

Cinque Port Town of New Romney



Mrs C. Newcombe
Town Clerk

Town Clerk's Office
Town Hall
New Romney
Kent TN28 8BT

Tel: New Romney 01797 362348

Ref: CN/3005

3rd June 2024

Dear Councillor,

SUMMONS TO ATTEND A MEETING OF NEW ROMNEY TOWN COUNCIL, TO BE HELD IN THE COUNCIL CHAMBER, TOWN HALL, NEW ROMNEY, ON MONDAY 10TH JUNE 2024 AT 6.45PM.

You are hereby summoned to attend the above-mentioned meeting of New Romney Town Council to consider the under-mentioned business.

Yours sincerely,

C. Morris

Mrs C Morris
Responsible Financial Officer

Email: town.clerk@newromney-tc.gov.uk

PLEASE NOTE: *The afore-mentioned meeting will commence at 6.45pm.*

Members of Public are welcome to join this meeting.

Anyone displaying any symptoms of Covid-19 should NOT attend the meeting.

PUBLIC PARTICIPATION AT TOWN COUNCIL MEETINGS

1. Who can participate in a New Romney Town Council meeting?

Members of the Public and Press may attend this Council meeting, except at such times as certain sensitive personal, legal or contractual matters may be considered in private and confidential session, when Members of the Public will be required to leave the meeting.

A maximum of THREE members of public may also participate by submitting a question at a meeting. The question must relate to a matter affecting the parish of New Romney and/or its residents. Each submission must last no longer than 3 minutes in total.

Any such question should be delivered to the Council by way of a written statement submitted by email by midday on the day of the Council meeting - to be read out during the meeting. The question submitted should be mindful of the 3 minute speaking time available. The reading of the question will allow for any mid-sentence delivery to be completed before being stopped at the three minute deadline. If any Member of Public does not have access to email, a question can be submitted by email by a representative on their behalf.

Any such questions should be emailed to: town.clerk@newromney-tc.gov.uk by midday on the day of the Council meeting.

2. How and when do I have to let the council know that I want to participate?

You will need to give written notice (via email or post) that you would like to participate by 3pm on the **Wednesday** before the meeting, providing your name and contact details and a summary of what your question subject will be. No late notifications can be accepted.

3. What happens if more than three local residents want to participate by submitting questions to the Council?

The system will operate on the basis of “first come, first served” as identified by the Clerk. You will be notified as soon as possible after your ‘notification of wish to participate’ has been received as to whether or not you will be able to participate (by reading out your submission).

4. What will happen at the Council meeting?

Your question will be read aloud during the agenda item: Public Questions. If it is possible for the Chairman to provide a response to your question at the meeting, he/she will do so. If it is not possible to provide a response at that time, a response will be provided in writing – usually within 28 days of the meeting taking place.

Agendas and reports for meetings will be available at least 3 working days and usually 7 weekdays before the date of the meeting on the Town Council website. Any supplementary sheets will be available the day before the meeting and can be viewed at www.newromney-tc.gov.uk

**FULL COUNCIL MEETING
MONDAY 10TH JUNE 2024 AT 6.45PM**

PRAYERS led by the Mayor's Chaplain

AGENDA

- 1. APOLOGIES:**
To receive and note the apologies of councillors unable to attend.
- 2. DISPENSATION TO PARTICIPATE:**
To receive and note any applications granted by the Town Clerk, on behalf of the Town Council, for dispensation to participate in Meetings of New Romney Town Council.
- 3. DECLARATIONS OF INTEREST:**
Councillors to declare any Disclosable Pecuniary Interests or Other Significant or Personal Interests they may have in items on the agenda this evening.
- 4. REPORT OF THE KENT COUNTY COUNCILLOR (Encs*):**
To receive the report of the County Councillor for Romney Marsh (who is requested to provide a written copy of the report ahead of the meeting for publication within the electronic meeting agenda).
- 5. REPORTS OF FOLKESTONE & HYTHE DISTRICT COUNCILLORS (Encs*):**
To receive the reports of the District Councillors for New Romney's Town and Coast Wards (who are each requested to provide a written copy of the relevant report ahead of the meeting for publication within the electronic meeting agenda).
- 6. ADJOURNMENT OF MEETING:**
To consider formal adjournment of the meeting of the Council for a maximum period of fifteen minutes to allow for an allocated public session.
- 7. PUBLIC QUESTIONS:**
Members of the public may put questions to the Chairman of the Council for a period of fifteen minutes regarding matters to do with the town of New Romney and its coastal areas of Littlestone and Greatstone, including items on the agenda. Any Councillors who have declared an "Other Significant Interest" in matters to be

discussed at this meeting will also have the opportunity to speak within the session set aside for public participation, in accordance with the Town Council's Code of Conduct Item 5(3)(b), which reads as follows:

“ Where you have an Other Significant Interest in any business of the Authority, you may... make representations, answer questions or give evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose.”

8. RE-CONVENING OF MEETING:

To formally re-convene the meeting of the Council.

9. MINUTES (Encs*):

(i) To approve the minutes of the **Full Council Meeting** held on **10th April 2024** (Attached hereto*).

(ii) To approve the minutes of the statutory **Annual Council Meeting** held on **13th May 2024** (Attached hereto*).

10. MAYOR'S REPORT AND COMMUNICATIONS (Encs*):

To receive and note the report of the Mayor:

(i) Mayor's Civic Function List (Attached hereto*).

(ii) Any Communications received by or for the Mayor

11. TOWN CLERK'S REPORT:

To receive and note the verbal report of the Town Clerk.

12. STANDING ORDER No.14:

The Mayor to consider any questions raised by Councillors about any business of the Council other than such business as has been listed specifically within the agenda, of which proper notice has been given (three working days minimum).

13. STANDING COMMITTEES (Encs*):

(i) To receive and note the minutes of the following Standing Committee meetings and resolutions detailed therein and to ratify any recommendations also detailed therein, if required:

(a) Personnel Committee

Meeting held on 1st May 2024 (Attached hereto*)

(b) Finance & General Purposes Committee

Meeting held on 22nd May 2024 (Attached hereto*)

(c) Planning and Environment Committee

(i) Meeting held on 8th May 2024 (Attached hereto*)

(ii) Meeting held on 29th May 2024 (Attached hereto*)

(ii) Appointment of Personnel Committee for 2024-25 (Encs*):

To confirm the make-up of the Personnel Committee for 2024-25; members to be elected in accordance with the relevant Committee Terms of Reference.

14. RFO'S FINANCIAL REPORTS FOR 2024-25 (Encs*):

To consider final payments and receipts and bank reconciliations for April 2024, if available (To follow).

15. COUNCIL REPRESENTATIVES' REPORTS AND APPOINTMENTS FOR 2024-25 (Encs*):

(i) To receive and note any **written reports of Representatives on Outside Bodies**, and from Councillors who have attended other meetings or fixtures on behalf of New Romney Town Council since the last ordinary meeting of the Council, if available.

(ii) To appoint NRTC Representatives on Outside Bodies for 2024-25.

16. CAPITAL PROJECTS REPORT (Encs*):

(i) To receive and note a verbal report and Contractor's Site Report (Attached hereto*) on Capital Projects currently being undertaken, and take any such action as may be deemed necessary thereon and / or consider any recommendations made therein.

- Community Hall, Sports Pavilion and Nursery Project

(iii) To receive and note the Community Hall, Sports Pavilion and Nursery Project Financial Report (Attached hereto*).

17. REVIEW OF APPENDICES TO STANDING ORDERS (Encs*):

(i) To approve amendments to specific Policy Documents Appended to Standing Orders, as circulated to all Councillors.

(a) Schedule of payments approved in advance for financial year 2024-25 (Attached hereto*).

(b) Statement of Intent for 2024-25 (Attached hereto*).

18. EXCLUSION OF PUBLIC AND PRESS:

To consider exclusion of public and press in accordance with Standing Order No.34 (a), which states that *‘in view of the special and confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded [from the meeting] and they are instructed to withdraw’* due to the fact that the following agenda items relate to legal matters.

19. ON-GOING MATTERS:

To consider any updates or additional information and/or progress on any on-going legal matters (Confidential report to follow if appropriate) and to take any action thereon as may be deemed necessary.

20. PERSONNEL MATTERS:

To receive and note any report regarding Personnel Matters (Confidential report to follow if appropriate) and take any such action as may be deemed necessary thereon.

21. LAND AND TENANCY MATTERS:

To consider matters pertaining to Town Council Land and Tenancies (confidential report to follow if appropriate) and take any such action as may be deemed necessary thereon.

22. CONCLUSION OF PRIVATE SESSION:

To consider concluding private session, if appropriate.

NB: Reports or notes of the Personnel Panel will be considered as Private & Confidential as they concern staff matters; and all legal information, documents, agreements or reports may be considered likewise. Other items may be considered as private and confidential if the Town Council deems that it is in the public interest to do so.

Responsible Financial Officer – 3rd June 2024



Tony Hills KCC member for the Romney Marsh Division Annual Report June 2024

Highways

We have had many roads closures across the Marsh, being repaired due in most cases to badger activity. I have fought to keep the coast road open (one lane with traffic lights controls) so far so good.

Here is the latest information from Kent, 'clipped' from the Highways newsletter.

Pot Hole Blitz 2024 Project Update. As we start April and now having completed the first month of the Pot Hole Blitz 2024 project, I am pleased to confirm the following update: • The Operations teams have raised works totalling £1,831,112.65 of the initial budget of £4,000,800.00, that is 45.77%. • 36 works orders are currently programmed and permitted across the County. • 27 completed works orders. As we progress, we are looking to improve social media coverage of the project, provide regular data on programmed works for each district and encourage the local Ops teams to engage with sharing the positive results they are delivering in their districts.

I'm still requesting financial investment at the Site Stakeholders Group at Dungeness from the 'Nuclear Restoration Services' to support Kent to construct 'Hammonds Corner' roundabout (A259). With the forecasted heavy traffic, in the demolition of Dungeness 'A'. I will be conducting a road survey between Hammonds corner and 'A' station with my officers to consider the state of the roads.

KCC continues to maintain our highways on a reduced budget. But remember safety comes first, so if you find what you consider to be dangerous, please report it.

<https://webapps.kent.gov.uk/KCC.KHSFaultsGIS.Web.Sites.Public/ReportAFault.aspx>

New power generation at Dungeness

I am part of a working group at KCC looking at ways to attract new 'Small Modular Nuclear Reactors' to Dungeness. To create new jobs for Romney Marsh after the defueling of 'B' station, working with EDF and others. This is vital to create more energy for the Southeast. Dungeness has so much to offer. A great highly trained workforce and the recently refurbished grid power transmission network to the national grid.

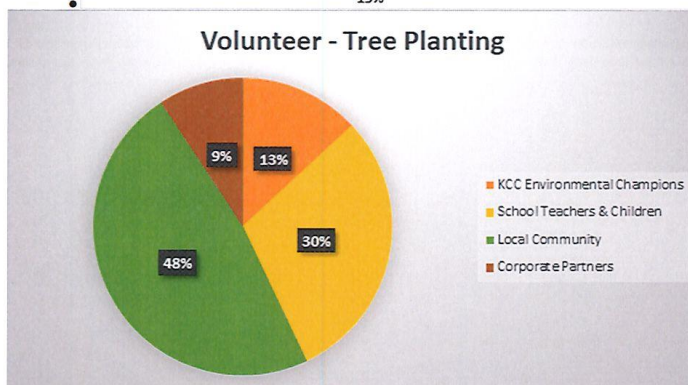
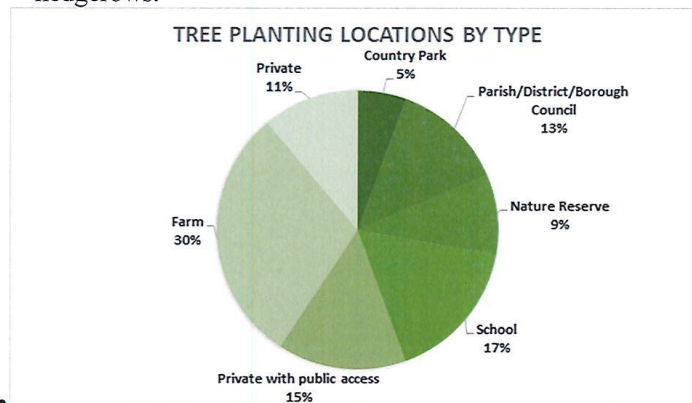
Green news

Kent is pushing ahead on many fronts, Plan Bee, to protect our pollinators and planting a tree for every person in Kent. Plan Sea, a coastal strategy for Kent.

Last year's Plan Tree Planting Recap

Enabled the planting of:

- Over 17,000 whips (1-2 year old saplings) of native tree species
- mature street trees
- 38 standard Dutch elm disease (DED) resistant cultivars emerging from hedgerows.



Climate Change

We can expect more extreme weather, more heavy rainfall. We must find practical solutions to the changes we face. My working party for the Marsh has been successful in identifying positive solutions to help manage 'surface water' flooding as well as managing 'ground water'. The report when completed will be presented to my KCC flood committee on the 26th of June, and if agreed will be going to be considered at the regional flood committee for their consideration.

Water Quality

We have two local beaches Littlestone and St Marys Bay both rated as poor for bathing and these beaches the EA recommend no bathing. I have just checked the Defra water quality results for Littlestone, levels of Intestinal Enterococci (IE) and Escherichia coli (EC) are after the first three samplings are higher than last year, not good news. St Marys Bay slightly down but still concerning. It is early days and we are hoping that things will improve. I will be working with the EA and Southern water to trace where the problems are. This is a priority.

Bus Transport

Work is on-going with the Romney Marsh Community Hub to get our 'Dial-a-ride' scheme on the road. Kent is funding the first year. This scheme is vital to allow Marsh residents to get to hospital for checkups, appointments etc.

Romney Marsh Visitor Centre

I was invited by cabinet members from F&H DC to visit the Romney Marsh Visitor Centre following this announcement...

“ ! Romney Marsh Visitor Centre Update !

Please be aware that Kent Wildlife Trust will cease trading at the Romney Marsh Visitor Centre on Sunday 30 June. We hope to see as many of our regular visitors as possible between now and then and hope that any new visitors to the area are able to pop in and say hello. We are not able to provide any further detail on who will take over the site after we leave, however we will endeavour to keep you updated if we're able to and provided it's appropriate to do so.

In the meantime, keep a look out for some discounted items in the Visitor Centre.”

I strongly believe we must support our 'Visitor Centre' this is a great community resource. I will be pushing to include local community operations to have a view and be involved in developing this Romney Marsh asset.

Tony

Tony Hills, Kent County Councillor for Romney Marsh. F&H District councillor for Romney Marsh Ward. For details on how I will use your information please click [here](#) for my privacy notice. Home Telephone 01797 321246 Mobile 07860 295730

DISTRICT COUNCILLOR REPORT NRTC FULL COUNCIL MTG 10th JUNE 2024.

Since our last NRTC Full Council meeting I have taken part in the FHDC Annual Council Meeting on 8th May, two Planning Committee meetings, two RMP preparation meetings, Overview and Scrutiny Training and Planning Policy training (on the new LURA – Levelling Up and Regeneration Act 2023).

I continue to have my monthly District Councillor Surgeries on the first Friday of each month in the Assembly Rooms at the same time as our MP surgery and our NRTC Councillor Surgery.

I have also been asked to sit on the Corporate Plan Working Group and we held our inaugural meeting on 30th April. On 1st May we had a meeting at the Civic Centre with all of the Senior Leadership Team and the FHDC Officers with line responsibility for delivery of the existing plan.

Planning Committee Meeting – on 21st May, I spoke against the planning application 23/1591/FH - LAND WEST OF ASHFORD ROAD, NEW ROMNEY, Hybrid planning application comprising full planning application for the erection of 91 residential dwellings including access from Ashford Road, open space, landscaping, car parking and associated infrastructure. Outline planning application with all matters reserved for the erection of 5 self/custom build units.

I proposed that the Planning Committee REJECT the hybrid application on the grounds of street scene (3 storey flats) and the impact it would have on the sewage/waste-water systems in New Romney.

Cllr Rivers also spoke against the application on behalf of New Romney Town Council and Cllr Wimble also spoke on the application.

The Planning Officer advised that as the Outline application for 87 homes was approved in 2022, we would lose an appeal if this went to the Planning Inspectorate. On the Officers' advice, I revised the proposal to DEFER the application and allow the Officers to have further discussion with the developers and this was unanimously agreed.

At the same meeting, I also spoke against application Y18/0156/SH - LAND ADJOINING SEWAGE TREATMENT WORKS, STATION APPROACH LITTLESTONE, Retrospective Application for change of use of land from stables and paddock for use as a travelling showmen winter quarters, along with laying of hard surfacing and the erection of a close boarded fence.

Cllr Rivers spoke against the application on behalf of New Romney Town Council. I also spoke against the application and proposed that the Planning Committee DEFER the application to allow Council Officers to visit the site to validate the layout and to get prior agreement on any wastewater treatment design from Southern Water.

Local Resident Concerns.

I am dealing with several ongoing residents' concerns.

I supported the local meeting on Sewage and Wastewater that was Chaired by Damian Collins and included presentations from Southern water and the Environment Agency.

Ward Grant Applications.

The Ward Grant scheme for 2024-25 is now open to new requests from local organisations and we have been allocated up to £3,000 to be distributed over a 12-month period.

I have already received two grant applications which are under consideration.

FHDC Councillor Paul Thomas – 3rd June 2024.

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MINUTES of

**A Meeting of New Romney Town Council
Held in the Assembly Rooms, New Romney
on Wednesday 10th April 2024
Commencing at 6.45pm**

PRESENT: The Right Worshipful the Mayor of New Romney,
Councillor John Rivers

Town Ward:

Councillors: J Davies, Rev Cn McLachlan, J Houston, P Carey and
L Phillips

Coast Ward:

Councillors: P Thomas, J Hiscock, P Coe, K Terry, A Meredith and
L Glover

In Attendance:

Town Clerk	-	Mrs C Newcombe
KCC Councillor	-	Cllr Hills
Mayor's Chaplain		

IN THE CHAIR

The Mayor – Councillor J Rivers

Prayers were led by the Mayor's Chaplain.

The formal business of the meeting commenced **@6.46PM.**

617/2023-24 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted, as follows:

Councillor O'Hare	-	who was unwell
Councillor Hodges	-	for personal reasons
Councillor Wimble	-	due to a personal commitment
Councillor Carr	-	due to work commitments

618/2023-24 DISPENSATION TO PARTICIPATE

No new applications for Dispensation to Participate had been
processed by the Town Clerk.

619/2023-24 DECLARATIONS OF INTEREST

@6.47PM Councillor Hiscock declared a personal interest in respect of
Town Council finance reports due to her employment of a contractor
who is also employed by the Town Council. (Minute Ref 631/2023-24
refers.)

620/2023-24 **REPORT OF THE KENT COUNTY COUNCILLOR**

There was no written report of the County Councillor on this occasion due to the close proximity to the Annual Town Meeting, for which a report has been prepared.

621/2023-24 **REPORTS OF THE DISTRICT COUNCILLORS**

FHDC Councillor Thomas' written report, which included details of meetings attended, Ward Grant funding awarded and matters pertaining to the Romney Marsh Partnership, was duly received and noted.

622/2023-24 **ADJOURNMENT OF MEETING**

It was not necessary to adjourn the meeting as no public questions or statements had been received in writing.

623/2023-24 **PUBLIC QUESTIONS**

None.

624/2023-24 **RE-CONVENING OF MEETING**

Not applicable.

625/2023-24 **MINUTES**

The Chairman presented the minutes of the **Full Council Meeting** held on **13th March 2024**, copies of which had been previously circulated to all Councillors, and it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Hiscock

RESOLVED – that the minutes of the Full Council Meeting held on 13th March 2024 be approved and signed as a true and correct record.

Councillors Carey and Glover abstained from voting as they had not been present at the afore-mentioned meeting.

The afore-mentioned minutes were subsequently signed by the Chairman of the Council.

626/2023-24 **MAYOR'S REPORT AND COMMUNICATIONS**

- (i) The Mayor's report regarding civic engagements attended since the last meeting of Full Council was duly received and noted.
- (ii) No additional communications of note had been received by the Town Mayor.

627/2022-23 **TOWN CLERK'S REPORT**

The Town Clerk's report was received and noted and read as under:

MEETING OF FULL COUNCIL – 10th APRIL 2024

TOWN CLERK'S REPORT

Actions completed since the Full Council meeting held on 13th March 2024

1) The **Schedule of Town Council Meeting Dates for 2024-25**, as approved, will have been published online and in Town Council noticeboards at the time of this meeting. A copy of the Schedule has been issued to all Councillors.

2) New Romney Football Club Youth Section has been advised that **consent has been granted for an event on the Sports Field** subject to caveats as determined by the Town Council.

Additional Items of report

1) The **Annual Town Meeting** will take place on Wednesday 24th April 2024 in the Assembly Rooms, commencing at 7.30pm.

2) The Council's first **Interim Internal Audit** was undertaken by the recently appointed Auditor on 20th February 2024; the output report is attached hereto.

3) Two **Freedom of Information Requests** have been received, as below:

- Request for information relating to vacant council houses received on 6th March 2024
 - Request declined.
 - Reason: New Romney Town Council is not the Local Authority responsible for housing
- Request for information regarding any NRTC by-laws for New Romney Parish received on 10th March 2024
 - Request declined
 - Reason: New Romney Town Council has not created any by-laws

Town Clerk

3rd April 2024

Further Items of report

The Clerk reported to those present that a 'No Win No Fee' claim had been received and passed to the Town Council's insurance provider.

628/2023-24 **CAPITAL PROJECTS REPORT**

(i) The Maude Community Centre Project Report was duly received and noted.

(ii) The Maude Community Centre Project Financial Update Report was duly received and noted.

629/2023-24 **STANDING ORDER NO.14**

No questions had been submitted in accordance with Standing Order 14.

630/2023-24 **STANDING COMMITTEES**

(i) Councillor Coe presented the minutes of the **Planning and Environment Committee** meeting held on **27th March 2024**, which were duly received and noted.

(ii) Councillor Thomas presented the minutes of the **Finance & General Purposes Committee** meeting held on **20th March 2024**, which were duly received and noted.

631/2023-24 **RFO'S FINANCIAL REPORTS FOR 2023-24**

(i) The Clerk presented final payments and receipts and final bank reconciliation for the month of **February 2023**, which were duly received and noted and it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that the finance reports for the month of February 2024 be hereby received and approved.

Payments and receipts for the month of **February 2024** being in the amounts as detailed below:

February 2024	Receipts:	Payments:
NatWest Current Account	£176,605.86	£251,605.86
Unity Trust Current Account:	£3,613.54	£387.35
Lloyds Bank Business Account:	£250,702.00	£41,893.91
NatWest Business Reserve Account:	£3,598.95	£175,431.46
Petty Cash:	£300.00	£47.64

Lloyds Bank Corporate Card:	£241.74	£340.35
Lloyds Bank Instant Access Online Saver	£2,134.56	£0.00

632/2023-24 **COUNCIL REPRESENTATIVES' REPORTS**

There were no Council Representatives' reports on this occasion.

633/2023-24 **INTERIM INTERNAL AUDIT**

The Interim Report of the Town Council's appointed independent Internal Auditor was duly received and noted. There were no matters of concern at this time.

634/2023-24 **REVIEW OF NRTC STANDING ORDERS AND FINANCIAL REGULATIONS**

Having duly received and noted the Clerk's report regarding proposed amendments to Standing Orders and Financial Regulations relating to internal procedural, financial and personnel matters, and having duly considered all proposed amendments, it was:

PROPOSED BY: Councillor Phillips

SECONDED BY: Councillor Rev Cn McLachlan

RESOLVED UNANIMOUSLY – that (i) it be hereby confirmed that the Town Council has undertaken a review of its Standing Orders and Financial Regulations and (ii) all amendments to Standing Orders and Financial Regulations be hereby approved as presented.*

*See meeting agenda for presented amendments.

635/2023-24 **EXCLUSION OF PUBLIC AND PRESS**

The Clerk confirmed that it was not necessary to exclude members of public and press on this occasion.

636/2023-24 **ON-GOING MATTERS**

The Clerk confirmed that there were no matters of report on this occasion.

637/2023-24 **PERSONNEL MATTERS**

The Clerk confirmed that there were no matters of report on this occasion.

638/2023-24 **LAND AND TENANCY MATTERS**

The Clerk confirmed that there were no matters of report on this occasion.

639/2023-24 **CONCLUSION OF PRIVATE SESSION**

Not applicable.

640/2023-24 **GRANT FUNDING APPLICATION**

Having duly considered a grant funding application from New Romney Football Club for the purpose of hiring temporary changing facilities or engaging in a pitch sharing arrangement with another club for the duration of the Maude Community Centre construction phase, it was:

(i)

PROPOSED BY: Councillor Houston

SECONDED BY: Councillor Thomas

RESOLVED – that a grant be awarded to New Romney Football Club for the purpose of hiring temporary changing facilities or engaging in a pitch sharing arrangement with another club.

(ii)

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Thomas

RESOLVED – that the afore-mentioned grant award be in the amount of £1,000.00, and that the award be subject to the caveat that if the funding is not used for the purpose of hiring temporary changing facilities or for engaging in a pitch sharing arrangement, it is to be returned to New Romney Town Council.

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded @ **7.43PM**.

NB: All documents referred to herein are available at the Town Hall for perusal on request, except for those documents of a sensitive / legal nature discussed in private session, including documents relating to staff matters which remain Private and Confidential in accordance with Data Protection legislation.

Minutes prepared by the Deputy Town Clerk

MINUTES
of
The Annual Meeting
of New Romney Town Council
held on
Monday 13th May 2024 commencing at 6.45pm

PRESENT: **The Right Worshipful the Mayor of New Romney,**
Councillor J Rivers

Town Ward Councillors:

Rev Cn S McLachlan, P Carey, J Davies,
 J Houston, D W Wimble, S Hodges

Coast Ward Councillors:

P D Thomas, J M Hiscock, P J Coe, K Terry, S O'Hare,
 L Glover, A Meredith

In Attendance:

Town Clerk	-	Mrs C Newcombe
Town Sergeant	-	Mrs C T Morris
Mayor's Sergeant	-	Mr S Woolgar
Mayor's Chaplain		
Members of Public	-	Approx 40
and Civic Guests		

IN THE CHAIR: **Councillor J Rivers**

WELCOME AND PRAYERS

The outgoing Chairman welcomed those present and the Mayor's Chaplain then led the meeting in prayer.

@6.46PM the formal business of the meeting then commenced.

001/2024-25 **ELECTION OF COUNCIL CHAIRMAN & TOWN MAYOR**

The Mayor/Chairman called for nominations for Town Mayor and Chairman of the Council for 2024-25 and it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Coe

That Councillor Rivers be re-elected to the office of Chairman of the Council and Town Mayor for the ensuing year.

Having first ascertained that there were no further nominations, and with the Proposer and Secunder having reserved their right to speak, each then spoke in favour of their nomination. A vote ensued, and by way of a show of hands, it was:

RESOLVED UNANIMOUSLY – that Councillor J R Rivers be and is hereby elected to the position of Chairman of New Romney Town Council and Town Mayor for the ensuing year.

Councillor Rivers read and signed the Declaration of Acceptance of Office, declaring his agreement to observe the Council's Code of Conduct and to fulfil his role to the best of his ability.

Councillor Rivers next took the Oath of Allegiance and Official Oath.

002/2024-25 **ELECTION OF COUNCIL VICE-CHAIRMAN & DEPUTY TOWN MAYOR**

The newly elected Mayor/Chairman called for nominations for Vice-Chairman and Deputy Mayor and it was:

(i)

PROPOSED BY: Councillor Hiscock

SECONDED BY: Councillor Hodges

That Councillor Rev Cn McLachlan be elected to the office of Vice-Chairman of the Council and Deputy Mayor for the ensuing year.

(ii)

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Terry

That Councillor Coe be elected to the office of Vice-Chairman of the Council and Deputy Mayor for the ensuing year.

Having first ascertained that there were no further nominations, and with the Proposer and Secunder of each nominee having reserved their right to speak, each then spoke in favour of their nomination. A vote ensued, the result of which was as follows:

FOR COUNCILLOR REV CN MCLACHLAN	5
FOR COUNCILLOR COE	9
ABSTAIN	0

It was, therefore:

RESOLVED – that Councillor P J Coe be and is hereby elected to the position of Vice-Chairman of New Romney Town Council and Deputy Mayor for the ensuing year.

Councillor Coe read and signed the Declaration of Acceptance of Office, declaring his agreement to observe the Council's Code of Conduct and to fulfil his role to the best of his ability.

Councillor Coe next took the Oath of Allegiance and Official Oath.

Councillor Coe then thanked Councillors for his election to office.

Councillor Rivers concluded the item of business with his own message of thanks and confirmed that Mrs Anita Rivers would, once again, be supporting him as Mayoress.

003/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence, as detailed below, were duly received and noted.

Councillor Phillips - due to work commitments

004/2024-25 **DISPENSATION TO PARTICIPATE**

The Clerk advised that no new Dispensations to Participate had been granted.

005/2024-25 **DECLARATIONS OF INTEREST**

None.

006/2024-25 **CONFIRMATION OF SERGEANTS-AT-MACE**

It was confirmed that both the Town Mayor's Sergeant and the Town Sergeant were willing to continue in post for the ensuing year.

007/2024-25 **CONFIRMATION OF MAYOR'S CHAPLAIN**

Having first been invited by Councillor Rivers to, once again, take on the role as Mayor's Chaplain, Reverend Chris Hodgkins confirmed his willingness to accept the role as Mayor's Chaplain for the ensuing year.

008/2024-25 **CONFIRMATION OF TOWN COUNCIL STANDING COMMITTEES**

The draft composition of Standing Committees, a copy of which had been previously circulated, was received and noted.

It was:

(i)

PROPOSED BY: Councillor Rev Cn McLachlan

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that the composition of the Planning and Environment Committee for 2024-25, as presented and including any identified formal Reserve Members, be hereby confirmed and approved.

(ii)

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Rev Cn McLachlan

RESOLVED UNANIMOUSLY – that the composition of the Finance & General Purposes Committee for 2024-25, as presented and including any identified formal Reserve Members, be hereby confirmed and approved.

(iii)

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the composition of the Health and Wellbeing Committee for 2024-25, as presented and including any identified formal Reserve Members, be hereby confirmed and approved.

(iv)

Personnel Committee

It was reported and duly noted that, in accordance with Terms of Reference for the Personnel Committee, which provides that the maximum membership shall be restricted to 5 Members – of which one must be the Chairman of the Council and one must be the Chairman of the Finance & General Purposes Committee, the composition of this Committee would be approved at the ensuing Full Council meeting on 10th June 2024, once the elected Chairman of the Finance & General Purposes Committee was known.

009/2024-25 **FORMAL RE-CONFIRMATION OF BANK MANDATE SIGNATORIES**

It was:

PROPOSED BY: Councillor Carey

SECONDED BY: Councillor Rev Cn McLachlan

RESOLVED UNANIMOUSLY – that it be formally confirmed that Councillor Rivers, Councillor Coe, Councillor Thomas, Councillor Hiscock, Councillor Terry and Councillor Rev Cn McLachlan shall continue to act as Town Council bank mandate signatories for 2024-25.

010/2024-25 **FINANCIAL CHECKS 2024-25**

It was:

PROPOSED BY: Councillor Wimble

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that Councillor Meredith and Councillor Glover be hereby appointed to undertake monthly financial and procedural checks for the 2024-25 civic year.

011/2024-25 **KALC COMMUNITY AWARD**

The Town Mayor read out the citation on the KALC Community Award certificate, which was received by Past Mayor, Mr C Wire on behalf of his late wife and Past Mayoress, Mrs F Wire.

012/2024-25 **CONFIRMATION OF NEXT ORDINARY MEETING OF THE TOWN COUNCIL**

The Town Mayor confirmed that the next ordinary meeting of the Town Council would take place in the Council Chamber at the Town Hall at 6.45pm on Wednesday 10th June 2024.

013/2024-25 **CLOSE OF MEETING**

The Chairman thanked the Councillors, civic guests and members of public for their attendance and the meeting then concluded
@ 7.05PM.

NB: All documents referred to herein are freely available for perusal on the Town Council website: www.newromney-tc.gov.uk or at the Town Hall for perusal on request, except for those documents of a sensitive / legal nature discussed in private session, including documents relating to staff matters which remain Private and Confidential in accordance with Data Protection legislation.

Minutes prepared by the Town Clerk

MAYOR'S CIVIC FUNCTION LIST

Events attended since the last meeting of Full Council

- | | | |
|--|---|--|
| 1. Wednesday 17 th April 2024 | - | Knole House: Sevenoaks TC * |
| 2. Thursday 18 th April 2024 | - | Westenhanger: Chair of FHDC * |
| 3. Friday 19 th April 2024 | - | RHDR 'Behind the Scenes' * |
| 4. Saturday 20 th April 2024 | - | NR Bowls Club |
| 5. Sunday 21 st April 2024 | - | NR Scouts: St George's Day Parade * |
| 6. Tuesday 23 rd April 2024 | - | Nepalese Event: Maidstone TC * |
| 7. Sunday 28 th April 2024 | - | Faversham TC 50 th Celebrations * |
| 8. Thursday 16 th May 2024 | - | Hythe TC Mayor Making * |
| 9. Tuesday 21 st May 2024 | - | New Speaker installation, Sandwich * |
| 10. Saturday 1 st June 2024 | - | Plimsol (Line) service, Folkestone * |

* Accompanied by the Mayoress.

* Accompanied by the Deputy Mayor.

* Accompanied by the Town Clerk.

MINUTES
Of
A Meeting of New Romney Town Council's Personnel Committee
Held in the Assembly Rooms, New Romney
on Wednesday 1st May 2024
Commencing at 10.00am

PRESENT: Councillors J Hiscock, J Rivers, P Coe, P Thomas and J Davies

In the Chair: Councillor P Thomas

In Attendance: Town Clerk - Mrs C Newcombe

The Business of the meeting commenced at 10.00am.

654/2023-24 **APOLOGIES FOR ABSENCE**

None.

655/2023-24 **DISPENSATION TO PARTICIPATE**

No new requests for Dispensation to Participate had been processed by the Town Clerk.

656/2023-24 **DECLARATIONS OF INTEREST**

None.

657/2023-24 **MINUTES**

(i) Having duly considered the minutes of the Personnel Committee meeting held on 20th December 2023, copies of which had been previously circulated to Members of the Personnel Committee, it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that the minutes of the Personnel Committee meeting held on 20th December 2023 be signed as a true and correct record.

The afore-mentioned minutes were signed by the Chairman.

658/2023-24 **CLERK'S REPORT**

The Clerk's report was duly received and noted.

659/2023-24 **FINANCIAL MATTERS**

The updated Personnel Budget Comparison Report 2023-24 was duly received and noted.

660/2023-24 **NALC MODEL CONTRACT OF EMPLOYMENT FOR LOCAL COUNCILS**

The Personnel Committee considered the terms and conditions of employment presented in the NALC Model Contract of Employment as adapted for New Romney Town Council. It was duly noted that all current Town Council employees had been consulted on and were in agreement with a proposal to update terms and conditions of employment with the issuing of the NALC (adapted) Employment Contract which fully reflects current employment legislation and more clearly states protections provided for employees and Council alike. Having duly considered the draft terms and conditions of employment, as presented, and having made two minor amendments thereto*, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – (i) the NALC Model Contract of Employment as adapted for New Romney Town Council be hereby approved and adopted with immediate effect; to be issued to all New Romney Town Council employees w/c 1st July 2024.**

** 6. Place of Work: 'You may be required to work elsewhere within a reasonable travelling distance either temporarily or permanently in order to properly perform your role, as agreed with you in advance.'*

26. Special Leave: Amend to read 'subject to the agreement of your Line Manager, details of which shall be reported to the Personnel Committee at the earliest opportunity.'

***Employees being those employees with permanent contracts.*

661/2023-24 **REVIEW OF CLERICAL DUTIES**

Having duly reviewed the current coverage of Mayoral administrative duties and having noted the workload being covered, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that (i) the appointment of a part-time Clerical Assistant / Mayor's Secretary for 6 hours per week at the initial pay point on the adopted pay scale SP03-SP08 under a temporary 12 month contract in the first instance, with the potential for a permanent position thereafter, be hereby approved; (ii) the amended Job Description for the post of Clerical Assistant / Mayor's Secretary be approved as presented; (iii) the wording of the associated recruitment advertisement be approved;

(iv) it be formally confirmed that the interview process shall be undertaken by the Chairman of the Council, the Chairman of the Personnel Committee and the Town Clerk and (v) the Town Clerk be authorised to undertake all such actions as may be required to facilitate the afore-mentioned appointment.

662/2023-24 **ANNUAL OFFICE CLOSEDOWN**

Having duly considered the office closedown matrix as presented, which clearly indicated staff leave entitlement (including normal non-working days, bank/public holidays and statutory leave days) over the annual festive period, it was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY – that (i) the annual office closedown matrix be hereby approved as presented and (ii) a routine annual office closedown during the festive period and in accordance with the afore-mentioned matrix be approved and adopted, effective immediate.

663/2023-24 **INTERIM STAFF APPRAISALS**

It was:

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that interim staff appraisals – to be undertaken by the Chairman of the Personnel Committee, Chairman of the Council and the Town Clerk - shall take place on Wednesday 26th June 2024, commencing at 9.30am.

664/2023-24 **EXCLUSION OF PUBLIC AND PRESS**

@10.55AM Having considered the nature of matters to be discussed under Agenda Item 8 and, in view of the fact that sensitive personal information that may identify one or more individuals was to be discussed, it was, in accordance with the Public Bodies (Admission to Meetings) Act 1960:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY – that ‘in view of the special and confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded and they are now instructed to withdraw.’

NB: There were no members of press or public present at that time.

665/2023-24 **STAFF MATTERS**

(i) Councillor / Staff Protocols

There was nothing of report on this occasion.

(iii) Schedule of Staff Absences for 2023-24

The Schedule of staff absences for 2023-24 was duly received and noted.

666/2023-24 **CONCLUSION OF PRIVATE SESSION**

@10.58AM it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that private session be hereby concluded.

The Chairman thanked those present for their attendance and participation and the meeting then concluded **@10.58AM.**

NB: All documents referred to herein are available for perusal on request, except for those documents of a sensitive / legal nature discussed in private session, including documents relating to staff matters which remain Private and Confidential in accordance with Data Protection legislation.

Minutes prepared by the Town Clerk

MINUTES
of
A Meeting of New Romney Town Council's
Finance and General Purposes Committee
Held in the Council Chamber on
Wednesday 22nd May 2024 commencing at 6.45pm

PRESENT: Councillors P Thomas, J Davies, J Rivers, P Coe,
 K Terry, P Carey, J Hiscock and Reverend Canon McLachlan

In Attendance:

RFO	-	Mrs C T Morris
Finance Clerk	-	Mrs J Field
Member of the Public	-	1

IN THE CHAIR: Councillor P Thomas

014/2024-25 **ELECTION OF FINANCE & GENERAL PURPOSES COMMITTEE CHAIRMAN**

Having duly considered the previously approved membership of the Finance & General Purposes Committee for 2024-25 and having also considered the requisite skills, knowledge and understanding for relevant Committee leadership, the Chairman called for nominations for the position of Chairman of the Finance & General Purposes Committee for 2024-25. It was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Carey

That Councillor P Thomas be elected as Chairman of the Finance & General Purposes Committee for the ensuing year.

There were no further nominations.

The Chairman called for a show of hands in favour of the nomination for Councillor Thomas

Vote: 8 For 0 Against 0 Abstentions

It was:

RESOLVED UNANIMOUSLY – that Councillor P Thomas be hereby elected as Chairman of the Finance & General Purposes Committee for the ensuing year.

015/2024-25 **ELECTION OF FINANCE & GENERAL PURPOSES
COMMITTEE VICE CHAIRMAN**

Having duly considered the previously approved membership of the Finance & General Purposes Committee for 2024-25 and having also considered the requisite skills, knowledge and understanding for relevant Committee leadership, the Chairman called for nominations for the position of Vice Chairman of the Finance & General Purposes Committee for 2024-25. It was:

PROPOSED BY: Councillor McLachlan

SECONDED BY: Councillor Terry

That Councillor J Davies be elected as Vice Chairman of the Finance & General Purposes Committee for the ensuing year.

There were no further nominations.

The Chairman called for a show of hands in favour of the nomination for Councillor Davies.

Vote: 8 For 0 Against 0 Abstentions

It was:

RESOLVED UNANIMOUSLY – that Councillor J Davies be hereby elected as Vice Chairman of the Finance & General Purposes Committee for the ensuing year.

016/2024-25 **APOLOGIES FOR ABSENCE**

None.

017/2024-25 **DISPENSATION TO PARTICIPATE**

The RFO advised that no new Dispensations to Participate had been granted.

018/2024-25 **DECLARATIONS OF INTEREST**

@6.53PM Councillors Carey and Thomas declared a personal interest in Agenda Item 12(ii) due to their association with the applying organisation. (*Minute Ref: 025/2024-25(ii) refers.*)

@6.54PM Councillor Hiscock declared a personal interest in Town Council finance reports due to her employment of a contractor who is also employed by the Town Council. (*Minute Refs 023/2024-25(i) & (ii) refer.*)

@6.55PM Councillors Rivers and Thomas declared a personal interest in Agenda item 12(iv) due to their membership of the Dementia Forum which is run by the applying organisation. (*Minute Ref 025/2024-25(iv) refers.*)

019/2024-25 **ADJOURNMENT OF MEETING**

It was not necessary to adjourn the meeting as no questions had been received in writing by the Clerk.

020/2024-25 **PUBLIC QUESTIONS**

None.

021/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

022/2024-25 **MINUTES**

(i) The Chairman presented the Minutes of the **Finance & General Purposes Committee Meeting** held on **20th March 2024**, copies of which had been previously circulated to all Councillors and it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Terry

RESOLVED – that the minutes of the Finance & General Purposes Committee Meeting held on 20th March 2024, be approved and signed as a true and correct record.

Councillors Carey and Hiscock abstained from voting as they had not been in attendance at the meeting.

023/2024-25 **FINANCIAL MATTERS**

(i) To receive and note 2023/2024 Budget Comparison and Income & Expenditure reports

The 2023/2024 Budget Comparison Report and Income and Expenditure Reports were received and noted.

(ii) Schedule of Payments Approved under Financial Regs, SPAA and/or Delegated Authority

The RFO presented the detailed schedule of Payments Approved under Financial Regs, SPAA and/or Delegated Authority. Following due consideration it was:

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY – that the afore-mentioned detailed schedule of Payments Approved under Financial Regs, SPAA and/or Delegated Authority, in the sum of £25,181.80 exc. VAT, be received and noted and identified cost centres be approved.

(iii) Schedule of Fund Transfers

The Schedule of Transfers between Town Council Bank Accounts was received and noted.

(iv) Due consideration was given to the request from the Town Council's Planning and Environment Committee for the release of funds in the sum of £3000.00 from the Highway Improvement Plan Reserve Fund, to cover costs associated with implementation of a new 20MPH Traffic Regulation Order. It was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that the request from the Town Council's Planning and Environment Committee for the release of funds in the sum of £3000.00, to cover costs associated with implementation of a new 20MPH Traffic Regulation Order, from the Highway Improvement Plan Reserve Fund, be approved.

024/2024-25 **RFO'S REPORTS**

(i) Actions completed since the F&GP Committee meeting held on 20th March 2024:

The RFO's report, which read as under, was received and noted:

RFO's Report – F&GP Meeting on 22nd May 2024

Actions completed since the F&GP Committee meeting held on 20th March 2024:

1. An order has been placed to carry out weed spraying of Town Council playparks (*Minute Ref: 598/2023-24(i) refers*).
2. An order has been placed to carry out Toilet Block maintenance for the 2024 season (*Minute Ref: 598/2023-24(ii) refers*).
3. The applicant requesting permission to operate a mobile catering facility on The Greens has been advised of the Council's decision (*Minute Ref: 600/2023-24 refers*).
4. Following their confirming acceptance of the award, the payment for grant funding to NRIB has been made (*Minute Ref: 601/2023-24 refers*).
5. An order for the sea water sampling kits has been placed (*Minute Ref: 603/2023-24 refers*).

Other Matters of Report:

None:

This concludes my report – RFO 15th May 2024

(ii) RFO's Maintenance Report:

The RFO's maintenance report, which read as under, was received and noted:

RFO's Maintenance Report – F&GP Meeting on 22nd May 2024

Routine maintenance in respect of all Town Council owned lands and buildings has been carried out since the last report to the Committee as per previously awarded contracts.

Additional non-routine maintenance and repairs have been carried out since the last report to Committee, as follows:

RFO's Maintenance Report – F&GP Meeting on 22nd May 2024

Routine maintenance in respect of all Town Council owned lands and buildings has been carried out since the last report to the Committee as per previously awarded contracts.

Additional non-routine maintenance and repairs have been carried out since the last report to Committee, as follows:

(i) Town Hall

- Remedial decoration works, following replacement of ground floor central heating system, by the Parish Caretaker are in progress.
- Town Hall window boxes replanted by NRIB.

In hand:

- Provision of air conditioning in the Council Chamber (Planning application/listed buildings consent submitted to FH&DC).
- Provision of heating for Mayor's Parlour.

(ii) Town Hall House and Outbuilding

- None.

In hand:

- Installation of conservation roof light.
- Repairs to internal plaster work (Identified during recent Tenancy inspection).

(iii) Town Hall Garden

- None.

In hand:

- Lawn restoration works.

(iv) Public Clock

- None.

In hand:

- None.

(v) Assembly Rooms

- None.

In hand:

- None.

(vi) Community Hall (Nursery)

- None.

In hand:

- None.

(vii) Maude Pavilion & Sports Field

- Repair works to car parking area carried out by Caretaking Team.

In hand:

- Any works previously in hand, in respect of the Pavilion, have been cancelled due to imminent demolition of the building.

(viii) Fairfield Road Recreation Ground

- Installation of replacement of play panel carried out by Caretaking Team.

In hand:

- None.

(ix) The Greens / Hut & Winch Site

- Installation of 2 x litter bins carried out by the Caretaking Team.
- Repair to railings carried out by the Caretaking Team.
- Removal and clearance of broken glass from the Victorian Shelter was carried out by the Caretaking Team.

In hand:

- Routine maintenance works to gym/play equipment.
- Research in respect of providing a separately metered power supply to the Toilet Block.

(x) Allotment Gardens

- Strimming of vacant plots carried out by Caretaking Team.

In hand:

- None.

(xi) Flagstaff Land

- Installation of new flagpole carried out by the Caretaking Team.

In hand:

- Perimeter bollard gold banding (ongoing).

(xii) Coney Banks

- None.

In hand:

- None.

(xiii) Garden of Remembrance

- The Parish Caretaker has been assisted by members of New Romney British Legion to ensure the Garden of Remembrance continues to look pristine throughout the year.

In hand:

- None.

(xiv) Cinque Ports Place (Town Square) & High Street Planter

- None.

In hand:

- Re-siting of street furniture.

(xv) Vandalism / Antisocial Behaviour

- None.

(xvi) Miscellaneous

- St Martin's Field – Installation of 2 x litter bins carried out by Caretaking Team.

In hand:

- None.

This concludes my maintenance report – RFO 15th May 2024

The RFO verbally advised that:

- A glass panel in the Victorian Shelter had been smashed.
- The teenage shelter had been filled with branches broken from a nearby tree and a nearby bin had been toppled from its base.

025/2024-25 **GRANT FUNDING/ DONATIONS****(i) Caring Altogether in Romney Marsh (CARM)**

Due consideration was given to the grant funding application received from Caring Altogether in Romney Marsh (CARM).

It was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor McLachlan

RESOLVED UNANIMOUSLY – that grant funding in the sum of £214.00, to be funded from the 2024/2025 Grants/Donations Budget, be awarded to Caring Altogether in Romney Marsh (CARM).

(ii) New Romney Country Fayre

Due consideration was given to the grant funding application received from New Romney Country Fayre.

It was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Terry

RESOLVED – that grant funding in the sum of £500.00, to be funded from the 2024/2025 Grants/Donations Budget, be awarded to New Romney Country Fayre.

(iii) Light Up New Romney (LUNR)

Due consideration was given to the grant funding application received from Light Up New Romney (LUNR).

It was:

PROPOSED BY: Councillor McLachlan

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that grant funding in the sum of £500.00, to be funded from the 2024/2025 Grants/Donations Budget, be awarded to Light Up New Romney (LUNR).

(iv) Romney Marsh Community Hub

Due consideration was given to the grant funding application received from Romney Marsh Community Hub.

It was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that grant funding in the sum of £200.00, to be funded from the 2024/2025 Grants/Donations Budget, be awarded to Romney Marsh Community Hub.

026/2024-25 **TOWN IDENTIFIER PROJECT**

Extensive consideration was given to final approval for the location and design in respect of the ‘Town Identifier’ sculpture.

It was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Hiscock

RESOLVED – that (i) the Town Council’s Block Paved Area in Church Approach, be approved as the site for the ‘Town Identifier’ sculpture; (ii) the Obelisk design be approved subject to the following caveats:

- (i) The design be amended to reflect local imagery and to include the Town Crest.**
- (ii) The topper to be of a fixed construction and to be a depiction of the ‘Town Trail’ insert.**

027/2024-25 **ASSEMBLY ROOMS CAR PARK**

The verbal report of the RFO in respect of the condition of the Assembly Rooms car park was received and noted. Following due consideration it was:

(i)

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that, due to the health and safety aspect of this matter, Standing Orders be waived to allow the RFO to implement a suitable solution to repair the car park surface.

(ii)

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that (i) a budget, in respect of the afore-mentioned repairs, up to a maximum of £15,000.00, be allocated; (ii) to be funded from the Buildings Repair and Restoration Reserve Fund and (iii) the RFO be authorised to settle all relevant invoices, when received, having first ascertained all is in order.

The Chairman thanked the Councillors and the Finance Clerk for their attendance and the meeting then concluded @ **8.15PM**.

NB: All documents referred to herein are freely available for perusal on the Town Council website: www.newromney-tc.gov.uk or at the Town Hall for perusal on request, except for those documents of a sensitive / legal nature discussed in private session, including documents relating to staff matters which remain Private and Confidential in accordance with Data Protection legislation.

Minutes prepared by the RFO

MINUTES
of
A Meeting of the Planning and Environment Committee
Held in the Assembly Rooms, Church Approach, New Romney
on 8th May 2024
Commencing at 6.45pm

PRESENT:

Councillors: P Coe, P Carey, J Rivers, K Terry, S O'Hare, J Houston, J Davies and L Phillips

In the Chair: Councillor P Coe

In Attendance: Planning Clerk - Mrs G Hall
Members of public x 3

667/2023-24 **APOLOGIES**
None.

668/2023-24 **DISPENSATION TO PARTICIPATE**
No new applications for Dispensation to Participate had been received.

669/2023-24 **DECLARATIONS OF INTEREST**
None.

670/2023-24 **ADJOURNMENT OF MEETING**
It was not necessary to adjourn the meeting as no questions had been received in writing.

671/2023-24 **PUBLIC QUESTIONS**
None received.

672/2023-24 **RE-CONVENING OF MEETING**
Not applicable.

673/2023-24 **MINUTES**
Minutes of the Meeting Held on 17th April 2024
The Chairman presented the **Minutes of the Planning and Environment Committee Meeting** Held on **17th April 2024**, a copy of which had been previously circulated to all Councillors.

Having duly considered the afore-mentioned minutes, it was:

PROPOSED BY: Councillor Houston
SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that the Minutes of the Planning and Environment Committee Meeting held on 17th April 2024 be approved and signed as a true and correct record.

674/2023-24 **PLANNING CLERK'S REPORT**

The Planning Clerk's report, which had been previously circulated to all Committee Members, was duly received and noted and read as under:

- **Change of venue for all Planning & Environment Committee Meetings**

Please note that from our next meeting date 29th May 2024, all future Planning and Environment Committee Meetings will be held in The Council Chamber, Town Hall, New Romney, TN28 8BT.

- **Footpath between Mountfield Industrial Estate – Church Lane**

The original footpath that ran between Mountfield Industrial Estate and Church Lane has now been reinstated by the developer. The new plans for an engineered/lit footpath have been abandoned due to cost and road adoption issues. New Romney Town Council's Parish Caretakers have gone and strimmed away the overgrown brambles to make the footpath passable.

- **Planning Enforcement: 23/2017/FH – 3 The Churchlands, New Romney.**

3 The Churchlands, Planning application: [23/2017/FH](#). Folkestone and Hythe District Council Planning Enforcement have recently visited the property and the owners have been advised that the single storey garden annexe has not been constructed according to the approved plans, as it is not in the location shown. Planning enforcement officers have instructed the owners to resolve this matter, they can either rebuild the structure in the correct position or make an application to amend the approved plans (although there is no guarantee that permission would be granted).

675/2023-24 **SCHEDULE OF PLANNING APPLICATIONS**

It was

PROPOSED BY: Councillor Houston

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that NRTC Planning and Environment Committee comments, including those comments relating to additional planning applications received after publication of the agenda for this meeting, be submitted to FHDC Planning Department:

Application No**Location and Description**(i) [24/0554/FH](#)Sladden Cottage, North Street,
New Romney, TN28 8DLWorks to trees in a conservation
area comprising of T1 Sycamore
crown reduction by a max of 4m
in height and 2m lateral
spread, T2 Evergreen fell.**RECOMMENDATION****No Objection****Voting:****For Application:****8****Against Application:****0****Abstained:****0**(ii) [24/0557/FH/TCA](#)Craythornes, Fairfield Road,
New Romney, TN28 8HUWorks to trees in a conservation
area comprising of T1 multi stem
Bay fell to ground.**RECOMMENDATION****Recommend Refusal – TPO
condition should remain.****Voting:****For Application:****1****Against Application:****7****Abstained:****0**(iii) [24/0578/FH/PA](#)Sewage Treatment Works,
Station Approach, Littlestone,
TN28 8LUKCC/FH/0038/2024-KCC
Consultation request for
installation of a 250 kilowatt
ground mounted solar
photovoltaic array with
associated infrastructure and
biodiversity enhancement.
For more information please
click [HERE](#).**RECOMMENDATION****No Objection****Voting:****For Application:****8****Against Application:****0****Abstained:****0**

(iv) [24/0312/FH](#)

Governors House,
Cannon Street,
New Romney, TN28 8BH

Listed Building Consent for the
replacement of windows to the
front elevation.

RECOMMENDATION**Voting:**

For Application:
Against Application:
Abstained:

No Objection

8
0
0

(v) [24/0555/FH](#)

Homeleigh, Rolfe Lane,
New Romney,
TN28 8JL

Works to trees the subject of
TPO No 02 of 2006 T1 Oak
crown reductions by a max of
3 metres in height & 2 metres
laterally & T2 Pine remove 'hung
up' branch and deadwood.

RECOMMENDATION**Voting:**

For Application:
Against Application:
Abstained:

No Objection

8
0
0

(vi) [24/0397/FH](#)

2 Cherry Gardens, Littlestone,
New Romney, TN28 8QR

Single storey side extension, first
floor cladding and off road
parking.

RECOMMENDATION**Voting:**

For Application:
Against Application:
Abstained:

**No Objection subject to
minimum clearance
maintained to neighbouring
property/boundary.**

8
0
0

(vii) [24/0575/FH](#)

Land Adj 1-2 West Lawn Cottages, Lydd Road, New Romney

New self-catering tourist accommodation, on land previously occupied by an old garage.

RECOMMENDATION

No Objection – Would still recommend bike storage as public transport links in New Romney aren't excellent as previously stated on appeal.

Voting:

For Application:

8

Against Application:

0

Abstained:

0

(viii) [23/1789/FH](#)

73 Coast Drive, Greatstone, New Romney, TN28 8NR

Folkestone & Hythe District Council write to inform you that the following case has been appealed under ref: [AP-6632](#)

Appeal against refusal of planning application [23/1789/FH](#) - Retrospective planning application for the conversion of an outbuilding to provide a 1 bedroom dwelling house.

Planning Inspectorate Number - APP/L2250/W/24/3339000

FHDC Decision: Recommended Refusal Reasons (2)

1 - The proposed new dwelling, by virtue of its scale, design, layout and size, would result in a form of development that would not sit comfortably in its plot, appearing cramped and out of keeping with the pattern and form of development in the surrounding area, resulting in visual harm to character and appearance of the area.

The proposal would therefore be contrary to policies HB1 and HB10 of the Places and Policies Local Plan 2020.

2- The proposed development would provide inadequately sized garden area for the proposed dwelling that would fail to comply with the minimum external space standards which would be detrimental to the future residential amenities of the new dwelling. The proposal would therefore be contrary to policies HB3 and HB10 of the Places and Policies Local Plan.

NRTC previous comments:

Recommend refusal, not enough information. Clarification is needed on drainage as identified by KCC Highways & Environment Agency.

RECOMMENDATION

**Recommend Refusal –
Previous comments still apply
– fully support FHDC decision
and reasonings for refusal.**

Voting:

For Application:	0
Against Application:	8
Abstained:	0

676/2023-24 **SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

678/2023-24 **FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/DECISIONS/MATTERS**

(i) A schedule of delegated decisions of Folkestone & Hythe District Council Planning Department for the periods ending 18th April 2024, 25th April 2024 and 28th April 2024 were duly received and noted.

679/2023-24 **ENVIRONMENTAL MATTERS**

The Kent & Medway Air Quality Forecast for Monday 29th April 2024 which had previously been circulated to all Committee Members, was duly received and noted.

680/2023-24 **REPORTS FROM WORKING PARTIES****Parish Highway Improvement Plan**

Details regarding New Romney Community Speed Watch Scheme & Changes to High Street Parking a copy of which had previously been circulated to all Committee Members, was duly received and noted.

681/2023-24 **ROMNEY MARSH FORUM – LOCAL PUBLIC TRANSPORT SERVICE**

Having duly considered questions for the representative from Stage `Coach at the next Romney Marsh Forum

It was

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that the following questions be put forward to the Stage Coach Representative at the next Romney Marsh Forum on behalf of New Romney Town Council:

Q1) As a part of New Romney Town Council's Parish Highway Improvement plan one of the proposals is to change the layout of the Parking in New Romney High Street. The proposed changes will stop parking down one side of the High Street which in turn will allow for free flow of traffic and stop/ease congestion and bottle necks. Can the bus timetable for New Romney High Street be reviewed after taking into consideration the implementation of the proposed Changes to High Street Parking and add more services?

Q2) Can we have more buses added to off-peak hours to allow passengers to travel outside of school hours as some elderly and vulnerable residents like to avoid travelling when school children are on the buses?

Q3) When will the bus route be changed to stop the bus driving down Victoria Road in Littlestone? This is a residential street and not suitable for buses to travel down as typically cars park on both sides of the road. There will also be a new development in the near future at the bottom of Victoria Road West which will increase the amount of vehicles using that road.

Q4) Is there any update as to when the turning circle for the buses outside The Jolly Fisherman Pub at the end of Dunes Lane will be changed to allow the buses to turn there and stop using Victoria Road?

Q5) Will there be a direct bus service from New Romney to both the William Harvey Hospital and The Ashford International

Railway? We need more buses from the Marsh to Ashford and at earlier times for students and workers.

263

682/2023-24 **TRANSPORT FOR SOUTH EAST CONSULTATION**

Having reviewed the Transport for South East Consultation, a copy of which had previously been circulated to all Committee Members.

It was

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY that Councillor Rivers, Councillor Coe and Councillor Phillips have been appointed to respond to the consultation on behalf of New Romney Town Council.

The Chairman thanked those present for their attendance and the meeting Concluded **at 7.34pm**

Minutes prepared by the Planning Clerk

MINUTES
of
A Meeting of the Planning and Environment Committee
Held in the Assembly Rooms, Church Approach, New Romney
on 29th May 2024
Commencing at 6.45pm

PRESENT:

Councillors: P Coe, P Carey, J Rivers, K Terry, S O'Hare, S McLachlan, J Davies and L Phillips

In the Chair: Councillor K Terry

In Attendance: Planning Clerk - Mrs G Hall

Members of public x 6

028/2024-25 **ELECTION OF PLANNING AND ENVIRONMENT PURPOSES
COMMITTEE CHAIRMAN**

Having duly considered the previously approved membership of the Planning and Environment Committee for 2024-25 and having also considered the requisite skills, knowledge and understanding for relevant Committee leadership, the Chairman called for nominations for the position of Chairman of the Planning and Environment Committee for 2024-25. It was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

That Councillor K Terry be elected as Chairman of the Planning & Environment Committee for the ensuing year.

There were no further nominations.

The Chairman called for a show of hands in favour of the nomination for Councillor Terry

Vote: 8 For 0 Against 0 Abstentions

It was:

RESOLVED UNANIMOUSLY – that Councillor K Terry be hereby elected as Chairman of the Planning & Environment Committee for the ensuing year.

029/2024-25 **ELECTION OF PLANNING AND ENVIRONMENT COMMITTEE VICE CHAIRMAN**

Having duly considered the previously approved membership of the Planning and Environment Committee for 2024-25 and having also considered the requisite skills, knowledge and understanding for relevant Committee leadership, the Chairman called for nominations for the position of Vice Chairman of the Planning and Environment Committee for 2024-25. It was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Coe

That Councillor S O'Hare be elected as Vice Chairman of the Planning & Environment Committee for the ensuing year.

There were no further nominations.

The Chairman called for a show of hands in favour of the nomination for Councillor O'Hare

Vote: 8 For 0 Against 0 Abstentions

It was:

RESOLVED UNANIMOUSLY – that Councillor S O'Hare be hereby elected as Vice Chairman of the Planning and Environment Committee for the ensuing year.

030/2024-25 **APOLOGIES**

None.

031/2024-25 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been received.

032/2024-25 **DECLARATIONS OF INTEREST**

@18:46 Councillor Rivers declared a Pecuniary Interest in relation to planning application 24/0750/FH as he resides near this address and the decision made could affect the value of his home.

033/2024-25 **ADJOURNMENT OF MEETING**

@18:48

It was

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – That the meeting be hereby adjourned to accommodate a public session.

034/2024-25 **PUBLIC QUESTIONS**

2 x members of public read out their statements relating to planning application 24/0685/FH copies of which had previously been circulated to the Chairman of the Planning & Environment Committee.

035/2024-25 **RE-CONVENING OF MEETING**

@18:57

It was

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor O'Hare

RESOLVED UNANIMOUSLY – That the meeting be hereby re-convened.

036/2024-25 **MINUTES****Minutes of the Meeting Held on 8th May 2024**

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 8th May 2024**, a copy of which had been previously circulated to all Councillors.

Having duly considered the afore-mentioned minutes, it was:

PROPOSED BY: Councillor Carey

SECONDED BY: Councillor Phillips

RESOLVED – that the Minutes of the Planning and Environment Committee Meeting held on 8th May 2024 be approved and signed as a true and correct record.

Councillor McLachlan abstained from voting as she had not been present for the meeting.

037/2024-25 **PLANNING CLERK'S REPORT**

The Planning Clerk's report, which had been previously circulated to all Committee Members, was duly received and noted and read as under:

- **Change of venue for all Planning & Environment Committee Meetings**

Just a reminder that our next meeting on 29th May will be in The Council Chamber, Town Hall, High Street, New Romney, TN28 8BT at 6:45pm.

- **Romney Marsh Forum**

As discussed at the last Planning & Environment Committee meeting the following questions have been submitted to the Romney Marsh Forum for the Stagecoach Representative. I shall keep you updated once we have a response.

Q1) As a part of New Romney Town Council's Parish Highway Improvement plan one of the proposals is to change the layout of the Parking in New Romney High Street. The proposed changes will stop parking down one side of the High Street which in turn will allow for free flow of traffic and stop/ease congestion and bottle necks. Can the bus timetable for New Romney High Street be reviewed after taking into consideration the implementation of the proposed Changes to High Street Parking and add more services?

Q2) Can we have more buses added to off-peak hours to allow passengers to travel outside of school hours as some elderly and vulnerable residents like to avoid travelling when school children are on the buses?

Q3) When will the bus route be changed to stop the bus driving down Victoria Road in Littlestone? This is a residential street and not suitable for buses to travel down as typically cars park on both sides of the road. There will also be a new development in the near future at the bottom of Victoria Road West which will increase the amount of vehicles using that road.

Q4) Is there any update as to when the turning circle for the buses outside The Jolly Fisherman Pub at the end of Dunes Lane will be changed to allow the buses to turn there and stop using Victoria Road?

Q5) Will there be a direct bus service from New Romney to both the William Harvey Hospital and The Ashford International Railway? We need more buses from the Marsh to Ashford and at earlier times for students and workers.

- **Draft Kent Minerals and Waste Local Plan 2024-39**

Notice received from KCC:

Following the publication of the Pre-Submission Draft of the Kent Minerals and Waste Local Plan 2024-39 earlier this year in accordance with Regulation 19 of the above Regulations, I am pleased to inform you that the Plan has now been submitted for independent examination by the Planning Inspectorate on behalf of the Secretary of State.

Draft Kent Minerals and Waste Local Plan 2024-39 - Submission Statement and Availability of Documents May 2024

Draft Kent Minerals and Waste Local Plan 2024-39

Town and Country Planning (Local Planning) (England) Regulations 2012, 22. (3)(a)(iv)

**Submission Statement and Availability of Submitted Documents
May 2024**

The Draft Kent Minerals and Waste Local Plan 2024-39 was submitted to the Secretary of State on 17 May 2024 for Independent Examination by an appointed Planning Inspector.

The Examination will determine whether all the legal and policy requirements have been observed during the preparation of the Local Plan, and whether the Plan is 'sound' as defined by the National Planning Policy Framework. This will involve a review of the submitted Plan, relevant evidence and the formal representations received. The Examination may involve public hearings where representors can be invited to speak if they previously made formal representations on the Plan. It should be noted that, at this stage in the plan making process, further written comments are not invited. Details of any hearings will be published once they are confirmed. Anyone can attend hearings as an observer. A decision as to whether the hearings will be physical or virtual will be determined by the Planning Inspector.

The submission documents (including the Plan and Sustainability Appraisal), evidence base, background documents and Regulation 19 representations are available to view online via the County Council's Examination Webpage at <https://www.kent.gov.uk/about-the-council/strategies-and-policies/service-specific-policies/economic-regeneration-and-planning-policies/planning-policies/minerals-and-waste-planning-policy/kent-minerals-and-waste-local-plan-review-2024-39>. The webpage will be updated with the latest documents, including correspondence from the Planning Inspector, throughout the period leading up to and during the Examination, including the details of any public hearings once confirmed.

The submission documents, evidence base and Regulation 19 representations are also available to view in hard copy at the main County Council office - Sessions House, County Hall, Maidstone, Kent ME14 1XQ between the hours of 9am and 5pm Monday to Friday for the duration of the Examination. In addition, the County Council has computer access available via its libraries (excluding mobile libraries) where the aforementioned documents are available to be viewed in an electronic format during their normal opening hours

038/2024-25 **SCHEDULE OF PLANNING APPLICATIONS**

It was

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Davies

RESOLVED – that NRTC Planning and Environment Committee comments, including those comments relating to additional planning applications received after publication of the agenda for this meeting, be submitted to FHDC Planning Department:

Application No**Location and Description**(i) [24/0605/FH](#)Old Strand, Church Road,
New Romney, TN28 8EYLawful Development Certificate
(proposed) for a single storey
side extension.**RECOMMENDATION****No Objection****Voting:****For Application:****8****Against Application:****0****Abstained:****0**(ii) [24/0685/FH](#)19 Meehan Road, Greatstone,
New Romney, TN28 8SQ**Demolition of existing garage,
kitchen, rear porch and
removal of chimney and
replace with side and rear
extension, including integral
garage and construction of
attic truss roof with two
dormers front facing and two
dormers rear facing.
(Retrospective application to
reflect changes in final
drawings and build).****RECOMMENDATION****Recommend refusal as
contravenes policies HB8 &
HB1 – too close to
neighbouring
properties/boundary,
overlooking/overshadowing
neighbouring property, &
doesn't pass the 45 degree
angle test. Applicant was
told to stop building by
planning enforcement but
carried on building anyway.****Voting:****For Application:****0****Against Application:****8****Abstained:****0**

(iii) [24/0692/FH](#)Sainsburys, Dymchurch Road,
New Romney, TN28 8GUInstallation of new plant on the
roof and change to the service
yard.**RECOMMENDATION****Voting:****For Application:****Against Application:****Abstained:****No Objection****5****2****1**(iv) [24/0724/FH](#)Cranbrook, 15 Victoria Road,
Littlestone, TN28 8NLSingle storey outbuilding to
create annexes, following
removal of existing garage and
outbuildings.**RECOMMENDATION****Voting:****For Application:****Against Application:****Abstained:****Recommend refusal –
Contravenes HB9 – gives no
reason for separate annexe.****3****5****0**(v) [24/0063/FH](#)Plot F, Land Rear of Plot 15,
Collins Road, New Romney,
TN28 8LH3 no new industrial buildings
subdivided into 8no units
including parking, access and
associated works.**RECOMMENDATION****Voting:****For Application:****Against Application:****Abstained:****Recommend refusal –
Contravenes policy T2 – not
enough parking, doesn't
meet KCC conditions and
they haven't submitted car
tracking.****1****7****0**

@19:32 Cllr Rivers left the Council Chamber.

(vi) [24/0750/FH](#)

1 Longshore Grove,
New Romney,
TN28 8FP

Garage conversion to Living
Accommodation.

RECOMMENDATION

**Recommend refusal –
contravenes policyT2 – Not
enough information
regarding parking.**

Voting:

For Application:	2
Against Application:	5
Abstained:	0

@19:44 Cllr Rivers re-joined the meeting.

(vii) [24/0684/FH](#)

The Marsh Academy, Station
Road, New Romney, TN28 8BB

Creation of a 3G Artificial Grass
Pitch (AGP) with perimeter
fencing, hardstanding areas,
storage container, flood lights
and an access footpath.

RECOMMENDATION

No Objection

Voting:

For Application:	8
Against Application:	0
Abstained:	0

(viii) [24/0670/FH](#)

4 Haywards Close, New
Romney, TN28 8LA

Erection of front and rear
dormers.

RECOMMENDATION

No Objection

Voting:

For Application:	8
Against Application:	0
Abstained:	0

(ix) [24/0752/FH](#)21 Coast Drive, Greatstone,
New Romney, TN28 8NXReplacement of existing dwelling
with a three storey dwelling with
lower ground floor garage.**RECOMMENDATION****No Objection****Voting:****For Application:****6****Against Application:****0****Abstained:****2**039/2024-25 **SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

040/2024-25 **FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/
DECISIONS/MATTERS**(i) A schedule of delegated decisions of Folkestone & Hythe District
Council Planning Department for the periods ending 5th May 2024, 12th
May 2024 and 23rd May 2024 were duly received and noted.041/2024-25 **ENVIRONMENTAL MATTERS**Sea Water Sampling – The Planning Clerk verbally reported that
NRTC's first set of test results for the Sea Water Sampling had been
received.

It was

PROPOSED BY: Councillor Terry**SECONDED BY:** Councillor Rivers**RESOLVED UNANIMOUSLY that formalisation of the
dissemination of Water Sampling Data, be listed as an agenda
item for the next meeting of New Romney Town Council's
Planning & Environment Committee.**The Kent & Medway Air Quality Forecast for Monday 20th May 2024
which had previously been circulated to all Committee Members, was
duly received and noted

042/2024-25 **REPORTS FROM WORKING PARTIES****Parish Highway Improvement Plan**

The data relating to Changes to High Street Parking, which had been previously circulated to all Committee Members, was duly received and noted and read as under:

Yes: 23

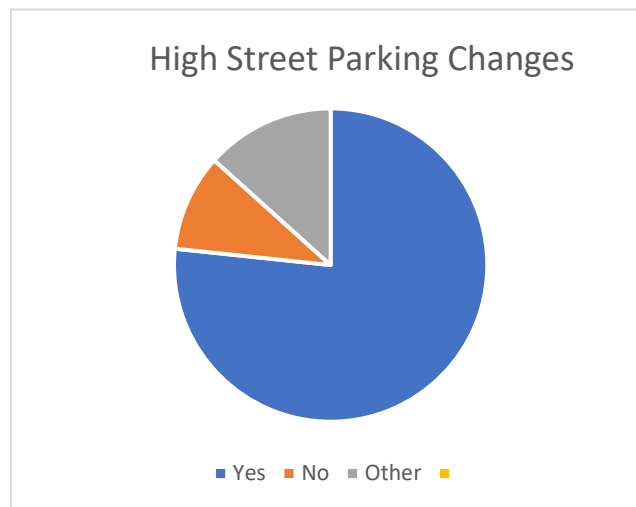
76.7% in favour of the proposed changes

No: 3

10% are not in favour of the proposed changes.

Other/Did not answer: 4

13.3% marked other/did not answer to question on the comment form



The Chairman thanked those present for their attendance and the meeting Concluded **at 8.16pm**

Minutes prepared by the Planning Clerk

NEW ROMNEY TOWN COUNCIL COMPOSITION OF STANDING COMMITTEES FOR 2024-25

Personnel committee

PLEASE NOTE: In accordance with the relevant Terms of Reference, the composition of the Personnel Committee will be confirmed at the first ordinary meeting of Full Council once the appointed Chairman of the F&GP Committee is known.

Terms of Reference for the Personnel Committee provide that the Committee shall be restricted to a maximum of FIVE Members due to the sensitive private and confidential nature of personnel-related matters considered by the Committee; to include the Chairman of the Council and the Chairman of the Finance & General Purposes Committee.

Thus, the Committee shall comprise: **Councillor Rivers, Councillor Thomas plus 3 further Members** to be appointed from the below list (plus formal Reserve Member):

PERSONNEL COMMITTEE

Councillor Peter Coe
Councillor Jane Hiscock
Councillor John Davies
Councillor Paul Carey
Councillor Rev Cn Sheila McLachlan

AGENDA ITEM 14 To Follow (If available)

AGENDA ITEM 15



NEW ROMNEY TOWN COUNCIL
REPRESENTATIVES ON OUTSIDE BODIES 2023-24
(To be reviewed for 2024-25)



1. **Steward for Damian Collins MP** (MP Surgery is held on first Friday of each Month 16.45 to 17.15 hours)
Councillor L Glover

(Reserve: Councillor P J Coe)

Attendants - Town and Coast Ward (Held first Friday of each month
Surgery Attendants 16.45 to 17.15 hours)

Councillor K Terry
Councillor A Meredith
Councillor W D Wimble (District Council)
2. **Emergency Contacts for Folkestone & Hythe District Council (FHDC)**
The Mayor and Deputy Mayor
3. **Floodline Contacts for Environment Agency**
Councillors J Hiscock, P Thomas, J Rivers and P Carey
4. **Shepway Committee of Kent Association of Local Councils**
Councillors J Rivers and K Terry
5. **Shepway District and Parish Councils Joint Committee**
(Decided by Members of 4 above)
6. **Lydd Airport Consultative Committee**
Councillors P J Coe and J Davies
7. **Dungeness Site Stakeholder Group**
Councillors P J Coe, W D Wimble and A Meredith

8. **NHS/South Kent Coast Clinical Commissioning Group**
Councillors J Rivers and J Hiscock
9. **Southlands Almshouse Charity**
Councillors P J Coe
10. **Confederation of Cinque Ports**
Town Mayor, and Town Clerk
Cinque Ports Champion (4 year term): Councillor Rev Cn S McLachlan
11. **Romney Marshes Area Internal Drainage Board**
Councillors P J Coe and J Hiscock
12. **Environment Agency**
Councillor P J Coe and J Hiscock
13. **Allotment Association**
Councillors A Meredith and J Hiscock
14. **Romney Marsh Forum**
Councillors J Hiscock and W D Wimble
15. **Mayoral Representative**
No permanent representative – To be appointed at the discretion of the Mayor and
Town Clerk when the occasion arises.
16. **New Romney Coastal Community Team (To be deleted for 2024-25)**
Councillors J Rivers and Rev Cn S McLachlan (Subject to RMCCT approval)
17. **New Romney in Bloom**
Councillor Rev Cn S McLachlan

CAPITAL PROJECTS REPORT

(i) Maude Community Centre Project Update Report

Contractor's Site Report

Contractor's Site Report



New Romney pavilion and nursery

Contractor's Report prepared on 03.06.2024 by Justin Hazelden

Present- Justin Hazelden, Dan Calnan, Sen Devage, Ron Brooker, Jon Cook, Phil Hall

For Site Meeting No.01 to be held on 6th June 2022 at 10.00am

1.0 Contract Particulars

- | | | |
|-----|-----------------------------|--|
| 1.1 | Contract Commencement Date: | 29th April 2024 (on site start) |
| 1.2 | Contract Period: | 52 weeks |
| 1.3 | Period Elapsed: | 5 weeks |
| 1.4 | Contract Completion Date: | 28th April 2025 |
| 1.5 | EOT Requested: | 11 days as per programme issued 05.06.24 |
| 1.6 | EOT Granted: | TBC. |

2.0 Summary of Progress

2.1 Progress in relation to Preliminary Programme

We have achieved 15% actual progress as set against the programmed tasks.

<u>Item No.</u>	<u>Operation</u>	<u>Progress</u> %	<u>Remarks</u>
1	Site compound establishment	78	Await Electricity, no CCTV
2	Electric + Gas meter removal	100	
3	TBS kiosk connection	100	
4	Bat removal	100	
5	Initial setting out of nursery location	100	
6	Piling / scaffold matts	50	
7	Founds and Substructure	0	
8	Ground Floor Slab	0	
9	Foul Drainage	0	
10	Surface Water Drainage	0	
11	Demolition of Nursery	0	TBC (poss from 12/06/24)
12	CLT Structure	0	In Manufacture
13	Roof / Cladding	0	
14	Brickslips	0	
15	Internals	0	
16	Electrical	0	
17	Mechanical	0	
18	Flooring	0	
19	External works.	0	

2.2 Work due to commence in next period:

Ground improvement (Nursery)
Drainage (Nursery)
Foundations (Nursery)
Demolition of existing pavilion.
Ground improvement for pavilion.

3.0 Information Required

Latest Date Required

Confirmation of electric meter installation date

11th June

Confirmation of window / cladding / door colours required.

Acceptance of brick sample to allow submission to the planners.

4.0 Adverse Weather

We have not suffered from any adverse weather in this early phase.

Time lost in period: 0 days 0 hours
Total to date: 0 days 0 hours

5.0 Report on Sub Contractors

Ground workers - All is progressing well despite the nesting bird issue. We have setup site and preparing for the ground improvement team to start on site next week.

Ground Improvement – Starting w/c 10th – works scheduled for 3 – 4 days.

Demolition – JH keeping in close contact with the demolition contractor feeding back bird activity. Will continue to monitor with the view to book in a start date.

6.0 Sub Contractor appointment

<u>Sub contractor</u>	<u>Appointed</u>
Ground improvement	✓
Demolition	✓
Groundworks	In house
Concrete slab	✓
CLT frame	✓
Windows + doors	✓
Roof coverings	In house
Electrics	✓
Plumbing	✓
Ventilation	✓
Internal Stairs	✓
Lift	✓
Section 278	TBC

7.0 Building Control

Building Control (Harwood) have been appointed and will be called in to inspect the nursery foundations pre pour.

Design Stage SBEM calculation has been commissioned and is underway.

Fire consultants FIRERAS have been appointed and are underway with commentary.

Structural calculations all issued to building control including for CLT.

8.0 Health and Safety

Risk and method statements are in place for all works conducted to-date and for works to commence in the next period. We have had 29 man days on site with no reportable accidents or occurrences to-date.

All works are being monitored daily by our Site Manager. We are due our monthly external safety visit from HK Safety services and the findings of this report will be attached on the next progress report.

Without a power supply to the site, we are unable to fulfil our legal obligations under CDM to provide suitable welfare facilities for our operatives. We have therefore opted to install a stand alone ground hog cabin to provide appropriate facilities for the limited staff on site at present. This is at additional cost to the contract.

We have a full CDM compliant installation set up on site, but we do not have any power as we still await the installation of a TBS metered supply as requested in the pre-start meeting.

We are investigating measures to improve the site fencing to create a more rigid detail with additional passive security measures to the panels and joints.

9.0 General Statement

The works on site have generally progressed despite the nesting bird issue. We have had a break in and are keen to get CCTV installed on site but are awaiting a meter installation date.

10.0 Design

1. Architectural Design progress

1. Drawings:
 - a) GA Plans, Sections & Elevations 95%
 - b) Detailing 90%
 - c) Fire Plans 90%
 - d) Scheduling 100%
2. As agreed in our previous meeting, we are on track to issue our Stage 04 drawing package for review and comment.

2. Structural Design

1. Coordination with PMA underway for substructures and stands at 100% complete.

3. CLT Design Coordination

1. 5 No' Workshops carried out in the last month
2. Line-loads for substructures confirmed.
3. General Arrangement drawings stand at 100% complete.

4. MEP Design Coordination

1. Layouts for both buildings are progressing well and stand at 90% complete.
2. BWIC holes through the CLT are due for completion on 7th June for production.

3. Drainage Po-ups through Ground Floor Slabs have been set out and coordinated. 100%
4. Below ground services have been set out and routes established. 100%

5. Ground Improvement

1. Designs have been received from Gmech and confirmed for construction. 100%
2. Phasing of the works in lieu of nesting birds is under discussion.

6. Procurement

1. External Window & Door package has been placed. Design underway, first issue of detail drawings expected mid June.
2. MVHR designs 90% complete.
3. Passivent order is 90% complete.

10.0 Commercial

Valuation 3 to be issued to 6th June incorporating the Egoir sign off 2nd tranche, vesting certificate sent to EA for comment/approval. All further main structure materials to be applied upon delivery to site within next billing period.
Variation request/extension of time to be submitted in respect of Ecology delays and associated costs once full duration known.

Insurance provider to visit site and check security, lack of supplies becoming urgent due to continued attempts to access/damage site.

(ii) Maude Community Centre Project Financial Update Report



FINANCIAL REPORT NR 1

THE MAUDE COMMUNITY CENTRE

at

NEW ROMNEY TOWN COUNCIL

for

New Romney Town Council

13 May 2024

Project Ref: 14032

THE MAUDE COMMUNITY CENTRE

FINANCIAL REPORT

Report Nr.1



NOTES/ COMMENTS

Date: 13 May 2024

Ref. Description

- 1 Works continue in accordance with Kent Structures Ltd's construction programme
- 2 No delays have been reported to date
- 3 No Employer's Agents Instructions have been issued to date
- 4 Potential variations currently awaiting instruction are identified in Appendix B together with associated costs
- 5 Adjustment of Provisional Sum expenditure (excluding Contingency) is identified in Appendix C
- 6 Key changes in the since the last report include: N/A
- 7 The first two valuation have been carried out in the intervening period, and the cashflow section of the Cost Report has been updated to reflect the gross value of works to date.

THE MAUDE COMMUNITY CENTRE

Employer New Romney Town Council Town Hall, High Street New Romney TN28 8BT				Report No: 1								
Employers Agent Synergy Construction & Property Consultants LLP 8 / 9 Faraday Road Guildford GU1 1EA				Date of Issue: 13-May-24								
Contractor Kent Structures Ltd Unit 6, The Glenmore Centre Moat Way, Ashford TN24 0TL				Reference: SY14032								
Contract Dates:	Possession: 29-Apr-24	Completion 28-Apr-25	Extended to: 28-Apr-25	Contract dated: 06-Mar-24								
Contract Period (in weeks)	Total Weeks 52	Weeks elapsed 2	Weeks Remaining 50									
CONTRACT SUM Less Contingency Related Allowances				£3,291,506 £0								
				£3,291,506								
		<table border="1"> <thead> <tr> <th>Omit</th> <th>Add</th> </tr> </thead> <tbody> <tr> <td>£0</td> <td>£0</td> </tr> <tr> <td>£0</td> <td>£0</td> </tr> <tr> <td>£0</td> <td>£0</td> </tr> </tbody> </table>	Omit	Add	£0	£0	£0	£0	£0	£0		
Omit	Add											
£0	£0											
£0	£0											
£0	£0											
EMPLOYER'S AGENT INSTRUCTIONS: Actual as Appendix A				£0								
Anticipated as Appendix B				£0								
PROVISIONAL SUMS : See Appendix C				£0								
CLAIMS Nothing notified to date				£0								
Sub-total				£3,291,506								
Employer contingency remaining		£156,600		£156,600								
ANTICIPATED FINAL COST OF MAIN CONTRACT WORKS				£3,448,106								
ADDITIONAL CLIENT ITEMS: See Appendix D		£0	£0	£62,500								
PROFESSIONAL FEES: - See Appendix E				£106,010								
Sub-total				£3,616,616								
VALUE ADDED TAX (on construction costs and all fees except planning fee)				EXCLUDED								
ANTICIPATED TOTAL FINAL COST OF WORKS				£3,616,616								
Delays and Extension of Time												
Delays notified by Contractor to Architect		0 weeks										
Extension of Time Granted by Architect		0 weeks										
Extended date for Completion		28-Apr-25										
		Approved by: J Cook Signed:  Date: 13/05/2024										

APPENDIX A - EMPLOYER'S AGENT INSTRUCTIONS

[illegible]

14032 Maude Community Centre Cost Report Nr 1

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APPENDIX B - POTENTIAL VARIATIONS AWAITING INSTRUCTION

[illegible]

14032 Maude Community Centre Cost Report Nr 1

B / 3

APPENDIX C - PROVISIONAL SUMS

Item	Brief Description	Tender allowance		
			Omit	Add
<u>PROVISIONAL SUMS</u>				
<u>Employer Provisional Sums for Defined Works</u>				
A	Boot cleaning area	£7,500		
B	Additional client fit out: Notice boards etc	£5,000		
C	Building external signage	£3,000		
D	Additional acoustic measures	£25,000		
E	Additional external works	£50,000		
<u>Contractor Included Provisional Sums</u>				
F	Kitchen / bar fit out & Nursery reception desk	£31,000		
G	Incoming mains services supplies	£40,000		
H	Covered cycle canopy and bike racks	£15,000		
	Employer Contingencies		See Summary	
Carried forward		£176,500	£0	£0

14032 Maude Community Centre Cost Report Nr 1

C / 1

APPENDIX D - CLIENT DIRECT COSTS

Instruction/ Variation	Brief Description		
			Add
	<p align="center"><u>CLIENT DIRECT COSTS</u></p> <p><u>Client Fixtures & Fittings - furniture / specialist fit out etc</u></p> <p>Budget</p>		£62,500
	Carried to Summary		£62,500

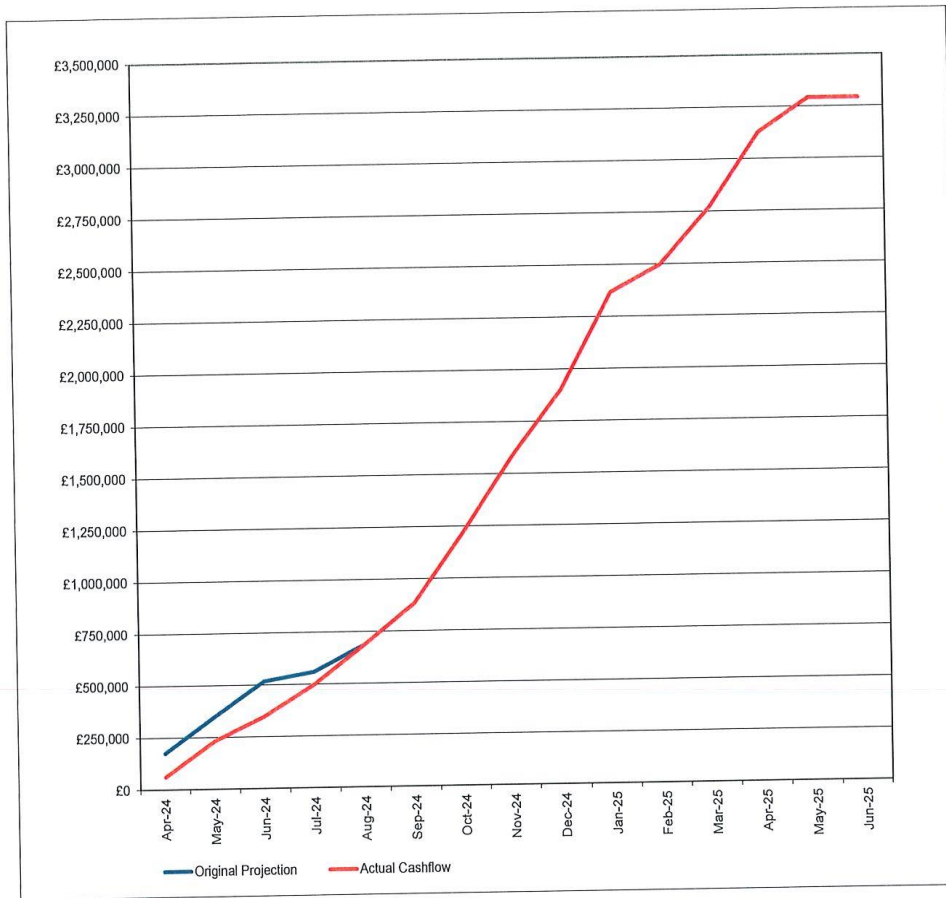
14032 Maude Community Centre Cost Report Nr 1

D / 1

APPENDIX E - PROFESSIONAL AND OTHER FEES

Instruction/ Variation	Brief Description		
		Omit	Add
	<u>Professional & Other Fees</u>		
	Forecast Construction Cost		3,291,506
	Fees Schedule:	Budget	Confirmed
	Pre-construction Fees		Excluded
	Construction phase fees to completion:		
	Synergy QS		28,350
	Synergy PM		26,640
	Hollaway		21,000
	Sweco (Structures) - PROVISIONAL		17,500
	Sweco (Services)		12,520
		-	106,010
			-
			106,010
	Carried to Summary		£106,010

APPENDIX F - PROJECT CASHFLOW



ORIGINAL PROJECTION						ACTUAL CASHFLOW / REVISED PROJECTION					
	Val Due Date	Gross Projection	Retention	Nett	Previous	Monthly Payment	Gross value	Retention	Nett	Previous	Monthly Payment
1	08-Apr-24	£175,000	-£5,250	£169,750	£0	£169,750	£62,599	-£1,878	£60,721	£0	£60,721
2	06-May-24	£350,000	-£10,500	£339,500	£169,750	£169,750	£233,170	-£6,995	£226,175	£60,721	£165,454
3	06-Jun-24	£518,989	-£15,570	£503,419	£339,500	£163,919	£350,000	-£10,500	£339,500	£226,175	£113,325
4	08-Jul-24	£560,432	-£16,813	£543,619	£503,419	£40,200	£500,000	-£15,000	£485,000	£339,500	£145,500
5	06-Aug-24	£687,540	-£20,626	£666,914	£543,619	£123,295	£687,540	-£20,626	£666,914	£485,000	£181,914
6	06-Sep-24	£881,995	-£26,460	£855,535	£666,914	£188,621	£881,995	-£26,460	£855,535	£666,914	£188,621
7	07-Oct-24	£1,219,229	-£36,577	£1,182,652	£855,535	£327,117	£1,219,229	-£36,577	£1,182,652	£855,535	£327,117
8	06-Nov-24	£1,581,424	-£47,443	£1,533,981	£1,182,652	£351,329	£1,581,424	-£47,443	£1,533,981	£1,182,652	£351,329
9	06-Dec-24	£1,900,762	-£57,023	£1,843,739	£1,533,981	£309,758	£1,900,762	-£57,023	£1,843,739	£1,533,981	£309,758
10	06-Jan-25	£2,367,431	-£71,023	£2,296,408	£1,843,739	£452,669	£2,367,431	-£71,023	£2,296,408	£1,843,739	£452,669
11	06-Feb-25	£2,496,773	-£74,903	£2,421,870	£2,296,408	£125,462	£2,496,773	-£74,903	£2,421,870	£2,296,408	£125,462
12	06-Mar-25	£2,770,305	-£83,109	£2,687,196	£2,421,870	£265,326	£2,770,305	-£83,109	£2,687,196	£2,421,870	£265,326
13	07-Apr-25	£3,129,024	-£93,871	£3,035,153	£2,687,196	£347,957	£3,129,024	-£93,871	£3,035,153	£2,687,196	£347,957
14	06-May-25	£3,291,506	-£49,373	£3,242,133	£3,035,153	£206,980	£3,291,506	-£49,373	£3,242,133	£3,035,153	£206,980
15	06-Jun-25	£3,291,506	-£49,373	£3,242,133	£3,242,133	£0	£3,291,506	-£49,373	£3,242,133	£3,242,133	£0
16	28-Apr-26	£3,291,506	£0	£3,291,506	£3,242,133	£49,373	£3,291,506	£0	£3,291,506	£3,242,133	£49,373
TOTAL						£3,291,506	£3,291,506				

Note: All figures are exclusive of VAT, which shall be charged at the prevailing rate where applicable



Appendix 2(iii)



NEW ROMNEY TOWN COUNCIL

SCHEDULE OF PAYMENTS APPROVED IN ADVANCE IN RESPECT OF ANNUAL / ROLLING CONTRACTS AND STATUTORY DUTIES / OBLIGATIONS FOR FINANCIAL YEAR 2024-25

Grounds Maintenance (Spraying) – Allotments (Adhoc): M Coleman Arboricultural Services

Grounds Maintenance – Church Lane Ditch Management: Ostridge Contractors/M Coleman Arboricultural Services

Grounds Maintenance – The Greens: M Coleman Arboricultural Services

Grounds Maintenance – Fairfield Road Recreation Ground: M Coleman Arboricultural Services

Grounds Maintenance – Flagstaff Land: M Coleman Arboricultural Services

Annual Internal Audit: Lionel Robbins

Annual External Audit: Mazars LLP

IT Support and Remote Management : MPR IT Solutions

Utilities (inc Gas, Water, Drainage, Electricity, Telephone/Broadband, Alarm system, Waste Removal): British Gas, RMIDB, Affinity Water, Castle Water Ltd, EDF, Trooli, Three (H3G), Chubb Fire & Security, Veolia, Business Stream

Salaries: (inc NI / PAYE / Student Loan / Superannuation / Mileage Allowance / Expenses – as applicable)

Membership Subscriptions: KALC, SLCC, South Eastern Employers, Kent County Playing Fields, Confederation of Cinque Ports, CPRE (Protect Kent), GeoXsphere, Guild of Macebearers, Information Commissioners, Romney Marsh Forum, *Vision ICT Ltd / HCI Data – Website / Email / Domain name hosting*, Royal Mail Ltd – Response Plus Licence; Satswana – Data Protection Officer

Photocopier / Printer Leasing: Ricoh / KCS Professional Services (Kent County Supplies / Kent County Council)

PAT Testing Services: MarshPAT

Fire Safety Equipment Testing Services: Branch Fire & Safety LLP

Annual Boiler Service and Header Tank Inspection – Town Hall: Rolfe's Heating

Town Council Insurance: Zurich Municipal

Approved: 1ST June 2015
Last Reviewed and Amended: 12th April 2023

Annual Chairlift Inspection: Higher Elevation Ltd

General Maintenance Supplies and Tooling: W & E Rolfe & Son / BILT Builders' Merchants / Amazon Business (Amazon Marketplace)

Annual RoSPA Inspections: Playsafety Ltd

Annual Furniture Removals (Mayor-Making): Bournes Home Moves

Cleaning & Hygiene Supplies: Amazon Business (Amazon Marketplace) / W & E Rolfe & Son

Non-Domestic Rates: Folkestone & Hythe District Council

Public Performance Licence: PPL/PRS

Town Clock Service Contract: Smith's of Derby

Stationery: Amazon / KCS

Conference and Training Fees: KALC / SLCC

Appointed Project Management and Costing Consultant Team: Synergy Construction and Property Consultants LLP

Appointed 'watching brief' Architect: Guy Hollaway Architects

Appointed 'watching brief' Mechanical Engineering Contractor: Sweco UK Ltd

Appointed Design & Build Project Contractor: Kent Structures Ltd

Outsourcing of Payroll: Stephen Hill Mid-Kent (SH Bureau Ltd)

Staff Pension Scheme: Local Government Pension Scheme (Kent Pension Fund)

Boiler Service Contracts and Gas Safety Inspections – All Town Council Properties: Ecoheat PH, Aquaheat Ashford, Rolfe's Heating

Fire Alarm System and Emergency Lighting Inspections – Assembly Rooms: Ashe Alarms Ltd

CCTV Monitoring and Maintenance: Red Alert Ltd

Accounting Software and Support Package: Rialtas Business Solutions Ltd

VAT advice & Support Package: Elysian Associates

Approved: 1ST June 2015
Last Reviewed and Amended: 12th April 2023



NEW ROMNEY TOWN COUNCIL



STATEMENT OF INTENT ON INTERNAL CONTROL **FOR THE YEAR ENDING 31ST MARCH 2025**

1. SCOPE OF RESPONSIBILITY

New Romney Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives: it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process, designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control will be in place at the Council for the year ended 31 March 2025 and up to the date of approval of the annual report and accounts and, except for any details of significant internal control issues at Section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council :

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approves budgets for the following year at its December meeting. The January meeting of the Council approves the level of precept for the following financial year.

The Council monitors progress against objectives, financial systems and procedures, performs budgetary control and carries out regular reviews of financial matters and minutes these.

The Council will meet twelve* times in 2024/2025 and monitors progress against its aims and objectives at each meeting by receiving relevant reports from Members and the Clerk/Responsible Officer to the Council.

The Council carries out regular reviews of its internal controls, systems and procedures.

The Clerk to the Council/Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Council has also appointed a Responsible Financial Officer who is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with law and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments :

All payments are reported to the Council for approval. Two Members of the Council from a list of authorised signatories must authorise every cheque.

Risk Assessments/Risk Management :

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit :

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- Accounting Records
- Policies, systems and procedures
- Internal control
- Regulations
- Risk management
- Reviews

In adopting this Statement of Intent the Council will, at the same time, carry out an annual review of effectiveness of internal audit. The review is designed to provide sufficient assurance for the Council that standards are being met and that the work of internal audit is effective. It includes, as a minimum, making an assessment of each of the following:

- The scope of internal audit
- Independence
- Competence
- Relationships
- Audit Planning and Reporting

The Council will carry out the review to enable a positive response to Box 6 to be included in the Annual Governance Statement.

External Audit :

The Council's External Auditors, Mazars LLP, submit an annual Certificate of Audit, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- (i) The Full Council
- (ii) The Clerk/Responsible Financial Officer to the Council who has responsibility for the development and maintenance of the internal control environment and managing risks.
- (iii) The Independent Internal Auditor who reviews the Council's system of Internal control.

- (iv) Mazars LLP (2022-23 & 2023-24), the Council's external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Officer, the Chairman and the Internal Auditor. Mazars LLP issue an annual audit certificate in accordance with National Audit Office regulations.
- (v) The number of significant issues that are raised during the year.
- (vi) Ensuring an adequate system of internal control throughout the year will enable the Council to give a positive response to Box 2 of the Annual Governance Statement.

5. **SIGNIFICANT INTERNAL CONTROL ISSUES 2023/2024**

There were no significant control issues raised by the Internal Auditor for 2023/2024**

The following significant control issues for 2023/2024 were raised by the Internal Auditor:**

(Delete as necessary**)

.....

Signature of Internal Auditor

Dated

.....

Signature of Chairman

Dated

.....

Signature of Clerk

Dated

.....

Signature of Responsible Financial Officer

Dated

END