallace.

**Absent:** Councillor Danny Brook

**In attendance:** Vicky Deakin – Communities & Events Officer  
Liz Timmins - Communities & Grants Officer

### **32. APOLOGIES FOR ABSENCE**

Apologies from Councillor Abena Akuffo-Kelly were received and approved.

### **33. DECLARATIONS OF INTEREST**

Councillor David Horton declared a personal interest in Item 40.

### **34. MINUTES**

The Committee were asked to receive the Minutes of the meeting of the Climate and Environment Committee held on 14<sup>th</sup> October 2021 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 14<sup>th</sup> October 2021 be received and signed as a correct record.**

Proposed: Councillor Connor McConville

Seconded: Councillor Jackie Meade

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

### **35. FAIRTRADE ACCREDITATION AND FORTNIGHT**

Councillor Jackie Meade (Fairtrade Champion) and the Communities & Events Officer updated the Committee regarding ongoing tasks to achieve the outstanding two goals to attain Fairtrade Status for Folkestone Town Council. Details were given of the actions required in 2022 to re-engage with local businesses and residents to sustain momentum including, collating and analysing survey responses from workplaces, faith groups, educational establishments and other community organisations and attracting further media coverage and popular support for the campaign.

### **36. TREE PLANTING 2021/22 AND PROPOSALS FOR 2022/23**

The Communities & Events Officer updated the Committee on the current draft planting schedule for the 2022/23 scheme.

Members have organised a 'tree walk' for Friday 11<sup>th</sup> February to identify potential planting sites throughout Folkestone.

A request was made that future Tree Working Group meetings be organised as hybrid meetings to accommodate / support all Members with the option of attending in person or via Microsoft Teams depending on their preferences and other commitments.

**37. QUEENS PLATINUM JUBILEE - TREE CANOPY FOR THE REIGN**

The Committee were briefed by the Communities & Events Officer on the developing plans and potential arrangements for the Queens Platinum Jubilee, working in partnership with the Woodland Trust and local communities, schools, churches, youth groups etc to plant commemoration trees.

Members indicated that St Peters Primary School might be able to dedicate some space in their community garden for tree planting.

Suggestions were put forward requesting that the C & E Officer to pursue the possibility of FTC coordinating / publicising a 'Best Garden / Balcony / Hanging Basket competition as part of its events acknowledging and celebrating the Queens Platinum Jubilee with judging to be conducted by the Town Mayor.

**38. FLOWER & SHRUB BED MAINTENANCE 2022 / 23**

The Communities & Events Officer updated the Committee on proposals for maintenance from 2021/22 for the flower and shrub beds and scheduled works for 2022/23 which includes a programme for replanting the shrub beds that are past their best. Members considered the release of £34,635.71 from the 2022/23 Parks, Garden & Recs budget.

**RESOLVED: To release £34,635.71 to undertake the required works.**

Proposed: Councillor Richard Wallace

Seconded: Councillor Ann Berry

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

**39. CLIMATE ACTION PLAN**

The Committee noted the additional financial information on the Climate Action Plan and also made a request that the Town Clerk provide an update to all Councillors as to the current status with the acquisition of the minibus.

**40. ALLOTMENTS**

The Communities & Events Officer briefed the Committee on the proposed changes to the Allotment rules including the following amendment:

*3.24 Pesticides, herbicides and inorganic fertilisers can be helpful when clearing and cultivating an allotment, however they can also be hazardous and*



*have environmental implications. Council recommends trying to minimise the use of pesticides, herbicides and inorganic fertilisers, or reduce the levels of use over time. If wishing to use any of the above, tenants must complete an Allotment Chemical Use Permission Request Form. On receipt of the form Council will consider giving permission subject to tenants:*

*a) putting up a notice on the plot detailing exactly what product is being used to advise tenants with Children or Pets to take all reasonable care and to ensure that other plots, grass roads and paths, hedges and trees are not adversely affected, and make good or replant as necessary should any damage occur.*

*b) selecting and use pesticides, whether for spraying, seed dressing or for any other purpose whatsoever, so that there is minimal risk to members of the public, birds and other wildlife, with the exception of vermin or pests.*

*c) following the instructions for use carefully and complying at all times with current pesticide regulations and the law which requires only approved pesticides to be used.*

and updated the Committee on the reports of rough sleepers on FTC allotment sites.

Members suggested that signposting information for the homeless / rough sleepers should be displayed at Folkestone Town Council allotment sites including details of local homeless charities and support centres such as Porchlight.

Members requested that the C & E Officer arrange a meeting with the Allotment Manager, Allotment Champion(s), Community Support Officers, Allotment Association Chairs, and herself to further consider ways to manage the ongoing situation whilst supporting this 'at risk' section of our community and the wellbeing of allotment holders.

After some debate it was

**RESOLVED: That Allotment Rules V12 together with the amendments are approved and adopted.**

Proposed: Councillor Connor McConville

Seconded: Councillor Tim Prater

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

**41. PLAY PARKS REPORT CE/22/303**

The Communities & Grants Officer briefed the committee in respect of developments at FTC managed Play Parks including an assurance that any medium or high-risk issues identified are addressed immediately. Members received and noted Report CE/22/303 with a subsequent request that when play equipment is removed from any site, a notice is displayed ASAP indicating the reasons why and if / when it will be replaced.

**42. DATE OF NEXT MEETING**

7<sup>th</sup> April 2022

The meeting concluded at 8.15pm.

Chairman  .....

Date 09/06/2022 .....