



FOLKESTONE TOWN COUNCIL

Date of Publication: 4 January 2023

AGENDA

Meeting: **Folkestone Town Council**
Date: **11 January 2023**
Time: **7.00 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 be '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 of the Council held on 17th November 2022 and to authorise the Town Mayor to sign them as a correct record.

4. PUBLIC QUESTIONS

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

5. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

6. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

To receive the Minutes of the above Committee's meeting of 20th October 2022.

7. MINUTES OF THE PLANNING COMMITTEE

To receive the Minutes of the above Committee's meetings of 27th October and 24th November 2022.

8. TOWN GRANTS

The following Town Grant applications have been received and assessed by members on merit against five categories.

Ref	Applicant	Purpose	Amount Requested
1	Rotary Club of the Channel	The Channel Triathlon	£1,500.00
2	Strange Cargo	Charivari 2023	£2,500.00
	Total		£4,000.00

9. SCHEDULE OF MEETINGS

A schedule of provisional meeting dates for 2023/24 is attached for the Council's approval.

10. NOTICE OF VACANCIES

Following the Notice of Vacancies for East Folkestone and Central Wards, Council is asked to consider whether it wishes to fill these positions in the interim period by way of co-option. If it decides not to co-opt, it should consider the most appropriate use of the remaining ward grant balances:

Folkestone Central	£3,682
East Folkestone	£688

11. NOTICE OF MOTION

Cllr Belinda Walker would like to move a motion for the Council to co-opt one existing councillor to replace Cllr Keutenius on the Community Services Committee and two existing councillors to replace Cllrs Brook and Keutenius on the Climate and Environment Committee. Both these committees have two further meetings in this municipal year.

12. COMMUNITY SPACE – THE BAYLE

At the Finance & General Purposes Committee meeting of 15th December 2022, Councillor Abena Akuffo-Kelly spoke regarding the possible lease of a community room at the former Dance Easy site in The Bayle. **Report C/23/327** provides further information.

13. FOLKESTONE TOWN COUNCIL BUDGET AND PRECEPT 2023/24

Report C/23/326 concludes the budget making process for the Town Council's precept requirements for 2023/24. The proposed budget is £958,370 and precept to be decided.

EXCLUSION OF PRESS AND PUBLIC

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

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

14. DATE AND TIME OF NEXT MEETING

Thursday, 16th March 2023 at 7pm

Folkestone Town Meeting

MINUTES of the Full Council Meeting held at the Town Hall, Folkestone on Thursday, 17th November 2022 at 6.00 p.m.

TOWN COUNCILLORS PRESENT: Councillors Ann Berry, Paul Bingham, Peter Gane, Dylan Jeffrey, Nicola Keen, Mary Lawes, Jackie Meade (from 7.30pm), Belinda Walker, Richard Wallace (from 7.30pm) and Roger West.

ABSENT: Councillors Abena Akuffo-Kelly, Ray Field and David Horton.

IN ATTENDANCE: Phil Cross – Finance Officer
Georgina Wilson – Executive Assistant

1887. APOLOGIES

Apologies were received from Councillors Michelle Keutenius (work), Jonathan Graham (work), Connor McConville (work), Jackie Meade (work), Tim Prater (work) and Dan Brook (meeting).

RESOLVED: That the Finance Officer look into the attendance record of Councillor Dan Brook and ascertain if he is in breach of the six-month rule.

Proposed: Councillor Peter Gane

Seconded: Councillor Ann Berry

Voted: F:8, Ag:0, Ab:0

1888. DECLARATIONS OF INTEREST

There were no declarations of interest.

1889. MINUTES

The Council was asked to receive and authorise the Minutes of the Annual Council Meeting held on 16th June 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 16th June 2022 be received and signed as a correct record.

Proposed: Councillor Peter Gane

Seconded: Councillor Ann Berry

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

1890. TOWN GRANT APPLICATIONS

Councillors were invited to ask questions to those applicants who attended the meeting. Applicants were then thanked for attending and informed that a decision would be made later in the meeting in private.

1891. PUBLIC QUESTIONS

No public questions were received.

1892. MAYORS ANNOUCEMENTS AND COMMUNICATIONS

The Mayor reported on a busy few months since the last meeting and thanked the organisers of these events. The Mayor also wished to thank the Deputy Town Mayor, Cllr Belinda Walker, for her support this year and for attending many events that the Mayor could not attend herself.

1893. MINUTES OF THE PLANNING COMMITTEE

RESOLVED: That the Minutes of the Planning Committee's meetings of 24th February, 31st March, 28th April, 26th May, 30th June, 28th July, 25th August and 29th September 2022 be received and signed as a correct record.

Proposed: Councillor Paul Bingham

Seconded: Councillor Roger West

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

1894. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

RESOLVED: That the Minutes of the Finance and General Purposes Committee's meeting of 17th February, 21st April, 16th June 2022 and 1st September be received and signed as a correct record.

Proposed: Councillor Peter Gane

Seconded: Councillor Mary Lawes

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

1895. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

RESOLVED: That the Minutes of the above Committee's meeting of 1st February, 5th April and 7th June 2022 be received and signed as a correct record.

Proposed: Councillor Roger West

Seconded: Councillor Paul Bingham

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

1896. MINUTES OF THE CLIMATE & ENVIRONMENT COMMITTEE

RESOLVED: That the the Minutes of the above Committee's meeting of 3rd February 2022 be received and signed as a correct record.

Proposed: Councillor Peter Gane

Seconded: Councillor Roger West

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

1897. MATTERS AND RESOLUTIONS FROM COMMITTEES

- i. **Planning Committee – 2022/23**
Noted.
- ii. **Community Services Committee – 2022/23**
Noted.
- iii. **Climate & Environment Committee - 2022/23**
Noted.
- iv. **Finance and General Purposes Committee – 2022/23**
Noted.
- v. **Personnel Sub-Committee - 2022/23**
Noted.

1898. REVIEW OF TERMS OF REFERENCE

Councillors noted that the Terms of Reference remain unchanged.

1899. JOHN BOWLEY AND SHERWOOD ALMSHOUSES

RESOLVED: To appoint Cllr Mary Lawes as a representative of the John Bowley and Sherwood Almshouses.

Proposed: Councillor Peter Gane

Seconded: Councillor Paul Bingham

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

EXCLUSION OF PRESS AND PUBLIC

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

Proposed: Councillor Peter Gane

Seconded: Councillor Ann Berry

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

1900. TOWN GRANT SCORES

RESOLVED: To approve all awards set out in the exempt list, subject to the Finance Officer seeking further information from MHA Communities Kent, regarding the availability of their existing funds for use in this project. If he is satisfied with their response, this award should also be approved.

The meeting was then adjourned to allow members of the Royal British Legion to enter the chamber.

1901. PRESENTATION OF THE FREEDOM OF THE TOWN OF FOLKESTONE TO THE ROYAL BRITISH LEGION CHERITON & MOREHALL BRANCH

The Mayor awarded the Freedom of the Town to Mr Tim Geere, President, and Mr Trevor Mays, Past Chairman, on behalf of the Cheriton and Morehall Branch of the Royal British Legion and thanked them for all their support to so many of the serving and former service men and women who have made our town their own.

Guests were then invited to join the Mayor at a Reception in the Town Hall.

1902. DATE OF THE NEXT MEETING

Wednesday 11th January at 7.00 p.m. – Ordinary Full Council Meeting

The meeting concluded at 6.45 pm.

.....Town Mayor

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, 20th October 2022 at 7.00 p.m.

PRESENT: Councillors Peter Gane, Dylan Jeffrey, Mary Lawes, Connor McConville (Chair), Tim Prater and Belinda Walker.

ABSENT: Councillors Dan Brook, Jonathan Graham and David Horton.

OFFICER PRESENT: Phil Cross (Finance Officer)

1502. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Abena Akuffo-Kelly and Ray Field.

1503. DECLARATIONS OF INTEREST

Councillor Dylan Jeffrey declared a personal interest in item 12 – Tree Planting Schedule 2022/23.

1504. MINUTES

1) The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 1st September 2022.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 1st September 2022 be received and signed as a correct record.

Proposed: Councillor Mary Lawes

Seconded: Councillor Peter Gane

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

2) The Committee received the Minutes of the meeting of the Personnel Sub-Committee held on 17th February 2022 and 1st September 2022.

RESOLVED: That the Minutes of the meeting of the Personnel Sub-Committee held on 17th February 2022 and 1st September 2022 be received and noted.

Proposed: Councillor Mary Lawes

Seconded: Councillor Peter Gane

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

1505. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 August 2022 and 30th September 2022.

RESOLVED: That the Schedule of Payments for the period 1 August 2022 to 30 September 2022 be approved.

Proposed: Councillor Dylan Jeffrey

Seconded: Councillor Belinda Walker

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

1506. BUDGET MONITORING STATEMENT 2022/23

The budget monitoring statement to the 30 September 2022 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 30 September 2022 be approved.

Proposed: Councillor Peter Gane

Seconded: Councillor Mary Lawes

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

1507. BANK RECONCILIATION

The bank reconciliation statement as at 30 September 2022 was noted by the Committee.

1508. APPROVAL OF ACCOUNTS

The Committee noted that the external auditor had approved the Folkestone Town Council Accounts and Annual Return for 2021/22 without qualification and thanked the Finance Officer for his efforts in this regard.

1509. WARD GRANTS

A list of ward grants approved by the Town Clerk between 1 August 2022 and 30 September 2022 was provided for the Committee's information and duly noted.

1510. WARD GRANT BALANCES 2022/23

A list of ward grant balances available to each Councillor as at 30 September 2022 was provided for the Committee's information and duly noted.

1511. MOBILE CCTV UNIT – CHERITON RECREATION GROUND

Following concerns from Police and local residents, Councillor Peter Gane had requested that the Town Council consider the installation of a mobile CCTV camera to be placed at Cheriton Recreation Ground. The cost of this would be in the region of £6,000 and funding was available from the CCTV Reserve.

RESOLVED: That, in view of the concerns of Police and residents in the area, the Council should proceed with the installation of a mobile CCTV camera at Cheriton Recreation Ground.

Proposed: Councillor Peter Gane

Seconded: Councillor Tim Prater

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

1512. MATTERS AND RESOLUTIONS FROM COMMITTEES

1) Personnel Sub-Committee 29th September 2022

At the Extraordinary meeting of the Personnel Sub-Committee held on 29th September 2022, it was resolved to recommend a temporary pay increase for posts F07 and F09 during the absence of the Town Clerk, with the overspend being met from the General Reserve at the end of the year if necessary. The Committee was asked to approve the payments.

RESOLVED: That payments be made in line with the Personnel Sub-Committee's recommendations.

Proposed: Councillor Connor McConville

Seconded: Councillor Belinda Walker

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

2) Community Services Committee 6th October 2022

At its meeting of 6th October 2022, the Community Services Committee resolved that £1,000 from Local Projects and £8,000 from Youth Facilities be vired to the Parks budget to facilitate urgent work required at three Folkestone Town Council parks, subject to approval from the Finance and General Purposes Committee.

RESOLVED: That the proposed virements be approved and implemented.

Proposed: Councillor Peter Gane

Seconded: Councillor Tim Prater

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

1513. TREE PLANTING SCHEDULE 2022/23

Following the cancellation of the Climate & Environment Committee meeting on 6th October, which was inquorate, the Committee was asked to consider the following urgent matter, as work was due to commence imminently:

Having sought suggestions from Councillors, Tree Wardens and members of the public, the Tree Working Group has compiled a draft tree planting schedule in partnership with Kent County Council. The schedule proposes planting for highways and footpaths, utilising the 2022/23 budget allocation of £20,000.

The Committee was asked to approve the Tree Planting Schedule for 2022/23 and release the £20,000 budget for this purpose.

Considerable discussion took place, with all members of the Committee unhappy with the distribution of the proposed new tree planting. Concerns were also raised about how tree stumps were dealt with by KCC.

RESOLVED: That the schedule be referred back for a more evenly distributed list covering more wards, or the £20,000 budget be rolled forward for use next year.

Proposed: Councillor Tim Prater

Seconded: Councillor Peter Gane

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

1514. BUDGET 2023/24 – POTENTIAL GROWTH ITEMS

The Committee was asked to give thought to possible growth items and non-recurring revenue expenditure for next year. The Committee will receive and discuss the full list of proposals put forward for growth/savings by all Committees at its meeting in December.

No proposals for growth items were put forward at this stage.

1515. DATE OF NEXT MEETING

Thursday, 15th December 2022 at 7.00pm

The meeting concluded at 8.05pm

Chairman.....

Date.....15/12/2022

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 27th October 2022 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

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

Absent: Councillor Jonathan Graham

OFFICERS PRESENT: Georgina Wilson - (Executive Assistant)

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Roger West.

2. DECLARATIONS OF INTEREST

Cllr Jackie Meade declared a personal interest in application 22/167/FH. Cllr Richard Wallace declared a personal interest in application 22/1474/FH.

3. PLANNING COMMITTEE MEETING 29th September 2022

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 29th September 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 29th September 2022 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Nicola Keen

Seconded: Councillor Richard Wallace

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

4. PLANNING APPLICATIONS

Application number:	22/1085/FH
Location:	Uplands, Crete Road East
Proposal:	Demolition of an existing dwelling and the erection of a replacement dwelling
Closing date:	3.11.22
Comment	Object due to the proposed plans appearing ugly and overly large, the Committee share the concerns of the Kent Downs Area of Outstanding Beauty Unit.

Application number:	22/1474/FH
Location:	Flat 2, 4 Godwyn Road
Proposal:	Erection of single storey rear and side extension along with the conversion of the existing garage to a habitable room.

Closing date:	5.11.22
Comment	No objection. Cllr Richard Wallace abstained.
Application number:	22/1671/FH
Location:	22 Wiltie Gardens
Proposal:	The erection of a single storey infill extension with accompanying rooflights.
Closing date:	4.11.22
Comment	No objection. Cllr Jackie Meade abstained.
Application number:	22/1675/FH
Location:	Aaron House, 92 Harbour Way
Proposal:	Works to T1 - Holm oak - 6 meter overall reduction to prevent overhanging, subject of TPO No. 11 of 2021
Closing date:	4.11.22
Comment	Object - The Committee thought that 6 metres was excessive for such an iconic tree, and there was no comment from the Tree Officer.
Application number:	22/1695/FH
Location:	77 - 79 Walton Road
Proposal:	Loft conversion and division of building to form 77 and 79.
Closing date:	7.11.22
Comment	No objection. Cllr Jackie Meade abstained.
Application number:	22/1715/FH
Location:	2 Roedean Close
Proposal:	Erection of a loft conversion with velux windows and replacement front feature window
Closing date:	9.11.22
Comment	No objection subject to neighbours views.
Application number:	22/1717/FH/TCA
Location:	1 Castle Mews
Proposal:	Works to trees in a Conservation area comprising of T5 Horse Chestnut pollard to previous pollard height (4-6m), T9 Sycamore trim to raise headroom to 3m, T8 Sycamore remove deadwood and some outer growth to prevent further die back paying particular attention to the northern side.
Closing date:	11.11.22
Comment	No objections subject to the views of the Tree Officer.

5. LATE PLANNING APPLICATIONS

Application number:	22/1697/FH/TCA
Location:	Tram Road Car Park, The Tram Road

Proposal: Determination as to whether the prior approval of the Local Planning Authority is required under Schedule 2, Part 16, Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 for a proposed 15m Phase 9 Slimline Monopole and associated ancillary works.

Closing date: 10.11.22
Comment: Noted

Application number: 22/1575/FH
Location: 34 Downs Road
Proposal: Conversion and extension of garage to create an open environment for office entertainment use including installation of a 10 solar panel system.

Closing date: 10.11.22
Comment: Committee was concerned over the term 'office entertainment' and felt that this building was very close to neighbours. Further information on the exact usage was requested.

Application number: 22/1701/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 re-submission of 22/0667/FH

Closing date: 10.11.22
Comment: Object - the Committee were still concerned about the mature trees on the site being removed and the possible soil contamination. There was no information from the Tree Officer as previously requested.

Application number: 22/1723/FH
Location: Former Folkestone Youth Centre, Shepway Close
Proposal: Erection of a substation and cycle shelter
Closing date: 14.11.22
Comment: Object due to the proximity to houses. Cllr Richard Wallace abstained.

6. PREMISES LICENCE
None were received.

7. DATE OF NEXT MEETING
24th November 2022


..... Chairman

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 24th November 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.

Absent:

OFFICERS PRESENT: Liz Timmins - (Communities and Grant Officer)

1. APOLOGIES FOR ABSENCE

Councillors were asked to receive the apologies from Councillor Johnathan Graham.

RESOLVED: The apologies are not received, as no valid reason was given.

Proposed: Councillor N Keen

Seconded: Councillor J Meade

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

2. DECLARATIONS OF INTEREST

There were no declarations.

3. PLANNING COMMITTEE MEETING 27th October 2022

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

Proposed: Councillor P Bingham

Seconded: Councillor R West

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

4. PLANNING APPLICATIONS

Application number: 22/1870/FH

Location: Flat 10 Bath Court, 12 - 14 Clifton Crescent

Proposal: Listed Building Consent for replace 2 x existing double glazed sash windows, replace 1 x existing crittal window and 1 x existing timber double glazed window.

Closing date: 2.12.22

Comment: **No objection**

1482

Application number: 22/1802/FH
Location: 63 Black Bull Road
Proposal: Full Planning and Change of Use application to change a single family dwelling into a 1 x 1 bed flat and a 1 x 2 bed maisonette.

Closing date: 7.12.22

Comment **Object – the lack of parking and bin storage**

Application number: 22/1862/FH
Location: Turnbull Place, Ingles Road
Proposal: T1- Holm oak crown lift all around to 4 metres, reduce crown all around by approx 3 metres to previous reduction points. T2 Holm oak crown lift to give 5.1 metre over car park both subject to Tree Preservation Order No 11 of 1995.

Closing date: 30.11.22

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

Application number: 22/0855/FH
Location: 88 Sandgate Road
Proposal: Change of use of first and second floor to 2 x 1 bedroom flats and 1 x 3 bedroom flat, use of basement for bin storage, insertion of 4no roof lights on rear roof slope, 1no roof light on front roof slope

Closing date: 8.12.22

Comment **Object – Lack of parking and loss of commercial business**

Application number: 22/1856/FH
Location: 88 Sandgate Road
Proposal: Listed building consent for the change of use of first and second floor to 2 x 1 bedroom flats and 1 x 3 bedroom flat, use of basement for bin storage, insertion of 4no roof lights on rear roof slope, 1no roof light on front roof slope.

Closing date: 8.12.22

Comment **Object – Lack of parking and loss of commercial business.**

5. LATE PLANNING APPLICATIONS

Application number: 22/1767/FH/CON
Location: Land Adjoining Church and Dwight, Caesars Way
Proposal: Approval of details pursuant to condition 14.1, 14.2, 14.3 and 14.4 (Desk Top Study) and Condition 15 (contamination) of planning permission Y13/0024/SH

Closing date: 14.12.22
Comment **Object – Concerns over the contaminated land.
Councillor Wallace abstained**


RECONSULTATION:

Application number: 22/1531/FH
Location: 1 Plimsoll Avenue
Proposal: Erection of a detached two-storey dwelling in the side garden to the west of 1 Plimsoll Avenue.
Closing date: 1.12.22
Previous Comment No comment
Comment No comment

Application number: 22/0012/FH
Location: 73 Cheriton High Street
Proposal: Change of use and conversion of first floor, second floor and the existing store building to form 6 no. one-bedroom, one person flats together with first floor rear extension and other external alterations
Closing date: 12.12.22
Previous Comment Object – the Committee believe that the property has not be marketed as a 'shop for sale' for 12 months, as required. There was also concern regards to the parking facilities available.
Comment **Object – Council still has concerns over lack of parking.**

6. PREMISES LICENCE
None were received.

7. DATE OF NEXT MEETING
TUESDAY 20th December 2022


..... Chairman

FOLKESTONE TOWN COUNCIL

SCHEDULE OF MEETING DATES 2023/24

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

	Planning Committee 19.00 (Thursday)	Climate & Environment Committee 19.00 (Tuesday)	Community Services Committee 19.45 (Tuesday)	Finance & General Purposes Committee 19.00 (Thursday)	Personnel Sub- Committee 18.00	Full Council 19.00
April 2023	27	4 TUES	4 TUES at 19.45	20	20	
May 2023	25					Tuesday 16 (Annual Council) Tuesday 23 (Town Assembly)
June 2023	29	6	6	15		15 (AGAR)
July 2023	27					
August 2023	24			31	31	
September 2023	28					21
October 2023	26	3	3	19		
November 2023	30					16
December 2023	TUES 19			14 (Budget Meeting)		
January 2024	25					11
February 2024	29	6	6	15	15	
March 2024	28					14
April 2024	25	2	2	18	18	
May 2024	30					Tuesday 7 (Annual Council) Tuesday 14 (Town Assembly)

This report will be made
public on **4 January 2023**

**Folkestone
Town Council**



Report Number **C/23/327**

To: Full Council
Date: 11 January 2023
Status: Public Report
Responsible Officer: Finance Officer

SUBJECT: Community Space – The Bayle

SUMMARY: At the Finance & General Purposes Committee meeting of 15 December 2022, Councillor Abena Akuffo-Kelly spoke regarding the possible lease of a community room at the former Dance Easy site in The Bayle. The Committee resolved that a report be presented to full Council in January, detailing full costs, estimated usage and staffing requirements.

REASONS FOR RECOMMENDATION:

The Council must decide if it wishes to enter into a lease for an additional community space and commit to funding for a minimum of three years.

RECOMMENDATIONS:

- 1) To receive and note the report.**
- 2) To consider if it wishes to pursue the suggested lease.**

Aims and Objectives – *To comply with Best Practice and Quality Council legislation.*

Financial Implications – *To use Town Council funds efficiently and effectively.*

Equal Opportunities – *Equal access to services for all.*

Environmental Impact – *The environmental impact has been considered in the preparation of all budgets.*

1. Introduction/background

- 1.1 As part of the planning consent for the development of the 'Dance Easy' site at 19 The Bayle, the developers were required to include a community facility. The development is now almost complete and tenants for the community space are being sought. At the Finance & General Purposes Committee meeting of 15 December 2022, Councillor Abena Akuffo-Kelly spoke on the subject and requested that the Council consider leasing the space.
- 1.2 The attached Business Plan and Project Overview has been supplied to Councillor Akuffo-Kelly by the Partnership Working Team Ltd, who were involved in the original consultations over the future use of the building.

2. Expenditure

- 2.1 The Business Plan suggests that an initial rental as low as £7,500 per annum may be negotiated, although it is understood that the developers are looking for £13,000 per annum.
- 2.2 Other costs mentioned in the Business Plan are:

Council Tax
Utilities and Energy Costs
Building Insurance and Service Charges
Marketing and Administration Costs

No estimates are given for the above. In addition, the Council would need to arrange for regular cleaning of the property and (subject to the details of the lease) maintenance of fixtures and fittings. If the space was cleaned, say, twice a week, the cost is likely to be in excess of £2,000 per annum.

- 2.3 The Business Plan proposes a steering group for occupancy management consisting of the Bayle Residents' Group, an officer from Folkestone & Hythe District Council and a Councillor and an officer from Folkestone Town Council. It is not stated to whom the bulk of the work relating to this project would fall, but indications are that, as leaseholders, the Town Council would take the lead and additional staff time would be required to take on this role.
- 2.4 It is unclear who would be responsible for opening and locking up the building before and after meetings, but it is likely that the Town Council would be expected to do this. It is assumed that much of the anticipated usage would be out of office hours. Whilst some of these duties could be accommodated by paying overtime, the Town Council has a limited number of staff, most of whom do not live locally and/or have no transport. It would not be practical to ask one or two members of staff to carry out

these duties on the scale of usage suggested, so some of this service may need to be outsourced. Whether paying overtime or outsourcing, the cost would almost certainly negate any income received.

3. Income

- 3.1 The proposed income streams suggest a maximum of £9,100 per annum, with an alternative suggestion of 50% of this amount. It is clearly very difficult to estimate the usage with any accuracy but take up of the Town Council's existing community space (i.e., the Education Room on the lower floor of the Town Hall) has been low, even though prices are less than those quoted in the Business Plan for The Bayle community space. Should the Council take on this facility, it will effectively be competing with itself for income. In addition, as the building is largely residential, there are likely to be limitations on the hours of usage.

4. Proximity

- 4.1 It could be questioned whether there is sufficient demand for two community spaces (i.e., the Town Hall Education Room and The Bayle) of a similar size within such close proximity of each other. If the demand exists, why has there not been more interest shown in the Town Hall Education Room? There does not appear to be any parking facility close to the venue.

5. Usage

- 5.1 Item 10 of the Planning Conditions states:

The use of the community room shall be limited to community / function room only and no other use within Use Classes D1 / D2 contained within the Schedule to the Town and Country Planning (Use Classes) Order 1987 or in any provision equivalent to that Class in any Statutory Instrument revoking, amending or re-enacting that Order.

Reason: In order to ensure the room is kept available for community use and that the Local Planning Authority is able to maintain effective control over the future use of the room in the interests of neighbouring amenity given the location of the building within a predominantly residential area, in accordance with saved policy SD1 of the Shepway District Local Plan Review and policy HB1 of the Places and Policies Local Plan Submission Draft.

This suggests that the facility could not be used for the majority of the functions shown in D1 and D2 below:

Class D1. Non-residential institutions

Any use not including a residential use —

- (a) for the provision of any medical or health services except the use of premises attached to the residence of the consultant or practitioner,
- (b) as a crèche, day nursery or day centre,
- (c) for the provision of education,
- (d) for the display of works of art (otherwise than for sale or hire),
- (e) as a museum
- (f) as a public library or public reading room,
- (g) as a public hall or exhibition hall,
- (h) for, or in connection with, public worship or religious instruction.

Class D2. Assembly and leisure

Use as —

- (a) a cinema,
- (b) a concert hall,
- (c) a bingo hall or casino,
- (d) a dance hall,
- (e) a swimming bath, skating rink, gymnasium or area for other indoor or outdoor sports or recreations, not involving motorised vehicles or firearms.

- 5.2 The kitchen area appears to be equipped with an oven and hob. This would suggest that there will be implications regarding health and hygiene regulations and a liability which would fall on the Town Council.

6. Conclusion

- 6.1 It is clearly difficult to assess the true cost of this project with so many unknowns. A broad estimate would be that basic costs would fall between £14,000 and £20,000 per annum (largely depending on the cost of the lease), plus any additional staffing requirements, including opening up and locking up, the cost of which is likely to cancel out any revenue received through bookings.
- 6.2 The Town Council should decide if it wishes to pursue this project and, if so, how it will be financed. If it does wish to pursue it, it is recommended that around £20,000 per annum be made available.

Community Room: 19 The Bayle, Folkestone CT20 1SQ

Report to Folkestone Town Council

prepared by Partnership Working Team, the Woodshed, Bayle Steps, CT20 1SJ

Contents:

1. Executive summary
2. Draft proposal for occupancy
3. Proposed community usage
4. Outline business plan and income streams
5. Appendices:
 - a. Planning consent (5th November 2019)
 - b. Building and site drawings

Executive summary: Business plan and project overview

- This community facility has emerged from the history of a characterful building created by a local chocolate entrepreneur and used for community benefit for over 60 years, for a range of purposes including meeting space, arts and community activity.
- Known as **Dance Easy**, the building was registered as an Asset of Community Value and thereafter planning consent was made conditional on the provision of community space going forwards;
- Following the sale of the original building, this commitment has been delivered by the developer
- Initial informal negotiations have established a realistic prospect of a managed tenancy arrangement with the freeholder.
- Further negotiations are needed to agree a reasonable level of annual charges for a lease, which should not be set on a commercial basis.
- The Council has some leverage by virtue of the planning permission as a condition for the building and by implication as a condition for the sale of any of the residential units within the building.
- Lease charges could be phased in gradually over a three year period, with a break clause within the agreement allowing the Town Council to mitigate against any risk of revenue losses or excessive call against Council resources.
- This provides a mixed economy of programming which is expected to secure sufficient income to cover a negotiated and progressively increasing rental.
- The outline business plan identifies three realistic income streams to cover revenue costs which amount to approximately £9k at 100% usage or 4.5k at 50% usage:
 - Council Tax
 - Utilities and energy costs
 - Contribution to building Insurances and Service charges
 - Marketing and Administration costs
- **It is suggested that the Council authorise further negotiations to take place between officers and the developer, with the support of a working group and within agreed financial parameters**

Draft Proposal for occupancy - tenancy agreement and provisional timeline

Agreement to be made between Folkestone Town Council and Construction

Heads of Terms (working draft)

- Folkestone Town Council as lead tenant
- 5 year tenancy agreement; break clause after 3 years
- Usage agreed as community programmes under the direction and at the discretion of FTC
- Rental target outlay to be negotiated at c£7500 pa, rising by £500pa to £9000 in year 3
- Commencement of agreement proposed to be negotiated as commencing from March 1st 2023

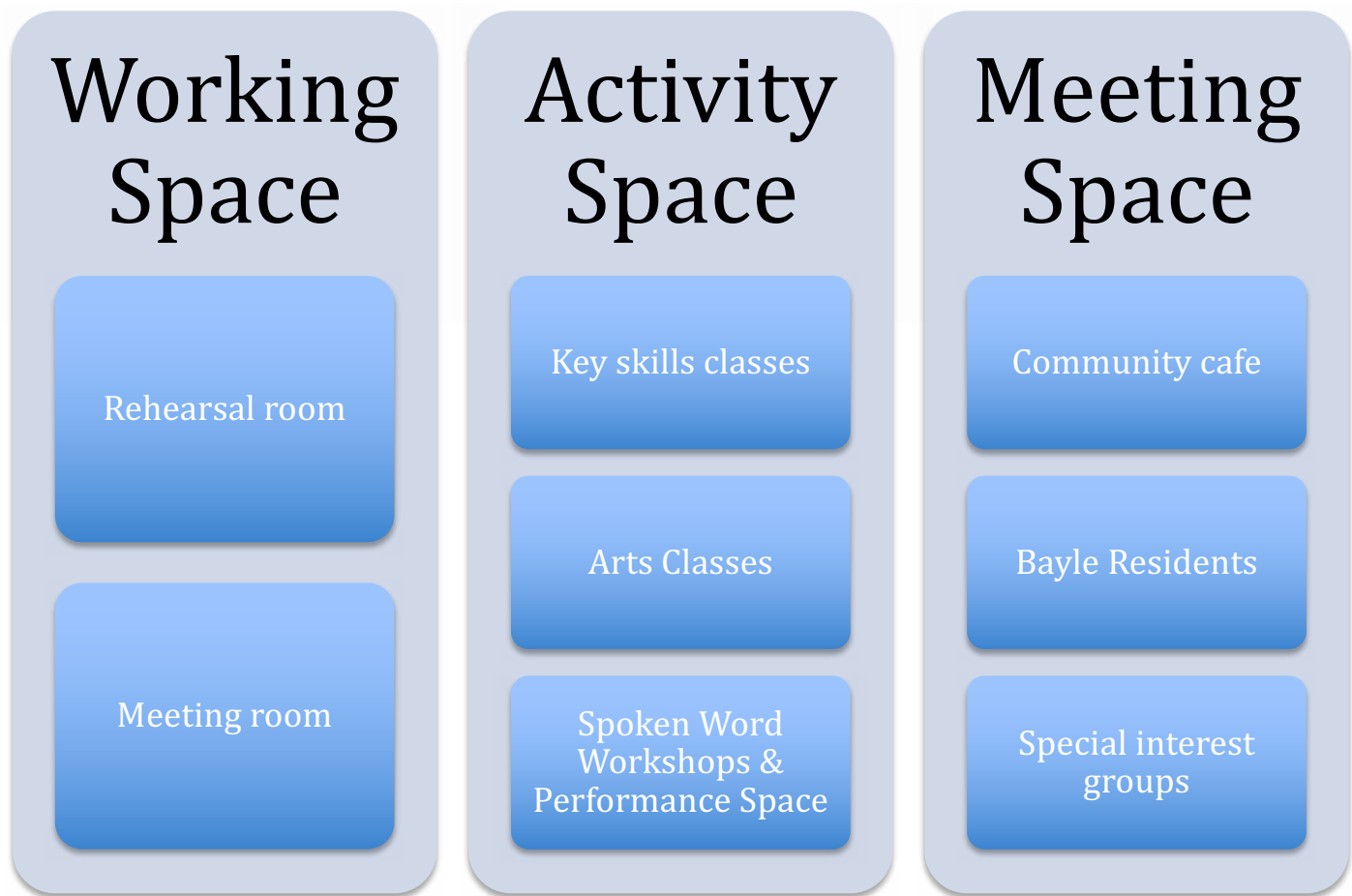
Provisional timeline

<i>January 2023</i>	<i>Full Council considers proposal</i>
<i>February 2023</i>	<i>Heads of terms agreement</i>
<i>March 2023</i>	<i>Sign off</i>
<i>April 2023</i>	<i>Year 1 of agreement; initial usage</i>

Outline of Proposed community usage, as shown below: mixed programming

Project and occupancy management provided by Steering group consisting of:

- | | |
|-------------------------------|---|
| • Folkestone Town Council | <i>Nominated Councillor; designated support officer</i> |
| • Bayle Residents Association | <i>Nominated representative</i> |
| • Folkestone and Hythe DC | <i>Nominated officer from community team</i> |



Outline Business Plan and income streams

Working Space: Bookable space for workshops rehearsals and meetings

- **£3200 target income**
 - 40 weeks per year Projection of 2 sessions per week @ £20ph
 - 80 sessions x £40 hire

Activity Space: a series of weekly workshop activities

- **£4100 target income**
- Art School:
 - Twilight alternating programme of Art workshop & Art appreciation talks
 - 20 weeks per year, 1 club session per week
 - 20 sessions x £40, based on £5 per person contribution x 8 persons = £800
- Key Skills classes
 - Coffee and games: confidence building sessions
 - Basic literacy; lifeskills groups
 - Supported by local education providers (FE; EKC; SFH)
 - 30 weeks per year, 1 2 hour session per week.
 - 30 sessions x £50, based on project funding including hire costs = £1500
- Spoken Word Workshops and Performance space:
 - Writers groups meeting point
 - 30 weeks per year, 2 club sessions per week
 - 60 sessions x £50, based on £5 per person contribution x 15 persons
 -

Meeting Space: a space for special interest groups to use on an irregular basis

- **£1800 target income**
 - Councillor surgery; police surgery; Old High Street traders; BRA; Local history;
 - Hire at community rates: £15 per hour
 - 30 weeks at £60 per week, based on 4 hours per week average lettings =£1800

Income at 100% of all income streams:	£3200 + £4100 + £1800	£9100
Income at 50% of all income streams:	£1600 + £2050 + £900	£4550

Additional income

Grant income: potentially Ward councillors could contribute from their Ward allowance, eg £500pa
= £1500

TOWN AND COUNTRY PLANNING ACT 1990

Notification of Grant of Planning Permission to Develop Land

Mrs Christine Charlier
C/o Mr Stuart Ingleston
S.I.Chartered Bldg Surveyors
8 Jointon Road
Folkestone
Kent
CT20 2RG

Take notice that Folkestone & Hythe District Council, the Local Planning Authority under the Town and Country Planning Acts has **GRANTED PERMISSION** for the development of land

situate at: DANCE EASY STUDIO 19 THE BAYLE FOLKESTONE KENT

and being: THE ERECTION OF A THREE-STOREY BLOCK PLUS ACCOMMODATION IN THE ROOFSPACE OF SIX SELF-CONTAINED FLATS, INCLUDING A NEW COMMUNITY ROOM TO THE GROUND FLOOR, TOGETHER WITH THE PROVISION OF A REAR REFUSE STORE, FOLLOWING DEMOLITION OF THE EXISTING DANCE HALL AND GARAGE (RESUBMISSION OF PLANNING REFUSAL NO.Y16/1391/SH).

referred to in your application for permission for development received on 19th July 2018.

This Approval is subject to the following conditions:

CONDITIONS

- 1 The development must be begun within three years of the date of this permission.

Reason:

As required by Section 91 of the Town and Country Planning Act 1990 (as amended).

- 2 The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers: 035/16/02, 035/16/04 Rev: A and the Design and Access Statement

Reason:

For the avoidance of doubt and in order to ensure the satisfactory implementation of the development in accordance with the aims of saved policy SD1 of the Shepway District Local Plan Review.

- 3 Construction work shall not begin until a Construction Management Plan has been submitted to and approved by the Local Planning Authority and works shall be carried out in accordance with the approved details which shall include the following:
- (a) Routing of construction and delivery vehicles to / from site
 - (b) Parking and turning areas for construction and delivery vehicles and site personnel
 - (c) Timing of deliveries
 - (d) Provision of wheel washing facilities
 - (e) Temporary traffic management / signage

Reason:

In the interests of highway safety and the amenity of the area in accordance.

- 4 The area shown on the approved plans as cycle parking shall be provided before the development is first occupied and shall be kept available for cycle parking purposes in association with the premises thereafter.

Reason:

To ensure that facilities are available for the parking of bicycles so as to encourage access to the site by means other than private motor car in the interests of sustainability in accordance with saved policy TR5 of the Shepway District Local Plan Review.

- 5 No development shall take place, including the demolition of the existing building, until the applicant, or their agents or successors in title, has provided a written method statement for the demolition works which has been submitted to and approved in writing by the Local Planning Authority. Unless otherwise agreed the demolition works will be to current ground floor level only and will not involve any intrusive below ground excavation.

Reason:

To ensure that important archaeological remains are not adversely affected by demolition works and in accordance with saved policy BE7 of the Shepway District Local Plan Review.

- 6 No development shall take place, including the demolition of the existing building until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written specification and timetable which has been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

Reason:

To ensure that important archaeological remains are not adversely affected by demolition works and in accordance with policy BE7 of the Shepway District Local Plan Review.

- 7 No development shall take place, including the demolition of the existing building until details of foundations designs and any other proposals involving below ground excavation have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

Reason:

To ensure that important archaeological remains are not adversely affected by demolition works and in accordance with saved policy BE7 of the Shepway District Local Plan Review.

- 8 No development above slab level shall take place until the following details have been submitted to and approved in writing by the Local Planning Authority:

-Stonework and render details of string courses mouldings to door heads, window sub cills, window recesses, roof eaves and cornice gutter, ridges and hips (which should be bonnet tiles not roof tiles) at 1:5 or 1:10 scale

-Joinery details of doors, windows, rooflights and dormers at 1:1, 1:2, 1:5 or 1:10

-Samples of brickwork for rear walls, roof tiles, and render finish and method of forming angles and arises

-Positions of all vents and outlets

-Details of service connections and communal TV receiver

Development shall be carried out in accordance with the approved details and be retained as such thereafter.

Reason:

In the interests of visual amenity and to preserve the special character and appearance of the conservation area.

- 9 A management plan for the community room, including but not limited to, details of facilities to be provided; how the room will be advertised; day to day management and maintenance; hours of opening; booking arrangements; and costs, shall be submitted to and approved in writing prior to the flats being first occupied and the community room shall be completed and available for use prior to the flats being first occupied and shall thereafter be operated in accordance with the approved management plan and kept available for community uses in accordance with the approved management plan at all times.

Reason:

To ensure a community facility is provided in accordance with the NPPF and policies SS3 of the Core Strategy Local Plan and C2 of the Places and Policies Local Plan Submission Draft.

- 10 The use of the community room shall be limited to community / function room only and no other use within Use Classes D1 / D2 contained within the Schedule to the Town and Country Planning (Use Classes) Order 1987 or in any provision equivalent to that Class in any Statutory Instrument revoking, amending or re-enacting that Order.

Reason:

In order to ensure the room is kept available for community use and that the Local Planning Authority is able to maintain effective control over the future use of the room in the interests of neighbouring amenity given the location of the building within a predominantly residential area, in accordance with saved policy SD1 of the Shepway District Local Plan Review and policy HB1 of the Places and Policies Local Plan Submission Draft.

- 11 At the time of construction the north facing windows of the building shall be fitted with obscure glazing of a type that is impenetrable to sight and windows that are only openable above 1.7m from internal finished floor level and they shall be so retained at all times.

Reason:

To minimise overlooking onto adjoining properties and maintain privacy in accordance with saved policy SD1 of the Shepway District Local Plan Review and policy HB1 of the Places and Policies Local Plan Submission Draft.

- 12 At the time of construction the privacy screens to the balconies shown on the approved plans shall be installed and shall be so retained as such at all times.

Reason:

To minimise overlooking onto adjoining properties and maintain privacy in accordance with saved policy SD1 of the Shepway District Local Plan Review and policy HB1 of the Places and Policies Local Plan Submission Draft.

- 13 Facilities for storage and collection of refuse and recyclables for the community room and flats shall be provided in the area shown on the approved plans be provided before the development is first occupied/used. Thereafter the approved facilities shall be kept available for use by the occupants of the flats and users of the community room.

Reason:

To ensure adequate means of refuse and recycling collection in the interests of the amenities of the area, residents and sustainability.

INFORMATIVES

- 1 Your attention is drawn to the requirements of the Building Regulations 2000 and the possibility of the need to obtain consent under such regulations.

Prior to implementing this permission, you should seek advice from Building Control as to whether or not to make an application. Advice and application forms are available from the Civic Centre, Folkestone (telephone numbers 01303 853538). Alternatively another building control body may be able to assist.

In accordance with paragraph 38 the National Planning Policy Framework 2019, Folkestone & Hythe District Council, as local planning authority, has taken a positive and proactive approach to the proposed development, focusing on finding solutions.

The applicant/agent was provided with pre-application advice in accordance with the Council's Informal Advice Protocol and issues of concern were addressed in the submitted application

The application was considered by the Council's Planning & Licensing Committee and the applicant/agent was given the opportunity to speak in support of it

The development proposed has been considered against the National Planning Policy Framework, Local Plan policy and relevant material planning considerations and it is the view of the Local Planning Authority that planning permission should be granted.

In coming to this decision regard has been had to the following policies:

Shepway District Local Plan Review Saved Policies - SD1, BE1, BE4, BE5, BE16, TR5, TR11, TR12, HO1, U2, U10a

Shepway Core Strategy Local Plan - DSD, SS1, SS2, SS3, SS5, CSD6

Places and Policies Local Plan Submission Draft - HB1, HB3, RL2, T2, T5, C2, HE1, HE2

National Planning Policy Framework 2019 - paragraphs - 12, 56-76, 102-110, 124, 127, 189-196

Note:

You are advised that there may be conditions attached to this permission which require the

submission of further details to this Authority before the development hereby approved commences or by other specified periods. Such details must be approved by the Local Planning Authority before development commences, or by any other such period specified.

A fee is payable for the discharge of and compliance with conditions of £116.00 per request or £34.00 if relating to planning permission for extending or altering a dwelling house or other development in the curtilage of and ancillary to a dwelling house. (This does not apply to the discharge of conditions on listed building consents)

Requests must be made in writing and must be on the form Approval of Details Reserved by Condition
http://ecab.planningportal.co.uk/uploads/appPDF/L2250Form027_england_en.pdf. The statutory period for determining requests is 8 weeks from receipt of a valid request and correct fee. If a decision is not reached within 12 weeks of receipt of a valid submission the fee will be refunded.

Please ensure that all requests for discharge of and compliance with conditions are addressed to the Head of Planning Services and not sent to any other section of the Council and that they are clearly marked with the planning application reference number at the top of this decision notice. Proceeding with the development without obtaining the relevant approvals required by the conditions or not complying with conditions in any other respect may invalidate the permission and may result in the Council serving a Breach of Condition Notice and subsequent prosecution if the Notice is not complied with.



Dated this 5th day of November 2019
Folkestone & Hythe District Council,
Civic Centre, Castle Hill Avenue,
Folkestone, Kent CT20 2QY

Llywelyn Lloyd
Chief Planning Officer

APPEAL GUIDANCE NOTES

Note:

This permission is confined to permission under the Town and Country Planning Act 1990 (as amended) and does not obviate the necessity for compliance with any enactment, bye-law or other provision whatsoever or of obtaining from the appropriate authority any permission, consent, approval or authorisation which may be required.

NOTIFICATION TO APPLICANT

APPEALS TO THE SECRETARY OF STATE

If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or the grant of it, subject to conditions, then you can appeal to the Secretary of State under Section 78 of the Town and Country Planning Act 1990.

If you want to appeal, then you must do so within six months of the date of the notice, using a form which you can get from Initial Appeals, The Planning Inspectorate at Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN or online at www.planningportal.gov.uk/pcs.

The Secretary of State can allow a longer period for giving notice of an appeal, but he will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal. The Secretary of State need not consider an appeal if it seems to him that the Local Planning Authority could not have granted planning permission for the proposed development or could not have granted it without the conditions it imposed, having regard to the statutory requirements, to the provision of a development order and to any directions given under the order. In practice, the Secretary of State does not refuse to consider appeals solely because the Local Planning Authority based its decision on a direction given by him.

PURCHASE NOTICES

If either the Local Planning Authority or the Secretary of State refuses permission to develop land or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state nor can he render the land capable of a reasonably beneficial use by the carrying out of any development which had been or would be permitted. In these circumstances, the owner may serve a purchase notice on the District Council in whose area the land is situated. This notice will require the Council to purchase his interests in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990.

GENERAL NOTES:

- (A) Render: Painted light magnolia (calcium silicate paint). Render should be formed traditionally by rendering up to removable timber battens.

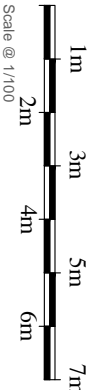
- (B) ROOF TILES: Plain clay tile with an orange-red multi colour. (Sandloff Humber Clay Plain Tiles)

- (C) Brick work: Wienerberger Bamburgh, Brickwork 65mm.



GENERAL NOTES

1. Do not scale this drawing for Construction purposes.
2. All dimensions in this dwg. are metric.
3. This drawing shall be read in strict conjunction with all other relevant architectural, structural engineer's & services engineer's drawings, calculations, details & specifications.
4. The contractor shall check all dimensions & setting out information on this or other related drawings prior to placing work in hand. Any errors or discrepancies between documents shall be reported to the Forward Architecture & seek clarification.
5. All proprietary products shall be used & fixed in strict accordance with manufacturers' printed recommendations, notes, specifications etc.
6. Only drawings stamped "ISSUED FOR CONSTRUCTION" shall be used on site.
7. This drawing & all other drawings & schedules/specifications, details etc. relating to this project are copyright of Forward Architecture.



Scale @ 1/100

Key:

- Existing structure
- Demolished construction
- Proposed structure
- Surrounding buildings

- B 09.06.22 Revised material
- A 30.03.22 Revised material

ForwardArchitecture

020 8123 9086

info@forwardarchitecture.co.uk
www.forwardarchitecture.co.uk

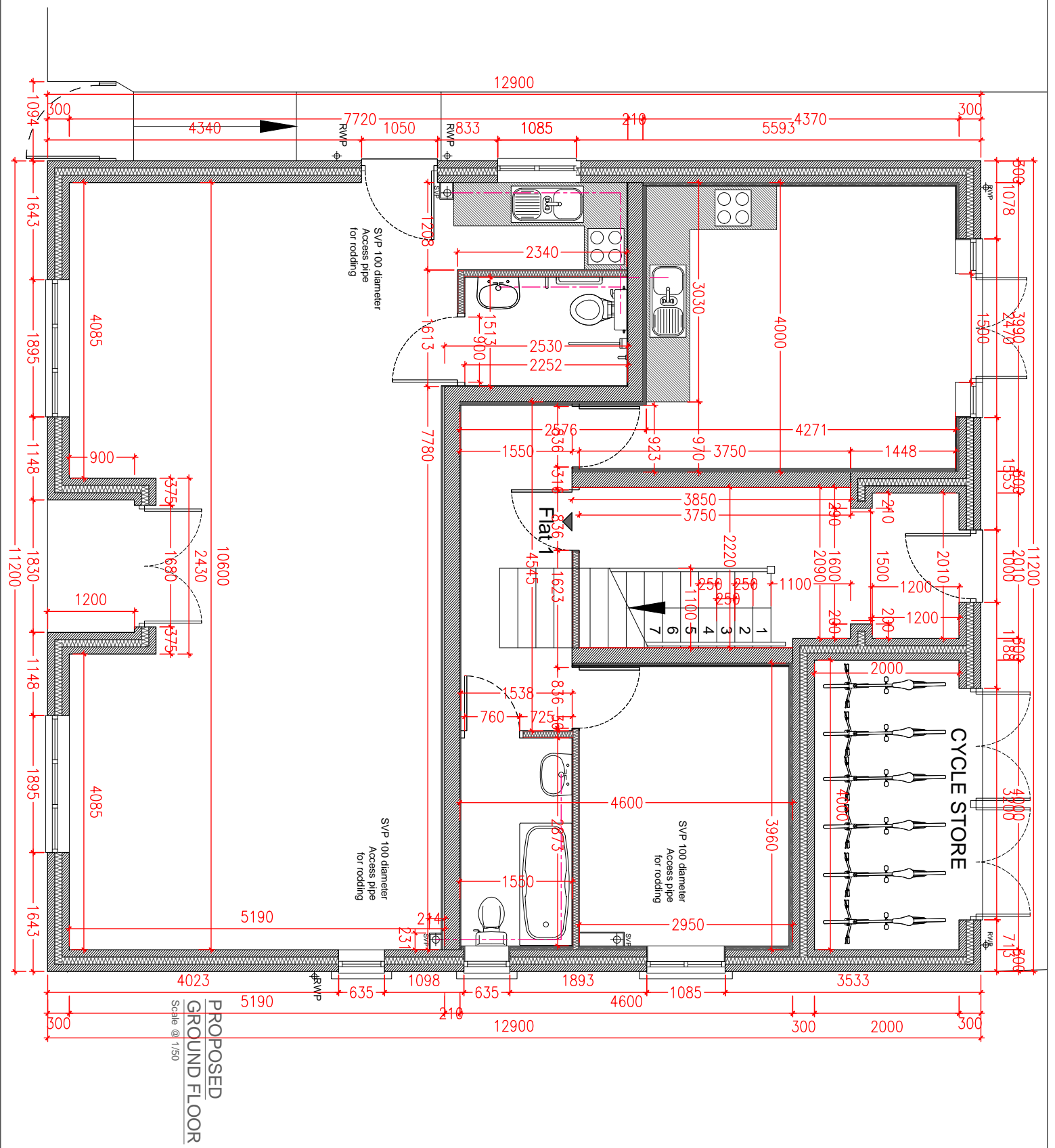
Project 19 The Boyle
Folkestone
Kent
CT20 1SQ

Title PROPOSED ELEVATIONS
CONDITION 8 - PROPOSED MATERIALS

Scale As indicated on A3 Drawn by

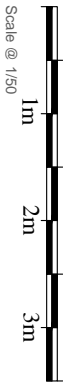
Date 12.2021 Checked

Drawing Number 2133_02-10 Revision B



GENERAL NOTES

1. Do not scale this drawing for Construction purposes.
2. All dimensions in this dwg. are metric.
3. This drawing shall be read in strict conjunction with all other relevant architectural, structural engineer's & services engineer's drawings, calculations, details & specifications.
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Key:

- Existing structure
- Demolished construction
- Proposed structure
- Surrounding buildings

Revisions		
C	18.08.22	Revised layout
B	04.07.22	WC door orientation
A	30.06.22	Revised layout

ForwardArchitecture

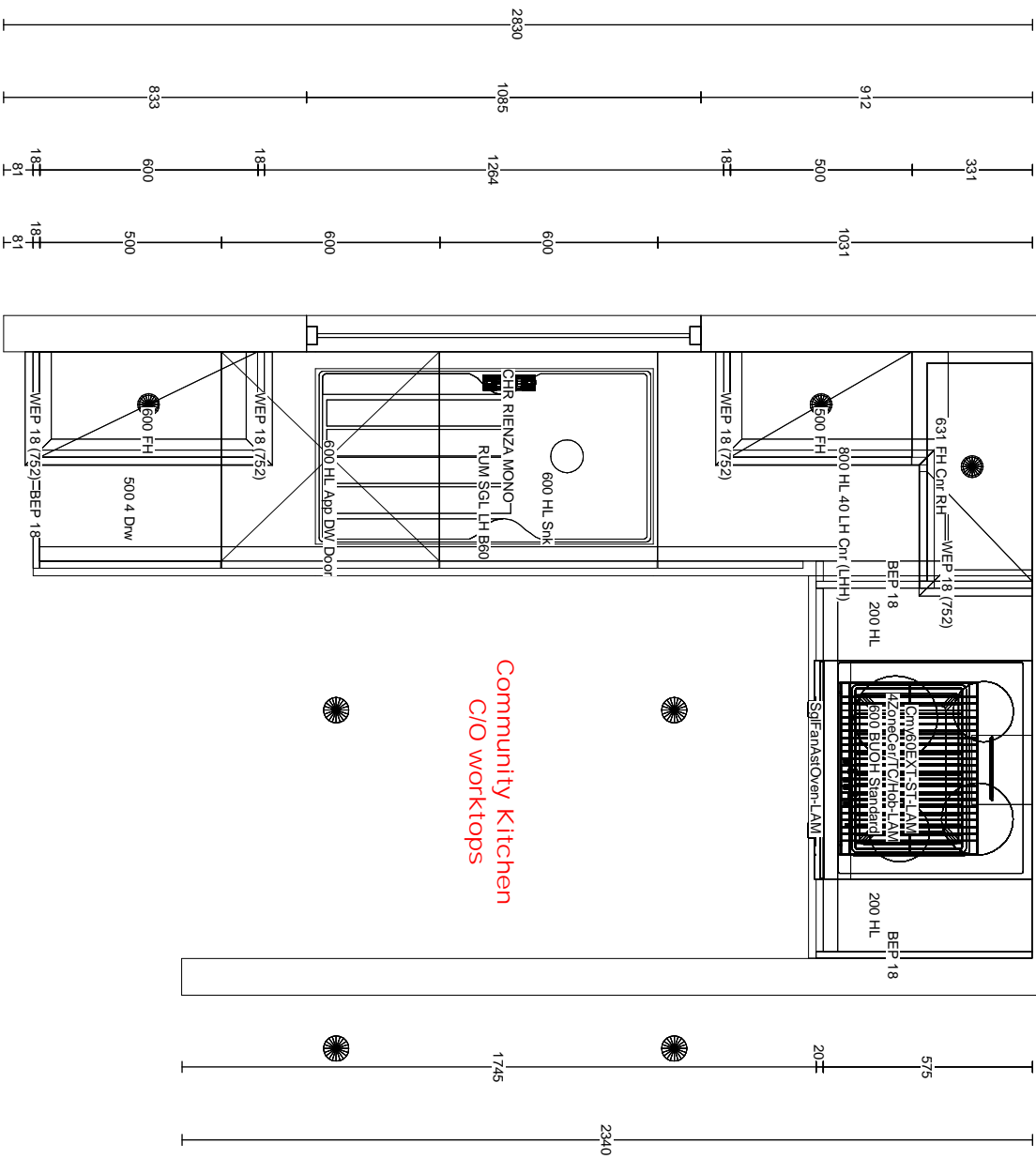
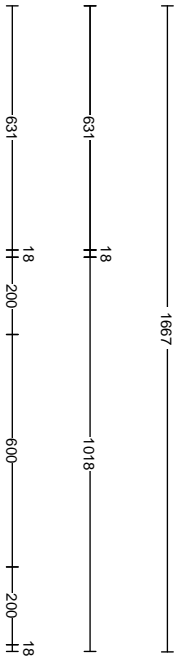
020 8123 9086

info@forwardarchitecture.co.uk
www.forwardarchitecture.co.uk

Project
19 The Boyle
Folkestone
Kent
CT20 1SQ

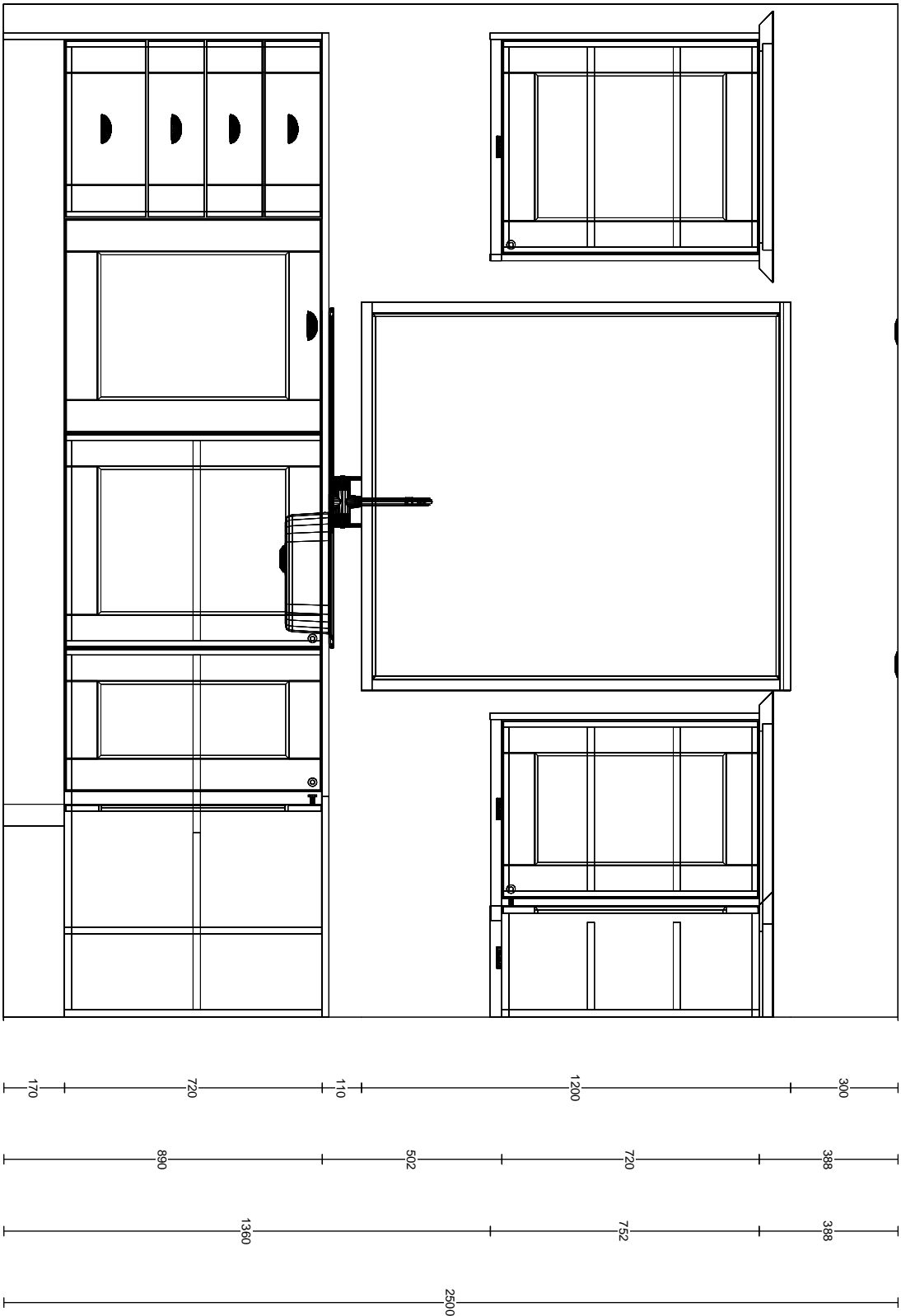
Title
PROPOSED SETTING OUT PLAN

Scale	As indicated on A3	Drawn by
Date	12.2021	Checked
Drawing Number	2133_04-00	Revision C



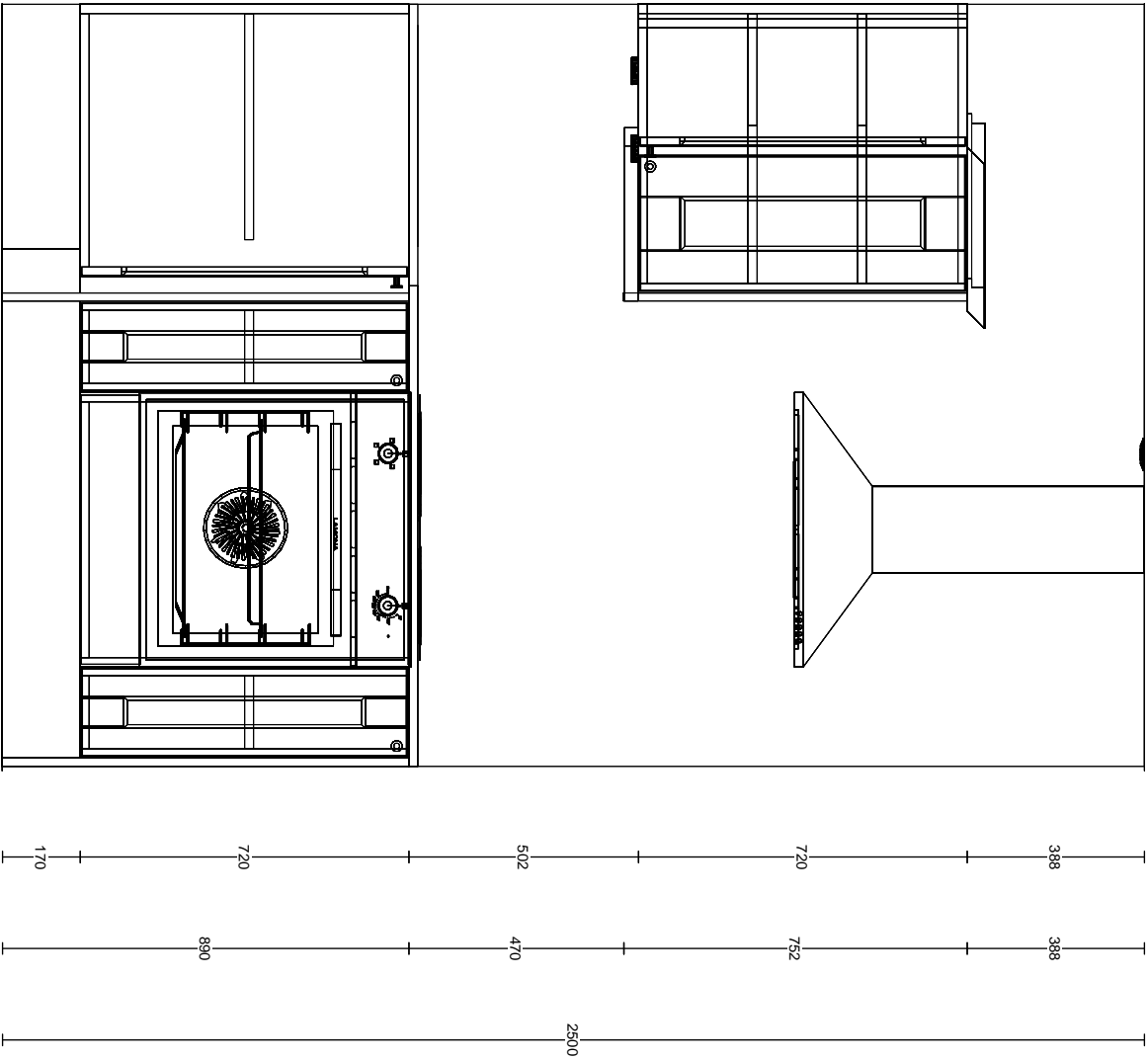
Please consult the quotation for a list of items to be supplied. The drawing is a computer representation of layout and dimension, details should be checked by the installer/builder. Please also ensure a Gas Safe registered engineer is engaged with regards to any gas appliances. Check with your installer/builder for more information.			Cad Plan No : 22111822766	Customer : TORQ DEVELOPMENTS LTD
			Designed By : Shaun Bruce	Phone :
			Designed On : 21/11/22	Range Designed : Fairford Dove Grey





Please consult the quotation for a list of items to be supplied. The drawing is a computer representation of layout and dimension, details should be checked by the installer/builder. Please also ensure a Gas Safe registered engineer is engaged with regards to any gas appliances. Check with your installer/builder for more information.


Cad Plan No : 2211822766	Customer : TORQ DEVELOPMENTS LTD
Designed By : Shaun Bruce	Phone :
Designed On : 21/11/22	Range Designed : Fairford Dove Grey



Please consult the quotation for a list of items to be supplied. The drawing is a computer representation of layout and dimension, details should be checked by the installer/builder. Please also ensure a Gas Safe registered engineer is engaged with regards to any gas appliances. Check with your installer/builder for more information.			Cad Plan No : 2211822766	Customer : TORQ DEVELOPMENTS LTD
			Designed By : Shaun Bruce	Phone :
			Designed On : 21/11/22	Range Designed : Fairford Dove Grey





			
Please consult the quotation for a list of items to be supplied. The drawing is a computer representation of layout and dimension, details should be checked by the installer/builder. Please also ensure a Gas Safe registered engineer is engaged with regards to any gas appliances. Check with your installer/builder for more information.		Cad Plan No : 2211822766	Customer : TORQ DEVELOPMENTS LTD
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Cad Plan No : 2211822766		Customer : TORQ DEVELOPMENTS LTD	
Designed By : Shaun Bruce		Phone :	
Designed On : 21/11/22		Range Designed : Fairford Dove Grey	

This report will be made
public on **4 January 2023**

**Folkestone
Town Council**



Report Number **C/23/326**

To: Council
Date: 11 January 2023
Status: Public Report
Responsible Officer: Finance Officer

Subject: BUDGET AND PRECEPT 2023/24

SUMMARY:

This report concludes the budget-making process for 2023/24, making recommendations to enable the Council to set its Precept for 2023/24 and to notify the tax collecting authority in accordance with statutory legislation.

REASONS FOR RECOMMENDATIONS

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

1. The Council must approve its Precept for 2023/24 and notify the principal tax collecting authority in January 2023.
2. The approval of the budget makes provision for spending plans for next year.
3. The Town Council must make adequate provision to cover its liabilities and service growth proposals for 2023/24 and beyond.
4. The Town Council needs to provide for adequate reserves in the event of sudden unforeseen, or unplanned, expenditure demands.

RECOMMENDATIONS:

1. **To receive and note Report C/23/326**
2. **To approve the Town Council's budget for 2023/24 as set out in the attached Appendix.**
3. **To confirm the Precept for 2023/24 in accordance with the provisions in Sections 39, 41 and 50 of the Local Government Finance Act 1992.**
4. **To authorise the Town Mayor to sign the Precept demand on the District Council.**

Aims and Objectives – To comply with Best Practice and Quality Council legislation.

Financial Implications – The Town Council must ensure it has sufficient funds to carry out its proposed services.

Equal Opportunities – Equal access to services for all.

Environmental Impact – The environmental impact has been considered in the preparation of all budgets.

Background Documents: The following unpublished documents have been relied upon in the preparation of this report:

Data from the Folkestone Town Council's Financial System and budget working papers.

1. INTRODUCTION AND BACKGROUND

- 1.1 This report concludes the budget-making process for 2023/24.
- 1.2 At its last meeting on 15 December 2022 the Finance and General Purposes Committee considered Report F/22/325 which set out the Council's budget requirements for 2023/24, including growth items.
- 1.3 The Town Council must now determine its precept level and budget requirements for 2023/24, taking into account:
 - i. Expenditure required in 2023/24 to carry out its functions
 - ii. Appropriate amounts for contingencies
 - iii. The need to provide adequate reserves
 - iv. Any expenditure incurred in 2022/23 not yet paid

2. REVENUE BUDGET 2023/24

- 2.1 The Town Council commenced its budget-making process by reviewing its aims and objectives and considering possible growth items and service enhancements for 2023/24 and beyond.
- 2.2 The appendix sets out the latest budget as approved by the Finance and General Purposes Committee, including the growth items.
- 2.3 The draft revenue budget for 2023/24 presently stands at £958,370 compared to the current year of £941,550 – an increase of £16,820 (1.79%).
- 2.4 Last year the Council agreed to meet £26,040 of the proposed budget from the General Reserve if necessary. The precept was therefore set at £915,510, charged at an annual rate of £63.52 per Band D property.
- 2.5 The Principal Council has indicated that the property tax base will increase this year from 14,413.77 to 14,566.56.
- 2.6 Should the Council decide to precept the sum of £958,370 at the expected tax base level of 14,566.56, the Town Council's Band D tax would be £65.79p per year, an increase of £2.28p (3.58%). This equates to an increase of approximately £0.04p per week.
- 2.7 Alternatively, the Council may decide to meet some of the budget from the General Reserve or precept a higher amount in order to add to the General Fund. Some possibilities are shown in the table below (precept figures are rounded to the nearest £10):

Increase per Tax Payer	Cost per Band D Property	Total Precept	From General Fund	Total Budget
0%	£63.516	£925,220	£33,150	£958,370
1%	£64.152	£934,470	£23,900	£958,370
2%	£64.787	£943,720	£14,650	£958,370
3%	£65.422	£952,970	£5,400	£958,370
3.584%	£65.792	£958,370	NIL	£958,370
4%	£66.057	£962,220	-£3,850	£958,370
5%	£66.692	£971,480	-£13,110	£958,370

- 2.8 The permitted level of spending under S137 is currently £8.82p per elector of Folkestone, equal to £296,740 for 2022/23. The figure for 2023/24 has yet to be announced.

3. RESERVES AND PROVISIONS

- 3.1 The Town Council must maintain adequate reserves and provisions to cover unforeseen expenditure and possible emergencies.
- 3.2 The list of Reserves and Provisions at the time of publication is shown below. Please note that the Provision for Play Areas is expected to be fully expended by 31st March: -

FOLKESTONE TOWN COUNCIL RESERVES AND PROVISIONS

RESERVE / PROVISION	BALANCE AT 31/12/22 £
General Fund	248,400
Museum/Heritage	163,130
Tourism	4,735
Bus Shelters	3,500
Ward Grants	19,393
Town Grants	3,036
FTC Elections	30,600
Salt Bins	6,168
Anti-Litter Campaign	2,000
Benches	100
Play Areas	171,440
Christmas Events (Cheriton)	1,369
Neighbourhood Fund	56,448
Christmas Gifts for Children	2,217
Community Transport	71,303
Guildhall Umbrella Project	5,308
Provision for Outstanding Invoices	4,679

4. CONCLUSION

- 4.1 The Town Council must determine its budget and precept requirements to fund expenditure for 2023/24 and beyond. The Council is therefore required to agree and confirm its spending plans for next year. Subject to any further changes in growth or service transfers, the Town Council's proposed budget for 2023/24 is £958,370 and precept to be decided.

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2023/2024									
		BASE BUDGET 2022/2023	ESTIMATED OUTTURN 2022/2023	ADJUSTED BASE BUDGET 2023/2024		RECURRING REVENUE GROWTH 2023/2024	NON-RECNG GROWTH ITEMS 2023/2024		
CODE						GROWTH 2023/2024	2023/2024	BUDGET 2023/2024	
101	ADMINISTRATION	£	£	£	£	£	£	£	£
4001	SALARIES, PENSIONS & IN	454,300	496,500	508,500				508,500	
4002	TOTAL CONTRIBUTION PAY	5,000	4,000	5,000				5,000	
4004	STAFF WELLBEING	3,000	3,000	3,000				3,000	
4005	AGENCY STAFF	0	0	0				0	
4006	TRAINING (Staff)	3,000	3,000	3,000				3,000	
4009	ADVERTISING FOR STAFF	0	200	0				0	
4010	EQUIPMENT/FURNITURE NEW	2,000	3,000	2,000				2,000	
4013	BANK CHARGES	300	300	300				300	
4014	HRLHS MAANAAGEMENT FEES	1,950	2,000	2,000				2,050	
4021	PRINTING	500	0	500				500	
4022	STATIONERY	1,000	1,200	1,200				1,200	
4024	PHOTOCOPIYNG	1,400	1,200	1,400				1,400	
4025	POSTAGE	1,000	750	1,000				1,000	
4026	TELECOMMUNICATION SERVICES	2,400	2,400	2,400				2,400	
4060	ICT SUPPORT	15,000	16,500	16,500				16,500	
4070	MISCELLANEOUS SUBSCRIPTIONS	700	700	700				700	
4071	CINQUE PORT FEDERATION SUB	360	360	360				370	
4072	SOCIETY OF LOCAL COUNCIL CLERKS	550	550	550				560	
4073	KENT ASSOC. OF LOCAL COUNCILS	2,360	2,330	2,330				2,380	
4080	PUBLIC TRANSPORT & CAR PARKS	250	250	250				250	
4103	SUBSISTENCE ALLOWANCES	200	150	200				200	
4104	CAR ALLOWANCES (Shift)	1,600	1,600	1,600				1,600	
4105	CAR ALLOWANCES (Volunteers)	0	0	0				0	
4712	ACCOUNTANCY SUPPORT	610	610	610				630	
4720	TO ALLTMENTS ADMINISTRATION (4503)	-4,100	-4,200	-4,300				-4,300	
	TOTAL ADMIN. EXPENDITURE	493,380	536,600	549,100	140	0	0	549,240	
1190	INVESTMENT INTEREST	-200	-7,500	-15,000				-15,000	
1199	OTHER INCOME	0	0	0				0	
	TOTAL ADMIN. INCOME	-200	-7,500	-15,000	0	0	0	-15,000	
	NET ADMIN. EXPENDITURE/INCOME	493,180	529,100	534,100	140	0	0	534,240	
102	DEMOCRATIC COSTS								
4007	TRAINING/CONFERENCE EXPS (Cllrs.)	500	0	500				500	
4081	CAR ALLOWANCES (Cllrs)	100	0	100				100	
4950	FTC REFLECTION FEES	0	0	0				0	
4951	FOLK TC REFLECTIONS (To Reserve)	10,200	10,200	10,200				10,200	
	TOTAL DEMOCRATIC COSTS Exp.	10,800	10,200	10,800	0	0	0	10,800	

FOLKES TONE TOWN COUNCIL - DRAFT BUDGET 2023/2024											
CODE		BASE BUDGET 2022/2023	ESTIMATED OUTTURN 2022/2023	ADJUSTED BASE BUDGET 2023/2024		RECURRING REVENUE GROWTH 2023/2024	NON-REC'G GROWTH ITEMS 2023/2024				BUDGET 2023/2024
		£	£	£		£	£				£
103	MAYORALTY										
4011	CLOTHING & UNIFORMS	600	600	600							600
4170	REGALIA - NEW	1,000	1,000	1,000							1,000
4171	REGALIA - REPAIR & MAINT.	400	1,050	400							400
4180	MAYOR'S INSTALLATION (Annual Meeting)	1,100	1,000	1,100							1,100
4181	REMEMBRANCE EVENTS	2,800	2,800	2,800							2,800
4182	CANADA DAY	2,550	3,350	2,850							2,850
4183	WILLIAM HARVEY COMMEMORATION	650	1,000	1,000							1,000
4184	HOLocaust DAY	320	320	320							320
4185	CINQUE PORT WARDEN	100	0	100							100
4249	COVER FOR CIVIC DRIVER	500	200	200							200
4250	FUEL/CHARGING CIVIC VEHICLE	500	300	500							500
4251	MTC/SERVICE/REPAIRS - EXTERNAL	150	150	150							150
4252	CAR INSURANCE	500	500	500							500
4253	CIVIC VEHICLE - GEN. CONTRIBS.	3,060	3,060	3,060							3,060
4255	MAYOR'S EXPENSES MAY-MAR	5,490	5,490	5,490							5,490
4256	MAYOR'S EXPENSES APR-MAY	1,100	920	1,100							1,100
4258	MISCELLANEOUS EVENTS (MAYORALTY)	0	2,100	0							0
4260	BURMA STAR (VJ DAY)	550	550	550							550
4261	NORMANDY VETERANS	320	200	320							320
	TOTAL MAYORALTY EXPENDITURE	21,690	24,590	22,040	0	0	0	0			22,040
1005	OTHER INCOME (MAYORALTY)	0	0	0							0
	TOTAL PREMISES INCOME	0	0	0	0	0	0	0			0
	NET PREMISES EXPENDITURE/INCOME	21,690	24,590	22,040	0	0	0	0			22,040
201	PREMISES										
4501	BUILDING REPM/MAINT	14,000	14,000	14,000							14,000
4509	CLEANING	8,500	8,900	9,700							9,700
4602	RATES	21,740	21,340	21,340							21,740
4603	PWLB CAPITAL REPAYMENTS	24,360	25,560	25,560							25,560
4604	PWLB INTEREST REPAYMENTS	14,940	13,750	13,750							13,750
4615	SERVICES, HEATING & LIGHTING	10,500	14,000	17,000							17,000
4617	SUNDRIES	2,500	2,500	2,500							2,500
4620	HIRE OF FACILITIES (Inc Garage)	7,100	7,100	7,100							7,100
	TOTAL PREMISES EXPENDITURE	103,640	107,150	110,950	400	0	0	0			111,350

FOLKES TONE TOWN COUNCIL - DRAFT BUDGET 2023/2024											
CODE		BUDGET 2022/2023	ESTIMATED OUTTURN 2022/2023	BUDGET 2023/2024	INFLATION 2023/2024	RECURRING GROWTH 2023/2024	NON-REC'G ITEMS 2023/2024	BUDGET 2023/2024			
1010	RENTAL INCOME	£	£	£	£	£	£	£			
1020	PWLB INCOME	-15,750	-15,800	-15,800				-15,800			
	TOTAL PREMISES INCOME	-15,750	-15,800	-15,800	0	0	0	-15,800			
	NET PREMISES EXPENDITURE/INCOME	87,890	91,350	95,150	400	0	0	95,550			
301	SERVICES										
4031	MISCELLANEOUS INSURANCES (Inc. Heritage)	9,000	8,830	9,000				9,000			
4503	ALLOTMENTS - ADMINISTRATION	4,100	4,200	4,300				4,300			
4504	ALLOTMENTS - PFR MAINTENANCE	3,000	3,000	3,000				3,000			
4505	ALLOTMENTS - TKL MAINTENANCE	3,000	3,000	3,000				3,000			
4840	MAINTENANCE OF BEACON	300	300	300				300			
4849	COMMUNITY EVENTS	0	0	0				0			
4850	LOCAL PROJECTS	4,000	2,000	4,000				4,000			
4851	NOTICE/INFORMATION/HERITAGE BOARDS	1,100	1,100	1,100				1,100			
4852	BUS SHELTERS	500	500	500				500			
4875	WARD GRANTS	19,800	19,800	19,800				19,800			
4876	TOWN GRANTS	34,200	34,200	34,200				34,200			
4878	PARKS, GARDENS & RECS - FLOWERBEDS	35,000	35,000	35,000				35,000			
4879	CHRISTMAS LIGHTING	30,000	18,000	17,000				17,000			
4880	CHRISTMAS FESTIVITIES	12,000	12,000	12,000				12,000			
4881	YOUTH FACILITIES	11,600	3,600	6,000				6,000			
4884	PARKS, GARDENS & RECS - TREES	20,000	20,000	20,000				20,000			
4885	PARKS, GARDENS & RECS - PLAY AREAS	35,000	56,000	35,000	2,000			37,000			
4890	PARK BENCHES	500	500	500				500			
4891	LITTER BINS, BOLLARDS & RAILINGS	2,250	2,250	2,250				2,250			
4894	FAIRTRADE INITIATIVES	0	1,000	0				0			
4895	TOURIST INFORMATION/VISITOR SERVICES	5,000	5,000	5,000				5,000			
4900	MAINTENANCE OF PUBLIC CLOCKS	500	500	500				500			
4901	MAINTENANCE OF MEMORIALS	2,500	2,500	2,500				2,500			
4903	TELEPHONE BOX	100	90	100				100			
4904	CCTV MONITORING	25,200	27,500	27,500	1,500			29,000			
4905	CCTV MAINTENANCE	16,000	17,000	20,000				20,000			
4998	AIR SHOW/ARMED FORCES DAY	22,800	10,000	12,000				12,000			
4999	CONTINGENCY	3,000	1,000	2,000				2,000			
	TOTAL SERVICES EXPENDITURE	300,450	288,870	276,550	3,500	0	0	280,050			
1002	ALLOTMENT RENTS PFR	-5,000	-5,950	-5,900				-5,900			
1003	ALLOTMENT RENTS TKL	-4,800	-4,600	-4,600				-4,600			
1004	OTHER INCOME (SERVICES)	0	0	0				0			
	TOTAL SERVICES INCOME	-9,800	-10,550	-10,500	0	0	0	-10,500			
	NET SERVICES EXPENDITURE/INCOME	290,650	278,320	266,050	3,500	0	0	269,550			

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2023/2024									
CODE		BASE BUDGET 2022/2023	ESTIMATED OUTTURN 2022/2023	ADJUSTED BASE BUDGET 2023/2024		RECURRING REVENUE GROWTH 2023/2024	NON-REC'G GROWTH ITEMS 2023/2024		BUDGET 2023/2024
		£	£	£		£	£		£
401	FEES								
4713	CONSULTANTS FEES	0	0	0					0
4714	EXTERNAL AUDIT FEES	2,100	1,600	1,600	100				1,700
4715	INTERNAL AUDIT FEES	1,000	1,000	1,000	50				1,050
4716	LEGAL/BAILIFF FEES	0	4,430	0					0
4717	CARD RECEIPT FEES	940	250	940					940
4718	SECURITY - TOWN HALL	10,000	0	0					0
	TOTAL FEES	14,040	7,280	3,540	150	0	0		3,690
402	MUSEUM/HERITAGE								
5006	M/H TRAINING	700	700	700					700
5007	M/H SUBSCRIPTIONS	450	450	450					450
5009	M/H ADVERTISING FOR STAFF	0	0	0					0
5010	M/H EQUIPMENT/FURNITURE	400	400	400					400
5011	M/H EXHIBIT REPAIRS	200	200	200					200
5012	M/H HISTORIC COSTUMES	250	250	250					250
5013	M/H EXHIBITS	0	0	0					0
5030	M/H MATERIALS	1,500	1,500	1,500					1,500
5031	M/H PUBLICITY & PROMOTION	1,000	1,000	1,000					1,000
5032	M/H EVALUATION/PRESS COVERAGE	500	500	500					500
5033	M/H LEAFLETS/PUBLICATIONS	1,000	1,000	1,000					1,000
5035	M/H MERCHANDISE	2,000	2,000	2,000					2,000
5040	M/H SERVICES	3,500	3,500	3,500					3,500
5041	M/H EVENTS	5,000	5,000	5,000					5,000
5042	M/H EXHIBITIONS	5,000	5,000	5,000					5,000
5043	M/H EDUCATION RESOURCES	500	500	500					500
5044	M/H WORKSHOPS	4,000	4,000	4,000					4,000
5070	M/H VOLUNTEERS' EXPENSES	0	0	0					0
5090	M/H HOSPITALITY	500	500	500					500
5091	M/H PROFESSIONAL FEES	3,000	3,000	3,000					3,000
	TOTAL MUSEUM/HERITAGE EXPENDITURE	29,500	29,500	29,500	0	0	0		29,500
1030	M/H INCOME	-2,500	-4,500	-4,500					-4,500
1033	M/H GRANTS	0	0	0					0
1034	M/H TRANSFERS FROM RESERVES	0	0	0					0
1035	M/H RETAIL SALES	-3,000	-1,000	-2,000					-2,000
1036	M/H VISITOR DONATIONS	-700	-250	-500					-500
	TOTAL MUSEUM/HERITAGE INCOME	-6,200	-5,750	-7,000	0	0	0		-7,000
	NET MUSEUM/HERITAGE EXPENDITURE/INCOME	23,300	23,750	22,500	0	0	0		22,500

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2023/2024								
	BASE BUDGET 2022/2023	ESTIMATED OUTTURN 2022/2023	ADJUSTED BASE BUDGET 2023/2024	INFLATION 2023/2024	RECURRING REVENUE GROWTH 2023/2024	NON-RECNG GROWTH ITEMS 2023/2024	BUDGET 2023/2024	
CODE	£	£	£	£	£	£	£	
SUMMARY								
TOTAL EXPENDITURE	973,500	1,004,190	1,002,480	4,190	0	0	1,006,670	
TOTAL INCOME	-31,950	-39,600	-48,300	0	0	0	-48,300	
NET TOTAL	941,550	964,590	954,180	4,190	0	0	958,370	
PRECEPT	-915,510	-915,510	-954,180				-958,370	
TRANSFER TO/(FROM) RESERVES								
NET (SURPLUS) / DEFICIT	26,040	49,080	0				0	