

# 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

5<sup>th</sup> August 2024

Dear Councillor,

**SUMMONS TO ATTEND A MEETING OF NEW ROMNEY TOWN COUNCIL, TO BE HELD IN THE ASSEMBLY ROOMS, CHURCH APPROACH, NEW ROMNEY, ON MONDAY 12<sup>TH</sup> AUGUST 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. Newcombe*

Mrs C Newcombe  
Town Clerk

Email: [town.clerk@newromney-tc.gov.uk](mailto: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](mailto: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](http://www.newromney-tc.gov.uk)

## THE LAWS OF LIBEL AND SLANDER

- These laws are very strict.
- If, in public, you say something about a person that is not true, even if you believe it to be true, you may be sued and have to pay compensation. Therefore, you need to be very careful about any criticism you wish to make of people in any written submission.
- Councillors are able to speak more freely and bluntly while in Council or Committee meetings than members of the public.
- You, as a member of the public, do not have the same protection.

**FULL COUNCIL MEETING  
MONDAY 12<sup>TH</sup> AUGUST 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\*):**

To approve the minutes of the **Full Council Meeting** held on **9<sup>th</sup> July 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 (Attached hereto\*)

**11. TOWN CLERK'S REPORT (Encs\*):**

To receive and note the report of the Town Clerk (Attached hereto\*).

**12. STANDING ORDER No.14 (Encs\*):**

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) Planning and Environment Committee**

- (i) Meeting held on 10<sup>th</sup> July 2024 (Attached hereto\*)
- (ii) Meeting held on 31<sup>st</sup> July 2024 (Attached hereto\*)

**(ii) Finance & General Purposes Committee**

Meeting held on 24<sup>th</sup> July 2024 (Attached hereto\*)

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

To consider final payments and receipts and bank reconciliations for June 2024, if available.

**15. COUNCIL REPRESENTATIVES' REPORTS:**

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.

**16. CAPITAL PROJECTS REPORT (Encs\*):**

**(i)** To receive and note the report on Capital Projects currently being undertaken, if available, and take any such action as may be deemed necessary thereon and / or consider any recommendations made therein.

- Maude Community Centre (formerly CHSPN) Project (Attached hereto\*)

**(ii)** To receive and note the Maude Community Centre Project Financial Update Report, if available (To follow\*)

**17. INSTALLATION OF THE LORD WARDEN OF THE CINQUE PORTS (Encs\*):**

To approve official attendees, budget and cost centre.

**18. REVIEW OF NRTC STRATEGIC PLAN 2023-2027 (Encs\*):**

To formally review progress in regard to the adopted NRTC Strategic Plan 2023-27.

**19. FUNDING APPLICATION (Encs\*):**

To consider Marsh Academy Application for 3G Sports Pitch Funding Support (Councillor Thomas to report).

**20. TOWN SQUARE ANTI-SOCIAL BEHAVIOUR (Encs\*):**

To consider issues raised by local residents and take any such action as may be deemed appropriate (Attached hereto\*).

**21. TOWN HALL STAIR LIFT (Encs\*):**

To receive and note the RFO's report regarding the Town Hall Stairlift and take any such action thereon as may be deemed appropriate.

**22. ASSEMBLY ROOMS CAR PARK (Encs\*):**

To review quotations for re-surfacing of the Assembly Rooms Car Park and take any such action as may be deemed appropriate.

**23. 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.*

**24. 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.

**25. 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.

**26. 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.

**27. 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.



### **Tony Hills KCC member for the Romney Marsh Division Report August 2024**

#### **Water Quality**

We continue to have ongoing problems with water quality in Hythe Bay. We have local beaches of Littlestone and St Marys Bay, both rated as poor for bathing and these beaches the EA recommend no bathing. Dymchurch is heading in the same direction, I check weekly the latest Defra water quality results for our beaches, levels of Intestinal Enterococci (IE) and Escherichia coli (EC) are a cause for concern, not good news. St Marys Bay slightly down but still concerning, we need more urgency from the EA to find the sources of the ongoing pollution, we have only three months to find answers and get them fixed. The EA will decide at the end of the monitoring season (October) then announce how they will rate the beaches for next season by December. I will be demanding from the EA regular updates.

#### **Water Management**

My KCC working party for the Marsh has been successful in identifying positive solutions to help manage 'surface water' flooding as well as managing 'ground water' on the Marsh. The report was presented to my KCC flood and water management committee on the 16th of July. It was supported, having presented it to the chair of the Southeast flood committee for their consideration. I have been asked to prepare a bid for 'local levy' to go to the regional committee to agree funding to design a scheme to protect the Romney Marsh from flooding into the next century. I have my KCC officers working on this.

#### **Highways**

I had a site meeting with KCC officers to look at the roads from Hammonds Corner to Dungeness A power station which are in a poor condition. But at the last Dungeness Site Stakeholders Group meeting, I was informed that the NDA are now proposing to get their 'inert' material from Nickolls quarry down the Jurys Gap road on the way to Camber. So, we can expect the proposed 1500 lorry movements will come up to the Army Camp and use Robin Hood lane to connect to the Dungeness Road

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>

Here are the latest details of our pothole blitz...

Pothole Blitz 2024 Project Update

Now into the third month of the Pot Hole Blitz 2024 project,



I am pleased to confirm the following progress update as of 21st June; • Total meterage of patching delivered - 138,557.61 • Total potholes filled – 4110 • 77% of the works have now been raised and passed to the contractors • 62% of the works have been completed on the network • Works will continue into mid-October.

### **The European 'Entry Exit Scheme'**

Entry Exit Scheme progress update EES is a new electronic system that will collect and process data on the entry, exit, and refusal of third country nationals crossing the external borders of the Schengen Area\*. EES will be used by border guards and enforcement authorities to track the movements of non-EU citizens and to prevent irregular migration and security threats. EES is currently scheduled to be implemented in the Autumn of 2024, with October 6th being highlighted as a probable date. The port of Dover and Eurotunnel have juxtaposed borders, meaning that at these two portals all checks are carried out this side of the channel. Eurotunnel are developing a location within their site to be able to carry out registration. Port of Dover has very limited space in the buffer zone between the Eastern Docks roundabout and the French Customs booths. Currently, the buffer zone within the Port is the only area where EES registration can be carried out, meaning lengthy delays for all tourist traffic entering the port. Since the UK left the EU, we have seen delays at the portals of over 14 hours, we expect such queues to become far more regular with impacts on local communities across East Kent. Dover TAP and Operation Brock could become a permanent feature, rather than at peak times. KCC and the Kent and Medway Resilience Forum (KMRF) continue to prepare for the implementation. There is still no confirmation of an actual implementation date. Traffic builds up will make it more difficult for Marsh traffic to move east and access to the M20.

### **Housing Targets**

Yes, we need more housing especially affordable, but at the District Council I will oppose any major housing development on the Romney Marsh. The figures I saw displayed in KM Kent Online, declared a new yearly target of 838 houses for Folkestone & Hythe (average build 2022/23 462 homes). Until we can sort out the threat to the Marsh from flooding and surface water, making it more resilient to ongoing climate change.

### **Bus Transport**

I believe the Dial-a-ride scheme is due to start in September. The Romney Marsh Community Hub are working hard, With Kent funding the first year. This scheme is vital to allow Marsh residents to get to hospital for checkups, appointments etc.

The Romney Marsh Community Hub are training drivers and if you are interested in joining the scheme give them a call 01797 363 888 for more details.

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*

## AGENDA ITEM 5

### **DISTRICT COUNCILLOR REPORT NRTC FULL COUNCIL MTG 5<sup>th</sup> August 2024.**

Since our last NRTC Full Council meeting I have taken part in one (Folkestone and Hythe District Council) Full Council meeting, one FHDC Planning Committee meeting, an FHDC social event at the Civic Centre, a New Nuclear Local Authority (NNLAG)/NULEAF briefing with Great British Nuclear on new nuclear plants in England & Wales, a FHDC/Joint Parish Council meeting, A FHDC/Joint Parish Council briefing with the Monitoring Officer, a Romney Marsh Partnership (RMP) Board meeting and an all member briefing for FHDC Councillors on the new Corporate Plan update & Consultation proposals.

**Planning Committee** – There was no business for the New Romney Ward.

**Licensing Sub Committee Meeting** – There was no business for the New Romney Ward.

#### **FHDC Full Council Meeting.**

This meeting was held on 24<sup>th</sup> July 2024 and was preceded by a briefing from the Folkestone Cemetery conservation group.

***The Leader, Cllr Jim Martin***, gave a briefing on his work since the last meeting. For our Ward the most significant item relates to the Water Quality issues and the interactions with Southern Water.

#### ***Cllr Scoffham put forward a motion on Bio-Diversity decline noting that:***

The Council notes the catastrophic decline in biodiversity and signs of environmental breakdown which is being reported at a global, national and regional level. This is starting to threaten the balance of nature and has huge implications for all living creatures, including local residents.

(See link below for full recommendations.)

The motion was unanimously agreed.

#### ***Report from the Independent Remuneration Panel on the Members' Allowances Scheme.***

This report recommends amendments to the Members Allowance Scheme in line with the proposals from the Council's Independent Remuneration Panel.

The recommendations of the report were affirmed by those present.

<https://folkestone-hythe.moderngov.co.uk/mgCommitteeDetails.aspx?ID=122>

#### **Constitution Working Party Meeting.**

At the Constitution Working Party on 2<sup>nd</sup> August 2024, the following items were discussed:

#### ***Outside bodies review.***

The FHDC Officer took members through the proposals for a revised number of Outside Bodies and their respective reporting mechanisms, back to Council or Committee.

### ***Public participation in Council and Committee meetings.***

To consider and discuss the following points: A mechanism for the public to be able to have input into items of work, as they do presently for the Scrutiny Work programme

Public questions – are members keen to introduce this for Committees and their Sub-Committees?

### ***General discussion***

Members of the Working Group raised points of concern following on from some of the queries members have raised recently.

### ***Constitution first draft.***

To consider the first draft of Parts I, II and III of the new constitution.

(see link below for full agenda and reports pack)

<https://folkestone-hythe.moderngov.co.uk/mgCommitteeDetails.aspx?ID=533>

### **New Nuclear Local Authority Group (NNLAG)/Nuclear Legacy Advisory Forum (NULEAF).**

Meeting with two senior Members of Great British Nuclear, to receive presentations and answer relevant questions asked by Members.

I asked the following question and this was the response.

What discussions have GBN had regarding the development of Dungeness?

GE (GBN) - As the Final Investment Decision is needed by 2029, GBN wanted to build on work which had already taken place regarding potential sites, hence why EN-6 sites were looked at first. This does not mean that other sites will not be considered in the future, just they are not being looked at right now.

*(Note: Dungeness was not included in the sites selected in the EN-6 report.)*

### **Local Resident Concerns.**

I am dealing with a number of ongoing residents' concerns, including two on Planning and Licensing.

I received a number of complaints about the condition of the toilets in the Church Road Car Park.

I contacted the relevant FHDC Officer and asked for a deep clean of the facilities ahead of the Country Fayre and this was completed. FHDC Officers reported that the Facilities had been vandalised again, including deliberate blocking of the ladies toilet. All of the windows have been broken by air gun/catapult and these are being replaced. The wooden screen at the front of the toilets has now been removed, after being constantly vandalised. the Gents toilet has now been completely re-tiled, to improve the internal decoration.

### **Romney Marsh Partnership.**

A meeting of the Romney Marsh Partnership Board was held on Thursday 25<sup>th</sup> July 2024 at the Lighthouse on the Marsh at 10:00.

The agenda included;

Romney Marsh Community Hub – Dial A Ride Scheme plus updates on other RMCH Community Projects - RMCH – CEO.

Coast Drive – Coastal Destination Project update – FHDC

Romney Marsh Visitors Centre update – FHDC

Romney Marsh Business Hub update, an update on the two issues,

Romney Marsh Business Hub – Occupancy and Employment – FHDC

Expansion of Mountfield Road Industrial Estate – FHDC

Lobbying and RMP Support for SMR at Dungeness – Cllr Paul Thomas Feedback from recent meeting of New Nuclear Local Authority Group (NNLAG), Nuclear Legacy Advisory Forum (NULEAF) and Great British Nuclear (GBN) on new nuclear build in the UK.

Funding Stream update – FHDC

UK Shared Prosperity Fund

Rural England Prosperity Fund

High Street Task Force update- Cllr Paul Thomas

The next meeting will be held on 19<sup>th</sup> September 2024 at 10:00.

### **Folkestone and Hythe District & Parish Council (FHDC &PC) Meeting.**

A meeting of the FHDC & PC was held on Thursday 25<sup>th</sup> July 2024 by Zoom.

To receive a presentation on the development of the Council's Corporate Plan 2025+. The presentation covered the strategic context, emerging themes and priorities and the way in which Parish Councils can respond to the forthcoming public consultation.

This was preceded at 16:00 by an informal meeting with the FHDC Monitoring Officer.

<https://folkestone-hythe.moderngov.co.uk/mgCommitteeDetails.aspx?ID=143>

### **All member meeting for FHDC Corporate Plan update and Consultation proposals.**

A remote meeting was held on Tuesday 30<sup>th</sup> July 2024 at 18:00 to discuss the Corporate Plan and the proposals for public consultation.

Our draft plan sets out five key priorities for the coming years.

1. A well-run, transparent and listening council that works closely with its partners.
2. Improving people's health, wellbeing and sense of community.
3. Building new homes and improving the quality of existing homes.
4. Growing the economy in a sustainable way and creating opportunities for all.
5. Addressing climate change and enhancing the natural environment and local character.

You can find more information about the five priorities and the commitments that sit under them by visiting the FHDC website.

<https://www.folkestone-hythe.gov.uk/policies-plans-documents/corporate-plan>

I would ask all NRTC Councillors to complete the consultation as individuals.

### **Water Quality at Littlestone Beach.**

I continue to liaise with the FHDC Leader and Marsh Councillors on the latest position with the water quality results for Littlestone Beach. NRTC results are aligned with the EA showing a significant improvement on last year.

In recent feedback to FHDC, Southern Water were suggesting that if the results for 2024 continue to improve, the No-Swim notice could be rescinded for 2025.

### **Ward Grant Applications.**

I have received a number of requests for Ward Grants from organisations across the District. We are allocated up to £3,000 to be distributed over a 12-month period.

<b><i>Organisation</i></b>	<b><i>Reason</i></b>	<b><i>Grant Allocation</i></b>	<b><i>Remaining</i></b>
Light Up New Romney	Annual Community Lantern Making, Lantern Parade and Late-Night Shopping supporting High Street businesses.	£350	£2,6250
New Romney Country Fayre	Biggest free event on Romney Marsh and a Community Event Revitalising Community Spirit.	£500	£2,150
Marsh Academy	Contribution towards new 91m x 60m floodlit 3G football pitch	£250	£1,900
CARM, Caring Altogether on Romney Marsh	Hire fees for the CARM Bridge Meeting Point in New Romney, for the bi-weekly meetings.	£200	£1700

**FHDC Councillor Paul Thomas – 5<sup>th</sup> August 2024**

**MINUTES**  
**of**  
**A Meeting of New Romney Town Council**  
**Held in the Assembly Rooms, New Romney**  
**on Tuesday 9<sup>th</sup> July 2024**  
**Commencing at 6.45pm**

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

**Town Ward:**  
**Councillors:** W D Wimble, J Davies, J Houston and P Carey

**Coast Ward:**  
**Councillors:** P Thomas, J Hiscock, P Coe, K Terry Sarah, O'Hare  
and A Meredith

**In Attendance:**  
Deputy Town Clerk - Mrs C T Morris  
KCC Councillor - Cllr Hills  
Mayor's Chaplain  
1 x Member of Public

**IN THE CHAIR**  
The Mayor – Councillor J Rivers

The formal business of the meeting commenced **@6.45PM.**

096/2024-25 **APOLOGIES FOR ABSENCE**  
Apologies for absence were received and noted, as follows:

Councillor Phillips	-	due to work commitments
Councillor Hodges	-	for personal reasons
Councillor Rev Cn McLachlan	-	for personal reasons
Councillor Glover	-	due to work commitments

097/2024-25 **DISPENSATION TO PARTICIPATE**  
No new applications for Dispensation to Participate had been processed by the Town Clerk.

098/2024-25 **DECLARATIONS OF INTEREST**  
**@6.46PM** 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 Refs 109/2024-25(i) & (ii) refer.)

@6.48PM The Mayor's Chaplain joined the meeting and was invited by the Chairman to lead the Council in prayer.

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099/2024-25 **REPORT OF THE KENT COUNTY COUNCILLOR**

The written report from the Kent County Councillor, which included updates relating to Highways, power generation at Dungeness, Climate Change, Seawater Quality, Bus Transport and the Romney Marsh Visitor Centre was duly received and noted with questions having first been put and answered.

100/2024-25 **REPORTS OF THE DISTRICT COUNCILLORS**

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

101/2024-25 **ADJOURNMENT OF MEETING**

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

102/2024-25 **PUBLIC QUESTIONS**

None.

103/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

104/2024-25 **MINUTES**

(i) The Chairman presented the minutes of the **Full Council Meeting** held on **10<sup>th</sup> June 2024**, copies of which had been previously circulated to all Councillors, and it was:

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Carey

**RESOLVED – that the minutes of the Full Council Meeting held on 10<sup>th</sup> June 2024 be approved and signed as a true and correct record.**

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

(ii) The Chairman presented the minutes of the **Especial Full Council Meeting** held on **26<sup>th</sup> June 2024**, copies of which had been previously circulated to all Councillors, and it was:

**PROPOSED BY:** Councillor Thomas

**SECONDED BY:** Councillor O'Hare

**RESOLVED – that the minutes of the Especial Full Council Meeting held on 26<sup>th</sup> June 2024 be approved and signed as a true and correct record.**

Councillors Meredith, Houston and Wimble 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.

105/2024-25 **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.

106/2024-25 **TOWN CLERK'S REPORT**

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

**MEETING OF FULL COUNCIL – 9<sup>th</sup> JULY 2024**  
**DEPUTY TOWN CLERK'S REPORT**

**Actions completed since the Full Council meeting held on 10<sup>th</sup> June 2024**

- 1) The Schedule of Council Representative Appointments for 2024-25**, which was approved on 10<sup>th</sup> June 2024, is to be re-presented at this meeting for amendment prior to publication.
- 2) Composition of the Personnel Committee** was not formally approved by way of a vote on 10<sup>th</sup> June 2024 and is, therefore, re-presented at this meeting for formal approval.

**Additional Items of report**

- 1) The 2024 AGAR (Annual Governance and Accountability Return)**, which was approved on 26<sup>th</sup> June 2024, has been submitted for external audit along with associated documentation.
- 2) The Notice of appointment of date for the exercise of public rights** along with the **2024 unaudited AGAR** was published on the Town Council's website on Thursday 27<sup>th</sup> June 2024.

Deputy Town Clerk

3<sup>rd</sup> July 2024

**Further Items of report**

The Clerk conveyed the thanks of the Facilities and PR Clerk to the Council for their flowers, wishes and support, during what had been a difficult time.

107/2024-25 **STANDING ORDER NO.14**

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



108/2024-25 **STANDING COMMITTEES**

(i) Councillor Rivers presented the minutes of the **Health & Wellbeing Committee** meeting held on **25<sup>th</sup> June 2024**, which were duly received and noted.

(ii) Councillor Coe presented the minutes of the **Planning and Environment Committee** meeting held on **19<sup>th</sup> June 2024**, which were duly received and noted.

(iii) Following due consideration, it was:

**PROPOSED BY:** Councillor Davies  
**SECONDED BY:** Councillor Houston

**RESOLVED UNANIMOUSLY – that the composition of the Town Council’s Personnel Committee, as listed below, be formally approved.**

Councillor Rivers  
Councillor Thomas  
Councillor Coe  
Councillor Davies  
Councillor Rev Cn McLachlan

**Reserve Member:**  
**Councillor Hiscock**

109/2024-25 **RFO’S FINANCIAL REPORTS FOR 2024-25**

(i) The Clerk presented final payments and receipts and final bank reconciliation for the month of **April 2024**, which were duly received and noted and it was:

**PROPOSED BY:** Councillor Davies  
**SECONDED BY:** Councillor Hiscock

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

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

<b>April 2024</b>	<b>Receipts:</b>	<b>Payments:</b>
NatWest		
Current Account	£350,889.19	£350,889.19
Unity Trust		
Current Account:	£0.00	£1,554.35

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Lloyds Bank		
Business Account:	£803,941.69	£612,327.23

NatWest Business Reserve Account:	£202,235.95	£151,238.79
Petty Cash:	£0.00	£10.00
Lloyds Bank Corporate Card:	£70.77	£450.74
Lloyds Bank Instant Access Online Saver	£502,190.96	£0.00
NSIB	£0.00	£641,000.00

(ii) The Clerk presented final payments and receipts and final bank reconciliation for the month of **May 2024**, which were duly received and noted and it was:

**PROPOSED BY:** Councillor Wimble  
**SECONDED BY:** Councillor Houston

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

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

<b>May 2024</b>	Receipts:	Payments:
NatWest Current Account	£101,405.36	£101,405.36
Unity Trust Current Account:	£3,621.66	£2,106.73
Lloyds Bank Business Account:	£888,914.13	£39,443.57
NatWest Business Reserve Account:	£1,644.95	£100,230.96
Petty Cash:	£0.00	£85.43
Lloyds Bank Corporate Card:	£551.40	£684.01
Lloyds Bank Instant Access Online Saver	£2,821.31	£0.00

110/2024-25 **COUNCIL REPRESENTATIVES' REPORTS**

(i) There were no Council Representatives' reports on this occasion.

(ii) Following due consideration it was:

**PROPOSED BY:** Councillor Thomas

**SECONDED BY:** Councillor Davies

**RESOLVED UNANIMOUSLY – that the attendance rota for monthly Councillor Surgeries be hereby approved as presented.\***

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – that, amendments to the Schedule of Town Council Representatives on Outside Bodies for 2024-25 be hereby approved as presented.\***

\*See meeting agenda for presented attendance rota and amendments to Schedule of Town Council Representatives on Outside Bodies.

111/2024-25 **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.

112/2024-25 **USE OF ST MARTIN'S FIELD**

Due consideration was given to the request received to use St Martin's Field for parking for the 2024 Romney Marsh 10K run. It was:

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Thomas

**RESOLVED UNANIMOUSLY – that the request to use St Martin's Field for parking for the 2024 Romney Marsh 10K run, be declined.**

113/2024-25 **EXCLUSION OF PUBLIC AND PRESS**

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

114/2024-25 **ON-GOING MATTERS**

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

115/2024-25 **PERSONNEL MATTERS**

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

116/2024-25 **LAND AND TENANCY MATTERS**

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

Not applicable.

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded @ **7.20PM**.

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

## AGENDA ITEM 10

### MAYOR'S CIVIC FUNCTION LIST

#### Events attended since the last meeting of Full Council

- |  |   |                               |
|--|---|-------------------------------|
| 1. Thursday 4 <sup>th</sup> July 2024  | - | JAM on the Marsh *            |
| 2. Friday 5 <sup>th</sup> July 2024    | - | JAM on the Marsh *            |
| 3. Tuesday 9 <sup>th</sup> July 2024   | - | JAM on the Marsh *            |
| 4. Friday 12 <sup>th</sup> July 2024   | - | JAM on the Marsh *            |
| 5. Saturday 20 <sup>th</sup> July 2024 | - | Royal British Legion Dinner * |

\* Accompanied by the Mayoress.

\* Accompanied by the Deputy Mayor.



The Right Worshipful the Mayor of New Romney  
Mayor's Chambers  
High Street  
New Romney  
Kent



13<sup>th</sup> June 2024

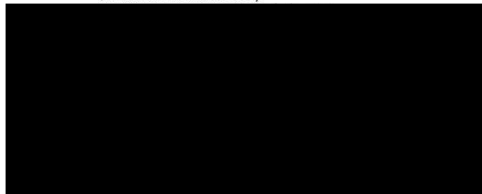
Dear Mr Mayor,

At our recent branch meeting, our entire membership requested that I pass on their and my profound thanks to you and your team for the excellent organisation of the D Day 80 Commemorations on 6<sup>th</sup> June.

As an act of remembrance, it usually falls to the Royal British Legion to organise or, at least oversee the running of such an event. But we in New Romney are both pleased and relieved that the Council has such an excellent team to take that duty from us. I know that all participants were very proud to be a part of the event especially as the people of New Romney took it to their hearts and turned out in such great numbers.

Please pass on our thanks to your team for all the hard work it must have taken to put on such a magnificent act of remembrance.

Yours faithfully



Chairman

New Romney Branch

## MEETING OF FULL COUNCIL – 12<sup>th</sup> AUGUST 2024 TOWN CLERK'S REPORT

### Actions completed since the Full Council meeting held on 9<sup>th</sup> July 2024

- 1) Following **formal approval of the composition of the Personnel Committee for 2024-25**, an initial meeting of the afore-mentioned Committee was scheduled and took place on 5<sup>th</sup> August 2024, at which time the Chairman of the Committee was elected for 2024-25.
- 2) The Organisers of the **Romney Marsh 10k Run 2024** were duly advised that it would not be possible to use St. Martin's Field for car parking.

### Additional Items of Report:

- 1) The **Town Hall stairlift** continues to be problematic; an agenda item has been raised regarding this matter so that any appropriate action can be considered by the Council.
- 2) A Samsung Tablet has now been made available at the Town Hall to provide local, convenient and direct video-call access to **Kent Citizen's Advice**. This has been provided free-of-charge as part of a fully funded project to provide wider access to advice and it is hoped that this service, which will be promoted in the coming weeks, will be of some benefit to our local residents.

Town Clerk

5<sup>th</sup> August 2024

## AGENDA ITEM 12

### QUESTION SUBMITTED IN ACCORDANCE WITH STANDING ORDER 14:

#### Preamble

On Sunday 23<sup>rd</sup> June, the people of New Romney had a church service to thank the councillors of this town for the work they do. You probably know, I am not someone who has any belief in any religions, none the less I believe it is important to attend events that we, as council members, are asked to attend, so the public can see us and say thank you. As well as the people of New Romney, many other council dignitaries from far and wide were in attendance. For example, seated behind me was the Mayor of Medway and his family. During the service the NR councillors were asked to stand, we had only four in attendance, a little embarrassing.

We have just had our annual country fair, one of the highlights of the year for many. Once again, as far as I know, only five councillors were on site so yet again we were outnumbered by invited guests and dignitaries.

*At the head of meeting agenda's is the following wording.*

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

This is not just a simple request, but a legal summons. If you are unable to attend, then you must send an acceptable apology.

Yet despite the legal request, apologies are often not received, plus on occasions we have come close to not being able to form a quorum.

The Good Councillors Guide tells us that we have a duty to attend but if for some reason you are unable to attend you must contact the clerk with an apology and explanation as to why. If you fail to attend any meetings for six months, you will automatically cease to be a councillor unless the council approves your reason for absence before the end of the six-month period.

So, to my question.

Can we please enter the above into our standing orders but with a change from six months to three?

Three strikes and you are out!

Question submitted by Councillor J Davies

### RESPONSE:

Councillor Davies is absolutely correct in his assertion that a meeting summons is indeed a legal summons and that all Councillors, whether elected or co-opted, have a duty to attend meetings.

Whilst it is not only proper practice but also simply good manners to inform the Clerk in advance of a meeting whereby a Councillor will be absent, the Councillor actually has a duty to provide a valid reason for that absence.



**The Local Government Act 1972 s83(4)**, provides that, unless a Councillor requests in writing that a valid reason for absence be approved by the Council prior to the end of the six month period and the Council considers such request and resolves to formally approve that reason for absence, **if a Councillor does not attend any meeting of the Council or one of its committees or sub-committees for a period of six months, then he/she shall no longer hold Office** on account of the responsibility that a Councillor has in the work of a local council.

There is no necessity for this matter to be incorporated into the Council's Standing Orders as it is not a matter of Council procedure, it is defined under legal statute. Similarly, since the six month absence period is defined in law, it is not possible to reduce that period to three months.

It should also be noted that it is The Town Clerk, as Proper Officer, and not the Town Council as the corporate body, who has a legal duty to discharge the disqualification, for which there is no right of appeal.

In regard to Councillor attendance at Civic and key community events, as a designated representative of the local community, whether by election or co-option, all Councillors have a duty to make themselves known and available to local residents to assist with any local issue they may have and, therefore, should make themselves visible within the community at every possible opportunity and take those opportunities to make themselves known to local residents.

Both elements of this matter will be addressed within a draft Councillor Attendance Policy which will be presented to the Town Council for review and adoption in due course.

Town Clerk

053

**MINUTES**  
**of**  
**A Meeting of the Planning and Environment Committee**  
**Held in the Assembly Rooms, Church Approach, New Romney**  
**on 10<sup>th</sup> July 2024**  
**Commencing at 6.45pm**

**PRESENT:**

**Councillors:** P Coe, P Carey, K Terry, J Rivers, J Davies and L Phillips

**In the Chair:** Councillor K Terry

**In Attendance:** Planning Clerk - Mrs G Hall

118/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor J Houston - Personal reasons.

Councillor S O'Hare – Personal reasons.

Councillor Rev Cn McLachlan - Personal reasons.

119/2024-25 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been received.

120/2024-25 **DECLARATIONS OF INTEREST**

**@18:45** 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.

**@18:45** Councillor Coe declared a Pecuniary Interest in relation to planning application 24/0998/FH as he is a member of the golf club.

121/2024-25 **ADJOURNMENT OF MEETING**

**@18:46**

It was

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Davies

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

122/2024-25 **PUBLIC QUESTIONS**

The Chairman read out a statement on behalf of a member of public relating to planning application 24/0923/FH.

123/2024-25 **RE-CONVENING OF MEETING**  
**@18:47**

It was

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Phillips

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

124/2024-25 **MINUTES**

**Minutes of the Meeting Held on 19<sup>th</sup> June 2024**

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 19<sup>th</sup> June 2024**, a copy of which had been previously circulated to all Councillors.

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

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Davies

**RESOLVED – that the Minutes of the Planning and Environment Committee Meeting held on 19<sup>th</sup> June 2024 be approved and signed as a true and correct record.**

Councillor Rivers abstained from voting as he had not been present for the meeting.

125/2024-25 **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:

**Water Quality – Sampling Data**

As agreed at our last meeting an email was sent to the following businesses and organisations to let them know that our latest Water Quality sampling data is available to be view on New Romney Town Council's website.

- The Environment Agency
- Folkestone & Hythe District Council – Environmental Health Dept
- Southern Water
- The Varne Boat Club
- Infiinity Water Sports
- The Foiling Collective
- Littlestone RNLI
- Marlie Farm Holiday Park

- New Romney Caravan Park
- Romney Sands Caravan Park
- Kent County Council Councillor– Tony Hills

### **Calling in Planning Applications**

Please note for future when requesting for planning applications to be called in, that Folkestone and Hythe District Council is still authorised to make a delegated decision if the application is considered a minor operational development – please see below:

***As a householder development, it is minor operational development as defined by the Council's constitution, meaning that it can be determined under delegated powers even though the Town Council have objected. I have set out the relevant parts of the constitution below:***

***8.3.1 The Chief Officer Planning and Building Control is authorised to determine the categories of applications set out in paragraph 8.3.2 except those that:***

***f) Are planning applications where the view of the parish or town council differs strongly from that of the Chief Officer Planning and Building Control except where an objection: (v) is to minor operational development (e.g. domestic extensions, alterations to buildings, means of enclosures, accesses).***

### 126/2024-25 **SCHEDULE OF PLANNING APPLICATIONS**

It was

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Coe

**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) [24/0810/FH](#)

37 Littlestone Road,  
New Romney, TN28 8LN

Proposed parking/keep of  
touring caravan within rear  
garden.

056

#### **RECOMMENDATION**

**Recommend Refusal – Not enough information regarding the use of caravan. A caveat should be put in place that the caravan cannot be used for residential/living accommodation.**

#### **Voting:**

**For Application:**

**3**

**Against Application:**  
**Abstained:**

**3 – Chairman's casting vote.**  
**0**

(ii) [24/0923/FH](#)

3 The Churchlands, New  
Romney, TN28 8LE

Erection of a one-bedroom  
single storey garden annexe.

**Recommend Refusal –  
overdevelopment, too close to  
the boundary, application doesn't  
specify any dimensions, no  
reason for separate annexe  
given, application also doesn't  
specify that this is a  
retrospective application. Please  
note that the property does not  
back onto agricultural land as  
stated in the application.**

**RECOMMENDATION**

**Voting:**

**For Application:**  
**Against Application:**  
**Abstained:**

**0**  
**6**  
**0**

(iii) [24/0878/FH](#)

1 Longshore Grove, New  
Romney, TN28 8FP

Conversion of integral garage to  
living accommodation.

**Recommend refusal – Goes  
against condition 4 of  
planning permission:  
Y09/0763/SH.**

**RECOMMENDATION**

**Voting:**

**For Application:**  
**Against Application:**  
**Abstained:**

**0**  
**5**  
**0**

057

(iv) [24/0918/FH](#)

Land Adj Sewage Treatment  
Works, Station Approach,  
Littlestone

Lawful development certificate  
(existing) for storage of  
caravans/leisure, business leisure &  
open storage hot food off premises.

**Not Lawful**

**RECOMMENDATION**

**Voting:**

**For Application:**  
**Against Application:**  
**Abstained:**

**2**  
**4**  
**0**

(v) [24/0782/FH](#)

Unit 1, Heritage Court,  
Ind Mountfield Road,  
Mountfield Est, New Romney,  
TN28 8FA

Proposed extension.

**RECOMMENDATION**

**Voting:**

**For Application:**

**Against Application:**

**Abstained:**

**No Objection**

**6**

**0**

**0**

(vi) [24/0998/FH](#)

Littlestone Golf Club,  
St Andrews Road,  
Littlestone, TN28 8RB

Construction of new entrance  
porch and associated  
landscaping.

**RECOMMENDATION**

**Voting:**

**For Application:**

**Against Application:**

**Abstained:**

**No Objection**

**5**

**0**

**0**

127/2024-25 **SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

128/2024-25 **FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/DECISIONS/MATTERS**

(i) A schedule of delegated decisions of Folkestone & Hythe District Council Planning Department for the periods ending 16<sup>th</sup> June 2024, 27<sup>th</sup> June 2024 and 24<sup>th</sup> June 2024 were duly received and noted.

058

129/2024-25 **ENVIRONMENTAL MATTERS**

The Kent & Medway Air Quality Forecast for Monday 25<sup>th</sup> May 2024 & The latest Water Quality Sampling Information which had previously been circulated to all Committee Members, was duly received and noted.

130/2024-25 **REPORTS FROM WORKING PARTIES**

**Parish Highway Improvement Plan**

The report from The Parish Highway Improvement Plan were duly received and noted as under:

- Email has been sent to KCC to query when the 'Not Suitable for HGV' signage will be installed.
- Traffic Regulation Order for 20MPH Zones have now been issued – 26.06.2024 see below. (This has now been uploaded onto New

Romney Town Council's Website under the Parish Highway Improvement Plan).

The Chairman thanked those present for their attendance and the meeting  
Concluded **at 7:32pm**

*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 31<sup>st</sup> July 2024**  
**Commencing at 6.45pm**

**PRESENT:**

**Councillors:**

P Coe, P Carey, K Terry, J Rivers, J Davies, L Phillips,  
Rev Cn McLachlan, S O'Hare and J Houston

### In the Chair:

Councillor K Terry

**In Attendance:**

Planning Clerk - Mrs G Hall

144/2024-25 **APOLOGIES FOR ABSENCE**

None

145/2024-25 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been received.

146/2024-25 **DECLARATIONS OF INTEREST**

None

147/2024-25 **ADJOURNMENT OF MEETING**

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

148/2024-25 PUBLIC QUESTIONS

None received.

149/2024-25 RE-CONVENING OF MEETING

Not applicable.

150/2024-25 MINUTES

## Minutes of the Meeting Held on 10<sup>th</sup> July 2024

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting** Held on **10<sup>th</sup> July 2024**, a copy of which had been previously circulated to all Councillors.

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

**PROPOSED BY:** Councillor Davies

**SECONDED BY:** Councillor Carey



**RESOLVED – that the Minutes of the Planning and Environment Committee Meeting held on 10<sup>th</sup> July 2024 be approved and signed as a true and correct record.**

Councillor Houston, Councillor O'Hare and Councillor Rev Cn McLachlan abstained from voting as they had not been present for the meeting.

151/2024-25 **PLANNING CLERK'S REPORT**

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

A summary of the meeting from Pentland Homes was shared with the committee.

The next Planning & Environment Committee Meeting is to be rescheduled from 21<sup>st</sup> August to 22<sup>nd</sup> August a notice of which has been placed on New Romney Town Council's website.

152/2024-25 **SCHEDULE OF PLANNING APPLICATIONS**

It was

**PROPOSED BY:** Councillor O'Hare

**SECONDED BY:** Councillor Coe

**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) [24/1004/FH](#)

Land Rear 2 Broadlands Avenue, New Romney, TN28 8JE

Lawful Development Certificate (existing) for the confirmation of lawful implementation of approved planning permission [20/1734/FH](#)

**RECOMMENDATION**

**Not Lawful – Not enough information on drainage. Doesn't meet conditions 5 & 13 on planning application: 20/1734/FH**

**Voting:**

**For Application:**

**1**

**Against Application:**

**8**

**Abstained:**

**0**

(ii) [24/1035/FH/NMA](#)

Sandbanks, Coast Road,  
Littlestone, TN28 8RA

Non-Material Amendment to  
planning permission 21/0747/H to  
allow for internal and external  
alterations.

**RECOMMENDATION**

**Recommend Refusal – Agree  
with FHDC that it is not a Non-  
Material Amendment.**

**Voting:**

**For Application:**

**0**

**Against Application:**

**9**

**Abstained:**

**0**

153/2024-25 **SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

154/2024-25 **FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/  
DECISIONS/MATTERS**

(i) A schedule of delegated decisions of Folkestone & Hythe District Council  
Planning Department for the periods ending 17<sup>th</sup> July 2024 and 21<sup>st</sup> July  
2024 were duly received and noted.

155/2024-25 **ENVIRONMENTAL MATTERS**

The Kent & Medway Air Quality Forecast for Monday 29<sup>th</sup> July 2024 & The  
latest Water Quality Sampling Information which had previously been  
circulated to all Committee Members, was duly received and noted.

156/2024-25 **REPORTS FROM WORKING PARTIES**

**Parish Highway Improvement Plan**

The report from The Parish Highway Improvement Plan were duly received  
and noted as under:

**(i) Changes to High Street Parking – New Romney.**

The traffic regulation order for the changes to the parking in New Romney  
High Street has now gone live and was sent out on 26<sup>th</sup> July 2024. The  
Notice is scheduled to appear in the KM papers on Friday 26<sup>th</sup> July 2024.  
Notices will be erected on street. Full details can be found now at  
<https://www.folkestone-hythe.gov.uk/parking/traffic-order-consultation>

Letters of support or objections to the proposed Order will need to be  
received by 5pm on Friday 16<sup>th</sup> August 2024, and addressed to Parking  
Services, Civic Centre, Folkestone & Hythe District Council, Castle Hill  
Avenue, Folkestone, Kent CT20 2QY or by email to  
[traffic.orders@folkestone-hythe.gov.uk](mailto:traffic.orders@folkestone-hythe.gov.uk)

This has also been uploaded onto New Romney Town Council's website  
under the Parish Highway Improvement Plan page, please click the link  
below:

[https://www.newromney-tc.gov.uk/Parish\\_Highway\\_Improvement\\_Plan\\_41431.aspx](https://www.newromney-tc.gov.uk/Parish_Highway_Improvement_Plan_41431.aspx)

**(ii) Unsuitable for HGV signage – Spitalfield Lane & Sussex Road.**

An email has been sent to KCC to chase up when the 'Unsuitable for HGV Signage' signs which were meant to be installed at the entrance to both Spitalfield Lane and Sussex Road – I shall keep you updated when I hear anything.

**(iii) Emergency Parking Bay – New Romney**

We asked whether the emergency parking bay situated outside Spar in New Romney High Street could be changed back to a normal parking space. Folkestone and Hythe District Council's Parking Services reached out to Kent Police to query this on our behalf and the consensus at the moment is that they wish to keep the parking bay as it is with a review to be done on its usage.

**(iv) Kent County Council – Road Safety & Active Travel Newsletter July 2025**

Please see below the quarterly Newsletter from KCC's Road Safety & Active Travel Newsletter. This has also been uploaded onto New Romney Town Council's website under the Parish Highway Improvement Plan page.

**(v) 20 MPH Traffic Regulation Order**

Please note that the closing date for any comments regarding the proposed 20MPH Zones is the 22<sup>nd</sup> July 2024. A copy of the Traffic Regulation Order and all documents relating to this can be found on New Romney Town Council's website under the Parish Highway Improvement Plan page. Please click this link:

[https://www.newromney-tc.gov.uk/Parish\\_Highway\\_Improvement\\_Plan\\_41431.aspx](https://www.newromney-tc.gov.uk/Parish_Highway_Improvement_Plan_41431.aspx)

072

157/2024-25 **PROCEDURE FOR HANDLING PLANNING APPLICATION**

It was

**PROPOSED BY:** Councillor Terry

**SECONDED BY:** Councillor Rev Cn MacLachlan

**RESOLVED UNANIMOUSLY – that NRTC Planning and Environment Committee authorise the Planning Clerk to draft and submit a formal enquiry to Folkestone and Hythe District Council about the official procedures for handling planning applications following concerns raised by NRTC members and residents alike.**

158/2024-25 **NATIONAL HIGHWAYS & TRANSPORTATION SURVEY FOR 2024-25**

It was

**PROPOSED BY:** Councillor Terry

**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – That Councillor Terry complete the National Highways & Transportation survey's on behalf of New Romney Town Council.**

159/2024-25 **LOCAL TRANSPORTATION PLAN 5 – STRIKING THE BALANCE PUBLIC CONSULTATION.**

It was

**PROPOSED BY:** Councillor Terry

**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – That Councillor Terry complete the Local Transportation Plan 5 – Striking the Balance Public Consultation on behalf of New Romney Town Council.**

The Chairman thanked those present for their attendance and the meeting  
Concluded **at 7:27pm**

*Minutes prepared by the Planning Clerk*

**MINUTES**  
**of**  
**A Meeting of New Romney Town Council's**  
**Finance and General Purposes Committee**  
**Held in the Assembly Rooms on**  
**Wednesday 24<sup>th</sup> July 2024 commencing at 6.45pm**

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

**In Attendance:**

RFO	-	Mrs C T Morris
Member of the Public	-	1

**IN THE CHAIR:** Councillor J Davies

131/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Thomas - who was attending a District Council meeting

132/2024-25 **DISPENSATION TO PARTICIPATE**

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

133/2024-25 **DECLARATIONS OF INTEREST**

**@6.46PM** Councillors Rivers declared an Other Significant Interest in Agenda item 10(iv) due to his membership of the Dementia Forum (*Minute Ref 140/2024-25(i) refers.*) and a Personal Interest in respect of Agenda Item 10(ii) due to his being involved in initial discussions regarding resurrection of the Towns Twinning association with Ardes (*Minute Ref 140/2024-25(ii) refers.*)

**@6.47PM** 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 138/2024-25(i) & (ii) refer.*)

**@6.47PM** All Councillors present declared a Disclosable Pecuniary Interest in matters pertaining to St Martin's Field Charity, stating that they had been granted dispensation to participate and vote. (*Minute Refs 142/2024-25(i) & (ii) refer.*)

134/2024-25 **ADJOURNMENT OF MEETING**

**@6.49PM** it was:

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Hiscock

**RESOLVED – that the meeting be adjourned to allow for an allocated Public Session.**

The meeting was thereby adjourned.

135/2024-25 **PUBLIC QUESTIONS**

One Member of the Council, having declared an Other Significant Interest, spoke in respect of Agenda item 10(i).

136/2024-25 **RE-CONVENING OF MEETING**

**@6.49PM** it was:

**PROPOSED BY:** Councillor Rev Cn McLachlan

**SECONDED BY:** Councillor Carey

**RESOLVED – that the meeting be hereby reconvened.**

The formal business of the Council was thereby resumed.

137/2024-25 **MINUTES**

The Chairman presented the Minutes of the **Finance & General Purposes Committee Meeting** held on **22<sup>nd</sup> May 2024**, copies of which had been previously circulated to all Councillors and it was:

**PROPOSED BY:** Councillor Carey

**SECONDED BY:** Councillor Rivers

**RESOLVED UNANIMOUSLY – that the minutes of the Finance & General Purposes Committee Meeting held on 22<sup>nd</sup> May 2024, be approved and signed as a true and correct record.**

The Chairman then signed the Minutes.

138/2024-25 **FINANCIAL MATTERS**

**(i) To receive and note 2024/2025 Budget Comparison and Income & Expenditure reports**

The 2024/2025 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 Rivers  
**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – that the afore-mentioned detailed schedule of Payments Approved under Financial Regs, SPAA and/or Delegated Authority, in the sum of £66,369.14 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.

139/2024-25 **RFO'S REPORTS**

**(i) Actions completed since the F&GP Committee meeting held on 22<sup>nd</sup> May 2024:**

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

**RFO's Report – F&GP Meeting on 24<sup>th</sup> July 2024**

**Actions completed since the F&GP Committee meeting held on 22<sup>nd</sup> May 2024:**

- (i)** Following their confirming acceptance of the award, the payment for grant funding to CARM has been made (*Minute Ref: 025/2024-25(i) refers*).
- (ii)** Following their confirming acceptance of the award, the payment for grant funding to New Romney Country Fayre has been made (*Minute Ref: 025/2024-25(ii) refers*).
- (iii)** Following their confirming acceptance of the award, the payment for grant funding to Light Up New Romney has been made (*Minute Ref: 025/2024-25(iii) refers*).
- (iv)** Following their confirming acceptance of the award, the payment for grant funding to Light Up New Romney has been made (*Minute Ref: 025/2024-25(iii) refers*).
- (v)** Advice and quotations have been sought for remedial works to the Assembly Rooms car park (*Minute Ref: 027/2024-25(i)&(ii) refer*).

**Other Matters of Report:**

- (i)** Permission has been granted to Kent Film Office, for a half-day photoshoot to take place on The Greens, Littlestone during July.
- (ii)** The annual RoSPA play/gym area inspections are due to take place during the month of July.

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- (iii)** Notification of changes to interest rates and balance tiers has been received from Lloyds Bank (Attached hereto\*)

**This concludes my report – RFO 17<sup>th</sup> July 2024**

The RFO verbally advised that the afore-mentioned recipients of grant funding had all relayed their grateful thanks to the Town Council.

**(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 24<sup>th</sup> July 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.
- Leaking tap in the Ladies toilet has been repaired by the caretaking team.
- Window boxes were planted out by NRIB.
- Fire safety signage installed by the caretaking team.

**In hand:**

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

**(ii) Town Hall House and Outbuilding**

- Adjustment to front door handle, carried out by Parish Caretaker.
- Boiler repair carried out by EcoHeat PH Ltd.

**In hand:**

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

**(iii) Town Hall Garden**

- Lawn restoration works are in progress (caretaking team).

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**In hand:**

- None.

**(iv) Public Clock**

- Smith of Derby have carried out an inspection and are to provide a quotation for required repairs.

**In hand:**

- None.



**(v) Assembly Rooms**

- Leaking tap in the Ladies toilet has been repaired by the caretaking team.

**In hand:**

- None.

**(vi) Community Hall (Nursery)**

- Repair works to the rear door carried out by the caretaking team.

**In hand:**

- None.

**(vii) Maude Pavilion & Sports Field**

- Vehicular access gate temporarily re-sited by Kent Structures Ltd.

**In hand:**

- Anti-social behaviour deterrent measures.

**(viii) Fairfield Road Recreation Ground**

- Painting out of graffiti on skate park carried out by caretaking team.
- Re-painting of seating in 'Teenage' shelter carried out by caretaking team

**In hand:**

- None.

**(ix) The Greens / Hut & Winch Site**

- Replacement of swing shackles carried out by caretaking team.
- Removal of rusted sign-post carried out by caretaking team.
- Replacement of parts to item of gym equipment carried out by The Great Outdoor Gym Company.
  - Replacement of degraded commemorative plaques carried out, free of charge, by Attek Uk.

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- Electricity supply disconnected by UKPN due to degradation of cables.
  - Rebuilding of ground levels at vehicular access point carried out by caretaking team.

**In hand:**

- Replacement of worn parts on bucket roundabout.

**(x) Allotment Gardens**

- Strimming of vacant plots carried out by Caretaking Team.

**In hand:**

- None.

**(xi) Flagstaff Land**

- Flagpole installed by caretaking team.

- Horticultural assistance works carried out by NRIB (Attached hereto).

**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**

- High Street planter planted out by NRIB.

**In hand:**

- Re-siting of street furniture.

**(xv) Vandalism / Antisocial Behaviour**

- Graffiti sprayed on rear wall of Community Hall reported to Kent Police.
- Vandalism to the rear door of the Community Hall reported to Kent Police.
- Antisocial behaviour at the rear of the Sports Field reported to Kent Police.

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- An incident of arson at the Maude Pavilion attended by Kent Fire & Rescue and Kent Police.
- Fly tipping at St Martin's Field was reported to F&HDC.

**(xvi) Miscellaneous**

- None.

**In hand:**

- None.

**This concludes my maintenance report – RFO 17<sup>th</sup> July 2024**

140/2024-25 **GRANT FUNDING/ DONATIONS**

**(i) Romney Marsh Dementia Friendly Community**

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

It was:

**PROPOSED BY:** Councillor Terry  
**SECONDED BY:** Councillor Carey

**RESOLVED – that grant funding in the sum of £350.00, to be funded from the 2024/2025 Grants/Donations Budget, be awarded to Romney Marsh Dementia Friendly Community.**

NB: Councillor Rivers, having previously declared an Other Significant Interest, abstained from participating and voting.

**(ii) Twinning EK**

Due consideration was given to the grant funding application received from Twinning EK.

It was:

**PROPOSED BY:** Councillor Coe  
**SECONDED BY:** Councillor Carey

**RESOLVED – that the grant funding application from Twinning EK, be declined.**

@ **7.06PM** Councillor Rivers left the meeting to investigate a disturbance in the car park.

@ **7.07PM** Councillor Rivers rejoined the meeting.

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#### 141/2024-25 **WORKING PARTY**

Extensive consideration was given to the establishment of a Working Party to develop a tendering procedure in respect of Vendor Trading on The Greens.

**(i)**

It was:

**PROPOSED BY:** Councillor Rivers  
**SECONDED BY:** Councillor Terry

**RESOLVED UNANIMOUSLY– that any Vendor Trading tendering procedure established, to be in respect of all Town Council Lands.**

**(ii)**

It was:

**PROPOSED BY:** Councillor Rev Cn McLachlan  
**SECONDED BY:** Councillor Terry

**RESOLVED UNANIMOUSLY– that, a Working Party be established to develop a Vendor Trading tendering procedure in respect of Town Council Lands. The Working Party, comprising of those Members**

listed below, are to carry out research and create a framework for this procedure. The Working Party to present their findings to a future meeting of the Finance & General Purposes Committee.

**Councillor Rivers**  
**Councillor Carey**  
**Councillor Hiscock**

142/2024-25 **ST MARTIN'S FIELD COMMUNITY NOTICE BOARD**

Due consideration was given to the request received from St Martin's Field Charity for the provision of a 'Community' notice board on St Martin's Field. It was:

**PROPOSED BY:** Councillor Coe  
**SECONDED BY:** Councillor Rev Cn McLachlan

**RESOLVED UNANIMOUSLY – that (i) the request to provide a 'Community' notice board on St Martin's Field be approved in principle; (ii) quotations be sought and presented at the next meeting of the Finance & General Purposes Committee.**

143/2024-25 **TEMPORARY TOILET PROVISION**

Extensive consideration was given to the requested received from New Romney Football Club for the provision of temporary toilet facilities at St Nicholas School playing field. it was:

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**PROPOSED BY:** Councillor Rivers  
**SECONDED BY:** Councillor Terry

**RESOLVED UNANIMOUSLY – that the request from New Romney Football Club for the provision of temporary toilet facilities at St Nicholas School playing field, be declined.**

The Chairman thanked the Councillors and the Finance Clerk for their attendance and the meeting then concluded @ **7.53PM**.

NB: All documents referred to herein are freely available for perusal on the Town Council website: [www.newromney-tc.gov.uk](http://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

## New Romney Town Council 2024/25

### Bank - Cash and Investment Reconciliation as at 30 June 2024

#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

30/06/2024	Nat West Current A/c	500.00	
30/06/2024	Unity Trust A/c	145,623.07	
30/06/2024	Lloyds Bank Business A/c	1,368,255.67	
30/06/2024	Nat West Business Reserve A/c	342,100.95	
30/06/2024	Petty Cash	156.11	
30/06/2024	Corporate Card	0.00	
30/06/2024	Lloyds Bank I/A Online Saver	2,015,117.66	
			<b>3,871,753.46</b>

##### Other Cash & Bank Balances

**10,453.00**  
**3,882,206.46**

##### Unpresented Payments

**284.73**  
**3,881,921.73**

##### Receipts not on Bank Statement

**0.00**

##### Closing Balance

**3,881,921.73**

##### All Cash & Bank Accounts

1	Nat West Current A/c	500.00
2	Unity Trust Current A/c	145,623.07
3	Lloyds Bank Business A/c	1,368,255.67
4	Nat West Business Reserve A/c	342,100.95
5	Petty Cash	156.11
6	Corporate Card	-284.73
7	Lloyds Bank I/A Online Saver	2,015,117.66
	Other Cash & Bank Balances	10,453.00
	<b>Total Cash &amp; Bank Balances</b>	<b>3,881,921.73</b>

Date: 30/07/2024

## New Romney Town Council 2024/25

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Time: 15:05

## Cashbook 1

User: 6880.T.MORRIS

## Nat West Current A/c

For Month No: 3

## Receipts for Month 3

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		500.00					500.00	
FP Banked: 06/06/2024		550.00						
FP	BABY SEASHELLS LTD	550.00			1010	215	550.00	Baby Seashells - Rent
BACS Banked: 11/06/2024		624.40						
BACS	Shaw Rabson	624.40		-12.60	1010	205	700.00	Shaw Rabson - THH - Rent
					4362	205	-63.00	Shaw Rabson - THH - Rent
Banked: 18/06/2024		38.59						
AUTO TRANS	Nat West Business Reserve A/c	38.59			215		38.59	AUTO TRANSFER
Banked: 19/06/2024		7.14						
AUTO TRANS	Nat West Business Reserve A/c	7.14			215		7.14	AUTO TRANSFER
Banked: 26/06/2024		71.48						
AUTO TRANS	Nat West Business Reserve A/c	71.48			215		71.48	AUTO TRANSFER
Banked: 28/06/2024		75.00						
AUTO TRANS	Nat West Business Reserve A/c	75.00			215		75.00	AUTO TRANSFER
Total Receipts for Month		1,366.61	0.00	-12.60			1,379.21	
Cashbook Totals		1,866.61	0.00	-12.60			1,879.21	

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Date: 30/07/2024

## New Romney Town Council 2024/25

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Time: 15:05

## Cashbook 1

User: 6880.T.MORRIS

## Nat West Current A/c

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/05/2024	Nat West Business Reserve A/c	AUTO TRANS	550.00			215		550.00	AUTO TRANSFER
11/06/2024	EDF Energy Customers Ltd	D/D	16.40	16.40		500			EDF-Grms Kiosk-Electricity
11/06/2024	Nat West Business Reserve A/c	AUTO TRANS	608.00			215		608.00	AUTO TRANSFER
18/06/2024	Castle Water Ltd	D/D 2	18.40	18.40		500			Castle-Ass Rms-Water
18/06/2024	Castle Water Ltd	D/D 3	20.19	20.19		500			Castle-T.H.-Water
19/06/2024	Castle Water Ltd	D/D 4	7.14	7.14		500			Castle-GrmsFountain-Wate
26/06/2024	EDF Energy Customers Ltd	D/D 5	71.48	71.48		500			EDF-Ass Rms - Electricity
28/06/2024	Nat West	CHARGES	75.00			4305	275	75.00	Nat West - Charges
Total Payments for Month			1,366.61	133.61	0.00			1,233.00	
Balance Carried Fwd			500.00						
Cashbook Totals			1,866.61	133.61	0.00			1,733.00	

Date: 30/07/2024

## New Romney Town Council 2024/25

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Time: 15:07

## Cashbook 2

User: 6880.T.MORRIS

## Unity Trust Current A/c

For Month No: 3

## Receipts for Month 3

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	134,147.25					134,147.25	
Credit Banked: 12/06/2024		13,792.30						
Credit HMRC VAT		13,792.30			105		13,792.30	HMRC VAT
Total Receipts for Month		13,792.30	0.00	0.00			13,792.30	

Cashbook Totals	147,939.55	0.00	0.00	147,939.55
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## New Romney Town Council 2024/25

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Time: 15:07

Cashbook 2

User: 6880.T.MORRIS

Unity Trust Current A/c

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
07/06/2024	Three	D/D 1	27.58	27.58		500		Three-C.N &P.M - Mobiles
17/06/2024	Castle Water Ltd	D/D 2	65.97	65.97		500		Castle-GmsW.C.-Water
17/06/2024	Castle Water Limited	D/D 3	84.47	84.47		500		Castle-Allots - Water
17/06/2024	Corporate Card	D/D	671.46			220	671.46	Corporate Card
26/06/2024	Folkestone & Hythe District Co	D/D 5	1,449.00	1,449.00		500		P/Ledger Electronic Payment
30/06/2024	Unity Trust Bank	FEE	18.00			4305 275	18.00	UTB - Bank Charges
Total Payments for Month			2,316.48	1,627.02	0.00		689.46	
Balance Carried Fwd			145,623.07					
Cashbook Totals			147,939.55	1,627.02	0.00		146,312.53	

Date: 30/07/2024

## New Romney Town Council 2024/25

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Time: 15:08

## Cashbook 3

User: 6880.T.MORRIS

## Lloyds Bank Business A/c

For Month No: 3

## Receipts for Month 3

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,626,563.89					1,626,563.89	
FPI Banked: 03/06/2024		102.60						
	Sales Recpts Page 307	102.60	102.60		100			Sales Recpts Page 307
BGC Banked: 05/06/2024		33.14						
BGC NSIB		33.14			1080	275	33.14	NSIB - Interest
FPI Banked: 05/06/2024		160.00						
FPI [REDACTED]		160.00			560		160.00	[REDACTED] Plot 27 Deposit
FPI Banked: 06/06/2024		40.00						
	Sales Recpts Page 309	40.00	40.00		100			Sales Recpts Page 309
FPI Banked: 18/06/2024		600.00						
	Sales Recpts Page 308	600.00	600.00		100			Sales Recpts Page 308
FPI Banked: 26/06/2024		10.00						
FPI Charter Trustees		10.00			1999	280	10.00	C Trustees - Mayors Charity
FPI Banked: 26/06/2024		75.00						
	Sales Recpts Page 312	75.00	75.00		100			Sales Recpts Page 312
FPI Banked: 28/06/2024		67.20						
	Sales Recpts Page 313	67.20	67.20		100			Sales Recpts Page 313
Total Receipts for Month		1,087.94	884.80	0.00			203.14	
Cashbook Totals		1,627,651.83	884.80	0.00			1,626,767.03	

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Date: 30/07/2024

## New Romney Town Council 2024/25

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Time: 15:08

Cashbook 3

User: 6880.T.MORRIS

Lloyds Bank Business A/c

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/06/2024	Business Stream	D/D	46.40	46.40		500			Bus Stream-T.H. - Water
05/06/2024	Furley Page LLP	FPO 1	858.00	858.00		500			Furley Page-S106-Legal Fees
05/06/2024	GB Sport & Leisure U K Limited	FPO 1	134.40	134.40		500			GB Sport- The Grns- R & M
05/06/2024	M Coleman Arborocultural Servi	FPO 2	476.40	476.40		500			M Coleman-Grns-Grnd Ma
05/06/2024	New Romney in Bloom	FPO 3	49.50	49.50		500			NRIB - Window Boxes
05/06/2024	Rolfes DIY LLP	FPO 4	211.96	211.96		500			P/Ledger Electronic Payment
05/06/2024	Royal Mail Group Ltd	FPO 1	119.88	119.88		500			Royal Mail - Response Licence
05/06/2024	Synergy CPC LLP	FPO 2	2,400.00	2,400.00		500			Synergy-CHSPNP - QS Fees
05/06/2024	The Confederation of Cinque Po	FPO 3	382.20	382.20		500			P/Ledger Electronic Payment
05/06/2024	Kent Structures Ltd	FPO 1	100,000.00	100,000.00		500			P/Ledger Electronic Payment
05/06/2024	Kent Structures Ltd	FPO 2	98,545.12	98,545.12		500			P/Ledger Electronic Payment
05/06/2024	Potting Shed	FPO 1	80.00	80.00		500			P/Ledger Electronic Payment
05/06/2024	[REDACTED]	FPO	110.00			4360	275	110.00	[REDACTED] Plot 15B Deposi
						329	0	-110.00	[REDACTED] Plot 15B Deposi
						6000	275	110.00	[REDACTED] Plot 15B Deposi
05/06/2024	[REDACTED]	FPO	150.00			4360	275	150.00	[REDACTED] Plot 27 Deposit
						329	0	-150.00	[REDACTED] Plot 27 Deposit
						6000	275	150.00	[REDACTED] Plot 27 Deposit
10/06/2024	British Gas	FPO 2	168.86	168.86		500			British Gas-Ass Rms - Gas
10/06/2024	Folkestone & Hythe District Co	D/D	175.00	175.00		500			P/Ledger Electronic Payment
10/06/2024	Folkestone & Hythe District Co	D/D 1	576.00	576.00		500			P/Ledger Electronic Payment
13/06/2024	Euroloos Limited	FPO 1	432.00	432.00		500			Euroloos- Sports Fld- Portaloos
13/06/2024	The Folkestone Soundmen	FPO 2	100.00	100.00		500			Folkestone Sound-D-Day Event
13/06/2024	Hythe Town Concert Band	FPO 3	200.00	200.00		500			Hythe Band-T.C.Events-DDay
13/06/2024	Moores Turf and Topsoil Ltd	FPO 5	60.00	60.00		500			Moores-Grns-Topsoil
13/06/2024	SALARIES	FPO	9,202.45			4000	100	5,994.34	Salaries - M3
						4005	100	3,105.12	Salaries - M3
						4020	100	55.06	Salaries - M3
						4364	275	47.93	Salaries - M3
13/06/2024	Kent Pension Fund	FPO	3,051.15			4000	100	1,825.60	Kent Pension Fund - M2
						4005	100	1,136.49	Kent Pension Fund - M2
						4020	100	89.06	Kent Pension Fund - M2
13/06/2024	HM Revenue & Customs	FPO	1,857.19			4000	100	1,134.11	HMRC - M2
						4005	100	723.08	HMRC - M2
13/06/2024	[REDACTED]	FPO	50.60			4384	275	50.60	[REDACTED] - D Day 80 Supplies
						323	0	-50.60	[REDACTED] - D Day 80 Supplies
						6000	275	50.60	[REDACTED] - D Day 80 Supplies

Continued on Page 78

Date: 30/07/2024

## New Romney Town Council 2024/25

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Time: 15:08

Cashbook 3

User: 6880.T.MORRIS

Lloyds Bank Business A/c

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
13/06/2024	Rialtas Business Solutions Ltd	FPO	990.00	990.00		500			Rialtas - IT Support
17/06/2024	British Gas	FPO 1	102.82	102.82		500			British Gas-T.H. - Gas
20/06/2024	Aquaheat Ashford Ltd	FPO 1	92.40	92.40		500			Aquaheat-T.H. Boiler Service
20/06/2024	Castle Water	FPO 2	44.98	44.98		500			Castle - Maude - Water
20/06/2024	EcoHeat PH Ltd	FPO 3	110.00	110.00		500			Ecoheat-T.H Hse-Gas Safety
20/06/2024	Lionel Robbins	FPO 4	105.00	105.00		500			Lionel Robbins-Int Audit
20/06/2024	New Romney in Bloom	FPO 5	120.10	120.10		500			NRIB-HexBed-Plants
20/06/2024	Caring Together Romney Marsh	FPO	214.00		4345	275		214.00	CARM - Grant Funding
20/06/2024	Light Up New Romney	FPO	500.00		4345	275		500.00	Light Up New Romney
20/06/2024	New Romney Country Fayre	FPO	500.00		4345	275		500.00	NRCF - Grant Funding
21/06/2024	Public Works Loans	D/D	29,947.45		4310	275		26,150.00	PWLB - Repayment
					350	0		-26,150.00	PWLB - Repayment
					6000	275		26,150.00	PWLB - Repayment
					4311	275		3,797.45	PWLB - Repayment
21/06/2024	PWLB CORRECTION	CORRECTION	-29,947.45		4310	275		-26,150.00	PWLB CORRECTION
					350	0		26,150.00	PWLB CORRECTION
					6000	275		-26,150.00	PWLB CORRECTION
					4311	275		-3,797.45	PWLB CORRECTION
21/06/2024	Public Works Loans	DD	29,947.45		4310	275		3,797.45	PWLB - Principal Repayme
					350	0		-3,797.45	PWLB - Principal Repayme
					6000	275		3,797.45	PWLB - Principal Repayme
					4311	275		26,150.00	PWLB - Interest
26/06/2024	T Bourne & Son Ltd	FPO 6	837.85	837.85		500			Bournes - Table Storage
26/06/2024	East Kent Piping Society	FPO 7	200.00	200.00		500			East Kent Piping - D- Day
26/06/2024	MPR IT Solutions Ltd	FPO 8	325.80	325.80		500			MPR- IT Support
26/06/2024	Synergy CPC LLP	FPO 9	5,754.00	5,754.00		500			Synergy - CHSPNP- PM Fees
28/06/2024	Veolia ES (UK) plc	FPO 10	114.65	114.65		500			Veolia - Waste
Total Payments for Month			259,396.16	213,813.32	0.00			45,582.84	
Balance Carried Fwd			1,368,255.67						
Cashbook Totals			1,627,651.83	213,813.32	0.00			1,413,838.51	

Date: 30/07/2024

## New Romney Town Council 2024/25

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## Cashbook 4

User: 6880.T.MORRIS

## Nat West Business Reserve A/c

For Month No: 3

## Receipts for Month 3

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		340,755.26					340,755.26	
	Banked: 06/05/2024	550.00						
AUTO TRANS	Nat West Current A/c	550.00			200		550.00	AUTO TRANSFER
	Banked: 11/06/2024	608.00						
AUTO TRANS	Nat West Current A/c	608.00			200		608.00	AUTO TRANSFER
	INTEREST Banked: 28/06/2024	379.90						
INTEREST	Nat West	379.90			1080	275	379.90	Nat West - Interest
Total Receipts for Month		1,537.90	0.00	0.00			1,537.90	
Cashbook Totals		342,293.16	0.00	0.00			342,293.16	

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## New Romney Town Council 2024/25

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## Cashbook 4

User: 6880.T.MORRIS

## Nat West Business Reserve A/c

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
18/06/2024	Nat West Current A/c	AUTO TRANS	38.59			200		38.59	AUTO TRANSFER
19/06/2024	Nat West Current A/c	AUTO TRANS	7.14			200		7.14	AUTO TRANSFER
26/06/2024	Nat West Current A/c	AUTO TRANS	71.48			200		71.48	AUTO TRANSFER
28/06/2024	Nat West Current A/c	AUTO TRANS	75.00			200		75.00	AUTO TRANSFER
Total Payments for Month			192.21	0.00	0.00			192.21	
Balance Carried Fwd			342,100.95						
Cashbook Totals			342,293.16	0.00	0.00			342,293.16	

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Cashbook 5

User: 6880.T.MORRIS

Petty Cash

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		194.61					194.61	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		194.61	0.00	0.00			194.61	

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## New Romney Town Council 2024/25

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Cashbook 5

User: 6880.T.MORRIS

Petty Cash

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/06/2024	Sainsbury's	P/C 6	9.75			4360	275	9.75	Sainsbury's - T/H Refreshments
20/06/2024	Sainsbury's	P/C 7	28.75			4384	275	28.75	Sainsbury's - C Sunday - Refre
						323	0	-28.75	Sainsbury's - C Sunday - Refre
						6000	275	28.75	Sainsbury's - C Sunday - Refre
Total Payments for Month			38.50	0.00	0.00			38.50	
Balance Carried Fwd			156.11						
Cashbook Totals			194.61	0.00	0.00			194.61	



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## New Romney Town Council 2024/25

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Cashbook 6

User: 6880.T.MORRIS

Corporate Card

For Month No: 3

## Receipts for Month 3

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
--------------------	----------------------	------------------------	------------------	--------------	------------	---------------	-----------------	---------------------------

Banked: 17/06/2024		671.46						
D/D	Unity Trust Current A/c	671.46			205		671.46	Corporate Card
Total Receipts for Month		671.46	0.00	0.00			671.46	
Balance Carried Fwd		284.73						
Cashbook Totals		956.19	0.00	0.00			956.19	

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## New Romney Town Council 2024/25

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Cashbook 6

User: 6880.T.MORRIS

Corporate Card

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :			512.58					512.58	
03/06/2024	Zoom US	CORP CARD	155.88			4325	275	155.88	Zoom - Subscription
03/06/2024	Lloyds Bank	CORP CARD	3.00			4305	275	3.00	FEE TM
09/06/2024	Traffic Safety Products Ltd	CORP CARD	106.99		17.83	4380	275	89.16	Traffic Safety - Cones
09/06/2024	E&A Distribution Ltd	CORP CARD	46.00		7.70	4380	275	38.30	E&A Distribution - Dividers
09/06/2024	Snells Office Supplies Ltd	CORP CARD	24.90		4.15	4380	275	20.75	Snells Off Supp's - Box Files
27/06/2024	Pennguin Limited	CORP CARD	35.99		6.00	4125	200	15.00	Pennguin - Toilet Rolls
						4125	210	14.99	Pennguin - Toilet Rolls
28/06/2024	Ocrlea Services Ltd	CORP CARD	6.95			4355	275	6.95	Ocrlea - Strimmer Line
30/06/2024	Amazon	CORP CARD	47.98		8.00	4356	275	39.98	Amazon - Caretakers Workwear
30/06/2024	Amazon	CORP CARD	15.92		2.65	4125	200	6.64	Amazon - Cleaning Materials
						4125	210	6.63	Amazon - Cleaning Materials
Total Payments for Month			443.61	0.00	46.33			397.28	
Cashbook Totals			956.19	0.00	46.33			909.86	

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Cashbook 7

User: 6880.T.MORRIS

Lloyds Bank I/A Online Saver

For Month No: 3

## Receipts for Month 3

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		2,011,889.82					2,011,889.82	
INTEREST	Banked: 10/06/2024	3,227.84						
INTEREST	Lloyds Bank	3,227.84			1080	275	3,227.84	Lloyds Bank - Interest
					337		3,227.84	Lloyds Bank - Interest
					6001	275	-3,227.84	Lloyds Bank - Interest
Total Receipts for Month		3,227.84	0.00	0.00			3,227.84	
Cashbook Totals		2,015,117.66	0.00	0.00			2,015,117.66	

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Cashbook 7

User: 6880.T.MORRIS

Lloyds Bank I/A Online Saver

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00					
	Total Payments for Month		0.00	0.00	0.00		0.00	
	Balance Carried Fwd		2,015,117.66					
	Cashbook Totals		2,015,117.66	0.00	0.00		2,015,117.66	

### CAPITAL PROJECTS REPORT

#### (i) Maude Community Centre Project Update Report

There have been significant issues with utilities connections at the Maude Community Centre Site which, it was previously reported, have been resulting in increased costs due to (a) the necessity to utilise a generator onsite whilst issues regarding the installation of a replacement electricity meter were resolved and (b) paperwork was being chased to evidence disconnection of gas and prevent further billing for estimated gas usage when there is no gas connection on site. The matter of the electricity meter installation now appears to have been resolved with installation currently in hand and it is hoped that the issue regarding gas billing can be resolved within the coming weeks, albeit that it may be necessary to pay bills received to date and then claim back the relevant payments.

Despite the afore-mentioned issues and the previously reported delay due to a nesting jackdaw, Kent Structures have been working at pace and the foundation slabs for the main community building and the annex have been laid and the project is now 'out of the ground'.

The Project Steering Group has been considering the naming of the three main rooms in the Annex building as it is intended that there will be some community use of at least one space at weekends for smaller groups / activities. Names that have been put forward and considered by the Project Steering Group have intentionally been based on significance of the name within the community of New Romney.

It was originally intended that the name of Lord Peter Imbert should be used for the first floor community Hall and Maude Pavilion should be retained as the name for the ground floor pavilion. However, the revised project as a whole now has the single name of Maude Community Centre. It is important to retain use of the Imbert name within the project, however, since it was agreed by resolution of the Council that this name should be used due to Lord Peter Imbert's position as Chief of the Metropolitan Police, which put New Romney on the map, as well as his strong links with New Romney, which he retained throughout his life.

Other names which have been discussed include:

'Carey' – since Councillor Ted Carey was not only an active and well-respected Town Mayor but also Chairman of the New Romney Football Club for many years.

'Palmer' – since Councillor Barbara Palmer was another active and well-respected Town Mayor who was always very involved in the local community.

Two further past Mayor's names have also been put forward – names of Town Mayor's who had a huge involvement in the running and development of the Town:

Teichmann-Derville

Tubbs

Therefore, there are five proposed names for three rooms in the annex building, one of which should, morally, be the 'Imbert Room' since it was always intended and, indeed, agreed by resolution that this name be used.

### **The Imbert Room**

The Palmer Room

The Carey Room

The Teichmann-Derville Room

The Tubbs Room

Two further names have been put forward, to name rooms after:

Mabel Stringer – golf enthusiast and sporting journalist born in New Romney and captain of Littlestone Golf Club in the 1880s.

Dorothy Bannon – pioneering British nurse born in New Romney (but no evidence of having grown up / lived in New Romney)

### **Action:**

To confirm and approve names to be adopted for use in the Maude Community Centre Annex as room names.

## **(ii) Maude Community Centre Project Financial Update Report**



### **FINANCIAL REPORT NR 3**

### **THE MAUDE COMMUNITY CENTRE**

at

### **NEW ROMNEY TOWN COUNCIL**

for

### **New Romney Town Council**

**15 July 2024**

Project Ref: 14032

## THE MAUDE COMMUNITY CENTRE

### FINANCIAL REPORT

Report Nr.3

### NOTES/ COMMENTS

Date: 15 Jul 2024

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#### Ref. Description

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- 1 Works continue in accordance with Kent Structures Ltd's construction programme
- 2 The contractor has advised of an 11 day delay due to ecology matters, but have yet to submit any formal request for an extension of time.  
  
The contractor has advised of a further 12 day delay due to the requirement to carry out UXO surveys, but has yet to submit a formal request for an extension of time.
- 3 No Employer's Agents Instructions have been issued to date
- 4 Potential variations currently awaiting instruction will be identified in Appendix B together with associated costs
- 5 Adjustment of Provisional Sum expenditure (excluding Contingency) will be identified in Appendix C
- 6 Key changes in the since the last report include:
  - Potential extension of time costs for the notified delays
  - UXO survey costs
  - Additional ecology costs due to nesting birds
- 7  
The combined further effect of variations, anticipated variations and provisional sum expenditure in the intervening period is an increase in overall costs of around £24,000, however the project remains within budget and with a remaining Employer Contingency allowance of around £132,000, as noted on the main summary.
- 8 The fourth valuation has 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

<b>Employer</b> New Romney Town Council Town Hall, High Street New Romney TN28 8BT				<b>Report No:</b>  3								
<b>Employers Agent</b> Synergy Construction & Property Consultants LLP 8 / 9 Faraday Road Guildford GU1 1EA				<b>Date of Issue:</b> 15-Jul-24								
<b>Contractor</b> Kent Structures Ltd Unit 6, The Glenmore Centre Moat Way, Ashford TN24 0TL				<b>Reference:</b> SY14032								
<b>Contract Dates:</b>	<b>Possession:</b> 29-Apr-24	<b>Completion</b> 28-Apr-25	<b>Extended to:</b> 28-Apr-25	<b>Contract dated:</b> 06-Mar-24								
<b>Contract Period (in weeks)</b>	<b>Total Weeks</b> 52	<b>Weeks elapsed</b> 11	<b>Weeks Remaining</b> 41									
<b>CONTRACT SUM</b> Less Contingency Related Allowances				£3,291,506 £0 £3,291,506								
<b>EMPLOYER'S AGENT INSTRUCTIONS:</b> Actual as Appendix A  Anticipated as Appendix B  <b>PROVISIONAL SUMS :</b> See Appendix C				<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>£14,000</td> </tr> <tr> <td>£0</td> <td>£0</td> </tr> </tbody> </table>	Omit	Add	£0	£0	£0	£14,000	£0	£0
Omit	Add											
£0	£0											
£0	£14,000											
£0	£0											
<b>CLAIMS</b> 23 working days claimed in total - to be reviewed. <b>Allowance on account</b>				£10,000								
<b>Sub-total</b>				£3,315,506								
<b>Employer contingency remaining</b> £132,600				£132,600								
<b>ANTICIPATED FINAL COST OF MAIN CONTRACT WORKS</b>				£3,448,106								
<b>ADDITIONAL CLIENT ITEMS:</b> See Appendix D				£62,500								
<b>PROFESSIONAL FEES: - See Appendix E</b>				£106,010								
<b>Sub-total</b>				£3,616,616								
<b>VALUE ADDED TAX</b> (on construction costs and all fees except planning fee)				<b>EXCLUDED</b>								
<b>ANTICIPATED TOTAL FINAL COST OF WORKS</b>				£3,616,616								
<b>Delays and Extension of Time</b> Delays notified by Contractor to Employers 4.5 weeks Extension of Time Granted by Architect 0 weeks Extended date for Completion 28-Apr-25												
				Approved by: J Cook Signed:  Date: 15/07/2024								

## APPENDIX A - EMPLOYER'S AGENT INSTRUCTIONS

[illegible]

## APPENDIX B - POTENTIAL VARIATIONS AWAITING INSTRUCTION

[illegible]

## APPENDIX C - PROVISIONAL SUMS

Item	Brief Description	Tender allowance	Omit	Add
	<b><u>PROVISIONAL SUMS</u></b>			
	<b><u>Employer Provisional Sums for Defined Works</u></b>			
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		
	<b><u>Contractor Included Provisional Sums</u></b>			
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	
	<b>Carried forward</b>	<b>£176,500</b>	<b>£0</b>	<b>£0</b>

## APPENDIX D - CLIENT DIRECT COSTS

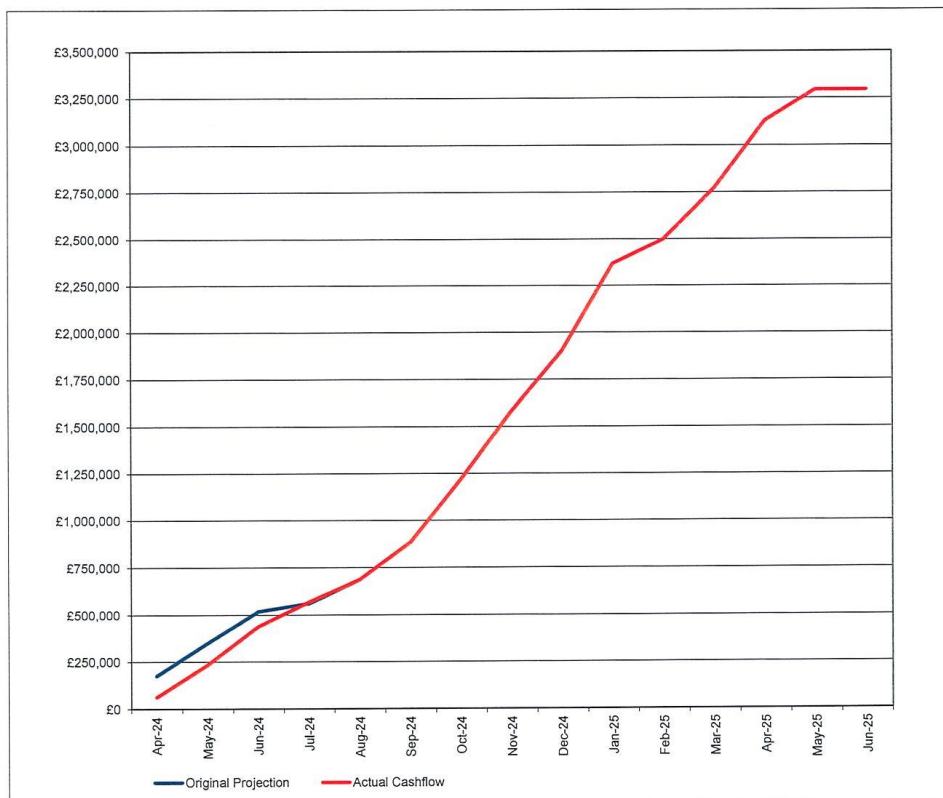
Instruction/ Variation	Brief Description		
			Add
	<p align="center"><b><u>CLIENT DIRECT COSTS</u></b></p> <p><b><u>Client Fixtures &amp; Fittings - furniture / specialist fit out etc</u></b></p> <p>Budget</p>		£62,500
	Carried to Summary		£62,500

# **APPENDIX E - PROFESSIONAL AND OTHER FEES**

Instruction/ Variation	Brief Description		
		Omit	Add
	<b><u>Professional &amp; Other Fees</u></b>		
	<b>Forecast Construction Cost</b>		<b>3,291,506</b>
	<b>Fees Schedule:</b>	<b>Adjustments</b>	<b>Confirmed</b>
	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
	Sweco (Structures) - confirmed	- 4,500	
	Mayland Consult - MEP	3,995	
	Fee surplus / shortfall	505	
		-	106,010
			-
			106,010
	<b>Carried to Summary</b>		<b>£106,010</b>



## 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	£438,608	-£13,158	£425,450	£226,175	£199,275	
4	08-Jul-24	£560,432	-£16,813	£543,619	£503,419	£40,200	£568,359	-£17,051	£551,308	£425,450	£125,858	
5	06-Aug-24	£687,540	-£20,626	£666,914	£543,619	£123,295	£687,540	-£20,626	£666,914	£551,308	£115,606	
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	£3,315,506	£0	£3,315,506	£3,242,133	£73,373	£3,315,506	£0	£3,315,506	£3,242,133	£73,373	
TOTAL						£3,315,506						£3,315,506

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

# AGENDA ITEM 17

## INSTALLATION OF THE LORD WARDEN OF THE CINQUE PORTS

It has been announced that the Installation of the Lord Warden of the Cinque Ports will take place in Dover on Tuesday 29<sup>th</sup> October 2024. This is a very significant and very historic event, which involves the summoning of the 'Grand Court of Shepway'. For many centuries, Lord Wardens have been installed at sessions of the Grand Court of Shepway. In existence since at least the middle of the 12th century, the Court of Shepway is convened and presided over by the Lord Warden.

The new Lord Warden's formal precept summoning the Court of Shepway and requesting member towns to submit returns as to their representatives will be issued in due course.

Traditionally, the session of the Court is preceded by a Hallowing service and followed by a reception and lunch for members of the Court and invited guests. The core costs of the Installation are borne by the Confederation of the Cinque Ports, which, historically, builds up a reserve fund for just such occasion as the Installation of a Lord Warden (or Coronation of a new monarch). However, each individual Cinque Port Town can be requested to contribute towards the cost of its own delegates' attendance. On this occasion, the required contribution is £55.00 per delegate.

By ancient tradition, the Grand Court of Shepway comprises the Mayor and between 4 and 6 "Combarons" [including](#) the Town Clerk of each member town and they are accompanied by Mayoral Chaplains, Honorary Recorders (if applicable) and macebearers. On previous occasions, in addition, each member town has been invited to nominate guests bringing this core group, able to attend all three elements of the event, up to 14 per member town.

There are precedents, in the past, for surviving Coronation Barons to attend major ceremonial events like the installation of a Lord Warden and it is anticipated that Coronation Barons will attend this installation but, due to very restricted numbers able to attend, the Coronation Baron should be included in the maximum number of 14 delegates.

This allocation has invariably been fully subscribed in the past and each town has also been invited to nominate about 7 further guests to attend the Court of Shepway only.

In accordance with historic tradition and precedence, [and having now received the official Precept \(see attached below\) and formal returns and sought advice from the Registrar and Seneschal of the Cinque Ports](#), the core delegation for New Romney should be:

[The Right Worshipful the Mayor of New Romney](#)  
[Town Clerk](#)  
[Deputy Mayor](#)  
[New Romney Coronation Baron \(if still a Member of the Councillor – otherwise Group B\)](#)  
**+ 2 further Councillors**

[The Mayor's Chaplain attends as a member of the core delegation but is not named on the formal precept return. \(7 in total\)](#)

[The Mayor's Sergeant and the Town Sergeant attend as part of the core delegation but are not named on the formal precept return. \(Catering for Sergeants will be provided separately.\)](#)

Total: 7 representatives plus 2 sergeants



Total cost: £385.00 (plus catering for Sergeants – suggest budget of £450.00 in total) – this to be allocated from the Cinque Ports Confederation Reserve Fund.

The Mayoress attends as one of the further representatives who attend all elements of the installation (but do not process) – Group B. It is group B that increases the total number of representatives to a maximum of 14 if so desired.

Total cost including Mayoress: £440.00 (suggested budget including Sergeants £500)

New Romney Town Council maintains a Cinque Ports Confederation Reserve Fund, the purpose of which is to offset the costs of hosting / participating in / attending significant events involving the Cinque Ports Confederation. This Reserve Fund currently stands in excess of £8,000.00 – noting that New Romney Town Council makes an annual contribution to this reserve fund and New Romney is not due to host the Cinque Ports Confederation Speaker's Day for another four years. There are, therefore, more than adequate reserves available to draw upon to fund the Town's representation at the historic ceremony of the Installation of the Lord Warden of the Cinque Ports.

If the Council is minded to send a full delegation of 14 representatives to sit in session at the Grand Court of Shepway, the total cost would increase to £770.00 (plus 2 x Sergeants, so suggest £850.00 budget) to be funded from the Council's Cinque Ports Confederation Reserve Fund.

Please see schedule of representatives form attached below; this allows for a further 2 Councillors to process and participate as Members of the Court of Shepway (Group A) plus a further 6 of the 11 remaining Members of the Council who may attend all elements of the Installation (Group B) as representatives of New Romney. The fairest method of selecting further Members would be by way of a secret ballot – to be drawn publicly at this meeting.

If there are then any remaining Members of the Council who would like to attend to witness an element of the Installation, New Romney is permitted to submit up to 7 further names of those who would like to observe the session of the Grand Court of Shepway only – for which there is no attributable cost.

Member Councils have also been advised that, whilst on this occasion the entire Installation event will take place at a single location (The Duke of York's Royal Military School, Dover), it remains important that the general public are able to witness as much of the event as possible. The DoYRMS is able to accommodate members of the general public to witness processions within their grounds and to provide car parking.

In addition, the seating capacity of their auditorium should permit a number of seats to be allocated to members of the public for the Court of Shepway. It is also proposed that each member town be invited to organise a party of local school children to attend and that the event be live-streamed. The Town Mayor will, therefore, liaise with St. Nicholas Academy and the Marsh Academy to organise the attendance of a party of up to 12 local schoolchildren and their supervising Adults (in accordance with the advised limits on numbers) to attend the Court of Shepway.

## Actions:

1)

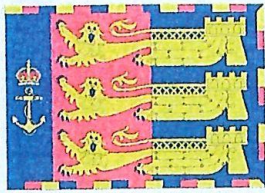
### Either:

- Approve the cost centre for the expenditure in the total amount of **£500.00** in respect of the attendance of the core delegation of 7 New Romney representatives of the Grand Court of Shepway only (Group A) plus 2x sergeants, at the Installation of the Lord Warden of the Cinque Ports on 29<sup>th</sup> October 2024; to be allocated from the Confederation Reserve Fund

### Or:

- Approve increased expenditure in the total amount of **£850.00** in respect of the attendance of a delegation of 14 New Romney representatives of the Grand Court of Shepway at the Installation of the Lord Warden of the Cinque Ports on 29<sup>th</sup> October 2024; to be allocated from the Confederation Reserve Fund
- 2) To formally appoint 2 further Councillors as representatives of New Romney at the Grand Court of Shepway (to be appointed following secret ballot, the results of which shall be recorded in the minutes of this meeting) and confirm New Romney's delegation of Combarons (Group A) to be advised by formal Precept Return (See return template attached below), which is to be officially sealed – using the Town Seal - by the Town Clerk and witnessed by the Town Mayor and Deputy Mayor.
- 3) If the Town Council opts to allocate increased expenditure in respect of a delegation of 14 representatives of New Romney, then following a **further secret ballot**, the results of which shall be recorded in the minutes of the meeting, formally approve a full delegation of 14 persons to attend the Installation – to include the core representatives identified above together with up to a further 7 identified Members of the Council.

NB: If any remaining Councillors then wish to witness the session of the Grand Court of Shepway only, they are requested to contact the Town Clerk who will prepare a list of attendees to submit to the Confederation upon request **and by the advised deadline**. Members may be added to the list of attendees up to the maximum permitted on a first come-first served basis. Councillors will be notified when the list is full.



**ADMIRAL SIR GEORGE ZAMBELLAS**

Knight Grand Cross of the Most Honourable Order of the Bath, Distinguished Service Cross, Aide de Camp to His Majesty King Charles III, Lord Warden and Admiral of the Cinque Ports, Constable of His Majesty's Castle of Dover and Deputy Lieutenant of the County of Dorset.

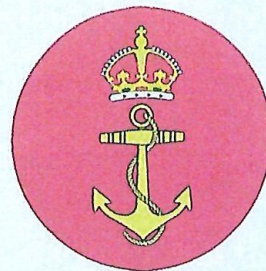
**T**O all and singular the MAYORS and BAILIFFS of the CINQUE PORTS two Antient Towns and their Members Corporate and to every of them,  
GREETING.

**F**OR certain good causes and considerations me thereunto especially moving, I have thought it necessary to notify unto you by these presents that I propose and am Resolved, by God's grace, to be at the Duke of York's Royal Military School in the environs of His Majesty's Castle of Dover aforesaid upon Tuesday the twenty-ninth day of October next by eleven o'clock in the forenoon, then and there to hold a Grand Court of Shepway according to the ancient usage and custom of the said Cinque Ports and there to take upon myself the duties of the said Office of Lord Warden.

**T**HEREUPON, by virtue and authority of my said Office, these are in His Majesty's name straitly to charge and command you and every of you to give good summons and lawful warning unto six, five or four of the best and most discreet of you Combarons of every of the said Ports, Towns and Members Corporate, personally to be and appear before me at the place and time aforesaid. And also that you the said Mayors and Bailiffs, or your respective Deputies, be likewise then and there personally present to do as to you hath been accustomed and belongeth. And that you do then and there certify to me under your hands and seals of incorporation what you shall have done in the accomplishment of the premises, certifying to me also then and there the names of all those persons whom you shall so have summoned and warned as aforesaid, and therewith returning back unto me then and there this Mandate, whereof you may not fail.

**D**ATED at His Majesty's CASTLE of WALMER aforesaid under my hand and seal this twenty-fourth day of July in the second year of the reign of our Sovereign Lord Charles III, by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of His other Realms and Territories, King, Head of the Commonwealth and Defender of the Faith: Anno Domini 2024.

*George Zambellas*



## CONFEDERATION OF THE CINQUE PORTS

### INSTALLATION OF THE LORD WARDEN – 29 OCTOBER 2024

PORT / TOWN NEW ROMNEY

#### GROUP A

To be included in the separate, formal return: please give full names, honours etc.

Mayor CLR RIVERS  
Town Clerk C. NEWCOMBE  
Combaron 2 CLR COE - DEPUTY MAYOR  
Combaron 3 CLR THOMAS - CORONATION BARON  
Combaron 4 .....  
Combaron 5\* .....  
Combaron 6\* (ONLY IF NO CHAPLAIN)

The following should not be included in the separate, formal return but please give names

Chaplain\* YES  
Hon Recorder\* .....

#### GROUP B

The following should not be included in the separate, formal return but please give names

Guest 1\* MAYORESS  
Guest 2\* .....  
Guest 3\* .....  
Guest 4\* .....  
Guest 5\* .....  
Guest 6\* .....  
Guest 7\* .....

MACEBEARER(S) .....

#### GROUP C

Tickets required for the Court of Shepway only; names not required

No. of tickets .....

#### NOTES

\* = Optional

The total number in Groups A & B combined should not exceed 14  
The number in Group C should not exceed 7



TO ALL TO WHOM THESE PRESENTS SHALL OR MAY APPERTAIN and especially to ADMIRAL SIR GEORGE ZAMBELLAS Knight Grand Cross of the Most Honourable Order of the Bath, Distinguished Service Cross, Aide de Camp to His Majesty King Charles III, Deputy Lieutenant of the County of Dorset, Constable of Dover Castle, Lord Warden and Admiral of the Cinque Ports, Two Antient Towns and their Members.

WE, the ..... BOROUGH / TOWN COUNCIL / CHARTER TRUSTEES / CORPORATION for the Town and Port of ....., in the County of ....., one of the Cinque Ports, with all due reverence send Greeting.

MAY it please the Lord Warden to be advised that we have nominated elected appointed and chosen our well beloved Combarons ....., *Councillor / Jurat* and Mayor of the said Town and Port, ....., *Councillor / Jurat* and Deputy Mayor of the said Town and Port ..... and ..... *Councillors / Jurats* of the said Town and Port, and ..... our Town Clerk, personally to be and appear before him at the Duke of York's Royal Military School in the environs of His Majesty's Castle of Dover aforesaid, upon Tuesday the twenty-ninth day of October next by eleven o'clock in the forenoon and at the Grand Court of Shepway there to be holden to do such service as to us appertaineth to be done by the ancient usage and custom of the said Cinque Ports two Antient Towns and their Members Corporate at the first entry of the Lord Warden of the Cinque Ports into his said Office, according to his command and pleasure contained in his Precept therein of late to us among others made known, bearing date the twenty-fourth day of July 2024.

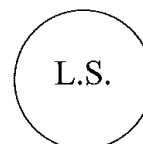
IN WITNESS whereof we have hereunto caused the Common Seal of ..... BOROUGH / TOWN COUNCIL / CHARTER TRUSTEES / CORPORATION for the Town and Port of ..... aforesaid to these presents to be affixed.

DATED at ..... aforesaid the ..... day of ..... in the second year of the Reign of our Sovereign Lord, Charles III, by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of His other Realms and Territories, King Head of the Commonwealth, Defender of the Faith: Anno Domini 2024.

THE COMMON SEAL of

.....

was hereunto affixed in the presence of: \_



*[Note: Please prepare your formal return, filling-in the blanks and omitting alternatives (in italics) as appropriate]*



NEW ROMNEY

TOWN COUNCIL

# STRATEGIC PLAN

2023-2027

New Romney Town Council



# Contents

- 3 Foreword
- 4 Our Strategy
- 6 Financial Management
- 7 Planning, Highways & Environment
- 10 Recreation & Amenities
- 12 Health & Wellbeing
- 13 Town & Community

# Foreword

*Welcome to New Romney Town Council's Strategic Plan. The Plan describes the Council's vision, what we are trying to achieve during the current Term of Office and what our objectives and key priorities are between now and 2027.*



*The Right Worshipful the Mayor of New Romney,  
Councillor John Rivers  
July 2023*

**The Strategic Plan** explains clearly to Councillors, staff, residents, businesses, and our partners exactly what the Council aims to achieve between now and the next election. New Romney Town Council is an ambitious Council and, as Members, we are all committed to helping make New Romney, Littlestone and Greatstone (*now called 'New Romney' in this report*) a better place to live, work and visit.

This document will help to ensure that the Council continues to focus on delivering excellent, value for money services for the Town and its residents.

This Strategic Plan sets out the Council's overall vision – which is to continually work on improving the quality of life for all residents, improving our local environment, conserving and promoting the Town's heritage and retaining financial security.

The overarching Strategy is underpinned by 11 Corporate Priorities supported by 52 Key Objectives. The Corporate Plan will be reviewed annually and updates on the Council's achievements will be reported at the Annual Town Meeting.

The Council will ensure that adequate resources (financial, staffing, training, equipment etc) are made available to achieve the Objectives detailed within this Plan.



# New Romney Town Council Strategic Plan

*To continually work on improving the quality of life for all residents, improving our local environment, conserving and promoting the Town's heritage and retaining financial security.*

Our overarching Strategy is underpinned by the following:

- 5 Areas of Focus
- These include 13 Strategic Priorities
- These are supported by 53 Key Objectives
- Each Objective will be progressed and monitored by the relevant Council Committee

## 1. *Financial Management*

- To develop and manage a sustainable budget which maximises use of Town Council assets, optimises revenue streams and provides optimum spending opportunities whilst maintaining financial security and recognising the impact on residents

## 2. *Planning, Highways & Environment*

- To ensure that New Romney (*see above*) can develop economically whilst safeguarding its natural environment
- To optimise the ability for people and goods to move around the Town safely and in a more environmentally friendly manner
- To keep New Romney clean and pleasant for residents and visitors alike

## 3. *Recreation & Amenities*

- To optimise and encourage the use of all local sports, play and exercise facilities
- To maintain and improve a range of amenities and services to support a good quality of life in New Romney's Wards

## 4. *Health & Wellbeing*

- To develop and maintain a community infrastructure in New Romney that nurtures a safe, supportive and inclusive place to live, work and visit

## 5. *Town & Community*

- To develop and maintain a community infrastructure in New Romney that nurtures a safe, supportive and inclusive place to live, work and visit
- To support local businesses and economic development in New Romney
- To effectively communicate, consult and engage with our residents, partners, employees, local businesses, visitors and other public sector organisations (eg local authorities, health and education)
- To make sure that New Romney continues to attract tourists to the area
- To actively promote the arts and culture in New Romney
- To maintain and improve a range of amenities and services to support a good quality of life in New Romney

# 1. Financial Management

*To develop and manage a sustainable budget which maximises use of Town Council assets, optimises revenue streams and provides optimum spending opportunities whilst maintaining financial security*

Objectives

Committee

Start

Complete —

FM1: Review and update Rolling Maintenance Plan to assist in Maintaining optimum property values of NRTC properties

F&GP

**2023-24**

**Commenced:**  
Review and Update by Finance Officers currently in hand. Updated document to be presented to F&GP Committee By end March 2025.

FM2: Undertake review of revenue streams and develop a plan to optimise income with which to support longer-term spending options whilst retaining financial security. To investigate funding and grants available to the Town Council

F&GP

**2023-24**

**Not Yet Commenced:**  
Agenda item to be raised for next scheduled F&GP Committee meeting (Sept 2024) to establish a Working Party

## 2. Planning, Highways & Environment

*To ensure New Romney can develop economically whilst safeguarding its natural beauty*

Objectives	Committee	Start	Complete
PHE 1: Carry out a wants / needs survey re local new build developments to understand local housing needs and the impact on the Town from new developments with a vision of using the data to influence local planning outcomes	Planning & Environment	2023-24	<b>Not Yet Commenced:</b> Planning and Environment Committee agenda Item to be raised by December 2024 to establish a Working Party
PHE 2: Develop and adopt a Policy Statement / Planning Protocol identifying the Town Council's commitment to preserving local open spaces	Full Council	2023-24	<b>Commenced:</b> Draft Policy Statement currently in preparation for review and adoption

## 2. Planning, Highways & Environment

*To ensure New Romney remains  
a clean and pleasant place to  
live, work and visit*

Objectives	Committee	Start	Complete
PHE 3: Establish a process by which NRTC receives regular feedback re local air quality monitoring	Planning & Environment	2023-24	<b>Complete:</b> Data only available annually; receipt of Data as available requested and confirmed
PHE 4: Complete the upgrade of NRTC waste disposal contracts and waste receptacles at New Romney Town Hall and Assembly Rooms to facilitate waste recycling	F&GP	2024-25	<b>Complete:</b> Re-cycling bins in-Situ at Town Hall and waste disposal contract upgraded for re-cycling collection
PHE 5: Complete Area Action Plans for all NRTC open spaces linked to the adopted Environment Policy	Planning & Environment	2024-25	<b>Not Yet Commenced:</b> Planning and Environment Committee agenda Item to be raised by Dec 2024 to establish Working Party
PHE 6: Re-distribute trees from NRTC tree nursery for planting appropriately around the parish	Planning & Environment	2025-26	
PHE 7: Identify potential areas of NRTC Land for re-wilding and consult local residents on proposals	Planning & Environment	2025-26	
PHE 8: Investigate potential for Supporting local up-cycling and re-cycling projects and organisations	Planning & Environment	2026-27	

## 2. Planning, Highways & Environment

*To optimise the movement of  
people and goods around the Town  
safely and in a more environmentally  
friendly manner*

Objectives	Committee	Start	Complete
PHE 9: Identify and secure funding to implement the New Romney Parish Highways Improvement Plan	Planning & Environment	<u>2023-27</u>	<b>Not Yet Commenced:</b> HIP Team to commence funding research during current financial year
PHE 10: Implement 20MPH zones within the Parish as identified within the New Romney Parish Highways Improvement Plan	Planning & Environment	<u>2023-27</u>	<b>Commenced:</b> NRTC funding allocation approved for relevant traffic orders
PHE 11: Implement improvements to junction of Ashford Road / New Romney High Street as identified within the New Romney Parish Highways Improvement Plan	Planning & Environment	<b>2024-25</b>	<b>Commenced:</b> Works approved by Kent Highways and identified in Pentland Homes Improvements to Highways in vicinity of residential development
PHE 12: Continue negotiations with FHDC Re adopting one of the two town centre car parks with a vision of utilising revenue to support funding of local improvements	Full Council	<b>2025-26</b>	
PHE 13: Lobby Government and KCC for improved local public transport. Investigate links with other Councillors (Parish, District, and County) to consider a Community Bus service with links to hospitals and other major sites/venues	Full Council	<b>2023-24</b>	<b>Commenced:</b> Community Transport project In development via RMCH / KCC Town Council liaising with RMCH and KCC Member re progress

### 3. Recreation & Amenities

*To optimise and encourage use of all Town Council sports, play and exercise facilities*

Objectives	Committee	Start	Complete
RA 1: Provide more varied outdoor play equipment for children	Full Council	2024-25	<b>Not Yet Commenced:</b> Initial consultation With local school Children to be Undertaken in Spring 2025
RA 2: Seek and secure funding to expand the New Romney Skate Park	Full Council	2025-26	
RA 3: Complete adoption of Station Road Pl; Area and secure funding to upgrade the equipment on the rear half of the site	Full Council	2024-25	<b>Paused:</b> FHDC currently reviewing use of this site

### 3. Recreation & Amenities

*To maintain and improve a range of amenities and services to support a good quality of life in New Romney*

Objectives	Committee	Start	Complete
RA 4: Provide picnic benches at Perimeter of St Martin's Field	F&GP	2024-25	Commenced: Quotations currently being sought
RA 5: Replace planters around perimeter of St Martin's Field with self-watering planters	F&GP	2024-25	Commenced: Quotations currently being sought
RA 6: Prepare a development plan and secure funding to upgrade The Greens as a Destination Coastal Park for play and recreation (eg addition of petanque strip, crazy golf, themed adventure playground, further picnic benches)	Full Council	2025-26	
RA 7: Seek and secure funding or loan/ Lease project to provide a NRTC Caretaker van to improve safety and efficiency in maintaining Town Council lands and premises	Full Council	2024-25	Not Yet Commenced: Finance Officers to investigate options for vehicle finance during current financial year
RA 8: Deliver the completed Community Hall, Sports Pavilion and Nursery project	Full Council	2025-26	
RA 9: Refurbish or replace railings at The Greens, Littlestone and install inset safety barriers at all pedestrian access points	Full Council	2025-26	



## 4. Health & Wellbeing

*To develop a community infrastructure in New Romney that nurtures a safe, supportive and inclusive place to live, work and visit*

Objectives	Committee	Start	Complete
HW 1: Provide Dementia Awareness training for all New Romney Town Council Members and Staff	Full Council	2023-24	<b>Complete:</b> Training scheduled and delivered on 7 <sup>th</sup> June 2024
HW 2: Complete all remaining criteria to be accredited as a Dementia Friendly Council	Full Council	2023-24	<b>Not Yet Commenced:</b> Clerk to review remaining criteria during current civic year
HW 3: Continue adaptations to New Romney Town Hall and Assembly Rooms to make them more dementia friendly (upgrade Town Hall lighting / repaint door frames in both buildings in contrasting colour in line with rolling maintenance programme)	F&GP	2024-25	<b>Commenced:</b> Additional signage installed in the Town Hall and Assembly Rooms; Improvements to décor (differentiation of door frames to be undertaken in line with rolling maintenance prog
HW 4: Support Primary Care Network with sharing of healthcare communications and provision of additional building space for delivery of healthcare services	Health & Wellbeing	2024-25	<b>Commenced:</b> Health & Wellbeing Committee established and opportunities for assisting with communicating local healthcare matters discussed via this committee
HW 5: Expand links on NRTC website to include details of more local support organisations	Health & Wellbeing	2024-25	<b>Commenced:</b> Additional appropriate links to local support organisations added to NRTC website as they are identified

## 5. Town & Community

*To develop a community infrastructure in New Romney that nurtures a safe, supportive and inclusive place to live, work and visit*

Objectives	Committee	Start	Complete
TC 1: Lobby Government/KCC/Kent Police to re-establish a visible local police presence and to retain KCC Community Wardens	Full Council	2023-24	<b>For Revision / Withdrawal:</b> KCC Community Wardens Team stood down prior to adoption of this Strategic Plan; named Kent Police Officer for local area already established
TC 2: Create disabled parking bay(s) on NRTC land at the end of The Greens, Littlestone to improve accessibility of this open recreational space	Full Council	2026-27	
TC 3: Provide funding support for the retention of local youth club provision	F&GP	2025-26	
TC 4: Organise a Community Service event to publicise what is on offer to local residents in terms of volunteer support and services	Health & Wellbeing	2024-25	<b>Not Yet Commenced:</b> Health & Wellbeing Committee Agenda Item to be raised at September 2024 meeting to establish a working party to develop an outline event plan
TC 5: Establish a Youth Council to engage with and respond to the needs of local young people	Full Council	2024-25	<b>Commenced:</b> Youth Council Constitution now Adopted; meetings to commence in September 2024

# 5. Town & Community

*To support local businesses and encourage economic development in New Romney*

Objectives	Committee	Start	Complete
TC 6: Install an electronic information board in the Town Centre area to promote the Town and advertise local businesses with a vision of generating additional revenue from advertising	F&GP	2025-26	
TC 7: Develop a plan for increased use of St. Martin’s Field, and the Greens, for community events with a long term vision of establishing a community events calendar (eg to include annual community picnic, annual Armed Services Day event, annual Pride event etc) or a New Romney Festival Week	Full Council	2024-25	Not Yet Commenced: Clerk to prepare Schedule of current Town and Community Events by end of March 2025 for review and development

## 5. Town & Community

*To effectively communicate, consult and engage with our residents, partners, employees, local businesses, visitors and the public sector (eg local authorities, health and education)*

Objectives	Committee	Start	Complete
TC 8: Return Council meetings to the Town Hall Council Chamber and revert to Monday evening meetings to reduce clashes with District Council meetings	Full Council	2023-24	<b>Complete:</b> Amended schedule of meetings adopted and implemented; Council Chamber in Use for meetings – but hindered by issues with stair lift
TC 9: Routinely publish links to details of local planning applications on NRTC social media	Planning & Environment	2023-24	<b>Complete:</b> On-going practice now established to highlight local planning apps via NRTC social media
TC 10: Establish a policy of submitting regular monthly articles for publication in Romney Marsh Community Ad magazine which is delivered directly to every local household	Full Council	2023-24	<b>Complete:</b> Policy of utilising monthly Community Ad publication for publicising NRTC activity established and implemented
TC 11: Create video recordings of all Civic Services and Ceremonies for publication on Town Council social media to increase civic engagement	Full Council	2024-25	<b>Commenced:</b> Recordings of D-Day 80 events posted on NRTC social media
TC 12: To establish other social media means by which we make the Council more accessible and engaging	Full Council	2024-25	<b>Not Yet Commenced:</b> Clerk to investigate opportunities for wider social media use and report outcomes by end March 2025

# 5. Town & Community

*To effectively communicate, consult and engage with our residents, partners, employees, local businesses, visitors and the public sector (eg local authorities, health and education)*

Objectives	Committee	Start	Complete
TC 13: Re-instate Town Centre NRTC noticeboard in High Street	F&GP	2024-25	<b>Commenced:</b> Consent acquired and contractor instructed to instal noticeboard
TC 14: Develop and adopt Policy Statement that places an expectation on Town Council Members to attend Civic Services and Ceremonies / Town Council events to (i) demonstrate commitment to the Town and its residents and (ii) engage with members of the community and increase visibility of the Council	Full Council	2024-25	<b>Commenced:</b> Draft Policy prepared for adoption in September 2024

## 5. Town & Community

*To make sure that New Romney continues to attract tourists to the area*

Objectives	Committee	Start	Complete
TC 15: Complete and publicise (via NRTC website/social media and leaflets) the Town Trail	F&GP	2024-25	<b>Commenced:</b> Installation of Town Trail completed; Sourcing of accompanying leaflets in hand
TC 16: Develop a Policy for utilisation of The Cinque Ports brand	Full Council	2024-25	<b>Not Yet Commenced:</b> Agenda Item to be Raised by Dec 2024 to establish a working party
TC 17: Replace Town signage at entry points to the Town ('Welcome' gates with T crest / reference to 'Ancient Cinque Port Town')	Planning & Environment	2024-25	<b>Not Yet Commenced:</b> Cost estimates to be sought ahead of Annual budget Setting process 2024
TC 18: Prepare a Business Plan for potential provision of a summer tourist road train	Full Council	2025-26	
TC 19: See RA6 (P11) Upgrade of The Greens as a Destination Coastal Park	Full Council	2025-26	

# 5. Town & Community

## To promote the arts and culture in New Romney

Objectives	Committee	Start	Complete
TC 20: Actively promote established local events on NRTC website and social media (eg JAM on the Marsh, New Romney Country Fayre, Light Up New Romney)	Full Council	2023-24	<b>Complete:</b> All established local events are Actively promoted via NRTC website and social media page
TC 21: Install a Town Sign in the Town Centre/historic centre of the Town to Identify with the Town’s history	Full Council	2024-25	<b>Not Yet Commenced:</b> Cost estimates to be sought ahead of Annual budget Setting process 2024

5. Town & Community

*To maintain and improve a range  
of amenities and services to support  
a good quality of life in New  
Romney*

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Objectives	Committee	Start	Complete
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TC 22: Lobby FHDC to re-develop the Disused play area in Dagleish Close	Full Council	2025-26	
TC 23: Undertake a post-community hall project review of NRTC buildings use	F&GP	2026-27	
TC 24: Install 2x Town benches (currently In storage) in New Romney High Street	F&GP	2024-25	<b>Commenced:</b> One High St bench installed; second installation in hand
TC 25: Re-develop the toilet block on The Greens, Littlestone, to provide a café facility with external public toilet(s) and generate revenue to support local improvements	Full Council	2026-27	

# Contact

For more information, or if you have any questions regarding the Corporate Plan, please contact:

Town Clerk

Tel: 01797 362348

Email: [town.clerk@newromney-tc.gov.uk](mailto:town.clerk@newromney-tc.gov.uk)

New Romney Town Council

Town Clerk's Office

Town Hall

High Street

New Romney

Kent

TN28 8BT

[www.newromney-tc.gov.uk](http://www.newromney-tc.gov.uk)



New Romney Town Council

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## FUNDING APPLICATION



### **NEW ROMNEY TOWN COUNCIL** **GRANT APPLICATION FORM**



Please read the Town Council's Policy for awarding grants and Guidelines to Applicants before completing this form. You may use a continuation sheet if necessary.

**Name and Address of Applicant:**

Skidders Academies Trust T/A The Marsh Academy  
Station Road, New Romney. TN28 8BB

Tel: 01797 369200 (leisure centre)

Email: [REDACTED]

**Organisation – please state whether local, regional, national or charitable body (Charity No.)**

The Marsh Academy is part of The Skinner's Academies Trust – a charity and company limited by guarantee

**If applicable:**

**Total Membership:** 1000+

**Target Age Group:** 5-85

**Summary of scheme, event or project (please provide full details on a separate sheet):**

Please see Appendix A

**How many people in the Town and / or Coast Ward of New Romney will benefit from the scheme / event / project?**

The project is expected to see around 1500 users on a weekly basis accessing this new facility. (This figure does not include school users during the day – Both Marsh Academy students and those from local primary schools - If we count those numbers, it would be an additional 1000+ users).

Recommended by F&GP Committee: 24/09/2012  
Ratified: 08/10/2012  
Last Reviewed: 8<sup>th</sup> April 2015

According to the Football Foundation and the FA, 1500 is the average amount of regular community users on a full-size artificial pitch which receives Football Foundation funding. We think there will be more on this pitch given the strength of the partnerships, the number of programmes and initiatives, the various leagues, social and recreational play it will provide for.

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**What is the estimated overall cost of the scheme / event / project?**

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Item	Cost £
New 3G FTP (Framework GMP)	970,594
Suppliers design fee	10,860
Legal fees	3,000
Sub total	984,454
VAT (56% reclaimed)	86,632
Sub total	1,071,086
Bid consultancy	8,970
<b>Total Project Cost</b>	<b>1,080,056</b>

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**How much are you applying for from New Romney Town Council?**

£10,000

**Where is the remaining funding to come from?**

Please see Appendix B

**Have you applied to other bodies for funding? If yes, please give details:**

Yes. Please see Appendix B

**Will your scheme / event / project have an impact on crime and disorder in the area? If yes, please indicate how you / your organisation will assist the Town Council to reduce this impact?**

There is an obvious correlation between youth anti-social behaviour and access to activities and facilities (particularly sporting opportunities). We expect 50 youth football teams using this facility (from day-one) and we will also be keen to work with agencies might be interested in running specifically-targeted programmes in this regard.

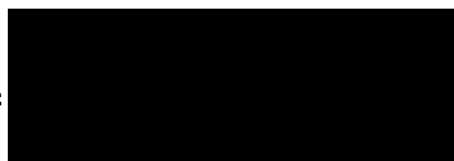
Recommended by F&GP Committee: 24/09/2012  
Ratified: 08/10/2012  
Last Reviewed: 8<sup>th</sup> April 2015

**I have enclosed the following supporting information (please tick):**

- ☒ Copies of latest bank / building society / other investment account statements
- ☒ Copies of quotations / estimates if applicable
- ☒ Evidence of any other secured funding
- ☒ A copy of latest audited or independently examined accounts (organisations)

**I certify that the above information is correct to the best of my knowledge.**

**Signed:**



**Date:** 16<sup>th</sup> July 2024

**Position (e.g. Chairman, leader):** Leisure Centre Manager

#### **DATA PROTECTION STATEMENT**

**Your details will be kept securely by New Romney Town Council under the terms of the General Data Protection Regulation 2016 and Freedom of Information Act 2000**

New Romney Town Council must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information may be shared with other bodies responsible for auditing or administering public funds including the Audit Commission, the Department for Work and Pensions, HM Revenue and Customs, and the Police. We might use personal information provided by you in order to conduct appropriate identity checks. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will actively seek recovery of the awarded grant funding and will provide details to fraud prevention agencies, to prevent fraud and money laundering.

Recommended by F&GP Committee: 24/09/2012  
Ratified: 08/10/2012  
Last Reviewed: 8<sup>th</sup> April 2015

This project is for the construction of a new (97x61metres) floodlit 3G Football Turf Pitch (FTP) at the Marsh Academy in New Romney. A Planning application 24/0684/FH has been submitted to FHDC Planning for approval.

The new facility would provide numerous community opportunities for a wide number of partners delivering sporting, health and social outcomes across the Romney Marsh and Hythe. The Marsh Academy have been working with the Football Foundation on this million-pound project for over two years. A formal bid was submitted to the Football Foundation, for the vast majority of the costs, in July.

As part of the bid to the Football Foundation, Marsh Academy need to evidence support from as many sources as possible across the District. They have reached out far and wide across the community and, as part of this, are working to secure Section 106/CIL funding from Town and District councils. They are also reaching out to all Councillors representing wards across the Romney Marsh, to back this project through this scheme.

Following a discussion between the Marsh Academy and NRTC/FHDC representatives, it was suggested that NRTC could consider providing £10,000 to the project from its Community Infrastructure Levy (CIL) funding, noting that £12,282.47 of this funding, currently held by NRTC, is due to expire and revert back to the District Council for wider use if it is not utilised by July 2025. (Remaining NRTC CIL funds expire in 2028 onwards.)

### TOWN SQUARE ANTI-SOCIAL BEHAVIOUR

The NRTC Pavement User Agreement issued to Balance Bar in New Romney High Street has now lapsed. The proprietor has not, as yet, applied for renewal despite communications from the RFO to advise that renewal is urgently required if street furniture is to continue to be permitted on Town Square.

Reports of anti-social behaviour and excessive noise have been received from both a member of public and one of the Town Council's own caretaking team. In light of these reports, the Town Council's Officers will not make a delegated decision regarding renewal if/when an application is received and request, instead, that the Town Council considers whether renewal is deemed appropriate or otherwise.

**Action:**

To consider renewal of Balance Bar Pavement User Agreement



### TOWN HALL STAIR LIFT

The platform lift at the Town Hall has suffered from a number of issues since its installation by Higher Elevation Ltd in July 2023, resulting in difficulties in accessing/egressing the Council Chamber. Engineers have visited site on numerous occasions, with one recent visit involving the replacement of the main control panel. Despite the numerous visits the intermittent issue with the platform lift safety arm not lifting when arriving at ground level, has not been resolved.

The platform lift has not worked properly since its installation and the one-year warranty period for the product has now expired. Prior to the most recent visit by the engineer, the RFO had already requested that the warranty period be extended, due to the continual issues encountered. The RFO was advised that this request had been passed to management, however, to date we have not received a further response.

The Council is, therefore, required to make a decision as to how it would like to progress this matter. The Town Council could formally request a full refund and the removal/disposal of the faulty product. However, if Higher Elevation refuse this request there would be costs involved in pursuing the matter through the legal route. If the Council opts to accept further remedial work / repair, if offered, then it must recognise that there may be future cost implications if this work is unsuccessful.

#### **Action:**

To consider the way forward in regard to facilitating a fully working stair lift facility at the Town Hall.

### ASSEMBLY ROOMS CAR PARK

Extract from F&GP Minutes 22.5.24

#### 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.**

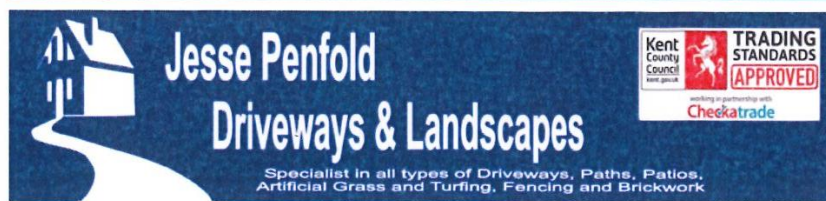
(ii)

**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.**

Due to the high value of quotations submitted, this matter is being returned to Full Council for consideration.



## QUOTATION

Willow Springs  
Lydd Road  
Old Romney  
Romney Marsh  
TN29 9FJ

[info@jpenfold.co.uk](mailto:info@jpenfold.co.uk)  
01797 208403  
07599 242382

Company Number  
13811423

VAT Registration  
Number 405177905

New Romney Assembly Rooms Carpark

Tarmac Carpark approximately 271m<sup>2</sup>

1. Excavate existing concrete going to a depth of 300mm using a 8 tonne digger with attached breaker/pecker then remove all spoil from site via grab lorry's with from local registered tip company Moores.
2. Supply and lay non woven geotextile weed membrane.
3. Supply and lay crushed concrete and level to a depth of 100mm then machine roll compact.
4. Supply and lay type one/sub base and level to a depth of 100mm then machine roll compact.
5. Supply and lay 68 meters of flat top concrete kerb edgings installing the edgings in concrete, either side of carpark and along the back end.

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6. Supply and install french drain 300mm depth by 300mm width along the right hand side of carpark between the concrete kerb edging and wall, supplying perforated drainage pipe and gravel.

7. To supply lay and compact 60mm depth of 20mm dense binder course to area size of 271m<sup>2</sup> and compact via twin drum roller.

8. To supply lay and compact 40mm depth of 10mm surface course to area size of 271m<sup>2</sup> and compact via twin drum roller.

For the sum of £38000 + 20%VAT

8 Years Guaranteed

Fully insured  
Machine licensed operators

Yours sincerely,



[PDF](#)[Print](#)

## Crown Construction SE LTD

ESTIMATE

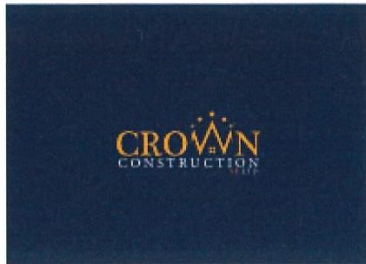
EST0042

DATE

08/01/2024

TOTAL

GBP £34,800.00



VAT # 432031353

2 Rents Ashford, Kent  
England TN231JH

Sort code - 04-06-05

Account number - 20260552

☎ 07494800992

☐ Company Number -  
14433992crownconstructionse ltd@gmail.com  
ail.com

TO

### New Romney Town Council

DESCRIPTION	AMOUNT
-------------	--------

<b>Tarmac Car Park</b>	£34,800.00
------------------------	------------

I have worked out a quotation for the tarmac at the assembly hall car park as discussed on the site visit

For me and my team to come in dig out and dispose of the existing concrete

We will be digging out to the depth of 260mm

We will be installing a French drain along the wall side of the car park at the depth of 45(LM) which will run into a soak away at the top end of the car park

We will be installing a geotextile weed membrane

Followed by type one subbase at the depth of 170mm (to ensure we have a solid base to work from)

We will be installing flattop Concrete edges around the perimeter of the tarmac approximately 65(LM)

We will be installing inverted man hole covers x4

( Finished surface ) - supply and lay





# BEAMES LTD

## BUILDERS & DECORATORS

Unit 1A Cinque Ports Road, Mountfield Industrial Estate  
NEW ROMNEY, Kent TN28 8LJ  
Telephone: 01797 344241 Email: [office@beamesltd.co.uk](mailto:office@beamesltd.co.uk)



## ESTIMATE

[REDACTED]  
Facilities and Communications Clerk  
New Romney Town Council  
Town Hall, High Street  
NEW ROMNEY, Kent  
TN28 8BT

[fc.clerk@newromney-tc.gov.uk](mailto:fc.clerk@newromney-tc.gov.uk)

1 August 2024

Dear [REDACTED]

**RE: ASSEMBLY ROOMS**

We have pleasure in submitting our estimate for the following works:-

### Re-Surfacing Car Parking Area

To Provide labour, plant and material to break out existing concrete surface and remove from site.  
Reduce dig to a depth of 250mm.  
Install 45LM French drain leading to a newly installed soakaway with 20mm shingle finish.  
Supply and install 65LM of flat top concrete path edgings around perimeter of car park.  
Supply and install new Geo Tek membrane.  
Supply and lay 160mm thickness of type one compacted sub base.  
Levels set to falls to new French drain.  
Replace 2 No drainage covers and frames.  
Clean and replace 2 No others.  
Supply and lay AC20 binder course asphalt 60mm thick compacted, AC10 SMA wearing course asphalt 30mm thick, compacted to finish. Total area to be resurfaced 260m<sup>2</sup>.  
Site to be left clean and tidy on completion.

**FOR THE SUM OF:-  
PLUS VAT @ 20%**

**£36,904.00**

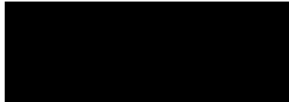
**£7,380.80**

**£44,284.80**

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We trust this estimate will meet with your requirements but should you have any queries please do not hesitate to contact me.

Yours sincerely



**Director**



**Summary:**

	Jesse Penfold	Crown Construction	B E Ames
Cost (Exc VAT)	£38,000.00	£29,000.00	£36,904.00
Excavation Depth	300mm	260mm	250mm
Weed Membrane	Geotextile	Geotextile	Geo Tek
Subbase	100mm Crushed Concrete – Machine Rolled Plus 100mm Type One – Machine Rolled	170mm Type One	160mm Type One
Surface	Lay 60mm Depth	A20 Binder 60mm	AC20 60mm Asphalt binder
Asphalt 30mm	Dense Binder – Compact to 20mm	Compacted to hard finish	compacted Plus AC10 SMA
	Plus 40mm Surface Course – Compact to 10mm	Plus AC10 SMA Asphalt 30mm Compacted to hard finish	compacted to finish
Edging	Flat top Concrete kerb edging	Flat top Concrete kerb edging	Flat top Concrete kerb edging
French Drain	300mm x 300mm Perforated drainage pipe and gravel	45 (LM) drain	45(LM) drain 20mm shingle finish
Drain Covers x 4	Replace 4x drain covers	Install 4 x inverted drain covers	Replace 2 x covers &frames Clean & replace 2 x Drain covers

References/testimonials have been requested from Jessie Penfold Driveways and Landscapes and Crown Construction SE Ltd; having used BE Ames many times we are aware of the standard of their work. Jessie Penfold Driveways and Landscapes has carried out work in Dymchurch, so the Parish Council has been contacted to ascertain whether they were happy with the works. Jessie Penfold Driveways and Landscapes has quoted for a split sub-base of crushed concrete and type one, this use has been researched and it has been ascertained that the use of crushed concrete assists with drainage. BE Ames and Crown Construction have both included the French drain running into a newly installed soak away - all included in the relevant quotations. Penfold Driveways and Landscapes does not include a specific soakaway as the French drain to be installed comprises perforated pipe and, combined with the crushed concrete underneath the tarmac surface, provides an alternative drainage solution.

**Actions:**

- To consider quotations for re-surfacing works to Assembly Rooms Car Park
- To approve funding cost centre (details to follow) and authorise the RFO to settle relevant invoices, when received, having first ascertained that all is in order.

END