

# FOLKESTONE TOWN COUNCIL



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## AGENDA

Meeting: **Folkestone Town Council**  
Date: **18 September 2025**  
Time: **7.00 p.m.**  
Place: **Town Council Offices, 1-2 Guildhall Street, Folkestone**

To: **Town Councillors**

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

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

**Toni Brenchley**  
**Town Clerk**

## PRAYERS

## 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. Questions may not be answered at the meeting if they require further investigation, a written response will be sent after the meeting.

### 1. **APOLOGIES FOR ABSENCE**

To receive 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 Full Council Meeting held on 12 June 2025 and to authorise the Town Mayor to sign them as a correct record.

### 4. **MINUTES OF THE PLANNING COMMITTEE**

To receive the Minutes of the above Committee's Meetings of 29 May 2025, 19 June 2025, 10 July 2025 and 31 July 2025.

### 5. **MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

To receive the Minutes of the above Committee's Meeting of 8 May and 12 June 2025.

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

To receive the Minutes of the above Committee's Meeting of 8 April 2025.

**7. MINUTES OF THE CLIMATE AND ENVIRONMENT COMMITTEE**

To receive the Minutes of the above Committee's Meeting of 3 June 2025.

**8. MINUTES OF THE GRANTS COMMITTEE**

To receive the Minutes of the above Committee's Meeting of 6 February 2025.

**9. MATTERS AND RESOLUTIONS FROM COMMITTEES**

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

**i) Climate and Environment Committee – 24 July 2025**

- Members of the Allotment Working Group and representatives of the Allotment Associations provided updates on concerns and tenant related issues at Council-managed allotment sites.

The Committee were asked to consider potential changes to the allotment rules in relation to the responsibilities of tenants.

Following discussion, the Committee agreed on the following actions:

- i) The Town Clerk, Allotment Manager, Allotments Working Group and representatives of Tile Kiln and Park Farm Associations will meet to update the Allotment Rules. The proposed changes to the rules will be brought back to the Committee for approval.
- ii) The Town Clerk and Allotment Manager will explore options for replacing required locks and keys.
- iii) A meeting will be arranged at the FNCC to share and discuss concerns raised with other plot holders from Tile Kiln Lane, to address the following, among others:
  - o Leaving gates unlocked
  - o Excessive water usage during periods of heavy rainfall
  - o Overcrowding on individual plots
  - o Respect for other tenants' plots

An interpreter will also be arranged (fluent in English and Nepalese).

**ii) Community Services Committee – 10 June 2025**

- It was resolved that Folkestone Town Council submit an application to the Arts Council for an 'Unlocking collections' project grant to fund an exhibition and a series of workshops to explore the museum collection using AI.
- It was resolved that £2,500 be released from the Christmas Lighting budget, match funding what the Cheriton Christmas Committee has allocated for new lights in Cheriton.
- It was resolved that the Communities & Events Officer submit a response on behalf of the committee stating their view that dogs should not be permitted access on any play parks and signage be installed to this effect.
- It was resolved to approve and adopt the Folkestone Museum Access Policy.

**iii) Finance and General Purposes Committee – 21 August 2025**

- It was resolved to defer the decision on any increase to allotment rents until meetings have taken place with the allotment tenants and a more detailed report is brought back to the Committee.
- It was resolved to note report F/25/391 and approve the CIL Policy.
- It was resolved to receive and note report F/25/393 and approve the use of the CIL funds up to £21,650 to pay for the highway improvements on Tile Kiln Lane

and Ashley Avenue.

- It was resolved to receive and note report F/25/394 and to approve the use of CIL funds up to £23,200 to replace play area equipment at Southern Way and Pine Way Play Parks, and the addition of grass matting and benches at George Gurr Play Park.

## **10. CCTV MAINTENANCE**

Report C/25/395 provides recommendations following a Planned Preventative Maintenance (PPM) review of the CCTV network. Council is asked to approve the recommendations contained within the report to maintain and enhance the CCTV network's operational effectiveness.

## **11. OUTSIDE BODIES**

- To receive verbal reports from Councillors as Council representatives on the following outside bodies as follows:
  - Kent Association of Local Councils (AAK, JD)
  - John Bowley & Sherwood Almshouses Charity (RW)
  - Folkestone Twinning Association (AL)
  - Cinque Ports Champion (BW)
  - Folkestone Municipal Charity (AL, LM, NK, RW, BW)
  - NALC Super Council Network (PG)
  - Mechinagar/Folkestone Twinning Assoc. (JM, BW, PG, KL, AAK, NK, JD, JR)
  - Folkestone Community Forum (BW, JD)

## **12. KENT COUNTY COUNCILLOR'S UPDATES**

Reports providing updates from Kent County Councillors are attached.

- Councillor Tim Prater, Member for Cheriton Sandgate, & Hythe East.

Councillor Prater writes monthly County Council updates, and a link to each of the most recent months is below. He would be happy to take questions or comments at any time by email to [tim@prater.uk](mailto:tim@prater.uk) or at meetings.

[Tim Prater Reporting Back from KCC: August 2025 - Folkestone and Hythe Liberal Democrats](#)

[Tim Prater Reporting Back from KCC: July 2025 - Folkestone and Hythe Liberal Democrats](#)

[Tim Prater Reporting Back from KCC: June 2025 - Folkestone and Hythe Liberal Democrats](#) [all those relevant since last meeting]

- Councillor Mary Lawes, Member for Folkestone East (attached).
- Councillor John Baker, Member for Folkestone West (attached).

## **13. NEIGHBOURHOOD PLAN**

Following a resolution at Full Council on 25 June 2025, the Town Clerk will update members with regard to Neighbourhood Plan funding.

## **14. NOTICE OF MOTIONS**

- Councillor John Renshaw would like to move a motion for the Town Council to approve the use of the Town Council's logo within the logo that has been proposed for the Folkestone Mechinagar Twinning Association (please see attached).
- Councillor Laura Davison would like to move a motion to revoke Resolution No.2173

made at Full Council on 6 May 2025, to amend the Committee membership as per the attached.

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

13 November 2025 at 7pm – Ordinary Full Council Meeting

### **Councillors on Committee:**

Cllr Abena Akuffo-Kelly  
Cllr Charlie Bain Smith  
Cllr Bridget Chapman  
Cllr Jane Darling  
Cllr Laura Davison  
Cllr Christine Dickinson  
Cllr Peter Gane  
Cllr Nicola Keen  
Cllr Kieran Leigh

Cllr Adrian Lockwood  
Cllr Connor McConville  
Cllr Liz McShane  
Cllr Lucy McGirr  
Cllr Jackie Meade  
Cllr Tim Prater  
Cllr John Renshaw  
Cllr Belinda Walker  
Cllr Roger West

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



## Folkestone Town Council

**MINUTES of the Full Council Meeting held at the Town Hall, Folkestone on Thursday, 12 June 2025 at 7.00 p.m.**

**TOWN COUNCILLORS PRESENT:** Councillors Abena Akuffo-Kelly, Lucy McGirr, Christine Dickinson, Kieran Leigh, Bridget Chapman, Jane Darling, Connor McConville, Peter Gane, Tim Prater, Jackie Meade, Belinda Walker, Adrian Lockwood and Roger West.

**APOLOGIES:** Councillors John Renshaw, Laura Davison, Liz McShane and Nicola Keen.

**ABSENT:** Councillor Charles Bain Smith.

**IN ATTENDANCE:** Toni Brenchley (Town Clerk)  
Karen Palmer (Finance Officer/Deputy Clerk)  
Jennifer Griffin (Administration Officer)

### **2145. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors John Renshaw, Laura Davison, Liz McShane and Nicola Keen.

**RESOLVED: To accept the apologies from Councillors John Renshaw, Laura Davison, Liz McShane and Nicola Keen.**

Proposed: Councillor Abena Akuffo-Kelly  
Seconded: Councillor Roger West  
Voting: F: 11, Ag: 0, Ab: 0

*6:02pm Councillors Tim Prater and Kieran Leigh arrived.*

### **2146. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **2147. MINUTES**

Council was asked to receive and authorise the Minutes of the Full Council Meeting held on 6 May 2025 and to ask the Town Mayor to sign them as a correct record.

**RESOLVED: That the Minutes of the Full Council Meeting held on 6 May 2025 be received and signed as a correct record.**

Proposed: Councillor Jackie Meade  
Seconded: Councillor Belinda Walker  
Voting: F: 13, Ag: 0, Ab: 0

**2149. MINUTES OF THE PLANNING COMMITTEE**

Council were asked to receive Minutes of the Planning Committee Meetings held on 30 January, 27 March and 24 April 2025.

**RESOLVED: That the Minutes of the Planning Committee Meetings of 30 January, 27 March and 24 April 2025 be received.**

Proposed: Councillor Christine Dickinson

Seconded: Councillor Jackie Meade

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

**2150. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

Council was asked to receive the Minutes of the Finance and General Purposes Committee Meetings held on 13 February and 17 April 2025.

**RESOLVED: That the Minutes of the Finance and General Purposes Committee Meetings of 13 February and 17 April 2025 be received.**

Proposed: Councillor Connor McConville

Seconded: Councillor Belinda Walker

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

**2151. MINUTES OF THE COMMUNITY SERVICES COMMITTEE**

Council was asked to receive the Minutes of the Community Services Committee Meeting held on the 11 February 2025.

**RESOLVED: That the Minutes of the Community Services Committee Meeting of 11 February 2025 be received.**

Proposed: Councillor Roger West

Seconded: Councillor Peter Gane

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

**2152. MINUTES OF THE CLIMATE AND ENVIRONMENT COMMITTEE**

Council was asked to receive the Minutes of the Climate and Environment Committee Meetings held on the 4 February 2025 and 1 April 2025.

**RESOLVED: That the Minutes of the Climate and Environment Committee Meeting of 4 February 2025 and 1 April 2025 be received.**

Proposed: Councillor Lucy McGirr

Seconded: Councillor Belinda Walker

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

### **2153. MATTERS AND RESOLUTIONS FROM COMMITTEES**

Councillors noted the Matters and Resolutions from Committees.

- i) **Finance and General Purposes Committee – 8 May 2025**  
Noted
- ii) **Climate and Environment Committee – 3 June 2025**  
Noted
- iii) **Planning Committee – 29 May 2025**  
Noted

### **2154. INTERNAL AUDITOR'S REPORT**

The Council noted the Internal Auditor's Report for 2024/25.

**RESOLVED: To note the Internal Auditor's Report for 2024/25.**

Proposed: Councillor Connor McConville

Seconded: Councillor Jackie Meade

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

### **2155. STATEMENT OF INTERNAL CONTROL**

Councillors were asked to consider the Statement of Internal Control in support of the Annual Governance Statement and review the effectiveness of the system of Internal Control.

The Chair of the meeting and the Town Clerk signed the Statement of Internal Control.

**RESOLVED: To approve the Statement of Internal Control for the year ending 31<sup>st</sup> March 2025 and for the Chair and Town Clerk to sign.**

Proposed: Councillor Connor McConville

Seconded: Councillor Peter Gane

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

### **2156. ANNUAL GOVERNANCE STATEMENT 2024/25**

The Council was asked to approve the Annual Governance Statement for 2024/25 (Section 1 of the Annual Return for the year ending 31 March 2025)

**RESOLVED: To approve the Annual Governance Statement for 2024/25 and for the Chair of the meeting and Town Clerk to sign.**

Proposed: Councillor Connor McConville

Seconded: Councillor Tim Prater

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

**2157. STATEMENT OF ACCOUNTS AND ANNUAL RETURN 2024/25**

The Council was asked to approve the Statement of Accounts 2024/25, the Annual Return for 2024/25 (Section 2 of the Annual Return for the year ending 31 March 2025) and supporting Bank Reconciliation.

**RESOLVED: To approve the Statement of Accounts 2024/25, the Annual Return for 2024/25 and supporting Bank Reconciliation and for the Chair of the meeting to sign.**

Proposed: Councillor Connor McConville

Seconded: Councillor Bridget Chapman

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

**2158. PERIOD OF EXERCISE OF PUBLIC RIGHTS**

Councillors noted the dates set for the period of exercise of public rights as 16 June 2025 to 25 July 2025.

**2159. ANNUAL REPORT 2024/25**

The Annual Report 2024/25 was noted.

**2160. WORKING GROUPS**

Council were asked to approve nominations for membership to Working Groups for 2025/26.

**RESOLVED: To approve nominations for membership to Working Groups for 2025/26 as follows, with the amendment of Councillor Tim Prater being added onto the Highways Improvement Plan Working Group:**

**CCTV: Cllrs Abena Akuffo-Kelly, Laura Davison, Nicola Keen, Adrian Lockwood, Connor McConville and Belinda Walker.**

**Highways Improvement Plan (HIP): Cllrs Jane Darling, Laura Davison, Christine Dickinson, Peter Gane, Nicola Keen, Kieran Leigh, Lucy McGirr, John Renshaw, Belinda Walker and Tim Prater.**

Proposed: Councillor Jackie Meade

Seconded: Councillor Peter Gane

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

**2162. SPECIAL MOTION – Appointments to Outside Bodies**

A signed Special Motion was received from Councillor Nicola Keen to revoke Resolution No. 2174 made at Full Council on 6 May 2025, for an amendment to be made to the Trustees on the John Bowley and Sherwood Almshouses as per the attached list of appointments on the Agenda.

**RESOLVED: To revoke Resolution No. 2174.**

Proposed: Councillor Belinda Walker

Seconded: Councillor Jane Darling

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



**RESOLVED: To appoint Councillors onto Outside Bodies as follows:**

- i. Kent Association of Local Councils (two Councillors)  
**Councillors Abena Akuffo-Kelly and Jane Darling.**
- ii. Trustees for the John Bowley and Sherwood Almshouses (four representatives)  
**Councillor Roger West, Mr. Richard Wallace, Mrs. Mary Lawes, and Mr. Paul Bingham.**
- iii. Municipal Charities (Mayor and four Councillors)  
**Councillor Lucy McGirr in position as Mayor, Councillors Adrian Lockwood, Nicola Keen, Roger West and Belinda Walker.**
- iv. Folkestone Twinning Association (one Councillor)  
**Councillor Adrian Lockwood.**
- v. Cinque Ports Champion (one Councillor)  
**Councillor Belinda Walker.**
- vi) NALC Super Council Network  
**Councillor Peter Gane.**
- vii) Mechinager/Folkestone Twinning Association  
**Councillors Jackie Meade, Belinda Walker, Peter Gane, Kieran Leigh, Abena Akuffo-Kelly, Nicola Keen, Jane Darling and John Renshaw.**
- viii) Folkestone Community Forum  
**Councillors Belinda Walker and Jane Darling**  
Proposed: Councillor Jackie Meade  
Seconded: Councillor Jane Darling  
Voting: F: 13, Ag: 0, Ab: 0

**2163. NEIGHBOURHOOD PLAN**

The Town Clerk updated the Council that Folkestone & Hythe District Council have now designated the area for a Neighbourhood Plan.

There was a general discussion around the cost and available funding of a Neighbourhood Plan, how to ensure that each area of the town's needs was adequately represented within the Plan and how to ensure that the Neighbourhood Plan would encompass the views of all Folkestone residents.

There was also discussion about whether to set up a Steering Group.

**RESOLVED: To defer further discussion and the establishment of a Steering Group until the next Full Council Meeting of 18 September 2025, when more information on Neighbourhood Plan funding would be available.**

Proposed: Councillor Peter Gane

Seconded: Councillor Jackie Meade

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

**2164. DATE AND TIME OF NEXT MEETING**

18 September 2025 – Ordinary Full Council Meeting

**The meeting concluded at 6:25pm.**

.....Town Mayor

## Folkestone Town Council

**Minutes of the Planning Committee Meeting held on Thursday 29 May 2025 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.**

**PRESENT:** Councillors Charles Bain Smith, Laura Davison, John Renshaw, Jane Darling, Bridget Chapman, Christine Dickinson.

**OFFICERS PRESENT:** Georgina Wilson (Corporate Support Officer), Jennifer Griffin (Administration Officer)

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**2. DECLARATIONS OF INTEREST**

Councillor Davison abstained from comment on Application 25/0831/FH.

**3. PLANNING COMMITTEE MEETING**

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 24 April 2025 and to authorise the Chair of the Committee to sign them as a correct record.

**RESOLVED: That the Minutes of the meeting of the Planning Committee held on 24 April 2025 be received and that the Chair of the meeting be authorised to sign them as a correct record.**

Proposed: Councillor Christine Dickinson

Seconded: Councillor Charles Bain Smith

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

**4. WEEKLY LIST**

Councillors noted the comments sent to Folkestone & Hythe District Council via the Weekly Lists dated 23 April 2025 and 2 May 2025.

**5. CHANGE IN MEETING SCHEDULE**

The Committee were asked to consider altering the Meetings of the Planning Committee to three weekly to better align with Planning Application closing dates.

Councillor Laura Davison declared to the Committee that they would be leaving the Committee.

**RESOLVED: That the Meetings of the Planning Committee change to three weekly to better align with Planning Application closing dates.**

Proposed: Councillor Jane Darling

Seconded: Councillor John Renshaw

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

## 7. PLANNING APPLICATIONS

Application no 25/0590/FH  
Location Flat C, 98 Bouverie Road West  
Proposal Replacement of windows from timber to UPVC at the front elevation.  
Closing date 05/06/2025  
Comment Object. The Committee's previous comment still stands – UPVC is not an appropriate material as it is not recyclable, nor does UPVC preserve or enhance the character of the conservation area. UPVC is not necessary to use when there are timber alternatives available.

Application no 25/0877/FH  
Location 1 Grimston Gardens  
Proposal Situated in a Conservation Area - T1 Bay- crown reduce all around by 1-2 meters. T2 Holly- reduce in height by approx. 3-4 meters. G1 and G2 mixed species shrubs- to be cut pruned and shaped all around by 1-2 meters and to be crown lifted off the footpath to a height of 3m.  
Closing date 03/06/2025  
Comment No Objection

Application no 25/0831/FH  
Location Flat 1, 30 Grimston Gardens  
Proposal Retrospective application for timber office pod in front garden. (Resubmission of planning application 24/0875/FH).  
Closing date 04/06/2025  
Comment No Objection

Application no 25/0876/FH  
Location 104 Sandgate Road  
Proposal Advertisement consent for 1no. new internally illuminated projecting hanging sign and 1no. new internally illuminated fascia sign.  
Closing date 09/06/2025  
Comment No Objection

Application no 25/0911/FH  
Location 2 Broadfield Road  
Proposal Works to trees subject to TPO No 13 of 1991, T1 Common Beech, Cut back 2 metres side growth. Cut back the drive side by the same amount and shape into the canopy. T2 Silver Birch, fell to ground level.



Closing date	08/06/2025
Comment	Object. This would engender the loss of a fine, mature silver birch tree which contributes greatly to the street scene and character of the conservation area. The Committee do not object to the works on the beach tree.
Application no	25/0878/FH/TCA
Location	2 Albion Villas
Proposal	Works to trees in a Conservation Area comprising of T1 Holm Oak crown reduce by approx. 3-4 metres, T2 Magnolia fell to ground level, T3 Bay fell to ground level & T4 Laburnum reduce all around by approx. 1 metre.
Closing date	09/06/2025
Comment	Object. There is no justification for felling two trees that contribute to the character of the conservation area.
Application no	25/0896/FH
Location	1 Broadview
Proposal	Erection of a combined rear extension and replacement garage.
Closing date	09/06/2025
Comment	No Objection
Application no	25/0825/FH
Location	St Peter's Church, The Durlocks
Proposal	Alterations to the fleche
Closing date	12/06/2025
Comment	Object. While the Committee do not disagree with the principle of changing the materials to make the fleche weatherproof but there are no reassuring details as to how this will be done. Proposals appear to cut off ventilation to the timber structure which would be important. Given the Churches importance as a landmark, and since it is Grade 2 Listed, the Committee wishes to ensure this is done properly. A Listed Building Application needs to be made.

## **PREMISES LICENCSE**

Application no	PR202505-116564
Location	Pomus Folkestone, 53 Tontine Street
Proposal	Recorded Music, Alcohol ON & OFF Sales
Closing date	09/06/2025

Comment                      There are no details available, however the Committee wishes to note its strong objection to the loss of a community space where young artists were able to exhibit.

## 8.      LATE PLANNING APPLICATIONS

Application no              25/0941/FH  
Location                      57-59 Sandgate Road  
Proposal                      Advertisement consent for 1 no. internally illuminated fascia sign.  
Closing date                  13/06/2025  
Comment                      No Objection

Application no              25/0745/FH  
Location                      12 & 12A Bouverie Road West  
Proposal                      Retrospective application for change of window and rear and side doors.  
Closing date                  17/06/2025  
Comment                      Object. UPVC is not an appropriate material as it is not recyclable nor does UPVC preserve or enhance the character of the conservation area. UPVC is not necessary to use when there are timber alternatives available. The form of the proposed windows doesn't even respect the historic shape and opening of the building.

Application no              25/0940/FH  
Location                      65 to 67 Sandgate Road  
Proposal                      Change of use from bank (class E) to hot food take away to include air conditioning condensers and extract grilles.  
Closing date                  17/06/2025  
Comment                      No Objection

Application no              25/0970/FH  
Location                      65 to 67 Sandgate Road  
Proposal                      Advertisement Consent for the installation of 3No. new fascia signs and one internally illuminated projecting sign.  
Closing date                  17/06/2025  
Comment                      No Objection

## ANY OTHER BUISNESS

Councillor Laura Davison introduced a Special Motion to be signed by the members of the Planning Committee for Councillor Davison to retire from the Committee.

**6. DATE OF NEXT MEETING**

Thursday, 19 June 2025 at 7pm.

The meeting concluded at 7:52pm.

A handwritten signature in black ink, appearing to read 'G. Burton', is written over a dotted line.

Chair



## Folkestone Town Council

**Minutes of the Planning Committee Meeting held on Thursday 19 June 2025 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.**

**PRESENT:** Councillors Charles Bain Smith, Bridget Chapman, Laura Davison, Christine Dickinson and John Renshaw.

**OFFICERS PRESENT:** Georgina Wilson (Corporate Support Officer)

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Jane Darling.

**2. APPOINTMENT OF CHAIR**

Councillors were asked to appoint a Chair of the Planning Committee for the 2025/26 municipal year.

**RESOLVED: That Councillor Charles Bain Smith be appointed Chair of the Planning Committee for the 2025/26 Municipal Year**

Proposed: Councillor Christine Dickinson

Seconded: Councillor Laura Davison

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

**3. APPOINTMENT OF VICE CHAIR**

Councillors were asked to appoint a Vice Chair for the Planning Committee for the 2025/26 municipal year.

**RESOLVED: That Councillor John Renshaw be appointed Vice Chair of the Planning Committee for the 2025/26 municipal year.**

Proposed: Councillor Charles Bain Smith

Seconded: Councillor Laura Davison

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

**4. DECLARATIONS OF INTEREST**

Cllr Bain Smith declared an interest in 25/0951/FH and Cllr Davison abstained from application 25/1026/FH.

**5. PLANNING COMMITTEE MEETING**

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 29 May 2025 and to authorise the Chair of the Committee to sign them as a correct record.

**RESOLVED: That the Minutes of the meeting of the Planning Committee held on 29 May 2025 be received and that the Chair of the meeting be authorised to sign them as a correct record, with the amendment to Application 25/0831/FH.**

Proposed: Councillor Christine Dickinson

Seconded: Councillor John Renshaw

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





## 6. REVIEW OF THE TERMS OF REFERENCE

Councillors were asked to consider the Terms of Reference for the Planning Committee.

**RESOLVED: To adopt the Terms of Reference for 2025/26.**

Proposed: Councillor John Renshaw

Seconded: Councillor Bridget Chapman

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

## 7. PLANNING APPLICATIONS

Application no	25/0964/FH
Location	69 Sandgate Road
Proposal	Retrospective application for the Installation of external flue on rear elevation.
Closing date	26.06.25
Comment	No objection however, the Committee would encourage the applicant to take note of the neighbour's concerns.

Application no	25/0967/FH
Location	12 Middle Mead
Proposal	Single storey side and rear extension
Closing date	18.06.25
Comment	No objection

Application no	25/0969/FH
Location	Hillcroft, Crete Road West
Proposal	Proposed erection of detached garage outbuilding.
Closing date	18.06.25
Comment	No objection

Application no	25/0944/FH
Location	82 Guildhall Street
Proposal	Conversion of 3 self-contained flats to 4 self-contained flats, re - build of front entrance staircase, addition of front rooflight, front bay window re -configuration and enlarged rear existing dormer.
Closing date	19.06.25
Comment	No objection

Application no	25/0951/FH
Location	Mermaid Beach, Marine Walk
Proposal	Temporary siting of mobile sauna
Closing date	03/07/2025
Comment	No objection

Application no 25/0968/FH  
Location 5 Stanley Court, Shearway Road, Shearway Business Park  
Proposal New window to the side elevation.  
Closing date 24/06/2025  
Comment No objection

Application no 25/0846/FH  
Location 10 Radnor Park Road  
Proposal Formation of a new vehicular access onto classified road with hardstanding.  
Closing date 26/06/2025  
Comment Object, the Committee were concerned that a vehicle cannot be turned on the driveway with 2 cars parked, meaning there is a risk of vehicles reversing onto the road at what is an already busy roundabout. There was also concern that there is no information on drainage from the hard standing, this could result in water running on to the highway. The appearance of the new hardstanding would erode the soft landscape of the front garden and character of the area.

Application no 25/1000/FH  
Location 56 Surrenden Road  
Proposal Erection of dormer window to front roof slope.  
Closing date 26/06/2025  
Comment No objection

Application no 25/0994/FH  
Location 13 Joyes Road  
Proposal Variation of condition 2 (approved plans) of planning permission 25/0546/FH to allow for amendment to roof from hip to gable.  
Closing date 27/06/2025  
Comment No objection

Application no 25/0940/FH  
Location 65 to 67 Sandgate Road  
Proposal Installation of air conditioning condensers and extract grilles.  
Closing date 26/06/2025  
Comment No objection

Application no 25/1040/FH



Location 43 Sandgate Road  
Proposal Listed Building Consent for the installation of replacement ATM tablet with new branding.  
Closing date 27/06/2025  
Comment No objection

Application no 25/1026/FH  
Location The Manor Office, 43 Castle Hill Avenue  
Proposal Erection of two new detached dwellings.  
Closing date 02/07/2025  
Comment No objection

Application no 25/1062/FH  
Location Ground Floor Business Premises, 2 Church Street  
Proposal Retrospective application for the retention of commercial extract flu to rear of property.  
Closing date 10/07/2025  
Comment No objection

#### **5. RECONSULTATIONS**

Application no 25/0562/FH  
Location Flat A, 32 Morehall Avenue  
Proposal Single storey rear extension  
Closing date 25.06.25  
Comment No objection

#### **5. PREMISES LICENCES**

Application no PR202505-117325  
Location Delish Chicken, 87 Cheriton High Street  
Proposal Alcohol ON & OFF Sales  
Closing date 01/07/2025  
Comment No objection

#### **5. LATE PLANNING APPLICATIONS**

Application no 25/1088/FH/TCA  
Location Flat G, 201 Sandgate Road  
Proposal Works to trees in a Conservation Area comprising of T1) Reduce height of conifer by 6m & works to roots.  
Closing date 04/07/2025  
Comment No objection to the reduction of height but the Committee objects to the root work which could lead to the tree dying.



Application no	N/A
Location	Cherry Garden Lane
Proposal	Proposed Upgrades at CS 11288132
Closing date	14 days from email dated 13/06/2025
Comment	No objection

Application no	25/0986/FH
Location	Flat 4, 11 Trinity Crescent
Proposal	Replacement of timber french doors with aluminium french doors.
Closing date	07/07/2025
Comment	No objection

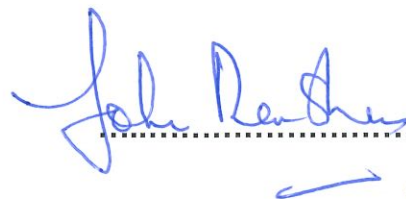
Application no	25/1070/FH
Location	Town Hall, 2 Guildhall Street
Proposal	Installation of new lightning protection system including air terminal conductor rod.
Closing date	08/07/2025
Comment	No objection

Application no	25/1081/FH
Location	Town Hall, 2 Guildhall Street
Proposal	Listed Building Consent for installation of new lightning protection system including air terminal conductor rod.
Closing date	08/07/2025
Comment	No objection

**6. DATE OF NEXT MEETING**  
Thursday 10 July 2025, at 7pm.

The meeting concluded at 8.15pm.

 ..... **Chair**



## Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 10 July 2025 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

**PRESENT:** Councillors John Renshaw (acting Chair), Jane Darling, Bridget Chapman and Christine Dickinson.

**APOLOGIES:** Councillors Charles Bain Smith and Laura Davison.

**OFFICERS PRESENT:** Liz Timmins (Communities & Grants Officer)

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Charles Bain Smith and Laura Davison.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. PLANNING COMMITTEE MEETING**

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 19 June 2025 and to authorise the Chair of the Meeting to sign them as a correct record.

**RESOLVED:** That the Minutes of the meeting of the Planning Committee held on 19 June 2025 be received and that the Chair of the Meeting be authorised to sign them as a correct record.

Proposed: Councillor Bridget Chapman

Seconded: Councillor Christine Dickinson

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

**4. SOLAR FARM PLANNING PROPOSALS**

The Committee was asked if it wished to make a response to SSE Renewables proposal for solar farms on Romney Marsh.

**RESOLVED:** Councillor Renshaw will email a response

Proposed: Councillor John Renshaw

Seconded: Councillor Christine Dickinson

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

**5. STREET NAMING**

Councillors were asked for their opinion on the proposed street names for a new development of 19 new dwellings that are currently being built on the former land of the Royal Victoria Hospital in Radnor Park Avenue.

- **Donnelly Crescent** - The hospital was founded by a retired naval surgeon named Dr. Donnelly as a charitable clinic for the poorer residents of Folkestone
- **Florence Crescent** – Honouring Florence Nightingale and her association with military and hospital reform.
- **Hillview Crescent**
- **Town Crescent**

CBS

**RESOLVED:** Councillors agree with the suggestions of Donnelly Crescent and Florence Crescent, but would like to suggest that Hillview Crescent be changed to Fletcher Crescent, to commemorate Frank Rex Fletcher, and Town Crescent be changed to Seacole Crescent to commemorate Mary Seacole.

Proposed: Councillor Christine Dickinson

Seconded: Councillor Jane Darling

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

**6. GAMBLING ACT 2005 – UPDATE TO THE STATEMENT OF PRINCIPLES**

The Committee was asked if it wished to comment on the draft 2025 – 2028 Statement of Principles together by Folkestone & Hythe District Council in accordance within its role as the local licensing authority.

**RESOLVED:** To defer discussion until the next Meeting of the Planning Committee on 31 July 2025.

**7. PLANNING APPLICATIONS**

Application no	25/1061/FH
Location	29 Connaught Road
Proposal	Conversion from 5 self-contained flats to 6 self-contained flats with associated bin storage, cycle storage, fencing and private amenity.

Closing date	08/07/2025
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Comment	No Objection
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Application no	25/1027/FH
Location	10 Broomfield Road
Proposal	Change of use from private member's club (sui generis use) to 6 residential flats, including the retention of existing 3-bed maisonette. Demolition of external rear staircase and rear extensions and installation of rear balconies. Reinstatement of front light well, erection of railings to front and creation of bike and refuse storage areas.

Closing date	08/07/2025
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Comment	Object – Although the Committee would rather not see the loss of the community space. As with the community room on the Bayle, it would be nice to consider retaining part of the building for community use.
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Application no	25/1058/FH/PA
Location	7 Rendezvous Street
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 & conversion from first floor commercial, business and service (Class E) to 1 self contained flat (Class C3).
Closing date	09/07/2025
Comment	No Objection

Application no	25/0882/FH
Location	8 Coolinge Lane
Proposal	Single storey rear/side extension, rear extension & replacement porch.
Closing date	09/07/2025
Comment	No Objection

Application no	25/1085/FH
Location	Sainsburys, 5 Bouverie Road West
Proposal	Installation of new refrigeration, condensing units (with associated acoustic panels) and gas cooler units, protected with safety barrier.
Closing date	09/07/2025
Comment	No Objection

Application no	25/1087/FH
Location	7 Marten Road
Proposal	Conversion of first floor and roof level from one unit to two units (1 x two-bed flat and 1 x three-bed flat) and the reconfiguration of the two ground floor flats to create 2 x two-bed flats. To include alterations to fenestration on side elevation at ground level and two new roof lights.
Closing date	10/07/2025
Comment	No Objection

Application no	25/1134/FH/TCA
Location	49 Earls Avenue
Proposal	Works to a tree situated in a Conservation Area comprising crown reduction of Beech by 3.5m in height and 2.5m off lateral limbs.
Closing date	14/07/2025
Comment	No Objection – Subject to the views of the Tree Officer

Application no	25/1049/FH
Location	47 Broadfield Road
Proposal	Infill of north east corner of rear extension and the addition of a first floor extension.
Closing date	16/07/2025
Comment	No Objection

CBS

Application no	25/1072/FH
Location	The Old Stables, Coolinge Lane
Proposal	Erection of a two-storey dwelling, together with extensions and alterations to the existing outbuildings to form ancillary accommodation, creation of associated hardstanding, landscaping, extension of existing footway, and erection of boundary treatments.
Closing date	16/07/2025
Comment	No Objection
Application no	25/1100/FH
Location	9 Earls Avenue
Proposal	Installation of gas supply pipes at front & side elevations.
Closing date	16/07/2025
Comment	No Objection
Application no	25/1135/FH
Location	15 Martello Road
Proposal	Remove existing garage to form a side extension incorporating new garage.
Comment	No Objection
Application no	25/1139/FH
Location	89A Sandgate Road
Proposal	Change of use from offices (Class E) to 10 bedroom 10 person HMO (Sui-Generis) together with construction of refuse and cycle stores.
Comment	No Objection – Subject to Building Regulations. The Committee would recommend the inclusion of a communal space for the use of the residents.
Application no	25/1104/FH
Location	Royal Victoria Hospital, Radnor Park Avenue
Proposal	Variation of condition 2 (approved plans) to allow for amendments to design of the dwellings (refer to cover letter) of planning permission 20/0532/FH.
Closing date	17/07/2025
Comment	Object – on the basis of the published comments, the Committee is concerned that the development may have gone beyond the scope of the original application and the changes proposed in the covering letter.



Application no	25/1156/FH/GPD
Location	45 Broadfield Road
Proposal	Notification under the Town and Country Planning (General Permitted Development) (England) Order 2015 for a single storey rear extension.
Closing date	17/07/2025
Comment	No Objection
Application no	25/1155/FH
Location	63 Morehall Avenue
Proposal	Single storey side return extension & first floor rear extension.
Closing date	17/07/2025
Comment	Object - The proposed roof light immediately below the windows of the living rooms to the adjacent house will engender a lack of privacy for future occupants.
Application no	25/1142/FH
Location	74 The Bayle
Proposal	Proposed guard rail to existing dormer roof and access hatch for maintenance & means of escape.
Closing date	18/07/2025
Comment	No Objection
Application no	25/1162/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	21/07/2025
Comment	No Objection
Application no	25/1122/FH
Location	McDonalds Restaurant Ltd, West Terrace
Proposal	Refurbishment of shopfront to include the redecoration of the fascia panels, window frames and doors, replacement awning and associated works.
Closing date	21/07/2025
Comment	No Objection
Application no	25/1157/FH
Location	McDonalds Restaurant Ltd, West Terrace
Proposal	Advertisement consent for the retention of 5 no. fascia signs and 1 no. projecting sign following the redecoration of the fascia panel and the introduction of 1 no. new vinyl "Golden Arch" on the replacement fabric awning.

Closing date 21/07/2025  
Comment No Objection

Application no 25/1101/FH  
Location 10 Grimston Avenue  
Proposal Part retrospective application for the erection of fence, replacement of pathway & demolition of garage and replace with concrete hardstanding.

Closing date 21/07/2025  
Comment No Objection

Application no 25/1179/FH  
Location 53 Greenfield Road  
Proposal Single storey rear extension and external alterations.  
Closing date 23/07/2025  
Comment No Objection

Application no 25/1177/FH  
Location 36 Walton Gardens  
Proposal Variation of condition 2 (approved plans) of planning permission 23/1215/FH to allow for modifications to roof finish.  
Closing date 22/07/2025  
Comment No Objection

## **8. PREMISES LICENCE**

Application no PR202506-118441  
Location The South East Emporium, 2B The Old High Street  
Proposal Alcohol ON & OFF Sales  
Closing date 16/07/2025  
Comment No Objection

Application no PR202506-117867  
Location Herberts, 2 Fish Market  
Proposal Recorded Music, Alcohol Off Sales Only.  
Closing date 15/07/2025  
Comment No Objection

## **9. LATE PLANNING APPLICATIONS**

Application no 25/0927/FH  
Location 63 Dolphins Road  
Proposal Erection of garden studio and retrospective erection of garden shed.  
Closing date 24/07/2025

*CBS*

Comment	No Objection – Subject to building control (drainage and sewerage)
Application no	25/1221/FH
Location	5 Searle Grove
Proposal	Works to trees subject to TPO No 08 of 2016. T1 Birch fell to ground level and plant a replacement tree.
Closing date	28/07/2025
Comment	No Objection
Application no	25/1225/FH
Location	7 Bodenham Road
Proposal	Construction of garden building with pitched roof.
Closing date	29/07/2025
Comment	Object – insufficient information about the garden building.
Application no	25/1229/FH
Location	132 Cheriton High Street
Proposal	Proposed single storey rear extension.
Closing date	28/07/2025
Comment	Object – the proposed rooflight immediately below the windows of the living rooms to the adjacent house will engender a lack of privacy for future occupants.
Application no	25/1089/FH
Location	Grand Court, Earls Avenue
Proposal	Installation of gas supply pipes at front, side & rear elevations.
Closing date	29/07/2025
Comment	No Objection
Application no	Rob Roy's Guest House
Location	227 Dover Road
Proposal	Change of use from Use Class C1 (8 bedroom Guest House) to Sui Generis (high end 13 bedroom HMO)
Closing date	N/A
Comment	Noted - on the basis of the information available the Committee are concerned about the lack of washing and toilet facilities on the 2 <sup>nd</sup> floor. There is no proposal for the storage of bins and bikes.

**10. DATE OF NEXT MEETING**  
Thursday 31 July at 7pm.

The meeting concluded at 8.35 pm.



..... Chair

## Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 31 July 2025 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

**PRESENT:** Councillors Charles Bain Smith, John Renshaw, Jane Darling, Bridget Chapman, Christine Dickinson.

**APOLOGIES:** Councillor Laura Davison.

**OFFICERS PRESENT:** Jennifer Griffin (Administration Officer)

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Laura Davison.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. PLANNING COMMITTEE MEETING**

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 10 July 2025 and to authorise the Chair of the Committee to sign them as a correct record.

**RESOLVED:** That the Minutes of the meeting of the Planning Committee held on 10 July 2025 be amended and brought to the next meeting of the Planning Committee for approval.

**4. GAMBLING ACT 2005 – UPDATE TO THE STATEMENT OF PRINCIPLES**

The Committee was asked if it wished to comment on the draft 2025 – 2028 Statement of Principles together by Folkestone & Hythe District Council in accordance within its role as the local licensing authority.

**RESOLVED:** The Folkestone Town Council Planning Committee would recommend training for the proprietors and the people working in gambling establishments (betting shops, casinos, amusement arcades) to help them identify customers that may potentially be at risk from gambling addiction, to dissuade them from going over reasonable limits and to offer them information about the organisations that could help them. A further recommendation of the Committee is to have an identified licenced proprietor rather than only licence the premises.

**5. DIRECTIONAL SIGNAGE**

Kent County Council have received an application regarding the renewal of directional signage for a new development at Shorncliffe Heights.

As part of the process, KCC is now required to seek consent from the relevant local, parish, or town councils before any extension approval can be granted.

The Committee was asked to review the attached documentation and consider whether it wished to approve the application.

**RESOLVED:** After review, the Committee has no objection to the applications.

Proposed: Councillor John Renshaw  
Seconded: Councillor Jane Darling  
Voting: F: 5, Ag: 0; Ab: 0

## 6. PLANNING APPLICATIONS

Application no 25/1236/FH/TCA  
Location 8 Earls Avenue  
Proposal Works to trees in a conservation area comprising of T1 Sycamore fell to approximately ground level.  
Closing date 01/08/2025  
Comment Object. There is no justification given for the works.

Application no 25/1238/FH  
Location Arnside, Crete Road West  
Proposal Retrospective demolition of existing bungalow and construction of a replacement two-storey six bedroom self-build dwelling.  
Closing date 01/08/2025  
Comment No Objection

Application no 25/1257/FH  
Location Railway Viaduct, Bradstone Road  
Proposal Listed Building Consent for the removal of tie rods and steel girders and undertake masonry repairs.  
Closing date 31/07/2025  
Comment No Objection

Application no 25/1263/FH  
Location Flat C, 31 Kingsnorth Gardens  
Proposal Loft conversion consisting of a hip-to-gable roof, rear dormer & roof lights.  
Closing date 04/08/2025  
Comment Object. In terms of its oppressive and ill balanced design.

Application no 25/1250/FH  
Location 119-121 Sandgate Road  
Proposal Conversion of the rear of the existing commercial premises to 3 x 1 bedroom residential units.  
Closing date 04/08/2025  
Comment No Objection

Application no	24/1025/FH
Location	Telecommunications Centre, & Land Adjoining, Stanley Road
Proposal	Demolition of existing derelict building on brownfield site and construction of four two-bedroomed, and two three-bedroomed town houses all with private gardens and including off street parking.
Closing date	31/07/2025
Comment	No Objection

Application no	25/0971/FH
Location	Ground Floor Business Premises, 30 Rendezvous Street
Proposal	Variation of condition 5 (opening hours) of planning permission Y14/0122/SH to vary hours of operation.
Closing date	05/08/2025
Comment	Object. The Committee feels the opening hours should remain the current hours (07:30 to 23:00) during the weekdays. On a Friday, Saturday and bank/public holidays the Committee have no objection to the premises remaining open till 1am in line with other licenced establishments in the town.

Application no	25/0997/FH
Location	143,145,147,147a Dover Road
Proposal	Conversion of ground floor flat at No. 143 into commercial use, to be integrated with the adjoining commercial unit at 145–147 & 147a. • Creation of new front openings at Nos. 143 and 145 to enhance shopfront continuity. • Demolition of the existing rear metal staircase and associated lightweight roof structure. • Construction of a part first-floor rear extension, including raising the existing rear roof and forming a new studio flat with access terrace. • New internal staircase and reconfigured internal layouts. • Relocation and consolidation of external staircases, forming a single access route.
Closing date	05/08/2025
Comment	Object. There is an unacceptable overlooking of the rear bedsit living accommodation by the walkway, and the main living space would appear to have inadequate fenestration and ventilation.

Application no 25/1282/FH  
Location 20-22 Rendezvous Street  
Proposal Retrospective advertisement consent for installation of  
6no. projecting externally illuminated signs.  
Closing date 14/08/2025  
Comment No Objection

Application no 25/1289/FH  
Location 35 Foreland Avenue  
Proposal Single storey rear extension.  
Closing date 06/08/2025  
Comment No Objection

Application no 25/1320/FH  
Location 43 Sandgate Road  
Proposal Replacement signage pack to new Lloyds brand  
standards consisting of fascia sign, 2no. projecting signs,  
and 1no. illuminated ATM tablet, replacing existing  
illuminated ATM tablet.  
Closing date 11/08/2025  
Comment No Objection

Application no 25/1315/FH  
Location 43 Coniston Road  
Proposal Garage conversion with extension to side porch.  
Closing date 12/08/2025  
Comment No Objection

Application no 25/1342/FH/TCA  
Location 9 Castle Mews  
Proposal Works to trees in a Conservation area. T1 Holm Oak, to  
remove stem and reduce remainder of tree to 3 metres in  
height.  
Closing date 13/08/2025  
Comment No Objection

Application no 25/1361/FH/TCA  
Location Smith Woolley, 49/51 Earls Avenue  
- Proposal Works to trees in a Conservation area. T1 - T7  
(Sycamores) reduce height by 12 metres.  
Closing date 13/08/2025  
Comment Object. This seems an excessive reduction. 12 meters is  
likely to kill the trees.

Application no	25/1353/FH/TCA
Location	Flat C, 9 Earls Avenue
Proposal	Works to trees in a Conservation area T1 Sycamore, fell. T2 3 x Beech and 1 x Mountain Ash reduce by 4.5 meters to bring back into line of hedge.
Closing date	15/08/2025
Comment	No Objection to T1. Object to T2 which is a fine young tree and contributing to the Conservation Area.

## 7. PREMISES LICENCES

Application no	PR202507-120627
Location	The Bandstand, The Leas, Folkestone – please note this is for a 2 day event only
Proposal	Alcohol Sales, Live Music, Recorded Music
Closing date	15/08/2025
Comment	No Objection

Application no	PR202507-120506
Location	Smart Local, 131 Black Bull Road
Proposal	Alcohol off Sales
Closing date	13/08/2025
Comment	No Objection

## 8. RE-CONSULTATIONS

Application no	24/1543/FH
Location	Sir John Moore Memorial Hall And Library, Rosenberg Place
Proposal	Conversion to a 4 bedroom single dwelling, including associated internal and external alterations.
Amendment	Additional information relating to the marketing of the Sir John Moore Memorial Hall and Library, and a Retained Buildings Assessment.
Closing date	04/08/2025
Comment	Object. On grounds that the Marketing Report does not look satisfactory, and we note that there were credible bids from other organisations.



## 9. LATE PLANNING APPLICATIONS

Application no	25/1314/FH/TCA
Location	Flat A, 4 Grimston Gardens
Proposal	Works to trees within a Conservation Area - T1 Silver Birch Fell to ground level and T2 Silver Birch reduce by 2.5 metres.
Closing date	18/08/2025
Comment	Object. There are no details.
Application no	25/0991/FH
Location	The Lifeboat, 42 North Street
Proposal	Retrospective change of use of upper residential part of building to restaurant/coffee bar, replacement of external staircase, replacement of balustrade/railings and raised terrace and balcony area and change of use of building from existing pub to pub/restaurant/coffee bar.
Closing date	28/08/2025
Comment	No Objection
Application no	25/1375/FH
Location	107 Church Road
Proposal	Subject of Tree Preservation Order No 4 of 2012, Sycamore tree to reduce height by 5 metres and 3 metres laterally.
Closing date	18/08/2025
Comment	No Objection
Application no	25/1385/FH
Location	2 Albion Villas
Proposal	Works to trees subject of Tree Preservation Order No. 10 of 2025. T1 Holm Oak- crown reduce by approx. 2 metres.
Closing date	19/08/2025
Comment	Object. There is no justification for felling a tree that contributes to the character of the Conservation Area.
Application no	25/1384/FH/TCA
Location	2 Albion Villas
Proposal	Works to trees in a Conservation area. T1 Magnolia- fell to ground level. T2 Bay- fell to ground level and T3 laburnum- reduce all around by approx. 1 m.
Closing date	19/08/2025
Comment	Object. There is no justification for felling a tree that contributes to the character of the Conservation Area.




Application no	25/1112/FH
Location	91 Guildhall Street
Proposal	Proposed partial demolition of existing building and erection of storey first floor extension to allow for a change of use from Residential (C3) to a 14 Bed HMO (Sui Generis).
Closing date	19/08/2025
Comment	No Objection. This appears to be an extremely well thought out proposal.

Application no	25/1061/FH
Location	29 Connaught Road
Proposal	Conversion from 5 self-contained flats to 6 self-contained flats with associated bin storage, cycle storage, fencing and private amenity.
Amendment	The proposal description has been amended.
Closing date	08/08/2025
Comment	No Objection

**10. DATE OF NEXT MEETING**  
Thursday, 14 August 2025 at 7pm.

The meeting concluded at 8:07pm.

..... Chair

cm

## FOLKESTONE TOWN COUNCIL

**MINUTES of the Extra-ordinary Finance and General Purposes Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 8 May 2025 at 6.00 p.m.**

**PRESENT:** Councillors Connor McConville (Chair), Jackie Meade, Bridget Chapman, Christine Dickinson, Nicola Keen, Belinda Walker and Kieran Leigh (6.09pm).

**ABSENT:** Councillors Peter Gane, Tim Prater.

**OFFICERS PRESENT:** Toni Brenchley – Town Clerk  
Roland Domingo – Finance Officer

### **1751. APOLOGIES FOR ABSENCE**

Apologies received from Councillors Abena-Akuffo Kelly, Adrian Lockwood and Laura Davison.

**RESOLVED: To approve apologies from Councillors Abena Akuffo-Kelly, Adrian Lockwood and Laura Davison.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Christine Dickinson

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

### **1752. APPOINTMENT OF CHAIR**

Nominations for the appointment of Chair of Finance and General Purposes Committee for the 2025/26 Municipal Year were sought.

**RESOLVED: That Councillor Connor McConville be appointed as Chair of Finance and General Purposes Committee for the 2025/26 Municipal Year.**

Proposed: Councillor Belinda Walker

Seconded: Councillor Nicola Keen

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

### **1753. APPOINTMENT OF VICE CHAIR**

Nominations for the appointment of Vice Chair of Finance and General Purposes Committee for the 2025/26 Municipal Year were sought.

**RESOLVED: That Councillor Nicola Keen be appointed as Vice Chair of Finance and General Purposes Committee for the 2025/26 Municipal Year.**

Proposed: Councillor Connor McConville

Seconded: Councillor Jackie Meade

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

### **1754. DECLARATIONS OF INTERESTS**

There were no declarations of interest.

CH

**1755. MINUTES**

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 17 April 2025 and authorised the Chair to sign them as a correct record.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 17 April 2025 be signed as a correct record.**

Proposed: Councillor Nicola Keen  
Seconded: Councillor Jackie Meade  
Voting: F: 6, Ag: 0, Ab: 0

**1756. REVIEW THE TERMS OF REFERENCE**

In line with the Town Council's Standing Orders, the Committee was asked to consider the Terms Of Reference for the Finance and General Purposes Committee.

**RESOLVED: That the Terms of Reference be approved.**

Proposed: Councillor Jackie Meade  
Seconded: Councillor Christine Dickinson  
Voting: F: 6, Ag: 0, Ab: 0

**1757. FIRE ESCAPE AND ASSOCIATED WORKS**

The Committee received Report F/25/387 seeking approval to appoint a contractor and agree a budget for the replacement of the external fire escape and associated works.

**RESOLVED: To receive and note Report F/25/387 and appoint Bidder 1 to carry out the replacement of the external fire escape and associated works to the Town Hall, with an approved budget of £50,000 from the Museum/Heritage Reserve.**

Proposed: Councillor Nicola Keen  
Seconded: Councillor Connor McConville  
Voting: F: 6, Ag: 0, Ab: 0

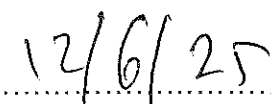
*Councillor Kieran Leigh arrived at 6.09pm*

**1758. DATE OF NEXT MEETING:**

12 June 2025 at 7.00pm

The meeting concluded at 6.10pm

Chair.....

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 12 June at 7.00 p.m.**

**PRESENT:** Councillors Connor McConville (Chair), Jackie Meade, Bridget Chapman, Christine Dickinson, Belinda Walker, Tim Prater, Adrian Lockwood, Peter Gane, Abena Akuffo-Kelly and Kieran Leigh.

**APOLOGIES:** Councillor Laura Davison and Councillor Nicola Keen.

**OFFICERS PRESENT:** Toni Brenchley – Town Clerk  
Karen Palmer – Finance Officer

### **1759. APOLOGIES FOR ABSENCE**

Apologies received from Councillor Laura Davison and Councillor Nicola Keen.

**RESOLVED: To approve apologies from Councillors Laura Davison and Nicola Keen.**

Proposed: Councillor Jackie Meade  
Seconded: Councillor Peter Gane  
Voting: F: 10, Ag: 0, Ab: 0

### **1760. DECLARATIONS OF INTERESTS**

There were no declarations of interest.

### **1761. MINUTES**

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 8 May 2025 and authorised the Chair to sign them as a correct record.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 8<sup>th</sup> May 2025 be signed as a correct record.**

Proposed: Councillor Christine Dickenson  
Seconded: Councillor Belinda Walker  
Voting: F: 10, Ag: 0, Ab: 0

### **1762. PERSONNEL SUB-COMMITTEE MINUTES**

The Committee received the Minutes of the meeting of the Personnel Sub-Committee held on 13 February 2025 and authorised the Chair to sign them as a correct record.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 13 February 2025 be signed as a correct record.**

Proposed: Councillor Peter Gane  
Seconded: Councillor Christine Dickinson  
Voting: F: 10, Ag: 0, Ab: 0

### 1763. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 April 2025 to 31 May 2025.

**RESOLVED: That the Schedule of Payments for the period 1 April to 31 May 2025 be accepted.**

Proposed: Councillor Jackie Meade  
 Seconded: Councillor Abena Akuffo-Kelly  
 Voting: F: 10, Ag: 0, Ab: 0

### 1764. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 April 2025 to 31 May 2025.

**RESOLVED: That the Schedule of Receipts for the period 1 April to 31 May 2025 be accepted.**

Proposed: Councillor B Chapman  
 Seconded: Councillor Abena Akuffo-Kelly  
 Voting: F: 10, Ag: 0, Ab: 0

### 1765. BUDGET MONITORING STATEMENT 2025/26

The budget monitoring statement of income/expenditure and earmarked reserves up to the 31 May 2025 were received by the Committee.

### 1766. BANK RECONCILIATION

The bank reconciliation statement as at 31 May 2025 was noted by the Committee and signed by a Member other than the Chair.

### 1767. WARD GRANTS

Below is a list of Ward Grants received for Committee approval:

Organisation Name	Project Name	Requested Amount	Supported By
The Church Street Project	Sunnysands Sandcastle Competition	£100.00	L Davison
The Church Street Project	Sunnysands Sandcastle Competition	£150.00	C Dickinson
Strange Cargo	Charivari Day 2025	£100.00	R West
Strange Cargo	Charivari Day 2025	£300.00	K Leigh
Strange Cargo	Charivari Day 2025	£100.00	J Renshaw
Strange Cargo	Charivari Day 2025	£300.00	L McGirr
Strange Cargo	Charivari Day 2025	£250.00	A Akuffo Kelly
Strange Cargo	Charivari Day 2025	£1,000.00	B Chapman
Folkestone Rescue	Rescue Boat	£300.00	L McGirr
Folkestone Rescue	Rescue Boat	£250.00	C Dickinson
Park Farm Allotments Association	Composting For Our Future	£140.00	J Meade

an

**RESOLVED: To award the organisation with the ward grant amounts listed.**

Proposed: Councillor Peter Gane  
Seconded: Councillor Jackie Meade  
Voting: F: 10, Ag: 0, Ab: 0

**1768. WARD GRANT BALANCES**

The Committee noted the Ward Grant balances as at 6 June 2025.

**1769. TOWN HALL/CINEMA BUILDING MAINTENANCE UPDATE**

The Town Clerk updated the Committee regarding maintenance of the Town Hall / Cinema building.

**1770. POLICIES**

The Committee received the amended Procurement Policy.

Cllr Tim Prater requested that the Policy be amended to include the procedure for the estimated value of contracts below £1,000.

**RESOLVED: To approve the Procurement Policy, subject to the amendment above.**

Proposed: Councillor Tim Prater  
Seconded: Councillor Jackie Meade  
Voting: F: 10, Ag: 0, Ab: 0

**1771. LOCAL GOVERNMENT REORGANISATION**

The Committee reviewed the list of Folkestone & Hythe District Council Assets to identify any proposals in respect of the devolution of services and transfer of assets.

**RESOLVED: That further information be sought from Folkestone and Hythe District Council: Information regarding the transfer of freehold for the play parks currently leased, financial information regarding the current cost of running the public conveniences in Folkestone and to provide an expression of interest in all remaining open spaces.**

Proposed: Councillor Peter Gane  
Seconded: Councillor Jackie Meade  
Voting: F: 10, Ag: 0, Ab: 0

**1772. DATE OF NEXT MEETING:**

21 August 2025 at 7.00pm

The meeting concluded at 7.45pm

Chair.....

Date.....21/8/2025.....



## FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 8<sup>th</sup> April 2025 at 7.00pm.

**Present:** Councillors Jane Darling, Peter Gane, Belinda Walker and Roger West (Chair)

**Apologies:** Councillor Lucy McGirr

**In attendance:** Toni Brenchley – Town Clerk  
Vicky Deakin - Communities & Events Officer  
Coralie Clover – Museum Curator

**Absent:** Councillor Bridget Chapman

### 1307. APOLOGIES FOR ABSENCE

Councillors were asked to receive apologies from Councillor Lucy McGirr.

**RESOLVED:** To accept the apologies from Councillor Lucy McGirr.

Proposed: Councillor Belinda Walker

Seconded: Councillor Peter Gane

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

### 1308. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 1309. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Community Services Committee held on 11<sup>th</sup> February 2024 and to authorise the Chair of the Committee to sign them as a correct record.

**RESOLVED:** That the Minutes of the meeting held on the 11<sup>th</sup> February 2025 be received and signed as a correct record.

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

### 1310. PRIMARY YOUTH FORUM

The Town Clerk and the Communities & Events Officer updated the Committee in respect of FTC establishing a Primary School/Town Council Youth Forum.

**RESOLVED:** That the potential to establish a Primary School/Town Council Youth Council continue to be pursued by the Communities & Events Officer with an introductory meeting with interested schools to be scheduled and an update brought back to the next Committee meeting.

Proposed: Councillor Peter Gane

Seconded: Councillor Jane Darling

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



**1311. YOUTH FESTIVAL**

Councillor Jane Darling updated the Committee in respect of proposed plans and current arrangements for the Youth Festival currently scheduled to take place on Saturday 18<sup>th</sup> October and organised by Cheriton Community Forum.  
**Noted**

**1312. ART FUND'S MEMORANDUM OF UNDERSTANDING FOR JOINING THE ART PASS NETWORK**

The Museum Curator briefed the Committee and Members were asked to consider whether to approve that the MoU be signed in respect of Folkestone Museum joining the Art Pass Network.

**RESOLVED: That the Memorandum of Understanding be signed and a vote of thanks for the Museum Curator be recorded.**

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

**1313. SD PROJECTS MEMORANDUM OF UNDERSTANDING FOR DIGITISATION AND REUSE OF HERITAGE MATERIALS TO DEVELOP A COMMUNITY LED AI MODEL**

The Museum Curator briefed the Committee and Members were asked to review the terms of collaboration between SD Projects and Folkestone Museum and whether to approve that the MoU be signed.

**RESOLVED: That the terms of collaboration be approved and the Memorandum of Understanding be signed.**

Proposed: Councillor Jane Darling

Seconded: Councillor Peter Gane

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

**1314. PRIMARY SCHOOLS ACTIVITIES**

The Communities & Events Officer updated the Committee in respect of current feedback regarding potential youth projects and initiatives with local organisations such as Creative Folkestone, the Tower Theatre, Folkestone Cricket Club and Folkestone Chess Club.

**RESOLVED: That a vote of thanks for the Communities & Events Officer be recorded and that she engage with Folkestone Primary Schools to establish if any of the potential activities would be of interest and report outcomes at the next meeting.**

Proposed: Councillor Belinda Walker

Seconded: Councillor Peter Gane

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

**1315. ARMED FORCES DAY 2025 – SATURDAY 28<sup>TH</sup> JUNE 2025**

The Communities & Events Officer updated the Committee about developing plans for the Armed Forces Day Folkestone 2025 Veterans formal lunch being organised by Folkestone Town Council, hosted by the Town Mayor and held at the MPW restaurant, The Clifton Hotel, Folkestone.

**Noted**



**1316. FOLKESTONE MUSEUM REPORT CS/25/386**

The Committee received and noted Report CS/25/386.

**1317. A:DRESS – WOMEN FASHION ECO-ACTION**

The Communities & Events Officer updated members about the a:dress campaign and the proposed project to be displayed during the Triennial including outside the Town Hall on one day in May or June (date TBC).

**Noted**

**1318. FOLKESTONEANDHYTHE.CO.UK WEBSITE**

Further to a meeting with a District Council Communications Officer, the Communities & Events Officer updated the Committee regarding the new F&HDC tourism website and the inclusion of Folkestone Museum and the Visitor Information Service.

**1319. FOLKESTONE PROJECTION PROJECT – FRIDAY 28<sup>TH</sup> MARCH**

The Committee received a post event update in respect of its success and Screen South and Folkestone Fringe's acknowledgment and thanks to Folkestone Town Council in respect of its support of the project and the students involved.

**1320. CHERITON BIKE SCHEME EVENT – 11<sup>TH</sup> JUNE 2025 at 10am**

Members views were sought as to if/how FTC could be involved/support the One-day event planned by F&HDC to promote the new Cheriton Scheme Cycle Path.

**RESOLVED: That FTC support the event in promoting and publicising the planned activities.**

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

**1321. DATE OF NEXT MEETING**

Tuesday 10<sup>th</sup> June 2025 at 7pm

The meeting concluded at 7.27pm



Chair.....

Date.....

## FOLKESTONE TOWN COUNCIL

Minutes of the Climate and Environment Committee meeting held on Tuesday, 3rd June 2025 at the Town Hall at 7pm.

Present: Councillors Nicola Keen, Kieran Leigh, Liz McShane, Roger West, John Renshaw and Belinda Walker.

In attendance: Toni Brenchley - Town Clerk

Apologies: Councillors Lucy McGirr and Abena Akuffo-Kelly

Absent: Councillor Charles Bain Smith

### 144. APOLOGIES FOR ABSENCE

Councillors were asked to receive apologies from Councillors Lucy McGirr and Abena Akuffo-Kelly.

**RESOLVED: To accept the apologies from Councillors Lucy McGirr and Abena Akuffo-Kelly.**

Proposed: Councillor Roger West

Seconded: Councillor Nicola Keen

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

### 145. APPOINTMENT OF CHAIR

The Committee were asked to appoint a Chair for the Climate and Environment Committee for the 2025/26 Municipal Year.

**RESOLVED: To appoint Councillor John Renshaw as Chair of the Climate and Environment Committee for the 2025/26 Municipal Year.**

Proposed: Councillor Roger West

Seconded: Councillor Nicola Keen

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

### 146. APPOINTMENT OF VICE CHAIR

The Committee were asked to appoint a Vice Chair for the Climate and Environment Committee for the 2025/26 Municipal Year.

**RESOLVED: To appoint Councillor Kieran Leigh as Vice Chair of the Climate and Environment Committee for the 2025/26 Municipal Year.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Roger West

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

### 147. DECLARATIONS OF INTEREST

There were no declarations of interest.

**148. MINUTES**

The Committee was asked to receive the Minutes of the meeting of the Climate & Environment Committee held on 1<sup>st</sup> April 2025 and to authorise the Chair of the Committee to sign them as a correct record.

**RESOLVED: That the Minutes of the meeting held on 1<sup>st</sup> April 2025 be received and signed as a correct record.**

Proposed: Councillor Roger West

Seconded: Councillor Nicola West

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

**149. REVIEW OF THE TERMS OF REFERENCE**

In line with the Town Council's adopted Standing Orders, the Committee was asked to consider the Terms of Reference for the Climate & Environment Committee.

**RESOLVED: That the existing version of the Terms of Reference remain unchanged.**

Proposed: Councillor Belinda Walker

Seconded: Councillor Roger West

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

**150. WORKING GROUPS 2024/25**

The Committee was asked to consider whether any Working Groups are necessary and if so, approve nominations for membership for 2025/26.

Suggested Working Groups are as follows:

- Allotments
- Fairtrade
- Parks and Open Spaces
- Trees

**RESOLVED: That the Working Groups for 2025/26 be as follows:**

- **Allotments**  
**Councillors Nicola Keen, Roger West and Jackie Meade**
- **Fairtrade**  
**Councillors Liz McShane, Jackie Meade, Belinda Walker**
- **Parks and Open Spaces**  
**Councillors Nicola Keen, Belinda Walker and John Renshaw**
- **Trees**  
**Councillor Belinda Walker**

Proposed: Councillor John Renshaw

Seconded: Councillor Roger West

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





**151. WATER QUALITY MONITORING**

The Committee was updated by Councillor John Renshaw, regarding outcomes and priority actions identified at meetings with local stakeholders.

Folkestone Rescue are keen to be involved and Councillors Renshaw, Walker and Keen also expressed an interest in being included on a rota for collecting water samples.

Folkestone Seabathers to be contacted.

**152. FAIRTRADE UPDATE**

The Committee discussed priority actions to retain the Fairtrade Community status, which has been re-awarded to Folkestone Town Council until April 2028.

The Climate and Environment Officer is engaging with local schools and a Fairtrade Newsletter is in the process of being developed.

**153. ALLOTMENT RULES**

The Town Clerk provided an update to the Committee regarding water usage at allotment sites. A Report on water usage and possible rent increases will be brought to the next Climate & Environment Committee Meeting in October. In the meantime, a sign in both English and Nepalese will be displayed at the sites requesting tenants to be considerate of other plot holders regarding water usage.

The Committee discussed possible rule changes for allotment tenants. It was decided that there will be no limit on numbers in attendance on plots.

**154. KENTS PLAN BEE RELEASE THE POLLINATOR TOOLKIT AND POLLINATORS OF KENT GUIDE**

The Committee engaged in a general discussion around the best ways to enhance allotment sites and play parks for pollinators and other wildlife.

Councillor Belinda Walker will liaise with the Administration Officer in regards to producing an article on bee keeping for the Community Magazine.

**155. DATE OF NEXT MEETING**

Tuesday 7<sup>th</sup> October 2025 at 7pm

The meeting concluded at 7:46pm.

Chair  .....

Date 24.7.2025 .....

## FOLKESTONE TOWN COUNCIL

### **MINUTES of the Grants Committee Meeting on 6<sup>th</sup> February 2025 at 7.00 p.m.**

**PRESENT:** Councillors John Renshaw, Christine Dickinson, Belinda Walker, Lucy McGirr, Nicola Keen, Connor McConville, Abena Akuffo-Kelly, Kieran Leigh, Roger West, Bridget Chapman, Jane Darling.

**APOLOGIES:** Councillors Peter Gane, Adrian Lockwood, Laura Davison, Jackie Meade and Charles Bain Smith.

**ABSENT:** Councillors Liz McShane, Tim Prater.

**OFFICERS PRESENT:** Liz Timmins – Communities & Grants Officer  
Jennifer Griffin – Administration Officer

#### **146. APOLOGIES FOR ABSENCE**

Councillors were asked to receive apologies from Councillors Peter Gane, Adrian Lockwood, Laura Davison, Jackie Meade and Charles Bain Smith.

**RESOLVED: To accept the Apologies from Councillors Peter Gane, Adrian Lockwood, Laura Davison, Jackie Meade and Charles Bain Smith**

Proposed: Councillor Roger West

Seconded: Councillor Belinda Walker

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

#### **147. APPOINTMENT OF CHAIR**

The Committee were asked to appoint a Chair for the Grants Committee for the 2025/26 Municipal Year.

**RESOLVED: That Councillor Lucy McGirr be appointed Chair of the Grants Committee for the 2024/25 Municipal Year.**

Proposed: Councillor Roger West

Seconded: Councillor Belinda Walker

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

#### **148. APPONTMENT OF VICE CHAIR**

The Committee were asked to appoint a Vice Chair for the Grants Committee for the 2025/26 Municipal Year.

**RESOLVED: That Councillor Kieran Leigh be appointed Vice Chair of the Grants Committee for the 2024/25 Municipal Year.**

Proposed: Councillor Roger West

Seconded: Councillor Nicola Keen

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





**149. DECLARATIONS OF INTEREST**

Councillor Nicola Keen declared a personal interest in Folkestone Rescue LTD.

**150. REVIEW OF THE TERMS OF REFERENCE**

In line with the Town Council's adopted Standing Orders, the Committee was asked to consider the Terms of Reference for the Grants Committee. With the amendment of the quorum to one third.

**RESOLVED: That the Terms of Reference be adopted for 2024/25.**

Proposed: Councillor Roger West

Seconded: Councillor John Renshaw

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

**151. TOWN GRANT APPLICATIONS**

Applicants requesting town grants gave short presentations and answered any questions from the Committee members.

**EXCLUSION OF PRESS AND PUBLIC**

The remainder of the Agenda classified item 7 as disclosing exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) thereby excluding the press and public from the meeting whilst this item is debated.

**152. TOWN GRANTS**

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

**Strange Cargo to be awarded a town grant of £1,980**

**Strange Cargo to be awarded a town grant of £2,500**

**Folkestone Divers to be awarded a town grant of £900**

**Folkestone Rescue LTD to be awarded a town grant of £2,345**

**Emmaus Dover to be awarded a town grant of £520**

**Shepway Spectrum Arts to be awarded a town grant of £1,763**

**Folkestone Cricket Club to be awarded a town grant of £500**



**Chloe Scott Dance For Fun to be awarded a town grant of £1,000**

**Folkestone Music Town CIC to be awarded a town grant of £1,954**

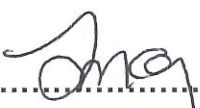
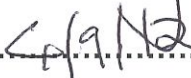
**Folkestone Music CIC to be awarded a town grant of £0**

**Folkestone Music CIC to be awarded a town grant of £1,945**

Proposed: Councillor Roger West  
Seconded: Councillor Nicola Keen  
Voting: F: 11, Ag:0 , Ab:0

**153. DATE OF NEXT MEETING**  
Thursday, 4<sup>th</sup> September 2025.

The meeting concluded at 9:00 pm

Chair .....   
Date ..... 

This report will be made public on 11 September 2025

**Folkestone  
Town Council**



Report Number **C/25/395**

**To:** Full Council  
**Date:** 18 September 2025  
**Status:** Public Report  
**Responsible Officer:** Town Clerk

**SUBJECT:** CCTV Maintenance

**SUMMARY:**

As part of the ongoing commitment to ensuring resilience and service continuity, Swale have undertaken a comprehensive Planned Preventative Maintenance (PPM) review. This review included an assessment of how the cameras are operated, maintained, and how data is transferred back to the monitoring centre.

Swale are also in the process of installing a back-up centre at Sheerness to ensure the continuity of service provision to all partners.

**REASONS FOR RECOMMENDATIONS:**

- Enhance operational efficiency;
- Minimise the risk of equipment failure;
- Ensure the long-term reliability of the system; and
- Facilitate collaboration with other local authorities to improve service delivery while ensuring value for money for the public.

**RECOMMENDATIONS:**

- 1) To receive and note report C/25/395
- 2) To approve the release of £13,524 from *CCTV earmarked reserves*
- 3) To approve the relocation of the current equipment in the Town Hall to Swale's new back-up centre in Sheerness.

Aims and Objectives – Corporate Priority 2.0 Crime & Community Safety  
Financial Implications – £13,524 from CCTV earmarked reserves.  
Equal Opportunities – Equal opportunities for all.  
Environmental Impact – The environmental impact has been considered in the preparation of all budgets.

## **1.0 PLANNED PREVENTATIVE MAINTENANCE (PPM) SURVEY**

1.1 The PPM has identified a number of maintenance issues and faults with the cameras across the network, which in summary include:

- Multiple cameras with excessive rust.
- Transmission Issues.
- Power supply cables needing isolating to make compliant and safe.
- Defects identified where cameras require missing safety clips, filling to stop water ingress.
- Extra Transmission links required to stop poor quality from some of the coverage.

1.2 The existing maintenance contract with Swale is limited to repairs required to maintain the operational functionality of the CCTV system. Swale will review the fee for this contract at the end of the financial year, to see if there is any scope for savings.

1.3 The costs to address the above issues identified in the PPM can be broken down as follows:

Stage One – Emergency repairs (already approved)	£3,784
Stage Two - Urgent Repairs	£6,740
Stage Three - Recommended improvements for transmission	£6,000

## **2.0 RELOCATION OF CAMERAS**

2.1 As part of ongoing efficiency measures, Swale have undertaken a review of the network to assess the current location of CCTV cameras.

2.2 For the monitoring of public spaces, CCTV cameras must be sited in locations where a demonstratable need exists, such as preventing crime and ensuring public safety. In line with this, Kent Police have been consulted to provide input, resulting in the identification of areas where cameras are no longer required, as well as locations where cameras are deemed necessary.

2.3 The review has also taken into account requests from Town Councillors and concerns raised by members of the public.

2.4 The relocation of existing cameras will be carried out as part of the ongoing maintenance contract with Swale, ensuring that there will be no additional cost at this stage.

## **3.0 BACK-UP CENTRE**

3.1 Swale are in the process of installing a back-up centre in Sheerness to ensure the continuity of service provision to all partners. The back-up centre is located within a different power grid to the main control centre.

- 3.2 In order to facilitate the establishment of the new back-up centre, Gravesham, who have also entered into a partnership arrangement with Swale, have agreed to fund the installation of the fibre line. Swale will meet the ongoing rental costs associated with the location.
- 3.3 FTC have been asked if they would be willing to relocate the equipment currently situated in the Town Hall to the new back-up centre. Owing to the effective monitoring and maintenance service presently provided by Swale, the equipment is not currently in operational use. The equipment would remain the property of FTC and could be returned should this be required at a future date. Swale's engineers would also ensure that appropriate equipment remains in situ at the Town Hall for the internal monitoring of the CCTV cameras in the building.

#### 4.0 CURRENT BUDGETS/FINANCIAL IMPLICATIONS

<b><u>CCTV Maintenance Budget 2025/2026</u></b>	<b><u>£16,000</u></b>
Full Planned Preventative Maintenance	£ 7,000
Maintenance Contract	£ 6,000
Stage One – Emergency repairs	£ 3,784
Stage Two - Urgent Repairs	£ 6,740
Stage Three - Recommended improvements for transmission	<u>£ 6,000</u>
<b>Balance</b>	<b>- £13,524</b>
 <u>CCTV Earmarked Reserves</u>	 <b>Balance     £37,131</b>

#### 5.0 CONCLUSION

The comprehensive Planned Preventative Maintenance (PPM) review has highlighted key maintenance requirements and operational improvements needed across the CCTV network. Addressing these issues will enhance the reliability and efficiency of the system, minimise the risk of equipment failure, and ensure continuity of service for all stakeholders.

The proposed relocation of cameras, guided by consultations with Kent Police, Town Councillors, and the public, ensures that monitoring is focused on areas of demonstrable need, supporting crime prevention and public safety objectives. Additionally, the establishment of the back-up centre in Sheerness will provide a robust contingency for service continuity, safeguarding operational resilience and supporting partnership collaboration.

Implementation of the recommended actions, including urgent repairs, equipment relocation, and the use of the new back-up centre, represents a proactive approach to maintaining a modern, efficient, and reliable CCTV network that continues to deliver value for money to the public.

## **Report to Folkestone Town Council**

Cllr Mary Lawes, Folkestone East 18 September 2025

Since being elected to Kent County Council on 1 May 2025, I have been appointed as Deputy Cabinet Member for Communities, a role which spans all portfolios and acts as a vital link to community activity across Kent.

Over the past months, I have travelled widely across the county, meeting many members of staff. What has stood out to me most is their passion and commitment to the work they deliver across all areas of service. I have also had an intense training and briefings about the council and its organisation.

My immediate responsibilities include oversight of Libraries and related services, including Kent History and Archives. This archive captures hundreds of years of our county's heritage, documenting everything including a charter AD699, letters from Jane Austin, to the works of celebrated artists inspired by Kent's landscapes.

In addition, I have responsibility and visited;

- Our Scientific Centre and Trading Standards teams and Coroners Office.
- Spent time on location with the Kent Film Office.
- Represented the council at events, including the opening of the latest section of the King Charles III Coastal Path in Sheerness and the launch of a special water garden in Whitstable in partnership with Southern Water. Along with many other areas.

### **My Division Folkestone East**

I have been working closely with Kent Highways and my local Highways Steward on planned works to include:

- Resurfacing: Harbour Way to Radnor Bridge Road, and London Street (Harbour Way to Tram Road).
- Patching: Junctions at Radnor Bridge Road/Dover Road, East Cliff Passage, Wear Bay Road, Radnor Bridge Road, and East Cliff Gardens.
- Dawson Road: Ongoing issues due to heavy damage caused by large vehicles accessing the nearby Shepway Close & Arras Close housing site.

Together with my colleague Cllr Baker, I have also been addressing the significant challenges arising from the Brighter Future scheme, which has led to major congestion, bus service disruption, and undisclosed road closures. The lack of customer information has been extremely challenging.

### **Briefings from KCC Teams.**

- 11 September 2025 – Meeting with Cllr Baker and the KCC Brighter Future team for a full briefing and update.
- 12 September 2025 – Receiving a comprehensive update from officers involved with the Bus Service Improvement Plan (BSIP) group.

# **Report to Folkestone Town Council**

Cllr John Baker, Folkestone West — 10 September 2025

## **Since election to Kent County Council**

Since being elected to Kent County Council, I have focused on key local priorities while completing the induction and briefings necessary to be fully effective in the role.

## **Committee appointments**

- Health Overview and Scrutiny Committee (HOSC)
- Kent Flood Risk and Water Management Committee

## **Folkestone Library (Grace Hill)**

Reopening the library at 2 Grace Hill will be challenging, but I am fully committed to achieving it. I have:

- Held meetings with Sir Roger De Haan, Alastair Upton, KCC officers and Cabinet Members;
- Undertaken a site tour of the building;
- Continued detailed work with stakeholders to develop a sustainable reopening plan.

## **Casework and community issues**

I continue to respond daily to resident enquiries, including:

- Road safety concerns
- Potholes and highways defects
- Reports of suspicious activity

## **Highways, transport and town centre changes**

Working closely with Cllr Mary Lawes, I am keeping up to date with:

- The relocation of the bus station
- Current roadworks affecting the town and associated traffic management



- Proposals for new Active Travel schemes

### **Ongoing engagement and briefings**

- Regular liaison with KCC officers and Cabinet Members on libraries, highways and transport matters
- Stakeholder discussions regarding Folkestone Library, Grace Hill and related funding/delivery options are paused until all bids have been submitted (deadline 31 October 2025).

I will continue to serve the residents of my ward to the best of my ability.

End of report.



# FOLKESTONE TOWN COUNCIL

## APPOINTMENTS TO COMMITTEES SUB COMMITTEES AND PANELS 2025/6

Chair (**Bold**)

Vice Chair (*Italics*)

Community Services Committee	Planning Committee	Finance & General Purposes	Personnel Sub-Committee	Climate & Environment Committee	Grants Committee	Citizenship Awards Panel	Grievance Panel
Cllr Roger West (Lib Dems)	Cllr Charles Bain Smith (Lab)	<b>Cllr Connor McConville (Ind)</b>	Cllr Nicola Keen (Lab)	Cllr Lucy McGirr (Lab)	<b>Chair TBC</b>	Town Mayor	Cllr TBC
Cllr Jane Darling (Lab)	Cllr John Renshaw (Lib Dems)	<i>Cllr Nicola Keen (Lab)</i>	Cllr Peter Gane (Lib Dems)	Cllr Nicola Keen (Lab)	<i>Vice-Chair TBC</i>	Deputy Town Mayor	Cllr TBC
Cllr Bridget Chapman (Ind)	Cllr Bridget Chapman (Ind)	Cllr Abena Akuffo-Kelly (Lab)	Cllr Christine Dickinson (Ind)	Cllr Abena Akuffo-Kelly (Lab)	<b>ALL COUNCILLORS ON COMMITTEE</b>	Past Mayor	Cllr TBC
Cllr Peter Gane (Lib Dems)	Cllr Jane Darling (Lab)	Cllr Bridget Chapman (Ind)	Cllr Connor McConville (Ind)	Cllr Charles Bain Smith (Lab)			
Cllr Lucy McGirr (Lab)	<del>Cllr Laura Davison (Lab)</del> Cllr Liz McShane	Cllr Laura Davison (Lab)		Cllr Kieran Leigh (Cons)			
Cllr Belinda Walker (Lab)	Cllr Christine Dickinson (Ind)	Cllr Christine Dickinson (Ind)		<del>Cllr Liz McShane (Lab)</del> Cllr Laura Davison			
		Cllr Peter Gane (Lib Dems)		Cllr John Renshaw (Lib Dems)			
		Cllr Kieran Leigh (Cons)		Cllr Belinda Walker (Lab)			
		Cllr Adrian Lockwood (Lab)		Cllr Roger West (Lib Dems)			
		Cllr Jackie Meade (Lab)					
		Cllr Tim Prater (Lib Dems)					
		Cllr Belinda Walker (Lab)					