

# FOLKESTONE TOWN COUNCIL



The Town Hall  
1-2 Guildhall Street  
Folkestone  
Kent  
CT20 1DY

Telephone: (01303) 257946  
Email: [enquiries@folkestone-tc.gov.uk](mailto:enquiries@folkestone-tc.gov.uk)  
Web: [www.folkestone-tc.gov.uk](http://www.folkestone-tc.gov.uk)

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## FULL COUNCIL AGENDA

**Meeting:** Folkestone Town Council  
**Date:** 22 January 2026  
**Time:** 7.00 p.m.  
**Place:** Town Council Chamber, Town Hall, 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 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 meeting of the Full Council Meeting held on 13 November 2025 and to authorise the Town Mayor to sign them as a correct record.

#### **4. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

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

To receive the Minutes of the above Committee's meetings of 6 November 2025 and 4 December 2025.

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

To receive the Minutes of the above Committee's meeting of 23 October 2025.

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

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

##### **i) Finance & General Purposes Committee**

- To continue monitoring investment income levels until the end of 2025/26 when the next payment is received from Folkestone & Hythe District Council, so a better comparison can be made before making a decision regarding the future of the current investments
- To accept and note the interim audit..
- i) That Report F/25/402 be received and noted.  
ii) To note the additional costs involved in the replacement of the Town Hall Fire Escape and to approve an increased budget from the Museum/Heritage Reserve.  
iii) That a total rent holiday of two months be approved for the Cinema due to the delay in works.
- To receive report F/25/404 but approve a precept of £1,145,367 (an increase of 5.79% on the current Precept and resulting in a 3% increase on the Band D Council Tax Charge, equating to £73.22, an increase of £2.13).

#### **8. OUTSIDE BODIES**

- i) Following the resignation of one FTC representative on the John Bowley & Sherwood Almshouses Charity, Councillors are asked to put forward a replacement representative for a four-year term.
- ii) To receive verbal reports from Councillors as Council representatives on the following outside bodies:
  - Kent Association of Local Councils (AAK, JD)
  - John Bowley & Sherwood Almshouses Charity (RW)
  - Folkestone Twinning Association/Etaples-sur-Mer (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)

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

KCC Councillors have been invited to provide updates. Any responses received at the time of publication of this agenda are set out below:

- i) 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.

- Any new updates since the last Meeting - [Tim Prater Reporting Back from KCC: November 2025 - Folkestone and Hythe Liberal Democrats](#)
- [Tim Prater Reporting Back from KCC: December 2025 - Folkestone and Hythe Liberal Democrats](#)
- [Tim Prater Reporting Back from KCC: January 2026 - Folkestone and Hythe Liberal Democrats](#)

## **10. FOLKESTONE TOWN COUNCIL BUDGET AND PRECEPT 2026/27**

Report C/26/408 concludes the budget making process for the Town Council's precept requirements for 2026/27. The proposed precept (and budget) as recommended by the Finance & General Purposes Committee is £1,145,367, representing a 3% increase per tax payer – equating to £73.22 per Band D Household (an increase of £2.13 per year / £0.04 per week).

## **11. SCHEDULE OF MEETINGS 2026-27**

Council is asked to consider a proposal to merge the Community Services Committee with the Climate and Environment Committee to form a single committee. The purpose of the merger is to streamline governance, reduce duplication of work, and better integrate community-focused and environmental initiatives.

Two schedules of provisional meeting dates for 2026/27 are attached for Council's consideration.

## **12. POLICIES AND PROCEDURES**

Council is asked to adopt the following policies:

- Risk Management Policy
- IT Policy

## **13. CCTV UPGRADE**

Report C/26/407 outlines the need for replacement of existing CCTV cameras in the Coastal Park that have failed a recent performance review and extension of the CCTV system to Bouverie Park. Council is asked to consider the recommendations.

## **14. LGR / POTENTIAL ASSET TRANSFER**

Report C/26/406 provides an update on discussions with Folkestone & Hythe District Council regarding the potential transfer of assets. It addresses four key areas: the Folkestone Parks & Pleasure Grounds Charity, public toilets, play area freehold transfers, and the Tanlade Charity. Council is asked to consider the recommendations.

## **15. CIL CONSULTATION**

Feedback from the public consultation inviting residents, community groups and local businesses to share their views on how Community Infrastructure Levy (CIL) funding should be allocated, is attached for Council's consideration.

## **16. COMMONWEALTH FLAGS**

Report C/26/405 outlines the rationale, benefits, and practical considerations for flying the Commonwealth Flag. Council is asked to consider the recommendations.

## 17. SOUTHERN WAY PLAY PARK

Following a resolution at the F&GP Meeting on 1 September 2022 (see below), the final Heads of Terms agreed with Southern Water are attached for Council to consider approving.

### 1500. SOUTHERN WAY PLAY PARK

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

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

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

*Proposed: Councillor Peter Gane*

*Seconded: Councillor Connor McConville*

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

## 18. GRACE HILL LIBRARY

On 13 January 2026, Kent County Council endorsed the decision to exit the Grace Hill building and progress market disposal in-line with adopted policy and provide the library and registration facility for the foreseeable future at 14 Sandgate Road in Folkestone town centre. Councillors are invited to consider the matter and provide their views.

## 19. DATE OF NEXT MEETING

Thursday, 12 March 2026

### 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, 13 November 2025 at 7.00 p.m.**

### **TOWN COUNCILLORS PRESENT:**

Councillors Lucy McGirr, Nicola Keen, Christine Dickinson, Kieran Leigh, Bridget Chapman, Jane Darling, Connor McConville, Peter Gane, Laura Davison, Liz McShane, Jackie Meade, Belinda Walker, Adrian Lockwood and Roger West.

### **APOLOGIES:**

Councillors John Renshaw and Abena Akuffo-Kelly.

### **ABSENT:**

Councillors Tim Prater and Charles Bain Smith.

### **IN ATTENDANCE:**

Toni Brenchley (Town Clerk)  
Jennifer Griffin (Administration Officer)

### **MEMBERS OF THE PUBLIC:**

One

### **PRAYERS**

Prayers were led by Councillor Nicola Keen.

### **PUBLIC QUESTIONS**

A member of the public enquired about the possibility of flying the Commonwealth flag along Guildhall Street during the Commonwealth games.

**2178. RESOLVED: That the Town Clerk seek quotations for Commonwealth flags and bring to the next Full Council Meeting for discussion.**

Proposed: Councillor Jackie Meade  
Seconded: Councillor Adrian Lockwood  
Voting: F: 14, Ag: 0, Ab: 0

## **2179. APOLOGIES FOR ABSENCE**

**RESOLVED: To accept the apologies from Councillors John Renshaw and Abena Akuffo-Kelly.**

Proposed: Councillor Roger West

Seconded: Councillor Nicola Keen

Voting: F: 14, Ag: 0, Ab: 0

## **2180. DECLARATIONS OF INTEREST**

Councillors Nicola Keen, Peter Gane and Roger West declared a non-pecuniary interest in Agenda Item 2187 as of the Cheriton Events Committee.

## **2181. MINUTES**

Council were asked to receive and authorise the Minutes of the Full Council Meeting held on 18 September 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 18 September 2025 be received and signed as a correct record.**

Proposed: Councillor Roger West

Seconded: Councillor Bridget Chapman

Voting: F: 14, Ag: 0, Ab: 0

## **2182. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

The Town Mayor gave a brief overview of activities in relation to the Mayoralty since the last Full Council Meeting. The Mayor congratulated her Cadet Holly Kasinathan from the 99 (Folkestone) Squadron RAFAC on her promotion.

## **2183. MINUTES OF THE PLANNING COMMITTEE**

Council were asked to receive Minutes of the Planning Committee Meetings of 14 August 2025, 11 September 2025 and 2 October 2025.

**RESOLVED: That the Minutes of the Planning Committee Meetings of 14 August 2025, 11 September 2025 and 2 October 2025 be received.**

Proposed: Councillor Laura Davison

Seconded: Councillor Christine Dickinson

Voting: F: 14, Ag: 0, Ab: 0

## **2184. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

Council was asked to receive the Minutes of the Finance and General Purposes Committee Meetings of 21 August 2025.

**RESOLVED: That the Minutes of the Finance and General Purposes Committee Meetings of 21 August 2025 be received.**

Proposed: Councillor Connor McConville

Seconded: Councillor Christine Dickinson

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

## **2185. MINUTES OF THE COMMUNITY SERVICES COMMITTEE**

Council was asked to receive the Minutes of the Community Services Committee Meeting of 10 June 2025.

**RESOLVED: That the Minutes of the Community Services Committee Meeting of 10 June 2025 be received.**

Proposed: Councillor Belinda Walker

Seconded: Councillor Roger West

Voting: F: 14, Ag: 0, Ab: 0

## **2186. MINUTES OF THE CLIMATE AND ENVIRONMENT COMMITTEE**

Council was asked to receive the Minutes of the Climate and Environment Committee Meeting of 24 July 2025.

**RESOLVED: That the Minutes of the Climate and Environment Committee Meeting of 24 July 2025 be received.**

Proposed: Councillor Roger West

Seconded: Councillor Belinda Walker

Voting: F: 14, Ag: 0, Ab: 0

## **2187. MATTERS AND RESOLUTIONS FROM COMMITTEES**

Councillors noted the Matters and Resolutions from Committees.

- i) **Climate and Environment Committee – 7 October 2025**  
Noted
- ii) **Community Services Committee – 14 October 2025**  
Noted
- iii) **Finance & General Purposes Committee – 23 October 2025**  
Noted

## 2188. WARD GRANTS

The Ward Grants listed below were recommended for approval.

Strange Cargo	Cheriton Christmas Lights Craft Workshop	£75.00	P Gane
Strange Cargo	Cheriton Christmas Lights Craft Workshop	£75.00	R West
Cheriton Events Committee	Cheriton Christmas Lighting Scheme	£391.00	P Gane
Cheriton Events Committee	Cheriton Christmas Lighting Scheme	£391.00	R West

**RESOLVED: To award the organisations with the Ward grant amounts listed.**

Proposed: Councillor Jackie Meade

Seconded: Councillor Kieran Leigh

Voting: F: 11, Ag: 0, Ab: 3

## 2189. OUTSIDE BODIES

The Council received verbal reports from Councillors as Council representatives on the following outside bodies:

Councillor Jane Darling gave a Report on Kent Association of Local Councils.

Councillor Roger West gave a brief update on John Bowley & Sherwood Almshouses Charity.

Councillor Adrian Lockwood gave a brief update on the Folkestone Twinning Association/Etaples-sur-Mer.

Councillor Belinda Walker gave a brief update on the Cinque Ports.

Councillor Roger West gave a brief update on the Folkestone Municipal Charity.

Councillor Peter Gane advised that there was no update on the NALC Super Council Network.

Councillor Nicola Keen gave an update on the Mechinagar/Folkestone Twinning Association.

Councillor Jane Darling gave a brief update on the Folkestone Community Forum.

## **2190. KENT COUNTY COUNCILLOR'S UPDATES**

The Council received reports providing updates from Kent County Councillor Tim Prater.

- i) Councillor Tim Prater, Member for Cheriton Sandgate and Hythe East.

**Received**

## **2191. KALC COMMUNITY AWARDS**

The Kent Association of Local Councils (KALC) runs an annual Community Awards Scheme to celebrate individuals and groups who have made a significant contribution to their local communities.

Council was asked if it wished to participate in the scheme, it was suggested that the nomination process runs alongside the existing Town Mayor's Community Awards procedure, with one additional nominee being put forward specifically for the KALC Community Award. Councillors' views were sought.

**RESOLVED: To run the KALC Community Awards alongside the existing Town Mayor's Community Awards.**

Proposed: Councillor Peter Gane

Seconded: Councillor Jackie Meade

Voting: F: 14, Ag: 0, Ab: 0

## **2192. DATE AND TIME OF NEXT MEETING**

22 January 2026 – Ordinary Full Council Meeting

**The meeting concluded at 7:23pm.**

.....Town Mayor

Folkestone Town Council



**Minutes of the Planning Committee Meeting held on Thursday 6 November 2025 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.**

**PRESENT:** Councillors Charles Bain Smith, Christine Dickinson, Jane Darling, Laura Davison (sub for Liz McShane).

**APOLOGIES:** Councillors John Renshaw, Liz McShane and Bridget Chapman.

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

**MEMBERS OF THE PUBLIC:** 2

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors John Renshaw, Liz McShane and Bridget Chapman.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. PLANNING COMMITTEE MINUTES**

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 16 October 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 16 October 2025 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Jane Darling

Seconded: Councillor Christine Dickinson

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

**4. PLANNING APPLICATIONS**

Application no	25/1913/FH
Location	Georgelle, New Dover Road, Capel-Le-Ferne
Proposal	Works to trees subject to TPO No 09 of 2002 T1 Leyland Cypress Fell.
Closing date	04/11/2025

Comment	Object – To the loss of a valuable TPO tree. <i>Please note this address lies within the boundaries of Harbour Ward</i>
Application no	25/1757/FH
Location	248 Cheriton Road
Proposal	Change of use of the rear workshop to class B2 and reinstate existing rear door.
Closing date	07/11/2025
Comment	Object – there are a number of dwellings surrounding the site that were not affected by the B8 use, B2 implies a considerable augmentation of activity to full industrial use and raises questions about the adequacy of the shared access. This has already taken place with no planning control and is causing amenity issues to neighbouring properties. The application contains inadequate information to judge the proposed change of use, such as the lack of any sustainable drainage systems. It is possible there are other works that have taken place onsite without planning consent such as the infilling of a basement from a demolished building.
Application no	25/1751/FH
Location	Flat 44, The Metropole, The Leas
Proposal	Replacement of single pane glazing with vacuum double glazing to all existing timber windows.
Closing date	11/11/2025
Comment	No objection
Application no	25/1958/FH/GPD
Location	25 Old Mead
Proposal	Notification under the Town and Country Planning (General Permitted Development) (England) Order 2015 for a single storey rear extension.
Closing date	13/11/2025
Comment	No objection
Application no	25/1847/FH
Location	Flat 1, 3 Grimston Avenue
Proposal	Replacement of front, side and rear windows.
Closing date	27/11/2025
Comment	Object – UPVC is not a material that will enhance or conserve the character of the conservation area. There are timber alternatives for upgrades.
Application no	25/1945/FH
Location	13 Godwyn Road



BC

Proposal	Erection of a replacement garage flat roof and alterations to the frontage.
Closing date	17/11/2025
Comment	Object – we understand that the applicant wants to remove the central pillar because of modern car widths but the building is an elegant design that greatly contributes to the appearance of the conservation area and a new door could be designed to respect the existing dual portal design with its pilasters and architraves whilst having the functionality desired.
Application no	25/1966/FH/TCA
Location	43 The Manor Office, Castle Hill Avenue
Proposal	Works to trees in a conservation area T3 Sycamore fell and remove stump and roots.
Closing date	17/11/2025
Comment	No objection
Application no	25/1977/FH
Location	7 Fairway Avenue
Proposal	Single storey rear extension.
Closing date	18/11/2025
Comment	No objection
Application no	25/1922/FH
Location	22-26 Dover Road & 3 Mill Bay
Proposal	Change of use & conversion of part of the existing offices into four self-contained flats with associated alterations, including the replacement of the existing shop fronts.
Closing date	19/11/2025
Comment	Object – insufficient marketing time has been allowed to justify the proposed loss of commercial space on the ground floor. We have concerns that amenity issues such as natural ventilation/air quality given proximity to traffic and refuse collection have been adequately detailed.

## 5. APPEALS

Appeal no	AP-6754
Application no	25/1494/FH
Location	Queens House, Guildhall Street
Proposal	Retrospective Advertisement consent for internally illuminated vertical sign & circular fascia picture sign.
Comment	Maintain previous comment

## 6. PREMISES LICENCES



Application no PR202510-124217  
Location Browns Salon, 114 Sandgate Road  
Proposal Alcohol ON Sales ONLY  
Closing date 11/11/2025  
Comment No objection

Application no PR202510-124757  
Location Wilson's Casino, 28-30 Sandgate Road  
Proposal Gambling Premise Licence  
Closing date 19/11/2025  
Comment Object – no details provided

## 7. FORMER GASWORKS, SHIP STREET - Application no.25/1316/FH

Following on from the recent briefing, Councillors were asked to make their comment.

FTC Comment on Application 25/1316/FH

Comment Support – the Town Council warmly supports the application and its contextual sympathy with existing site and really hopes it will come to fruition. We would encourage procurement to facilitate local involvement and continue to consider council housing and self-build. We welcome the full provision of affordable housing 70% of which is available for rent.

## 6. LATE PLANNING APPLICATIONS

Application no 25/1954/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 20/11/2025  
Comment Object - the committee maintains its previous objection.

Application no 25/1939/FH  
Location Sparrows Green, Crete Road West

Proposal	Erection of proposed outbuilding located in front garden.
Closing date	21/11/2025
Comment	No objection
Application no	25/1918/FH
Location	Telephone Box Opposite, 137-139 Sandgate Road
Proposal	Installation of 1no. BT Street Hub, incorporating 2no. digital 75" LCD advert screens, and associated BT phone kiosk removals.
Closing date	21/11/2025
Comment	Object - unnecessary light pollution and potential for vandalism. Only one would be justified in the town centre. It would also have an impact on the conservation area as acknowledged by the applicant.
Application no	25/1964/FH
Location	Telephone Box Opposite, 137-139 Sandgate Road
Proposal	Advertisement consent for the installation of 1no. BT street hub, incorporating 2no. digital 75" LCD advert screens, and associated BT phone kiosk removals.
Closing date	21/11/2025
Comment	Object - unnecessary light pollution and potential for vandalism. Only one would be justified in the town centre. It would also have an impact on the conservation area as acknowledged by the applicant.
Application no	25/1555/FH
Location	Flat 4, 3 Grimston Avenue
Proposal	Retrospective application to replace 4 no. timber windows with uPVC windows, and proposed replacement of 5 no. timber windows with uPVC windows.
Closing date	21/11/2025
Comment	Object – UPVC is not a material that will enhance or conserve the character of the conservation area. There are timber alternatives for upgrades.
Application no	25/1919/FH
Location	Telephone Box Opposite, 67 Sandgate Road
Proposal	Installation of 1no. BT street hub, incorporating 2no. digital 75" LCD advert screens, and associated BT phone kiosk removals.
Closing date	21/11/2025
Comment	No objection – single facility may be justified in this location.

Application no 25/1962/FH  
Location Telephone Box Opposite, 67 Sandgate Road  
Proposal Advertisement consent for the Installation of 1no. new BT street hub, incorporating 2no. digital 75" LCD advert screens, and associated BT phone kiosk removals.

Closing date 21/11/2025  
Comment No objection – single facility may be justified in this location.

Application no 25/1931/FH  
Location Telephone Box Opposite, 114 Sandgate Road  
Proposal Installation of 1no. BT street hub, incorporating 2no. digital 75" LCD advert screens, and associated BT phone kiosk removals.

Closing date 21/11/2025  
Comment Object - unnecessary light pollution and potential for vandalism. Only one would be justified in the town centre. It would also have an impact on the conservation area as acknowledged by the applicant.

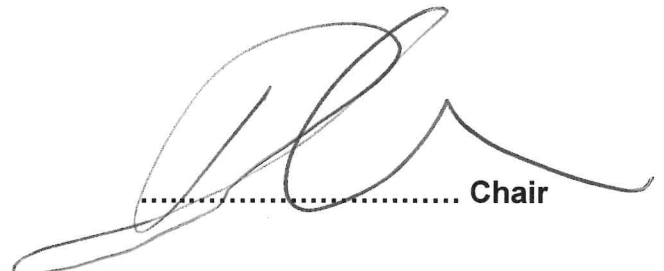
Application no 25/1963/FH  
Location Telephone Box Opposite, 114 Sandgate Road  
Proposal Advertisement consent for the installation of 1no. BT street hub, incorporating 2no. digital 75" LCD advert screens, and associated BT phone kiosk removals.

Closing date 21/11/2025  
Comment Object - unnecessary light pollution and potential for vandalism. Only one would be justified in the town centre. It would also have an impact on the conservation area as acknowledged by the applicant.

## 7. DATE OF NEXT MEETING

Thursday, 4 December at 7pm.

The meeting concluded at 9.20 pm.



..... Chair

## **Folkestone Town Council**

### **Minutes of the Planning Committee Meeting held on Thursday 4 December 2025 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.**

**PRESENT:** Councillors Liz McShane, Jane Darling, Bridget Chapman (Chair), Christine Dickinson.

**APOLOGIES:** Councillors Charles Bain Smith and John Renshaw.

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

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Charles Bain Smith and John Renshaw.

**2. ELECTION OF CHAIR**

In the absence of the Chair and Vice-Chair of the Planning Committee, Councillors were asked to vote in a Chair of the Meeting.

**RESOLVED:** That Councillor Bridget Chapman be elected Chair of the Meeting in the absence of the Chair and Vice Chair.

Proposed: Councillor Christine Dickinson

Seconded: Councillor Jane Darling

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

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. PLANNING COMMITTEE MINUTES**

The Committee were asked to receive the Minutes of the meeting of the Planning Committee held on 6 November 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 6 November 2025 be received and that the Chair of the Meeting be authorised to sign them as a correct record.

Proposed: Councillor Jane Darling

Seconded: Councillor Christine Dickinson

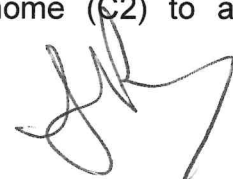
Voting: F: 4, Ag: 0; Ab: 0



## 5. PLANNING APPLICATIONS

Application no	25/2031/FH/GPD
Location	23A Foreland Avenue
Proposal	Notification under the Town and Country Planning (General Permitted Development) (England) Order 2015 for a single storey rear extension.
Closing date	26/11/2025
Comment	No Objection, however neighbouring properties may wish to research their rights under party structures notice. The extension would restrict the ability to maintain parts of their properties because it leaves a very narrow gap between the new structure and their walls.
Application no	25/1867/FH
Location	Enbrook Manor House, Risborough Lane
Proposal	Works to trees subject of TPO No 04 of 2002 comprising of, felling of T1 Apple, T2 Cypress, T3 Conifer. T4 group of Sycamores prune back to previous points. T5 Laurel remove 2 large stems off main trunk. T6 reduce Camellia by 1.5 metres height & 0.5 metres laterally. T7 remove dead from Sycamore.
Closing date	28/11/2025
Comment	No objection provided they follow the advise provided by the Tree Officer, with special notice to the replanting of replacement trees.
Application no	25/1997/FH
Location	Snowdrop Walk, Shorncliffe Road
Proposal	Works to trees subject of TPO No 01 of 1972 Snowdrop Walk collective prescription (unknown species) reduce crowns to give 1.5 metres horizontal clearance.
Closing date	27/11/2025
Comment	No objection
Application no	25/2039/FH/PA
Location	Telecommunications Centre & Land Adjoining Stanley Road
Proposal	Determination as to whether the prior approval of the Local Planning Authority is required under Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for a change of use from commercial, business and service (Use Class E) to 5 x 1 bed studio flats (Class C3).
Closing date	28/11/2025

Comment	No objection
Application no	25/2027/FH
Location	15A Pelham Gardens
Proposal	Single storey side and rear extensions, front canopy roof extension following demolition of garage.
Closing date	01/12/2025
Comment	No objection
Application no	25/1476/FH
Location	Flat 303, The Metropole, The Leas
Proposal	Listed building consent for the retrospective application for the retention of french doors.
Closing date	01/12/2025
Comment	Object. The configuration lines of the original fenestration have been disrupted in the proposed with the division between the fanlight above the door and the door raised above the line of the adjacent windows. We can understand the desire to do this for practical reasons but a new door could be sensitively designed so that both the fanlight and the glazing beneath it act as a single opening unit. We note that a correction was made, confirming the proposed new windows to be made in timber rather than upvc which would be completely inappropriate.
Application no	25/1860/FH
Location	Flat 2, 18 Julian Road
Proposal	Single storey extension.
Closing date	02/12/2025
Comment	Object. The principle of creating a new unit of this general form is acceptable but the alterations to the existing fabric in terms of its fenestration do not represent an appropriate design. The appearance should respect the building in form and material. The application also shows no detail of the adjoining flats so it is not possible to understand how they may be affected by changes to their room configurations.
Application no	25/2041/FH
Location	94 Bouverie Road West
Proposal	Change of use from a care home (C2) to a single dwellinghouse (C3).
Closing date	03/12/2025





Comment	No objection, the Committee are supportive of this application.
Application no	25/2059/FH/TCA
Location	201 Sandgate Road
Proposal	Works to trees in a conservation area comprising of group of Conifers. Top Conifers to previous cut points and reduce lateral limbs back by 1 - 2metres (both sides).
Closing date	05/12/2025
Comment	No objection
Application no	25/2032/FH
Location	1-8 Evelyn House, 96-98 Guildhall Street
Proposal	Replacement of existing uPVC windows with new uPVC windows.
Closing date	03/12/2025
Comment	No objection
Application no	25/1957/FH
Location	Highgate House, Radnor Cliff Crescent
Proposal	Works to tree subject of TPO No 18 of 2000 T1 Holm Oak fell to ground level.
Closing date	04/12/2025
Comment	Object. The tree is subject to a TPO and is a good viable specimen. No justification has been given to its felling.
Application no	25/2043/FH
Location	13 Joyes Road
Proposal	Retrospective application for the erection of a raised patio, balustrading and area for bbq.
Closing date	04/12/2025
Comment	No objection
Application no	25/1948/FH
Location	28-30 Sandgate Road
Proposal	Change of use to an arcade incorporating bingo (Sui Generis) including alterations to shopfront.
Closing date	05/12/2025
Comment	Object. The proposed shopfront would display colourful images of gambling visible to children etc
Application no	25/1797/FH
Location	Land Rear of 16 Julian Road



Proposal	Residential development comprising of 2 x 2 bedroom apartments and 4 x 1 bedroom apartments.
Closing date	08/12/2025
Comment	No objection
Application no	25/1994/FH/TCA
Location	1 Grimston Avenue
Proposal	Works to trees in a Conservation Area comprising of G1 fell 6 Conifers and removal of multiple small Privet and Elder.
Closing date	09/12/2025
Comment	Object. It is impossible to judge which trees are affected from the poor quality of information provided.
Application no	25/2055/FH
Location	Rhodesia House, 2 Clifton Crescent
Proposal	Change of use and refurbishment from hotel (Class C1) to 5 self contained flats (Class C3) following fire damage.
Closing date	09/12/2025
Comment	No objection. The application is welcomed and the proposed internal layout alterations appear to be appropriate. However we have concerns given this is a Grade II listed building that the interior features should remain protected. A condition relating to an agreed schedule of strip-out would be appropriate.
Application no	25/2058/FH
Location	Rhodesia House, 2 Clifton Crescent
Proposal	Listed Building Consent for the change of use and refurbishment from hotel (Class C1) to 5 self-contained flats (Class C3) following fire damage.
Closing date	09/12/2025
Comment	No objection. The application is welcomed and the proposed internal layout alterations appear to be appropriate. However we have concerns given this is a Grade II listed building that the interior features should remain protected. A condition relating to an agreed schedule of strip-out would be appropriate.
Application no	25/2033/FH
Location	11 Marine Parade



Proposal	Conversion of property into 6 x self-contained flats together with external refurbishment and internal reconfiguration.
Closing date	09/12/2025
Comment	No objection
Application no	25/2042/FH
Location	11 Marine Parade
Proposal	Listed Building Consent for conversion of property into 6 x self contained flats together with external refurbishment and internal reconfiguration.
Closing date	09/12/2025
Comment	No objection
Application no	25/2102/FH
Location	69 Sandgate Road
Proposal	Retrospective application for the Installation of external flue on rear elevation.
Closing date	11/12/2025
Comment	Maintain our previous comment, 'No objection, however the Committee would encourage the applicant to take note of neighbours' concerns.'
Application no	25/2076/FH
Location	9 Audley Road
Proposal	Retrospective application for the enlargement of existing single storey rear extension.
Closing date	12/12/2025
Comment	No objection
Application no	25/1605/FH
Location	Land Opposite Century House, Park Farm Road
Proposal	Reserved matters application relating to access, appearance, layout, scale of hybrid planning application 22/1347/FH for the erection of 2 drive thru restaurants and details pursuant to conditions 22 (in part), 25, 26, 27 & 29.
Closing date	16/12/2025
Comment	No objection, however the Committee were concerned about an increase in traffic in an already congested area.
Application no	25/2141/FH
Location	166 Sandgate Road
Proposal	Single storey rear extension.



Closing date	17/12/2025
Comment	No objection
Application no	25/2144/FH
Location	Bus Shelter Outside 7-9 Bouverie Place Shopping Centre
Proposal	Replace existing double-sided internally illuminated 6-sheet bus shelter advertising displays with double-sided digital displays.
Closing date	18/12/2025
Comment	No objection
Application no	25/2143/FH
Location	Bus Shelter Opposite The Saga Building, Middelburg Square
Proposal	Replace existing double-sided internally illuminated 6-sheet bus shelter advertising displays with double-sided digital displays.
Closing date	18/12/2025
Comment	No objection
Application no	25/1619/FH
Location	Flat 303, The Metropole, The Leas
Proposal	Retrospective application for the retention of french doors.
Closing date	18/12/2025
Comment	Object. The configuration lines of the original fenestration have been disrupted in the proposed with the division between the fanlight above the door and the door raised above the line of the adjacent windows. We can understand the desire to do this for practical reasons but a new door could be sensitively designed so that both the fanlight and the glazing beneath it act as a single opening unit. We note that a correction was made, confirming the proposed new windows to be made in timber rather than upvc which would be completely inappropriate.

## 5. APPEALS

Appeal no	AP-6755
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-

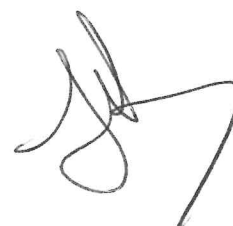
	bedroomed town houses all with private gardens and including off street parking.
Closing date	09/12/2025
Comment	No objection, however the Committee are mindful of the Folkestone and Hythe District Council officers report concerning overlooking.
Appeal no	AP-6756
Application no	25/1512/FH
Location	Clifton Hotel, 1-6 Clifton Gardens
Proposal	Installation of a static canopy to cover the walkways at four entrances.
Closing date	29/12/2025
Comment	No objection

## 5. RE-CONSULTATIONS

Application no	25/1104/FH
Location	Royal Victoria Hospital, Radnor Park Avenue
Proposal	Variation of Condition 2 (Approved Plans) of planning permission 20/0532/FH to allow amendments to the dwelling designs and heights, together with minor adjustments to site levels.
Amendment	Amended proposal 24.11.2025
Closing date	08/12/2025
Comment	Maintain the previous objection, '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.'

## 6. PREMISES LICENCES


Application no	PR202510-125136
Location	The Loft Studio, Second Floor, 9-17 Sandgate Road
Proposal	Plays, Films, Live Music, Recorded Music, Performances of Dance, Other Entertainment involving music or dance, Alcohol On sales Only.
Closing date	01/12/2025
Comment	No objection



**7. DATE OF NEXT MEETING**

Thursday 8<sup>th</sup> January 2026 at 7pm.

The Meeting concluded at 7.45pm.

Chair

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## 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 23 October at 7.00 p.m.**

**PRESENT:** Councillors Connor McConville (Chair), Jackie Meade, Tim Prater, Peter Gane, Adrian Lockwood, Laura Davison and Kieran Leigh.

**APOLOGIES:** Councillors Christine Dickinson, Nicola Keen and Belinda Walker.

**ABSENT:** Councillors Abena Akuffo-Kelly and Bridget Chapman.

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

### **1789. APOLOGIES FOR ABSENCE**

Apologies received from Councillors Christine Dickinson, Nicola Keen and Belinda Walker.

**RESOLVED: To approve apologies from Councillors Christine Dickinson, Nicola Keen and Belinda Walker.**

Proposed: Councillor Jackie Meade  
Seconded: Councillor Peter Gane  
Voting: F: 7, Ag: 0, Ab: 0

### **1790. DECLARATIONS OF INTERESTS**

Councillor Jackie Meade declared an interest in agenda item 11, as an allotment holder.

### **1791. MINUTES**

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 21 August 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 21 August 2025 be signed as a correct record.**

Proposed: Councillor Tim Prater  
Seconded: Councillor Jackie Meade  
Voting: F: 7, Ag: 0, Ab: 0

### **1792. RESOLUTIONS FROM COMMITTEES**

The Committee received the resolution from the Community Services Committee, minute number 1341.

**RESOLVED: To approve the release of £6,500 funds from the Reserve Budget to support the removal of existing and damaged Town Trail heritage board on The Leas and for supply and installation of a new board**



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**at this site to enable the works to be carried out in the 2025/26 financial year.**

Proposed: Councillor Peter Gane  
Seconded: Councillor Jackie Meade  
Voting: F: 7, Ag: 0, Ab: 0

**1793. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments made between 1 August 2025 and 30 September 2025.

**RESOLVED: That the Schedule of Payments for the period 1 August to 30 September 2025 be accepted.**

Proposed: Councillor Tim Prater  
Seconded: Councillor Jackie Meade  
Voting: F: 7, Ag: 0, Ab: 0

**1794. SCHEDULE OF RECEIPTS**

The Committee considered the schedule of receipts made between 1 August 2025 and 30 September 2025.

**RESOLVED: That the Schedule of Receipts for the period 1 August 2025 to 30 September 2025 be accepted.**

Proposed: Councillor Peter Gane  
Seconded: Councillor Jackie Meade  
Voting: F: 7, Ag: 0, Ab: 0

**1795. BUDGET MONITORING STATEMENT 2025/26**

The budget monitoring statement of income/expenditure and earmarked reserves up to the 30 September 2025 were received by the Committee.

The Finance Officer verbally summarised the report for the Committee. Councillors thanked staff for keeping expenditure so close to budget.

**RESOLVED: That the budget monitoring statement for the period 1 August to 30 September be accepted.**

Proposed: Councillor Peter Gane  
Seconded: Councillor Jackie Meade  
Voting: F: 7, Ag: 0, Ab: 0

**1796. BANK RECONCILIATION**

The bank reconciliation statements as at 31 August and 30 September 2025 were noted by the Committee and signed by a Member other than the Chair.

**RESOLVED: That the bank reconciliations for the periods August and September be accepted.**

Proposed: Councillor Adrian Lockwood  
Seconded: Councillor Laura Davison  
Voting: F: 7, Ag: 0, Ab: 0

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## 1797. WARD GRANTS

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

2nd and 4th Cheriton Guides	International Trip to The Azores	£150.00	L McGirr
Touchbase Care	Touchbase Care Christmas Meal	£200.00	L McGirr
Touchbase Care	Touchbase Care Christmas Meal	£150.00	B Walker
Folkestone Festivals	Summer Season of Bands on Bandstand – 2026	£150.00	B Walker
Folkestone Twirlstars	Hall Hire and uniform	£200.00	L McGirr
Cheriton Community Network	Development Project	£1,000.00	J Darling

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

Proposed: Councillor Peter Gane

Seconded: Councillor Tim Prater

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

## 1798. WARD GRANT BALANCES

The Committee noted the Ward Grant balances as at 23 October 2025.

## 1799. ANNUAL ALLOTMENT FEES REVIEW F/25/401

The Committee received report F/25/401, a recommendation from the Finance Officer to uplift the Allotment Fees in relation to the increase in water charges.

The Finance Officer summarised the report for the Committee.

**RESOLVED: To increase the allotment rents by 0.16 per square meter for Tile Kiln, and .04 per square meter for Park Farm.**

Proposed: Councillor Tim Prater

Seconded: Councillor Adrian Lockwood

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

## 1800. APPROVAL OF ACCOUNTS 2024/25

The Committee noted that the external auditor, Forvis Mazars LLP, has approved Folkestone Town Council Accounts and Annual Return for 2024/25 without qualification. Public notification is attached and has been posted on the Town Council's website.

The Town Clerk reported that an oversight had occurred in completing the total figures on the AGAR, which had not been identified prior to submission. The figures were subsequently restated to correct the error.

**RESOLVED: To note the approval of the 2024/25 accounts.**

Proposed: Councillor Peter Gane

Seconded: Councillor Tim Prater  
Voting: F: 7, Ag: 0, Ab: 0

**1801. BUDGET GROWTH ITEMS 2026/27 REPORT F/25/400**

The Committee is asked to consider the proposals for growth items for the 2026/27 budget contained in Report F/25/400.

**RESOLVED: To approve all the budget growth items.**

Proposed: Councillor Tim Prater  
Seconded: Councillor Tim Laura Davison  
Voting: F: 7, Ag: 0, Ab: 0

*Councillor Laura Davison left the meeting at this point (7.30pm).*

**1802. BUDGET 2026/27**

The Committee considered the attached draft 2026/27 annual budget, which will be brought back to Finance and General Purposes on 11<sup>th</sup> December for approval.

**1803. TOWN HALL/CINEMA BUILDING MAINTENANCE UPDATE**

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

Fire Escape - Works to the fire escape will commence on Monday, 27 January, with the structure scheduled for removal on Tuesday, 4 November.

During this period, the Cinema will operate a reduced schedule, making use of the small cinema. This arrangement complies with fire regulations but will limit the number of customers that can be accommodated.

All works are expected to be completed by 21 November, allowing for full reopening on that date.

To offset the impact on business takings during the restricted trading period, the Cinema has been granted one month's rent relief.

Lightning Protection Planning Application - Feedback from the Planning Officer indicates that the revised proposal has not substantially changed from the previous submission and therefore remains likely to be refused. The primary concern relates to the perceived harm to the appearance and character of the listed building, with the Officer noting that no sufficient justification has been provided to outweigh this harm under heritage policy considerations.

The appointed specialist consultants have reviewed potential alternatives and confirmed that no viable design options exist which would both minimise visual impact and achieve compliance with BS EN 62305:2011/12 (Protection against Lightning). In their view, the proposed scheme represents the only technically compliant solution that ensures the safety and statutory compliance of the building.

Radon – The Curator is currently applying for funding from South East Museums for surveys to be undertaken to address any ventilation issues.

**1804. DATE OF NEXT MEETING:**

11 December 2025 at 7.00pm

The meeting concluded at 7.44pm

Chair.....

Date.....11/12/2025

This report will be made public on 16<sup>th</sup> January 2025.

**Folkestone  
Town Council**



**Report Number C/26/408**

**To:** Full Council  
**Date:** 16 January 2026  
**Status:** Public Report  
**Responsible Officer:** Town Clerk

**SUBJECT:** BUDGET AND PRECEPT 2026/27 C/26/408

**SUMMARY:**

This report concludes the budget-setting process for 2026/27, making recommendations to enable the Council to set its Precept for 2026/27 and to notify the tax collecting authority in accordance with statutory legislation.

**REASONS FOR RECOMMENDATIONS:**

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

1. The Council must approve its Precept for 2026/27 and notify the principal tax collecting authority in January 2026.
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 2026/27 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/26/408
- 2) To approve the Town Council's budget for 2026/27 as set out in the attached Appendix.
- 3) To confirm the Precept for 2026/27 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 form.

*Aims and Objectives – Corporate Priority 9 Improve the Corporate Management and Efficiency of the Town Council*

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

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

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

## **1.0 INTRODUCTION AND BACKGROUND**

- 1.1 This report concludes the budget-setting process for 2026/27.
- 1.2 The Town Council commenced its budget-setting process by reviewing its aims and objectives and considering growth items and service enhancements for 2026/27 and beyond. This information was fed into the first draft budget, which the Finance and General Purposes Committee considered at their meeting on the 25<sup>th</sup> October 2025.
- 1.3 At its last meeting on the 11<sup>th</sup> December 2025, the Finance and General Purposes Committee considered Report F/25/404, which set out the Council's budget requirements for 2026/27, including growth items.
- 1.4 The draft considered by the Finance and General Purposes Committee in December illustrated a budget requirement of £1,140,370.
- 1.5 Between the Finance and General Purposes agenda being sent out and the meeting on the 11<sup>th</sup> December, the 2026/27 draft tax base for Folkestone was announced by Folkestone and Hythe District Council. The tax base is the estimated number of Council Tax paying households. The precept is divided by this number to calculate the Council Tax per Band D equivalent households.
- 1.6 The District Council has indicated that the tax base will increase in 2026/27 from 15,230.46 to 15,642.24.

## **2.0 RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE**

- 2.1 The 2026/27 precept as recommended by the Finance and General Purposes Committee is £1,145,367. This, compared to the current year of £1,082,720, is an increase of £62,647 (5.79%).
- 2.2 This precept of £1,145,367 covers the budget requirement of £1,140,370 and also allows for an additional £4,997 to be added to the Museum / Heritage Reserve.
- 2.3 This would result in a Band D Household Council Tax of £73.22 per year - an increase of 3%, increasing the current Council Tax of £71.09 by £2.13. This increase equates to around £0.04p per week.

- 2.4 The appendix to this report sets out the latest recommended budget and precept from the Finance and General Purposes Committee, including the growth items.
- 2.5 The Town Council must now consider this recommendation from the Finance and General Purposes Committee.
- 2.6 While considering this recommendation, the Town Council must consider its precept level and budget requirements for 2026/27, taking into account:
- i. Expenditure required in 2026/27 to carry out its functions
  - ii. Appropriate amounts for contingencies
  - iii. The need to provide adequate reserves
  - iv. Any expenditure incurred in the 2025/26 not yet paid

### 3.0 OPTIONS FOR LEVELS OF PRECEPT AND USE OF RESERVES

- 3.1 For 2025/26, the Council did not approve use of the General Reserve to support the proposed budget. Similarly, for 2026/27, it has not been recommended by the Finance and General Purposes Committee to utilise the General Reserve.
- 3.2 However, the Council can decide to meet some of the budget from the General Reserve or precept a higher amount in order to add to the General Reserve. Examples of the precept increase are shown on the table below (precept figures are rounded to the nearest £10). The recommended increase is 3% (in bold):

Increase per Tax Payer	Cost per Band D Property	Total Precept	From(+)/To (-) General Fund	Total Budget
0%	£71.09	£1,112,007	+£28,363	£1,140,370
2%	£72.51	£1,134,247	+£6,123	£1,140,370
<b>3%</b>	<b>£73.22</b>	<b>£1,145,367</b>	<b>-£4,997</b>	<b>£1,140,370</b>
4%	£73.93	£1,156,487	-£16,117	£1,140,370
6%	£75.36	£1,178,727	-£38,357	£1,140,370
8%	£76.78	£1,200,967	-£60,597	£1,140,370
10%	£78.20	£1,223,208	-£82,838	£1,140,370

- 3.3 Please also note that the permitted level of spending under S137 is £11.10 per elector of Folkestone, equal to £379,775. The figure for 2026/27 should be announced at the end of January 2026.



## 4.0 RESERVES AND PROVISIONS

- 4.1 The Town Council must maintain adequate reserves and provisions to cover unforeseen expenditure and emergencies.
- 4.2 The list of Reserves and Provisions at the time of publication is shown below:

### FOLKESTONE TOWN COUNCIL RESERVES AND PROVISIONS

RESERVE / PROVISION	BALANCE AT 30/11/25
General Reserve	£622,391
Tree Planting Reserve	£44,891
Museum / Heritage Reserve	£144,438
Tourism Reserve	£4,735
Provision for Bus Shelters	£3,500
Town Grants Reserve	£0.76
FTC Elections Reserve	£23,100
Provision for Salt Bins	£6,168
Provision for Play Areas	£12,903
Provision for CCTV Equipment / Maintenance	£23,608
Neighbourhood Fund (CIL)	£141,972
Christmas Gifts for Children	£2,217
Community Transport	£1,840
Allotment Deposits	£2,250
Ward Grants Reserve	£18,753
Christmas Lights Reserve	£15,923

## 5.0 CONCLUSION

- 5.1 The Town Council must determine it's budget and precept requirements to fund expenditure for 2026/27 and beyond. Subject to any further changes in growth or service transfers, the Town Council's proposed budget (and precept) is £1,145,367.

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2026/27										
								RECURRING	NON-REC'NG	
		ANNUAL BUDGET	ACTUAL COSTS	ANNUAL BUDGET	FORECAST TO 31 MARCH 2026	DRAFT BUDGET (BEFORE APPROVED GROWTH ITEMS)	REVENUE	GROWTH	DRAFT TOTAL BUDGET	
		2024/25	2024/25	2025/26		2026/27	GROWTH	ITEMS	2026/27	
		£	£	£	£		2026/27	2026/27	£	
Code							£	£		
	<b>ADMINISTRATION</b>									
1	SALARIES, PENSIONS & NI	535,330	524,912	581,000	585,503	625,950			625,950	
2	TOTAL CONTRIBUTION PAY	3,000	2,550	3,900	3,900	4,000			4,000	
3	STAFF WELLBEING	3,000	3,205	3,000	3,000	3,000			3,000	
4	AGENCY STAFF / STAFF CONTINGENCY	-	496	-	347	1,000			1,000	
5	STAFF TRAINING	3,000	4,526	3,600	3,600	3,600			3,600	
6	EQUIPMENT/FURNITURE NEW	2,000	1,903	7,500	5,800	5,000			5,000	
7	INTERVIEW EXPENSES	-		-	-					
8	BANK CHARGES	400	384	800	320	400			400	
9	HR/H&S MANAGEMENT FEES	4,000	4,008	4,050	4,010	4,020			4,020	
10	OFFICE PRINTING	1,000	1,343	1,200	1,360	1,990			1,990	
11	OFFICE STATIONERY	1,000	901	1,000	1,300	1,300			1,300	
12	PHOTOCOPYING	1,400	1,364	2,000	760	940			940	
13	POSTAGE & DELIVERY	1,000	1,254	1,200	1,200	1,500			1,500	
14	TELECOMMUNICATION SERVICES	3,700	5,176	4,100	5,490	5,900			5,900	
15	ICT SUPPORT	19,600	20,126	21,000	23,111	21,000		19,000	40,000	
16	MISCELLANEOUS SUBSCRIPTIONS									
17	CINQUE PORT FEDERATION SUB									
18	SUBSCRIPTIONS	7,120	7,875	7,400	6,434	6,350			6,350	
19	SOCIETY OF LOCAL COUNCIL CLERKS									
20	KENT ASSOC. OF LOCAL COUNCILS									
21	PUBLIC TRANSPORT & CAR PARKS	250	370	300	300	2,830			2,830	
22	SUBSISTENCE ALLOWANCES	150	107	150	170	100			100	
23	CAR ALLOWANCES (Staff)	1,100	285	800	700	830			830	
24	CAR ALLOWANCES (Volunteers)									
25	ACCOUNTACY SUPPORT									
26	TO ALLOTMENTS ADMINISTRATION	-	4,300	-	4,500	9,140	-	9,140	-	9,140
	<b>TOTAL ADMIN. EXPENDITURE</b>	<b>582,750</b>	<b>576,571</b>	<b>638,500</b>	<b>638,165</b>	<b>680,570</b>	<b>-</b>	<b>19,000</b>	<b>699,570</b>	
27	INVESTMENT INTEREST	30,000	27,488	30,000	25,000	25,000			25,000	
28	OTHER INCOME	-	61		11					
	<b>TOTAL ADMIN. INCOME</b>	<b>30,000</b>	<b>27,549</b>	<b>30,000</b>	<b>25,011</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	
	<b>NET ADMIN. EXPENDITURE/INCOME</b>	<b>552,750</b>	<b>549,022</b>	<b>608,500</b>	<b>613,154</b>	<b>655,570</b>	<b>-</b>	<b>19,000</b>	<b>674,570</b>	
	<b>DEMOCRATIC COSTS</b>									
29	TRAINING/CONFERENCE EXPS (Cllrs.)	500	371	500	200	500			500	
30	CAR ALLOWANCES (Cllrs)	100	149	100	100	100			100	
31	FTC REF/ELECTION FEES	-								
32	FOLK TC REF/ELECTIONS (To Reserve)	11,100	-	12,000	-	12,000			12,000	
	<b>TOTAL DEMOCRATIC COSTS EXP.</b>	<b>11,700</b>	<b>520</b>	<b>12,600</b>	<b>300</b>	<b>12,600</b>	<b>-</b>	<b>-</b>	<b>12,600</b>	
	<b>MAYORALTY</b>									
33	CLOTHING & UNIFORMS	600	243	600	-	600			600	
NEW	SUBSISTENCE - MAYORS ATTENDANT					200			200	
34	REGALIA - NEW	700	1,294	700	1,200	1,300			1,300	

[illegible]

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2026/27										
								RECURRING	NON-REC'NG	
		ANNUAL BUDGET	ACTUAL COSTS	ANNUAL BUDGET	FORECAST TO 31 MARCH 2026	DRAFT BUDGET (BEFORE APPROVED GROWTH ITEMS)	REVENUE	GROWTH	DRAFT TOTAL BUDGET	
		2024/25	2024/25	2025/26		2026/27	GROWTH	ITEMS	2026/27	
		£	£	£	£		2026/27	2026/27	£	
Code							£	£		
	<b>SERVICES</b>									
75	INSURANCES - PREMISES & PUBLIC LIABILITY (inc. Heritage)	9,800	7,256	10,200	13,352	17,480			17,480	
76	ALLOTMENTS - ADMINISTRATION	4,300	4,215	4,500	9,140	9,140			9,140	
77	ALLOTMENTS - PFR MAINTENANCE	3,000	1,393	2,700	2,050	1,840			1,840	
78	ALLOTMENTS - TKL MAINTENANCE	3,000	3,175	2,700	2,500	2,900			2,900	
NEW	BALANCING POND				1,380	1,500			1,500	
79	MAINTENANCE OF BEACON	300	25	200	25	200			200	
80	BUS SHELTER PRINTING		-	1,000	800	1,000			1,000	
81	LOCAL PROJECTS	4,000	2,137	4,000	4,000	4,000			4,000	
82	NOTICE/INFORMATION/HERITAGE BOARDS	1,000	960	1,000	7,500	2,000			2,000	
83	BUS SHELTERS	500	484	500	250	500			500	
85	WARD GRANTS	19,800	8,421	19,800	19,800	19,800			19,800	
86	TOWN GRANTS	34,200	34,467	34,200	34,200	34,200			34,200	
87	FLOWERBEDS & PLANTERS	35,000	16,149	25,000	25,042	25,000			25,000	
88	CHRISTMAS LIGHTING	41,000	32,663	36,000	25,140	36,000			36,000	
89	CHRISTMAS FESTIVITIES	12,000	4,414	10,500	9,110	9,000			9,000	
90	CHRISTMAS LIGHTS CHERITON (RESERVE)		1,369							
91	WATER QUALITY TESTING			4,500	-	-			-	
92	YOUTH FACILITIES	3,000	-	3,000	3,000	3,000		5,000	8,000	
93	TREE AUDIT & WORKS	20,000	-	15,000	15,000	15,000			15,000	
94	PLAY AREA MAINTENANCE	37,000	33,392	25,000	24,180	27,000			27,000	
95	COMMUNITY INFRASTRUCTURE LEVY (RESERVE)		4,444		9,690					
96	PARK BENCHES	500	-	500	500	500			500	
97	LITTER BINS, SALT BINS BOLLARDS & RAILINGS	2,000	320	1,000	500	500			500	
99	TOURIST INFORMATION/VISITOR SERVICES	5,000	3,362	2,000	2,000	1,500			1,500	
100	MAINTENANCE OF PUBLIC CLOCKS	500	-	500	500	500			500	
101	MAINTENANCE OF MEMORIALS	2,000	850	1,800	1,150	1,800			1,800	
102	TELEPHONE BOX	120	8	150	437	410			410	
103	CCTV MONITORING	-	46,785	41,000	40,784	41,000			41,000	
104	CCTV MAINTENANCE	25,000	31,383	16,000	16,000	16,000			16,000	
105	GUILDHALL UMBRELLA PROJECT									
106	COMMUNITY MINIBUS									
107	COMMUNITY MINIBUS MAINTENANCE		3,785	8,500	4,670	4,670			4,670	
108	MISCELLANEOUS SERVICES									
109	AIR SHOW/ARMED FORCES DAY	25,000	54,358	20,000	2,357	25,000			25,000	
110	FUEL/CHARGING VEHICLES - MINIBUS	1,000	782	1,000	600	250			250	
111	CONTINGENCY	2,000		2,000	2,000	2,000			2,000	
	LOOSE ENDS SESSIONS		1,000							
	<b>TOTAL SERVICES EXPENDITURE</b>	<b>291,020</b>	<b>297,596</b>	<b>294,250</b>	<b>277,656</b>	<b>303,690</b>	<b>-</b>	<b>5,000</b>	<b>308,690</b>	
112	ALLOTMENT RENTS PFR	5,100	4,827	5,200	4,901	5,280			5,280	
113	ALLOTMENT RENTS TKL	4,850	4,319	4,800	4,768	6,190			6,190	
114	OTHER INCOME (SERVICES)									
115	ALLOTMENT KEY		140	100	300	200			200	
116	ALLOTMENT REFUNDABLE DEPOSIT (RESERVE)		1,100		600					
117	PLAY PARKS GRANT		2,352							
118	BUS SHELTER ADVERTISEMENT			3,000	1,500	1,500			1,500	

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2026/27									
							RECURRING	NON-REC'NG	
		ANNUAL BUDGET	ACTUAL COSTS	ANNUAL BUDGET	FORECAST TO 31 MARCH 2026	DRAFT BUDGET (BEFORE APPROVED GROWTH ITEMS)	REVENUE	GROWTH	DRAFT TOTAL BUDGET
		2024/25	2024/25	2025/26		2026/27	GROWTH	ITEMS	2026/27
		£	£	£	£		2026/27	2026/27	£
Code							£	£	
119	ARMED FORCES DAY SPONSORSHIPS	3,000	7,300			4,000			4,000
120	ARMED FORCES DAY STALLS								
121	ARMED FORCES DAY GRANT		10,000						
122	ARMED FORCES DAY (OTHER INCOME)		6,990						
123	TRAINING INCOME								
124	CHRISTMAS STALLS	1,000		1,000	400	700			700
125	CHRISTMAS LIGHTS DONATIONS (CHERITON)								
126	CCTV EXTERNAL MONITORING GRANT								
127	CCTV MAINTENANCE CONTRIBUTION			1,000	-	-			-
128	CCTV VIEWING		10						
129	CCTV GRANT	300	29,190	100	-	-			-
171	HIRE OF MINIBUS				200				
173	SPONSORSHIP FOR CHRISTMAS EVENT				400				
130	UMBRELLA PROJECT CONTRIBUTION								
	LOOSE ENDS SESSION GRANT		1,000						
	COMMUNITY INFRASTRUCTURE LEVY INCOME		16,227						
	TOTAL SERVICES INCOME	14,250	83,455	15,200	13,069	17,870	-	-	17,870
	NET SERVICES EXPENDITURE/INCOME	276,770	214,141	279,050	264,587	285,820	-	5,000	290,820
	FEES								
131	CONSULTANT FEES	500	6,417	1,000	2,769	1,000			1,000
132	EXTERNAL AUDIT FEES	2,200	2,100	2,300	2,300	2,400			2,400
133	INTERNAL AUDIT FEES	800	535	600	580	700			700
134	LEGAL FEES	1,000	408	1,000	400	600			600
135	CARD RECEIPT FEES	940	1,005	1,200	477	1,000			1,000
136	SECURITY - TOWN HALL	-							
	TOTAL FEES	5,440	10,465	6,100	6,526	5,700	-	-	5,700
	MUSEUM/HERITAGE								
137	M/H TRAINING	-							
138	M/H SUBSCRIPTIONS	550	692	700	700	700			700
139	M/H ADVERTISING FOR STAFF	-							
140	M/H EQUIPMENT/FURNITURE	500	1,826	1,000	1,000	1,000			1,000
141	M/H EXHIBIT REPAIRS	1,750	446	1,750	500	1,750			1,750
142	M/H HISTORIC COSTUMES	-							
143	M/H EXHIBITS	-							
144	M/H MATERIALS/CONSUMABLES								
145	M/H PUBLICITY & PROMOTION			1,000	500	1,000			1,000
146	M/H COLLECTIONS CARE	3,500	2,406	3,500	3,500	3,500			3,500
147	M/H AUDIENCE DEVELOPMENT	2,750	2,677	3,000	3,000	3,000			3,000
148	M/H EVALUATION/PRESS COVERAGE	-							
149	M/H LEAFLETS/PUBLICATIONS	-							
150	M/H MERCHANDISE	2,000	1,505	2,500	2,500	2,500			2,500
151	M/H SERVICES	-							
152	M/H EVENTS	5,000	3,486	5,000	5,000	5,000			5,000
153	M/H EXHIBITIONS								
154	M/H TEMPORARY EXHIBITIONS	6,000	250	1,000	1,000	2,000			2,000
155	M/H EDUCATION RESOURCES	-							
156	M/H WORKSHOPS								
157	M/H AUDIENCE ENGAGEMENT	4,850	6,530	5,200	5,200	5,200			5,200
158	M/H FORMAL LEARNING			1,500	1,500	1,500			1,500
159	M/H HOSPITALITY	350		350	350	350			350

[illegible]

# FOLKESTONE TOWN COUNCIL

## SCHEDULE OF MEETING DATES 2026/27

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

	<b>Planning Committee  19.00 (Thursday)</b>	<b>Climate &amp; Environment Committee 19.00 (Tuesday)</b>	<b>Community Services Committee 19.00 (Tuesday)</b>	<b>Finance &amp; General Purposes Committee 19.00 (Thursday)</b>	<b>Grants Committee</b>	<b>Personnel Sub- Committee 18.00 (Thursday)</b>	<b>Full Council  19.00</b>
<b>April 2026</b>	23	7	14	16		16	
<b>May 2026</b>	14						<b>Tuesday 5 (Annual Council) Tuesday 12 (Town Assembly)</b>
<b>June 2026</b>	4 and 25	2	9	11			<b>11 (AGAR) (18:00)</b>
<b>July 2026</b>	16						
<b>August 2026</b>	6 and 27			20		20	
<b>September 2026</b>	10 and 24				3		17
<b>October 2026</b>	15	6	13	22			
<b>November 2026</b>	5 and 26						12
<b>December 2026</b>	TUES 15			10			
<b>January 2027</b>	7 and 28						14
<b>February 2027</b>	18	2	9	11	4	11	
<b>March 2027</b>	4 and 25						11
<b>April 2027</b>	8 and 29	6	13	15		15	
<b>May 2027</b>	20						<b>Tuesday 18 (Annual Council) Tuesday 25 (Town Assembly)</b>

**N.B. ELECTIONS SCEHDULED 6 MAY 2027 - TBC**

# FOLKESTONE TOWN COUNCIL

## SCHEDULE OF MEETING DATES 2026/27

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

	<b>Planning Committee  19.00 (Thursday)</b>	<b>Community/ C&amp;E Committee 19.00 (Tuesday)</b>	<b>Finance &amp; General Purposes Committee 19.00 (Thursday)</b>	<b>Grants Committee</b>	<b>Personnel Sub- Committee 18.00 (Thursday)</b>	<b>Full Council  19.00</b>
<b>April 2026</b>	<b>23</b>	<b>14</b>	<b>16</b>		<b>16</b>	
<b>May 2026</b>	<b>14</b>					<b>Tuesday 5 (Annual Council) Tuesday 12 (Town Assembly)</b>
<b>June 2026</b>	<b>4 and 25</b>	<b>9</b>	<b>11</b>			<b>11 (AGAR) (18:00)</b>
<b>July 2026</b>	<b>16</b>					
<b>August 2026</b>	<b>6 and 27</b>		<b>20</b>		<b>20</b>	
<b>September 2026</b>	<b>10 and 24</b>			<b>3</b>		<b>17</b>
<b>October 2026</b>	<b>15</b>	<b>13</b>	<b>22</b>			
<b>November 2026</b>	<b>5 and 26</b>					<b>12</b>
<b>December 2026</b>	<b>TUES 15</b>		<b>10</b>			
<b>January 2027</b>	<b>7 and 28</b>					<b>14</b>
<b>February 2027</b>	<b>18</b>	<b>9</b>	<b>11</b>	<b>4</b>	<b>11</b>	
<b>March 2027</b>	<b>4 and 25</b>					<b>11</b>
<b>April 2027</b>	<b>8 and 29</b>	<b>13</b>	<b>15</b>		<b>15</b>	
<b>May 2027</b>	<b>20</b>					<b>Tuesday 18 (Annual Council) Tuesday 25 (Town Assembly)</b>

**N.B. ELECTIONS SCEHDULED 6 MAY 2027 - TBC**





# **Risk Management Policy**

## **1. Introduction**

This Policy describes how Folkestone Town Council (FTC) will identify, assess, address, and review risks. FTC has adopted this Risk Management Policy in accordance with the guidance set out in Governance and Accountability for Local Councils - a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG) and to give effect to the Health and Safety at Work Act 1974. Compliance with this policy ensures that the Council assesses and addresses the risks associated with its activities.

This policy aims to identify the steps needed to avoid or address risks and to provide increased confidence in the Council's corporate governance arrangements.

## **2. Background**

- 2.1. Risk is defined as an uncertain event or condition that, if it occurs, will influence the achievement of FTC's objectives. Risk management is the process whereby the Council methodically addresses the risks associated with what it does and the services it provides. The focus of risk management is to identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences. Good risk management allows stakeholders to have increased confidence in the authority's corporate governance arrangements and its ability to deliver its priorities.
- 2.2. Risk management is not just about financial management; it is about protecting the achievement of objectives set by the Council to deliver high-quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation and can impact the ability to achieve desired outcomes. The authority generally and members individually are responsible for risk management.
- 2.3. Risk management is an ongoing activity that comprises four elements:
  - a) Identifying risks
  - b) Assessing risks
  - c) Addressing risks, and
  - d) Reviewing and reporting.

## **3. Identifying risks**

- 3.1. To manage risk, the Council needs to know what risks it faces. Identifying them is therefore the first step in the management process.
- 3.2. The Council will identify the key risks to successfully achieving its priorities and service objectives, in the following categories:
- a) Financial – loss of money.
  - b) Security – fraud, theft, embezzlement.
  - c) Property – damage to property.
  - d) Legal – breaking the law or being sued.
  - e) IT – failure of IT systems or misuse; and
  - f) Reputational – actions taken could harm the authority’s public reputation.

#### 4. Assessing risks

- 4.1. Having identified potential risks, the Council assesses the likelihood of it happening and the impact it would have, using JPAGs recommended assessment process. This allows the Council to identify low, medium, and high risks when considering measures, it should take.
- 4.2. FTC’s risk assessment matrix:

PRIORITY OF RISK MANAGEMENT				
Likelihood of occurrence	Highly likely (score 3)	Medium (3 X 1)	High (3 X 2)	Very High (3 X 3)
	Possible (score 2)	Low (2 X 1)	Medium (2 X 2)	High (2 X 3)
	Unlikely (score 1)	Very Low (1 X 1)	Low (1 X 2)	Medium (1 X 3)
		Negligible (score 1)	Moderate (score 2)	Severe (score 3)
		Impact		

#### 5. Assessing risks

- 5.1. Risk is unavoidable, and every organisation needs to take action to manage risk in a way that it can justify it to a level that is tolerable. The response to risk, which is initiated within the Council is called ‘internal control’.
- 5.2. There are a number of ways in which risk can be managed and these include:

- Identification and implementation of adequate controls to reduce risk to an acceptable level
- Accept the risk
- Avoid the risk (do not carry out the activity)
- Transfer the risk (insurance or third party)
- Reduce the possible impacts (business continuity planning)

5.3 Many risk control measures may already be in place whilst others may need to be implemented as a result of this process. Officers are required to ensure that processes are clearly documented in order to satisfy Auditors.

5.4 Insurance is used to help manage certain risks including the following:

a) The protection of physical assets owned by the authority – buildings, furniture, equipment, etc. (loss or damage).

b) The risk of damage to third-party property or individuals because of the authority providing services or amenities to the public (public liability).

c) The risk of consequential loss of income or the need to provide essential services following critical damage, loss, or non-performance by a third party (consequential loss).

d) Loss of cash through theft or dishonesty (fidelity guarantee).

e) Legal liability as a consequence of asset ownership (public liability).

5.5 Limited staff resources available to the Council means that it works with specialist external bodies to help manage risk including, but not limited to, the following:

a) Security and maintenance for vulnerable buildings, amenities, or equipment.

b) The provision of services under agency/partnership agreements with principal authorities.

c) Banking arrangements, including borrowing or lending.

d) Ad hoc provision of amenities/ facilities for events to local community groups.

f) Vehicle or equipment lease or hire.

h) Professional services (planning, architects, accountancy, design, etc.).

## **6. Reviewing and reporting**

6.1. Having identified likely risks, the Council records the information in the FTC's Governance and Accountability Risk Register. This register is kept under review by the Town Clerk/Responsible Financial Officer and is reported to Full Council annually.

- 6.2. The Council seeks advice and guidance on risk management from its insurers Zurich, the National Association of Local Councils, the Society of Local Council Clerks and other training providers. The Council provides training for its staff through the BrightHR and BrightSafe platforms, required qualifications and additional specialist training where appropriate.

### Review of Policy

This policy will be reviewed annually or in response to changes in legislation.

<i>Date Adopted</i>	?? ?? ?? (Full Council Min. ????)	<i>Review Date</i>	Annually
<i>Revised Dates</i>			

# **FOLKESTONE TOWN COUNCIL INFORMATION TECHNOLOGY POLICY**

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Scope of this policy	2
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Monitoring	8
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## **Introduction**

The purpose of this Information Technology (IT) Policy is to establish clear guidelines for the use, management, and security of technology resources within the Town Council. These resources (including computers, networks, software, and data) are essential for delivering efficient services to the community and supporting the Council's operations.

## **Purpose of the IT Policy**

The purpose of this IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties and helps to:

- **Protect Council Information Assets**  
Ensure the confidentiality, integrity, and availability of all data and systems managed by the Town Council.
- **Promote Responsible Use**  
Provide guidance for employees, contractors, and authorized users on the ethical and secure use of IT resources.
- **Reduce Risks**  
Minimize exposure to cybersecurity threats, data breaches, and operational disruptions through consistent practices.
- **Ensure Compliance**  
Align Council operations with applicable laws, regulations, and data protection standards, including GDPR and other relevant legislation.
- **Support Service Delivery**  
Maintain a reliable and secure IT environment that enables the Council to serve residents effectively and uphold public trust.

## **Monitoring of IT Use**

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address.

## **Scope of this policy**

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

## **Computer use**

### **1.1 Hardware**

**1.1.1** Council computer equipment is provided for council purposes, however reasonable personal use is permitted (reasonable interpreted as in the opinion of the Town Clerk). Any personal use of our computers and systems should not interrupt daily council work in any way. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.

**1.1.2** Locking computers when leaving desk, all councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

**1.1.3** All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.

**1.1.4** Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

**1.1.5** All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.

**1.1.6** Equipment should not be dismantled or reassembled without seeking advice.

**1.1.7** Councillors, staff, and other authorised are not to purchase any computer or mobile equipment (including software). Unless previously authorised.

**1.1.8** Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the Town Clerk.

**1.1.9** Any faults or necessary repairs must be reported to the Town Clerk.

## **Equipment**

### **2.1 Portable equipment**

**2.1.1** Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

**2.1.2** It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

**2.1.3** All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any non-council premises.

**2.1.4** It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Any security set on these devices must not be disabled or removed.

Multi-Factor Authentication (MFA) is a security process that requires users to verify their identity using two or more independent methods—for example, entering a password (something you know) and confirming a code sent to your mobile device (something you have).

The Town Council has adopted MFA as a mandatory security measure for all systems that handle sensitive or personal data. This significantly reduces the risk of unauthorised access and strengthens overall information security.

Implementing MFA ensures compliance with data protection obligations under the UK GDPR and the Data Protection Act 2018, and reflects best practice guidance from the National Association of Local Councils (NALC). All staff and authorized users must use MFA when accessing Council systems and services.

**2.1.5** If an item of portable equipment is lost or damaged this should be reported to the Town Clerk.

**2.1.6** To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on council premises other than within the Museum, without the prior written permission of the Town Clerk. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.

**2.1.7** Under no circumstances should any non public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

**2.1.8** In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for



council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the Town Clerk.

## **2.2 Use of own devices**

**2.2.2** The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access our servers, private clouds or networks for normal council purposes, including, but not limited to, reading their emails, accessing documents stored on the council's network or to store data on the council's server(s) or access data in other services. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

**2.2.3** However, the same security precautions apply to personal devices as to the council's desktop equipment. For continuity purposes, calls made to external parties should be made on council landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

**2.2.4** Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

**2.2.5** In cases of legal proceedings against the council, the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.

**2.2.6** Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

**2.2.7** Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:

- use a strong password to protect their device(s) from being accessed.
- configure their device(s) to automatically prompt for a password after a period of inactivity;
- always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
- ensure secure WiFi networks are used;
- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
- inform the Town Clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources.

**2.2.8** Personal information and sensitive data should never be saved on councillors, staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people from time to time.

**2.2.9** If removable media are used to transfer data (e.g. USB drives or CDs), the user must also securely delete the data on the media once the transfer is complete.

**2.2.10** Any work done on user's own equipment should be stored securely and password protected and should always be backed up in accordance with the council's standard backup procedures.

**2.2.11** Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

## **Health and safety**

**3.1.1** Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

**3.1.2** The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in the council's Staff Handbook.

**3.1.3** Any VDU user who feels that their workstation requires changes to make it compliant must speak to the Town Clerk.

If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the Town Clerk.

## **Password and Authentication Policy**

**4.1.1** All user accounts must be protected by strong, secure passwords. Users will be issued with a Complex Password Guide recommended by KnowBe4 and users will be asked to change periodically.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

### **4.1.2 Access to Passwords**

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.

### **4.1.3 Password Storage and Management**

- Passwords must not be stored in plain text or written down in insecure locations.

### **4.1.4 Password Change Requirements**

- Immediately change password if compromise is suspected.

#### **4.1.5 Password Access Control and Logging**

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorised passwords will be treated as a security incident.

#### **4.1.6 Responsibility**

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

### **Monitoring**

**5.1.1** The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

**5.1.5** The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

**5.1.6** Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

**5.1.7** The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

**5.1.8** The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

**5.1.9** Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.

**5.1.10** Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

**5.1.11** The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

**5.1.12** Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

**5.1.13** All computers will be periodically checked and scanned for unauthorised programmes and viruses.

## **Remote working**

**6.1.1** Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or at a premises or any other different venue), as follows:

- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;

- papers, files or computer equipment must not be left unattended at a non-council premises unless arrangements have been made with a responsible person at a non-council premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;
- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;
- Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

**6.1.2** Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.

**6.1.3** Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

## **Email**

**7.1.1** Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

**7.1.2** On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

**7.1.3** These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors,

staff, and other authorised users should ask the Town Clerk, rather than assuming they know the right answer.

**7.1.4** All councillors, staff, and other authorised users who need to use email as part of their role will be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

**7.1.5** Email messages sent on the council's account should be for council use only. Personal communications are permitted provided they do not encroach upon working time or interrupt council business in any way. Employees and other authorised users are asked to restrict their personal use to official lunch breaks or before or after working hours, and to use their personal email accounts, rather than council addresses.

## **Use of the Internet**

### **8.1 Copyright**

**8.1.1** Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

**8.1.2** It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

**8.1.3** Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

**8.1.4** Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

**8.1.5** Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the Town Clerk if unsure about anything.

## **8.2 Trademarks, links and data protection**

**8.2.1** The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the Town Clerk.

**8.2.2** Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy, a copy of which is available on the S:Drive or on the Town Council's website.

## **8.3 Accuracy of information**

**8.3.1** One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

## **Use of social media**

**9.1.1** Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

**9.1.2** Personal use of social networking/media and chat sites on council owned IT systems and equipment should be restricted to breaks during working hours, or after hours with permission.

**9.1.3** The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks about external stakeholders could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may



read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

**9.1.4** To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of Folkestone Town Council. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council."). Writers must not claim or give the impression that they are speaking on behalf of the council.
- Any employee who is developing a site or writing a blog that will mention the council, must inform the Town Clerk that they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, and other authorised users to be respectful about the council and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.
- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the council. Additionally, photos, videos, or audio recordings must not be taken on council premises without explicit permission.
- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and

confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.

- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its councillors, staff, and other authorised users, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the council, should be referred to the Town Clerk.
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.
- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential

information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

**9.1.5** Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

**9.1.6** It is important to note that external stakeholder contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including external stakeholder contact details from any personal device/equipment.

## **Misuse**

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

This report will be made  
public on 16 January  
2026

**Folkestone**  
Town Council



**Report Number C/26/407**

**To:** Full Council  
**Date:** 22 January 2026  
**Status:** Public Report  
**Responsible Officer:** Town Clerk

**SUBJECT:** CCTV UPGRADES

**SUMMARY:**

This report outlines the need for replacement of existing CCTV cameras in the Coastal Park that have failed a recent performance review and extension of the CCTV system to Bouverie Park. The proposed works will be supported by funding from Folkestone & Hythe District Council (F&HDC).

**REASONS FOR RECOMMENDATIONS:**

- Enhance operational efficiency.
- Ensure the long-term reliability of the system.
- Facilitate collaboration with other local authorities to improve service delivery while ensuring value for money for the public.
- Public safety and crime prevention.

**RECOMMENDATIONS:**

- 1) **Receive and note Report C/26/407.**
- 2) **Approve the replacement of the Coastal Park Cameras.**
- 3) **Approve the extension of the current CCTV system to cover the new Bouverie Park.**
- 4) **To accept funds from F&HDC Community Safety Partnership (CSP) in the sum of £5,000 towards the costs of CCTV maintenance, uplift and repairs.**
- 5) **To accept funds from Folkestone A Brighter Future (FABF) in the sum of £5,954.68 for CCTV provision that fall within the project scope.**

Aims and Objectives – Corporate Priority 2.0 Crime & Community Safety.  
Financial Implications – £10,954.68 contribution for CCTV provision.  
Equal Opportunities – Equal opportunities for all.  
Environmental Impact – The environmental impact has been considered in the preparation of all budgets.

## **1.0 PROPOSALS**

### **1.1 Coastal Park**

The cameras located within the Coastal Park have been identified as no longer functioning effectively, with three out of the four units out of order due to corrosion. This has significantly reduced surveillance coverage in the area, which is a key public space.

Swale has recommended that the three failed cameras be replaced with one Pan-Tilt-Zoom (PTZ) camera, which would provide comprehensive and flexible coverage of the park. The remaining operational camera located in the car park will remain in situ to maintain coverage in that area.

### **1.2 Bouverie Park**

As part of the FABF project, a newly created public space – Bouverie Park – will be developed. As part of the project, a request has been received to extend the current CCTV scheme to provide coverage for the park.

This extension would align with the Town Council's commitment to creating safe and welcoming public spaces in Folkestone and responds to community concerns regarding security in new recreational areas.

The proposed installation would integrate with the existing CCTV network, ensuring real-time monitoring and effective coverage of key areas within the park.

## **2.0 FINANCIAL IMPLICATIONS**

2.1 Coastal Park PTZ - Capital cost - £3,000 plus an annual sim - £500.

2.2 F&HDC (CSP) have agreed to contribute £5,000 towards the costs of CCTV maintenance, uplift and repairs identified in the recent PPM survey, including the replacement of the Coastal Park cameras.

2.3 Bouverie Park - FABF will provide the capital funding for the installation of two new cameras and associated infrastructure to enable the extension to take place.

2.4 FABF have agreed to provide £5,954.68 towards the costs to rectify issues highlighted from the recent PPM Survey that fall within their project scope.

## **CONCLUSION**

The replacement of failed cameras in the Coastal Park and the extension of CCTV coverage to Bouverie Park are essential steps to maintain effective surveillance, deter anti-social behaviour, and enhance public safety. These improvements will ensure the long-term reliability of the CCTV system, deliver value for money, and support collaborative efforts with other local authorities.

With funding support from Folkestone & Hythe District Council (F&HDC), the proposed works represent a cost-effective solution that meets community expectations and reinforces the Town Council's and District Council's commitment to creating safe public spaces.

## **CONTACT OFFICER**

If you have any queries about this report, please contact the Town Clerk of the Council.  
Tel: 01303257946 or email [toni.brenchley@folkestone-tc.gov.uk](mailto:toni.brenchley@folkestone-tc.gov.uk) prior to the meeting.

This report will be made  
public on 16 January  
2026

**Folkestone  
Town Council**



**Report Number C/26/406**

**To:** Full Council  
**Date:** 22 January 2026  
**Status:** Public Report  
**Responsible Officer:** Town Clerk

**SUBJECT:** LOCAL GOVERNMENT REORGANISATION (LGR) &  
POTENTIAL ASSET TRANSFERS

**SUMMARY:**

This report provides an update on discussions with Folkestone & Hythe District Council (F&HDC) regarding the potential transfer of assets. It addresses four key areas: the Folkestone Parks & Pleasure Grounds Charity, public toilets, play area freehold transfers, and the Tanlade Charity.

**REASONS FOR RECOMMENDATIONS:**

- i. FTC's decision will determine whether the charity continues under local administration or is dissolved.
- ii. Transferring toilets would affect FTC's budget and operational responsibilities.
- iii. Maintaining dialogue on freehold ownership of the play parks, currently managed by FTC, and other open spaces provides certainty that the land will remain as public open space.
- iv. Scrutinising any proposals in respect of devolution of services and transfer of assets from F&HDC, to achieve the best outcome for Folkestone residents supports Key Priority 6.6 of FTC's Four-Year Plan.

**RECOMMENDATIONS:**

- 1) Receive and note report C/26/406
- 2) Prepare to engage with F&HDC on the framework for transferring stand-alone toilets and review financial implications once data is provided.
- 3) Prepare to engage with F&HDC if the transfer of the Freeholds to FTC is deemed feasible.
- 4) Continue to express interest in remaining open spaces.
- 5) Decide whether to accept the transfer of the Tanlade Charity land and associated building.

*Aims and Objectives – Key Priority 6.6 Scrutinise any proposals in respect of the devolution of services and transfer of assets from F&HDC and KCC, to achieve the best outcome for Folkestone residents.*

*Financial Implications – Unknown at this stage.*

*Equal Opportunities – Access to all.*

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

## **1.0 BACKGROUND**

### **1.1 Previous Resolution**

Councillors resolved that further information be sought from F&HDC regarding:

- The transfer of freehold for play parks currently leased.
- Financial information on the current cost of running public conveniences in Folkestone.
- An expression of interest in all remaining open spaces.

This report summarises the latest position from F&HDC on these and other matters.

## **2.0 UPDATE ON ASSETS CONSIDERED FOR TRANSFER**

2.1 Folkestone Parks & Pleasure Grounds Charity: F&HDC will not consider the transfer of charity assets. This decision follows advice from auditors and the Minister that assets not previously considered prior to LGR should not be transferred. The charity assets fall within this category.

2.2 Toilets: F&HDC has indicated a potential willingness to transfer 'stand-alone' toilets. A framework for this process will be developed, and Cabinet approval will be sought early in 2026. Further details will be provided once the framework is agreed and financial data provided.

2.3 Play Area Freehold Transfers: Discussions will take place amongst F&HDC lead members to gather views and assess resource implications as this could create significant workload for officers, and a decision will follow.

2.4 Tanlade Charity:

- i) In November 2025, the Trustees of the Tanlade Charity agreed to request that FTC accept the transfer of the Tanlade Charity (assets and funds). If FTC declines, the charity and its assets will be disposed of, and the charity will be dissolved.
- ii) Further details are available at Appendix 1 - F&HDC's Tanlade Charity Update Report – TAN/25/01



- iii) It should be noted that the original Tanlade, built in the 17<sup>th</sup> century and located on the site of the current Smokehouse, was demolished in 1936. A new building was then constructed in East Street, which until recently served as a fishermen's store (see image at Appendix 2). The existing building therefore has no historic importance.
- iv) The building in East Street requires significant repairs to the roof. F&HDC estimate the repairs to be in the region of £10k. The condition of the overall structure is currently unknown.
- v) As of 31 March 2025, the balance of the Tanlade Charity Account was £23,209 which could be used to pay for the ongoing maintenance and repairs of the building in East Street.
- vi) Accepting the transfer is feasible if FTC uses the existing charity funds for immediate repairs and develops a clear plan for future use.
- vii) If no viable use is identified, FTC should consider declining the transfer to avoid long-term liabilities.
- viii) In summary, the following points should be considered:

### **Positive Points**

#### **1. Financial Reserve Available**

- The charity account holds **£23,209** (as of 31 March 2025), which can be used for repairs and ongoing maintenance, reducing immediate financial burden on FTC.

#### **2. Community Asset Retention**

- Accepting the transfer ensures the building and land remain under local control, preventing disposal and preserving a community resource.

#### **3. Potential for Future Use**

- The building could be repurposed for community activities, storage, or other beneficial uses.

#### **4. Alignment with FTC Objectives**

- Consideration of taking on the asset supports FTC's Four-Year Plan priority (6.6) to scrutinise and manage devolved services and assets for the benefit of residents.

### **Negative Points**

#### **1. Significant Repair Costs**

- The roof requires repairs estimated at **£10,000**, which will need to be addressed promptly.

#### **2. Ongoing Maintenance Responsibility**

- FTC would assume responsibility for future upkeep, insurance, and compliance costs, which could strain resources.

#### **3. Limited Historic Value**

- The current building has **no historic importance**, reducing its cultural significance and potential for heritage funding.

#### **4. Uncertain Long-Term Use**

- Without a clear plan for utilisation, the building could become a liability rather than an asset.

### **CONCLUSION**

While F&HDC has confirmed that certain assets, such as the Folkestone Parks & Pleasure Grounds Charity, will not be transferred, other areas remain open for negotiation, including stand-alone public toilets and play area freeholds.

The decision regarding the Tanlade Charity will determine whether this asset remains under local stewardship or is disposed of entirely.

Engagement with F&HDC, careful scrutiny of financial and resource implications, and alignment with FTC's Four-Year Plan - particularly Key Priority 6.6 - will be essential to ensure that any asset transfers deliver the best possible outcomes for Folkestone residents.

The Council is encouraged to consider the recommendations in this report and take informed decisions that safeguard community interests, maintain public access to open spaces, and manage financial sustainability.

### **CONTACT OFFICER**

If you have any queries about this report, please contact the Town Clerk of the Council.  
Tel: 01303257946 or email [toni.brenchley@folkestone-tc.gov.uk](mailto:toni.brenchley@folkestone-tc.gov.uk) prior to the meeting.

This Report will be made  
public on 04 November 2025

Report Number: **TAN/25/01**

**To:** Tanlade Charity - Board of Trustees  
**Date:** 12<sup>th</sup> November 2025  
**Responsible Officer:** Andy Blaszkowicz – Director, Housing & Operations.

**SUBJECT:** TANLADE CHARITY UPDATE

**SUMMARY:** This report provides an update on the Tanlade Charity and requests permission from the Board of Trustees, to consider and agree proposals for its future administration and management.

**REASON FOR RECOMMENDATIONS:**

The Charity Board of Trustees are jointly responsible for the administration and management of the Tanlade Charity and distribution of any funds under the charity scheme as approved by the Charities Commission.

**RECOMMENDATIONS:**

1. To receive and note Report TAN/25/01.
2. To agree that a request be made to Folkestone Town Council to accept the transfer of the land and buildings known as The Tanlade Charity into their administration.
3. To approve a request be made to the Charities Commission for the transfer of the building and land known as the Tanlade Charity into the management and administration of Folkestone Town Council if they agree to the transfer.
4. To delegate to the Director of Housing and Operations in consultation with the Portfolio Holder for Finance and relevant Ward Councillors to take forward the disposal of the building and distribution of funds to a relevant organisation/s should the Town Council not agree to take on the management of the Charity as detailed in Option 2 of this report. This will include appropriate steps with the Charities Commission to dissolve the Charity.

## **1. INTRODUCTION**

- 1.1 The Tanlade Charity was formed on the 28<sup>th</sup> March 1674 with the surplus income generated from the property specifically designated to be for the purposes of the benefit of the fishermen of Folkestone.
- 1.2 The full details of the Charity Scheme are included at appendix 1.
- 1.3 At the time of the Charities creation Tanlade was a small building in the middle of the Fish market. It had a small doorway and inside was a single high chamber, 15ft or so in depth, containing a very large copper and a brickwork furnace beneath.
- 1.4 Dr William Harvey in 1674 left £200 (estimated at over £35,000 today) in his will to the town "for the best use of the poor". Sir Eliab Harvey and John Prestwood purchased Combes Farm at Lympne, premises in Rendezvous St which was converted into a school, for the poor, and from the Mayor and Port of Folkestone 'a small piece of waste ground near the Stade'. On this land was built a tan house which was offered for the use by the Freeman and Fishermen of Folkestone so they could tan their nets. A charge was made of 8 old pence (less than 5 new pence) for them to tan the nets.
- 1.5 To quote the Deed of 1674. 'The Tan House should be maintained out of the profits gained by the using of it, and what any surplus should pass to the general funds of the Charity. In 1905 after various changes the Charity passed into the control of the Town Council under the Education Committee.
- 1.6 The word 'Lade' is more strictly applicable to the interior rather than the exterior of the building. 'Lade' simply means the channel down which water runs i.e. Mill Lade a water channel leads down to the Mill Wheel.
- 1.7 Tanning nets renders them tougher, less permeable and less likely to decay. The nets would be suspended in the 'Copper' in a net or bag. A plan showing the location of the Tanlade can be found at appendix 2.
- 1.8 The building until recently had been let at a rental of £1.4k per annum. It is currently waiting for significant repairs to the roof before being remarketed. The cost of these repairs was estimated to be in the region of £10k. There is currently a balance in the Tanlade Charity Account as at the 31<sup>st</sup> March 2025 of £23,209 which can be used to pay for the ongoing maintenance and repairs of the Tanlade building.
- 1.9 There is no supporting documentation to show that there has been a distribution of the surplus income.

## **1. NEXT STEPS**

- 2.1 There are no restrictions with the adopted Charities Scheme to prevent the Trustees transferring the administration and management to an organisation that they agree to be appropriate.
- 2.2 However, permission to transfer or close the charity must follow the guidance set out by the Charities Commission.
- 2.3 The Board of Trustees will need to agree and record a resolution on their intended action and apply to the Charities Commission for permission in advance of taking formal action to enact a transfer or disposal.
- 2.4 Details on the process for this can be found on the Charities Commission website: [www.gov.uk/guidance/how-to-transfer-charity-assets](http://www.gov.uk/guidance/how-to-transfer-charity-assets)
- 2.5 There has been no recorded activity of the surplus income being distributed and at the time of writing there is a balance in the Tanlade account. The Council is not best placed to continue to administer this small charity and ensure that those that it was originally set up to support receive the benefit and any monies raised from the Tanlade building. It would seem appropriate at this time to take action to transfer the administration to a more appropriate local body or to dispose of the asset and donate the proceeds to a local charity that is in line with the scheme objectives for Folkestone.

## **2. OPTIONS**

- 2.1 **Option 1** – Transfer the Tanlade Charity (assets and funds) to Folkestone Town Council.
- 3.2 **Option 2** – Disposal of the Tanlade Building with the proceeds to be distributed to an appropriate organisation/s who directly support the fishermen of Folkestone.

## **4. LEGAL / FINANCIAL AND OTHER CONTROLS / POLICY MATTERS**

### **4.1 Legal Comments (OS)**

There are no legal implications arising directly out of this report on the basis that the Council (acting as corporate trustee for the Charity) and any individual trustees of the Charity have complied with their respective obligations contained in the Charities Act 2011 and ancillary legislation. The Council's legal department will engage with the Charities Commission regarding either the transfer of the Charity to Folkestone Town Council or the dissolution of the charity should that be the only option. Specifically, Sections 117 – 121 of the Charities Act 2011 must be complied with.

### **4.2 Financial Comments (AM)**

The Assets and Funds have been under the stewardship of the Council but there is no scheme in place to spend the funds for the charities intended purpose.

Transferring the Assets will also remove any future maintenance liabilities.

## **5. CONTACT OFFICERS AND BACKGROUND DOCUMENTS**

Trustees with any questions arising out of this report should contact the following officers prior to the meeting:

Andy Blaszkowicz – Director, Housing & Operations  
[Andy.blaszkowicz@folkestone-hythe.gov.uk](mailto:Andy.blaszkowicz@folkestone-hythe.gov.uk)



Sealed 16th February 1983

66(S)  
83.

County - Kent.  
Place - Folkestone.  
Charity - Tamlade Charity.

L5.  
231,180 A/1.

Scheme.

# CHARITY COMMISSION.

In the matter of the Charity called the Tamlade Charity, at Folkestone, in the County of Kent, founded by deed dated the 28th March 1674 and comprised in an Order made by the Charity Commissioners on the 14th April 1905 under the Board of Education Act, 1899, s.2(2) and a Scheme of the Commissioners of the 7th November 1905; and

In the matter of the Charities Act, 1960.

THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES  
HEREBY ORDER that the following Scheme be approved and established as the Scheme for the regulation of the above-mentioned Charity:-

## S C H E M E.

1. Administration of Charity. - The above-mentioned Charity and the property thereof specified in the schedule hereto and all other the property (if any) of the Charity shall be administered and managed subject to and in conformity with the provisions of this Scheme by the Shepway District Council who shall continue to be the Trustee thereof.

2. Letting. - The Trustee shall let the property specified in the said schedule provided that the Trustee shall not without the sanction of the Charity Commissioners or a competent court create any tenancy wholly or partly in consideration of a fine or for a term ending more than 22 years after it is granted or less than the best rent obtainable.

2203-23-10-80

3. Sale. - Subject to the authority of a further Order or Orders of the Commissioners the Trustee may sell the said property and may do and execute all proper acts and assurances for carrying any such sale into effect.

4. Proceeds of sale. - Unless the Commissioners otherwise direct the clear proceeds of sale as aforesaid shall be invested in trust for the Charity.

5. Expenses of management. - The Trustee shall first defray out of the income of the Charity the cost of repairs and insurance and all other charges and outgoings payable in respect of the property of the Charity and all the proper costs, charges and expenses of and incidental to the administration and management of the Charity.

6. Application of income. - Subject to payment of the expenses aforesaid the Trustee shall apply the income of the Charity for such charitable purposes for the benefit of the fishermen of Folkestone as the Trustee thinks fit.

7. Questions under Scheme. - Any question as to the construction of this Scheme or as to the regularity or the validity of any acts done or about to be done under this Scheme shall be determined by the Commissioners upon such application made to them for the purpose as they think sufficient.

SCHEDULE.

Land situate at The Stade Folkestone in the County of Kent with the building thereon known as the Tanlade Building subject to and with the benefit of a lease for a term of seven years from the 24th June 1977 at the yearly rent of £80 created and reserved by a lease dated the 19th December 1977.

£693.62 cash (accumulations of income).

This schedule is made up to the 28th January 1983.

Sealed by Order of the Commissioners this 16th day of February 1983.



*Miss Paph*

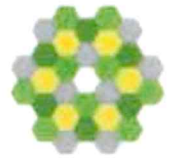
ASSISTANT COMMISSIONER

L.S.

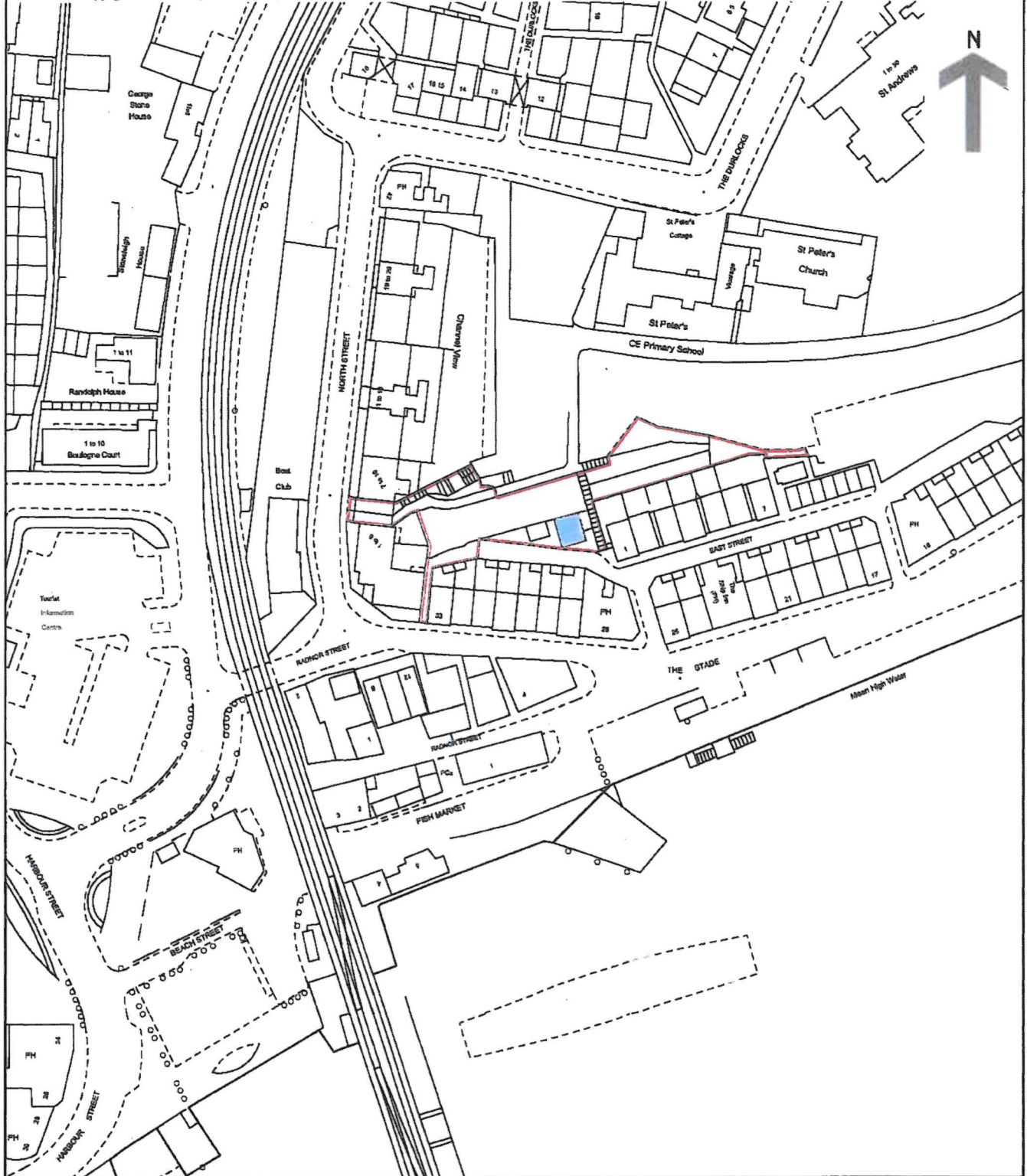


# Land Registry Current title plan

Title number **K911361**  
Ordnance Survey map reference **TR2336SW**  
Scale **1:1250**  
Administrative area **Kent: Shepway**



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**C/26/406 – LGR & POTENTIAL ASSET TRANSFERS – Appendix 2**



## CIL CONSULTATION RESPONSES 2025

	Your Recommendation	How Will This Benefit The Community?	Are You A Local Resident ?
Play Parks	Improvements to the very run down playground in the warren by east cliff	It is a beautiful area with a lot if <i>[sic]</i> families nearby, and would encourage more people to utilise the green space away y <i>[sic]</i> the town centres	Yes
	I recommend expanding and updating the warren play park on wear bay road. Some of the main structure is unsafe, and is at the end of its useable life.	Many families who live between wear bay road and tram road regularly visit this play area, as well as children at the local primary schools. Families who cannot easily access the beach or walk further to another play area rely on the play park here, which had become unfit for purpose. A larger, destination playground would create a sense of community for this area.	Yes
	Develop the play park on the bottom left of Wear Bay Road. Create an outdoor play area that can be accessed without crossing dangerous roads from Hollands Avenue. A skate ramp would be great.	Healthy activity for mind and body. Help parents meet each other. The exisiting play equipment is tiny and poorly made. There is a great need and lots of space.	Yes
	A lot of playgrounds in the area, but once kids are 10+ or adults there ain't enough areas for them to play outdoors so please install some proper multipurpose outdoor sport facilities: e.g. outdoor gyms, football & basketball hard surface and not grass/mud as at the newest playground at near Tower Theatre. Many more ideas, thank you.		Yes
Sports Centre	Provide a new/improved swimming pool & leisure centre	Resonably priced access to learning to swim & other sports	Yes

	This money would be well spent on re-opening the sports centre. Having been a member for many years it is missed as it was affordable	Health, social meeting others on a regular basis. Employment for people. Schools & children/people learning to swim. Living by the sea it is essential	Yes
Skate Ramp	Develop the play park on the bottom left of Wear Bay Road. Create an outdoor play area that can be accessed without crossing dangerous roads from Hollands Avenue. A skate ramp would be great.	Healthy activity for mind and body. Help parents meet each other. The existing play equipment is tiny and poorly made. There is a great need and lots of space.	Yes
	A skateboard halfpipe ramp to be built near East Cliff Sports on Jocks Pitch. It could be a simple, off-the-shelf half pipe, built from weather resistant materials. Easy to install and maintain.	<p>Skateboarding is a fantastic pursuit for children and adults alike. The past few years has seen an explosion in popularity, especially among pre-teens who particularly need free and safe places to learn and practice. At present the nearest free outdoor facilities are in Hythe and Dover. F51 skatepark is a great park but prohibitively expensive for many, and lacks the appeal of outdoor skating, especially for younger skaters.</p> <p>Through the summer months this would be a fantastic resource for the young especially, at a very economic outlay. Lots of skaters in Folkestone currently congregate on the Leas, in car parks, and around the town centre. Having an open, dedicated place to meet friends and practice would be a wonderful benefit to the young in the area. Locating it near the fantastic East Cliff Sports facilities would be a great chance to encourage intergenerational socialising too. I have witnessed youngsters practicing in their driveways on Wear Bay Road and often think it would be great if they had somewhere dedicated to help them progress!</p>	Yes



Trees	To replant trees of some sort along the length of Shaftesbury Avenue, like there were years ago, when I first was brought here by my parents to live (1969). This is an Avenue, and as such by its name means it should have trees planted.	It would benefit the climate and would look lovely and make the avenue look very nice and attractive. The only downside of it would be in Autumn when leaves drop - but wouldn't this create extra jobs for people?	Yes (for the time being. I might be moving)
	Plant more trees in Cheriton	This will benefit everyone	Yes
Community Projects	Improve local facilities: community centres, play areas, libraries, parks	It will help all of the community	Yes
	<ol style="list-style-type: none"> <li>1. I'd really like to see some of the funding go towards green and blue infrastructure in the town centre.</li> <li>2. Alternatively, I'd love to see investment in local schools to help teach children about the value of managing and re-using rainwater. This could include installing small SuDS planters, rainwater harvesting systems, or even clear demonstration pipes</li> </ol>	<ol style="list-style-type: none"> <li>1. Many streets in Folkestone are wide, which creates great opportunities to introduce sustainable features that reduce flood risk, improve habitat, and bring wider environmental benefits.</li> <li>2. So children can see how rainwater moves and understand the benefits of using it more sustainably.</li> </ol>	Yes

	<p>I have a recommendation for the CIL funds (as mentioned in the town council magazine) - I would like to suggest that the green space beyond Jocks Pitch (alongside the road into the Warren) and the enclosed/gated triangle of land opposite be turned into a community meadow and food growing space, developed on forest gardening principles. The area could have a focus on semi-wild and self-sustaining crops that enhance biodiversity in this underused green space, and bring people together with nature through having integrated seating and meeting areas, and being used as a space to run courses on growing and wellbeing. It could link to the Geopark proposal, the Community Fridge, amongst other local food growing/sustainability networks.</p>	<p>With the loss of the Locavore Garden last year, this would be a great asset to the East Cliff area and there is already a team of skilled people who could support the realisation of the idea, which has emerged from an artist community climate breakfast held during the Triennial.</p>	<p><i>Not Supplied</i></p>
	<p>I am the grandmother of a ten-year-old with a physical disability, and our family has visited Folkestone for many years. Sadly, Sunny Sands beach is currently inaccessible to him. He cannot be carried safely across the sand, and his powered wheelchair cannot operate on this surface, excluding him from activities enjoyed by his siblings. Other coastal areas provide specialist beach wheelchairs that travel on sand and enter the water, enabling disabled visitors to participate fully. Introducing these at Sunny Sands would greatly improve accessibility, inclusion, and the visitor experience for families and the community</p>	<p>Improved Accessibility. Inclusive Participation. Enhanced Visitor Experience. Social Inclusion. Community Reputation. Tourism Appeal. Demonstrates commitment to diversity and accessibility. Health and Wellbeing.</p>	<p>Yes</p>

<p>Maps of Folkestone Project</p>	<p>The New Folkestone Society - Maps of Folkestone Project. Abraham Walter's Book of Maps of the Folkestone area 1699 In colour, which was in a dilapidated condition, has been conserved and stabilised. A facsimile of the book as it would have been when newly drawn, will be made to be housed in Folkestone, for hands on experience. Funding will assist with this. John Powells 12 maps of Folkestone in 1782 indexes – to be digitised. Haynes plans of Folkestone area 1798 – with indexes - to be digitised. Training on special software - teamwork involved -All generations will see how their town has evolved over the centuries and how it was before the coming of the railway.</p>	<p>These maps are educational. People will have access to their heritage, many are unaware how Folkestone has developed over the centuries before the railway came. People will see who lived in what properties, what they were used for: businesses, the workhouse, the theatre, horse transport or by foot. Social history peeks out at us. They are full of information. The 1798 maps are a record of the surrounding lands, what was grown, the acreage, who owned it. People will learn there were reed beds that saffron was grown, people rented gardens if they were lucky. learn where the courts were held. They will be available on line for Research.</p>	<p>Yes</p>
	<p>Funding to be put towards the New Folkestone Society Map project. The 1698 reduced version of the restored maps showing the topography, land use and layout of Folkestone is planned to be made available to the people of Folkestone for the first time as a facsimile book. Furthermore there are plans for the map to be digitised, as well as the 1782 and 1798 map</p>	<p>This is important, previously hidden, heritage for the people of Folkestone which needs sharing widely. Viewing these maps brings to light Folkestone before the railway ,giving the local community an insight into how the town has developed. An example being the Pent Stream mainly hidden from view nowadays; viewing the map shows the stream flowing down what is now Tontine Street. People will discover where they can still see where the castle walls were, workshops are planned where young people will develop the skills to try to solve the puzzle of Shouters Field. This type of heritage will bring the community together , its not about looking back but helping communities understand the now and foster a sense of belonging</p>	<p>Yes</p>

<b>Cemetery</b>	The Old Cemetery by Morrisons could be spruced up with a little aid from the Town Council. A litter bin by its east / town end gate and another at the bus stop by the pelican crossing would be useful. A weekly visit by a "town sprucer" and community officer could also help. Funding for three grass strims a year and a clear of grass cuttings would encourage many kinds of wildflower to return. Butterflies, bees and insects would increase and wagtails and other small birds benefit. There would still be room for long grass and wilder patches around the area's edges.	A neater appearance would make the area look safer and more attractive. Even more people would stroll through benefitting from the greenery, open air and exercise. The history of our town is on shown there and it could be a valuable history and nature resource. Those regular foreign visitors, looking for family relatives, may well base themselves in Folkestone, and their internet posts attract others.	Yes
<b>Christmas Lights</b>	Provide new xmas lights for Folkestone and Cheriton bringing more to the town	Less complaints better festive being happy faces but all the work you've done is great	Yes
<b>Pavillion at Aldridge Road</b>	The Pavilion at Aldridge Road: Use as social venue: Table Tennis Club. Car Park only mostly used at weekend. Install basketball hoop similar dual use of car park as in Etchinghill Village Hall. Many more ideas, thank you.		Yes

## **INFRASTRUCTURE**

	<b>Your Recommendation</b>	<b>How Will This Benefit The Community?</b>	<b>Are You A Local Resident ?</b>
<b>Road of Rem.</b>	I think the best use of any money could be used for Road of Remembrance being cleared and made safe	Remembrance Road is an historic landmark that should be accessible for all to enjoy... it has been closed for too long	Yes
	Repair & restore the Road of Remembrance	Provide an alternative route into/out of Town Centre	Yes



	Get the Road of Remembrance re-opened.	<i>Benefit listed was for a second proposal</i>	Yes
Footpaths	Repair footpaths from The Leas down to Lower Sandgate Rd/Park & Warren paths	Make Folkestone greener & more user friendly	Yes
	Repair and reopen the many closed footpaths in the Lower Leas Coastal Park especially around the Leas Cliff Hall. Several footpaths are just simply closed and no obvious attempt to reopen for many years.	People wanting to get from the Leas to the beach can only do so via the zig zag path. I see many trying to use the access to the east of the Leas Cliff Hall which need only a small connection to make it valuable.	Yes
Roads	Road safety along Church road and pond hill.. cars race along at up to 600bht, this has been reported time and time again, better parking restrictions also needed to stop cars on yellow lines at school times	Make the roads safer and stop putting children at risk of accidents possibly leading to life changing <i>[submission ends]</i>	Yes
	Enhancing transport & road safety. Pot holes and broken pavements are dangerous for bike & motor bike users plus pedestrians with dangerous tripping hazards.	This would benefit cars, motorbikes & cyclists from possible serious accidents & damage to vehicles. The pavements are dangerous & could cause serious falls, head injuries especially in the elderly, NHS resources & possible disability for life. Please include those without the internet in these surveys. They matter too!!!	Yes
	Road safety crossings, pavements and bus shelters	As there are a considerable number of non car owners in the area, pavements, buses or transport into town would be of great benefit.	Yes
	1. Sandgate Hill desperately needs resurfacing. 2. Better lighting on Beachborough Rd outside Folkestone West Station rear entrance.	Increase town shopping trade, safer streets etc THANKS!	Yes
Transport	Please re-instate the No. 76 bus at Creteway, there are over 250 OAPs that live there	A public service	Yes

	Try to have the bus station reinstated. Green spaces - the 2 raised beds at the bus station have recently been replanted but never maintained. The green areas around the Saga building and the car parking area at Middleburg have been left to grow wild. In your next community magazine give an explanation of why the 22 million pounds of money has been spent on Middleburg Square, Central Station and the Precinct <i>[sic]</i> for no discernible benefit. The Precinct has been dug up and a variety of materials put down over the last 20 years, from cobble stones, paving slabs & tarmac. The nice raised beds at Central Station are to be replaced with concrete slabs.		Yes
	Enhancing transport (particularly Buses)	As there are a considerable number of non car owners in the area, pavements, buses or transport into town would be of great benefit.	Yes
Building Work	More Council housing!!	Thousands more Council houses are needed, people born and raised in Folkestone can not afford to leave home and be independent. More disabled access homes are needed	Yes (for 55 years)
	Roof down High Street	People would use High St in Winter <b>stops rain</b> wind & cold	<i>Not Supplied</i>

The Town Council should consider engaging with the Community Proposal for Grace Hill/Folkestone Central Library and offering a significant sum contributing towards a specific aspect of building refurbishment and repairs. This gesture could be invaluable both as a statement of commitment on behalf of the community but could also help to unlock further significant sums of money in the form of government grants as a starting point or pump priming contribution. The Community Proposal has been developed through partnership discussions between Creative Folkestone, local campaigners and community groups, Kent County Council and Folkestone and Hythe District Council. This sets out a scheme which would lead into significant regeneration investment for East Folkestone, while also providing services for the wider Folkestone community in a class heritage setting. The basis of this is a simple three-level multi function arrangement of arts, library and community action usage. The building would be refurbished and repaired over a period of time and would offer a wide range of opportunities for learning, training and personal development, enterprise development, third sector collaboration and creative work - all interacting within the same facility.

The community benefit if this proposal is agreed will be a long-term and strategic investment, with community voice and significant third sector organisations both having a say in the future development of this extraordinary place and a working base for a multitude of community projects. The proposal is due to be submitted before the end of October 2025, with a long term development programme - subject to an agreement being reached.

Shelter on Mermaid Beach for sea swimmers

Nowhere to change for sea swimmers, especially outside Summer season in all weathers.

Yes

In Broadmead Village, build housing tower blocks on top of or replacing the Master Brewer pub, also on the spare land at the top of Pike Close/Links Way corner.

Increase cycling, town shopping trade, safer streets, increase housing stock etc THANKS!

Yes

Try to make some use out of the 2 Saga buildings.

*No benefit was given*

Yes

	Kickstart funding for a Community Centre in Otterpool Park	Social cohesion in new housing areas is vital. Community facilities such as a Community Centre allow all sorts of room hirers: NHS, religious, sporting, youth, cultural. A well funded & managed hall with kitchen can become a hub for all residents	Yes
Bins	Decent, much larger, bins along the seafront to reduce waste flying away & protecting our beaches & wildlife. Seagull safe.	Conservation - the amount of rubbish is disgraceful harming nature	Yes
Cycle Hoops	Hovemore Street cycle hoops to lock up bikes, especially around the top of Sandgate Road and Cheriton Place and town centre/ High St.	Increase cycling THANKS!	Yes
	The Levelling Up scheme is going to vastly improve matters but there is one location that is crying out for bike storage which falls outside the perimeter of the scheme. The wide pavement outside Chaos Cards on Sandgate Road. Approx. £150 per stand.	Promotes Sustainable Transport. Supports local economy. Improved accessibility. Health and wellbeing. Tourism & Visitor appeal.	

This report will be made  
public on 16 January  
2026

**Folkestone**  
Town Council



**Report Number C/26/405**

**To:** Full Council  
**Date:** 22 January 2026  
**Status:** Public Report  
**Responsible Officer:** Town Clerk

**SUBJECT:** COMMONWEALTH FLAGS

**SUMMARY:**

At Full Council on 13 November 2025, a member of the public enquired about the possibility of flying Commonwealth flags along Guildhall Street in support of the Commonwealth Games. The following resolution was made:

**2178. RESOLVED:** *That the Town Clerk seek quotations for Commonwealth flags and bring to the next Full Council Meeting for discussion.*

The purpose of this report is to outline the rationale, benefits, and practical considerations for flying the Commonwealth Flag:

1. Overhead across the street using existing overhead wire infrastructure during the Commonwealth Games; and
2. Within the Garden of Remembrance on Commonwealth Day.

**REASONS FOR RECOMMENDATIONS:**

Flying the Commonwealth Flag is consistent with national guidance and aligns with typical council flag-flying protocols involving national, civic, and ceremonial flags.

**RECOMMENDATIONS:**

- 1) To receive and note report C/26/405
- 2) To approve the raising of the Commonwealth Flag in the Garden of Remembrance on Commonwealth Day each year, subject to F&HDC approval.
- 3) Council to consider the cost and practicality of installing the flags of the Commonwealth across the street using the existing overhead wire infrastructure for a suitable period for the Commonwealth Games.

*Aims and Objectives – Mission Statement ‘Creating a better environment for Folkestone’*  
*Financial Implications – Local Projects Budget*  
*Equal Opportunities – Access to all.*  
*Environmental Impact – The environmental impact has been considered in the preparation of all budgets.*

## **1.0 BACKGROUND**

- 1.1 Commonwealth Day is observed annually on the second Monday in March and is recognised by member nations as an opportunity to promote unity, diversity, and shared democratic values. Many local authorities across the UK and Commonwealth mark the day through flag-raising ceremonies.
- 1.2 The Commonwealth Games is an international multi-sport event that brings together athletes from across the Commonwealth of Nations and takes place every four years. The next Games are scheduled to take place from 23 July 2026 to 2 August 2026 in Glasgow.
- 1.3 There are existing overhead wires used for previous projects, and the Garden of Remembrance is an established site for civic reflection, commemoration, and ceremonial activity.

## **2.0 PROPOSALS**

- 2.1 Flags of the Commonwealth overhead in Guildhall Street  
It has been suggested that the flags of the Commonwealth be displayed across Guildhall Street using the existing overhead wire system already in place for banners and decorative displays.
- 2.2 Flag in the Garden of Remembrance  
It is proposed that the Commonwealth Flag be raised on the designated ceremonial flagpole in the Garden of Remembrance for the duration of Commonwealth Day.

## **3.0 COST IMPLICATIONS (ESTIMATED)**

- 3.1 Flags of the Commonwealth overhead in Guildhall Street

For installation and removal of flags	£560
Purchase of bunting	£230 + VAT
- 3.2 Flag in the Garden of Remembrance

Purchase of flag	£30
Labour and minor inspections can likely be absorbed into existing budgets for civic events and flag-flying.	

## **4.0 FURTHER CONSIDERATIONS**

- 4.1 Should Council wish to pursue the flying of flags of the Commonwealth across Guildhall Street and/or the raising of the Commonwealth Flag on Commonwealth Day, appropriate licenses would need to be sought from the appropriate authority, i.e. Kent County Council and/or Folkestone & Hythe District Council.

## **CONCLUSION**

Flying the flags of the Commonwealth across the street and within the Garden of Remembrance represents a meaningful, low-cost, and high-visibility opportunity for the Council to honour the Commonwealth. This action reinforces civic pride, recognises shared values, promotes community cohesion, and builds awareness of the Commonwealth's cultural and historical significance.

## **CONTACT OFFICER**

If you have any queries about this report, please contact the Town Clerk of the Council.  
Tel: 01303257946 or email [toni.brenchley@folkestone-tc.gov.uk](mailto:toni.brenchley@folkestone-tc.gov.uk) prior to the meeting.

# Heads of Terms

Without prejudice and subject to contract:

- (A) Subject to approval of the board of the Landlord, and completion of the formally executed legal documentation.
- (B) Southern Water Services Limited intends to grant a lease, using the following Heads of Terms.
- (C) The formal Lease document may contain further terms as Southern Water Services Limited may require.
- (D) These Heads of Terms are not intended to create any legally binding obligations and are confidential to the intended parties and their professional advisors.

## Southern Way - Folkestone-Folkestone Junction WPS-Playground

Details	
Landlord	<b>Southern Water Services Limited</b> Country of incorporation/registration: United Kingdom Company number: 02366670 Registered office address: Southern House Yeoman Road Worthing West Sussex BN13 3NX
Landlords' solicitor	Katie Moscatelli <a href="mailto:Katie.moscatelli@southernwater.co.uk">Katie.moscatelli@southernwater.co.uk</a>
Tenant	<b>Folkestone Town Council</b> The Town Hall 1-2 Guildhall Street Folkestone Kent CT20 1DY  Contact details:  Toni Brenchley <a href="mailto:townclerk@folkestone-tc.gov.uk">townclerk@folkestone-tc.gov.uk</a>  Liz Timmins <a href="mailto:liz.timmins@folkestone-tc.gov.uk">liz.timmins@folkestone-tc.gov.uk</a>



	01303 257946
Tenant's solicitor	Not applicable
Landlord's Agent	Chris Rowley Senior Estates Manager: <a href="mailto:chris.rowley@southernwater.co.uk">chris.rowley@southernwater.co.uk</a>
Property	The area outlined in blue in the Plan  Known as land on the south side of Southern Way Southern Way Folkestone Kent CT20 1PW.  Title number K760745, also known as The Danni & James Community Friendship Park.
Tenant's Rights	I. The right to install and maintain thereafter, playground equipment as detailed in the Plans.
Tenant's Covenants	I. To keep the Property insured against the stipulated risks and to maintain a policy of public liability insurance for no less than Ten Million Pounds;  II. To comply with any statutory requirements;  III. To be responsible for the maintenance, repair, replacement, renewal of the play area equipment and the play area boundary structures;  IV. Provision of ground maintenance to include cutting the grass and trimming any hedges and shrubs;  V. To be responsible at all times for any maintenance of the Property including the replacement of any broken gates, fences and any damage immediately, or within one month;  VI. Keep clear of rubbish and invasive alien species:  VII. No play equipment or structures of any kind are to be erected at any time within the area edged red on the Plan.
Alienation Provisions	The Tenant shall not assign or underlet the whole or part of the Property.

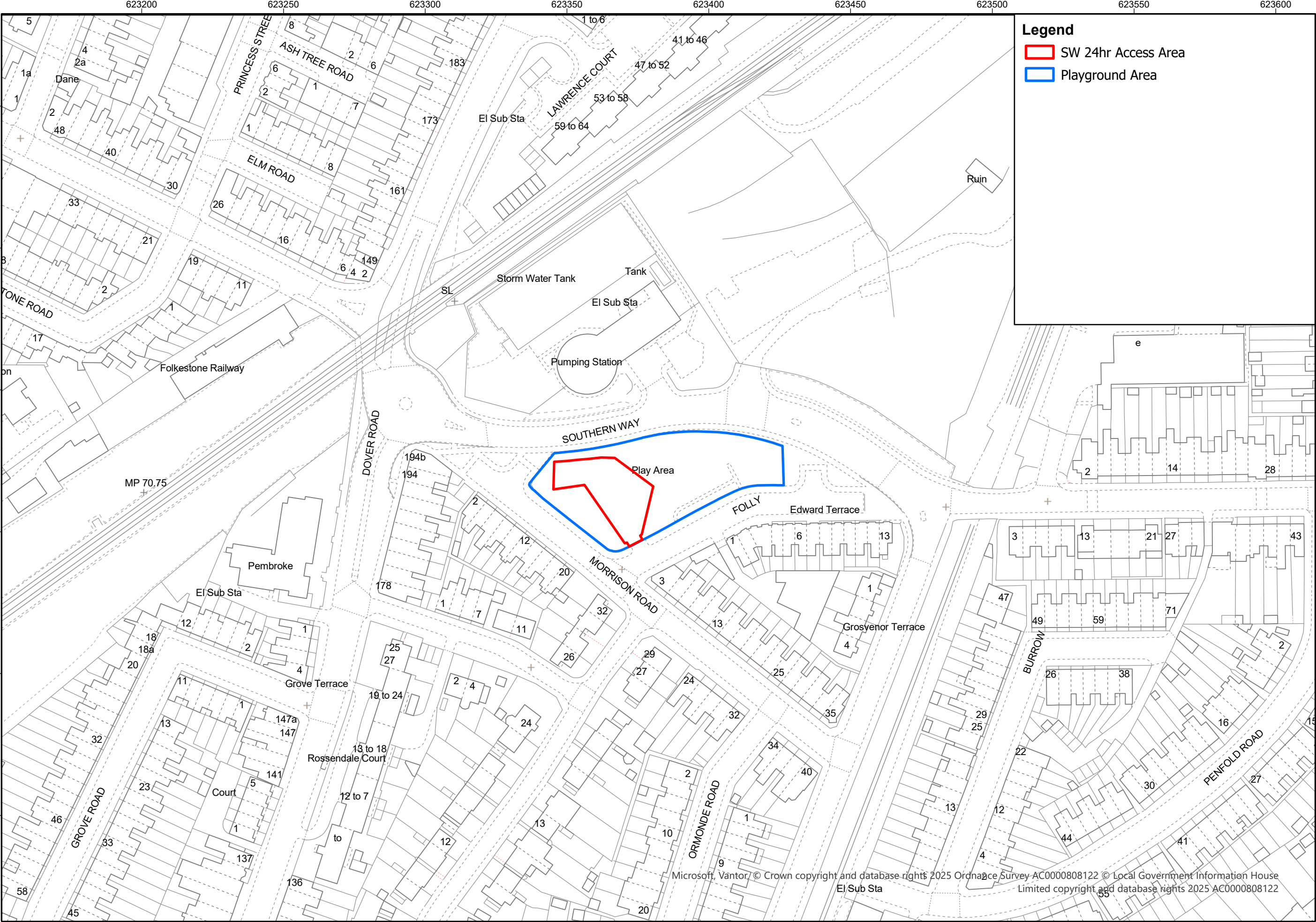
Alterations	The Tenant shall not to make or permit any alterations or additions to the Property without the prior written consent of the Landlord such consent not to be unreasonably withheld or delayed.
Landlord's Rights	<p>I. The Landlord shall have unfettered rights of access over the area outlined in red on the Plan 24 hours per day, 7 days a week to access the shafts.</p> <p>II. The Landlord shall have the right at all times to temporarily fence off the area outlined in red on the Plan and bring on to the red land winches and cranes or any such equipment necessary to access the shafts.</p>
Lease Term	Forty years from commencement of the Lease
Premium	None
Annual Rent	A Peppercorn if demanded
Break Clause	The Tenant may break the Lease on the condition that it provides the Landlord with 12 months written notice.
Yielding Up	On expiry or termination of the lease, the Tenant shall, at their sole expense, remove the playground equipment, and tarmac layer and make good/restore the Property grassland to the Landlord's satisfaction.
Costs	Each party to bear their own legal costs
Landlord and Tenant Act 1954	The Lease shall be excluded from Security Provisions of the 1954 Act, Part II provisions.

These Heads of Terms were agreed between the parties:

**Christopher Rowley**  
Senior Estates Manager  
Southern Water Services Limited

**Toni Brenchley**  
Town Clerk  
Folkestone Town Council

[       ] January 2026



Legend

SW 24hr Access Area

Playground Area

N

02550

Meters

Project Number:

Project Title

Folkestone Junction WPS

Drawing Title

FHDC Play Area - OS Map Version

Scale

1:1250

Size

A3

Drawn by

GP

Revision

A

Date drawn

08/01/2026

Checked by

CR

WATER

for LIFE

Southern

Water

Southern House

Capstone Road

Chatham

Kent



ME5 7QA

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	<div>012.525</div> <div>Meters</div>	<div>Project Title</div> <div>Folkestone Junction WPS</div>	<div>Scale</div> <div>1:500</div>	<div>Drawn by</div> <div>GP</div>	<div>Date drawn</div> <div>08/01/2026</div>	<div><div>Southern House Capstone Road Chatham Kent ME5 7QA</div><div>©</div></div>
	<div>Project Number:</div>	<div>Drawing Title</div> <div>FHDC Play Area - World Imagery</div>	<div>Size</div> <div>A3</div>	<div>Revision</div> <div>A</div>	<div>Checked by</div> <div>CR</div>	

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