

# 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

7<sup>th</sup> October 2024

Dear Councillor,

**SUMMONS TO ATTEND A MEETING OF NEW ROMNEY TOWN COUNCIL, TO BE HELD IN THE COUNCIL CHAMBER, TOWN HALL, HIGH STREET, NEW ROMNEY, ON MONDAY 14<sup>TH</sup> OCTOBER 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 14<sup>TH</sup> OCTOBER 2024 AT 6.45PM**

**PRAYERS** led by the Mayor's Chaplain

**AGENDA**

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

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

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

**8. RE-CONVENING OF MEETING:**

To formally re-convene the meeting of the Council.

**9. MINUTES (Encs\*):**

(i) To approve the minutes of the **Full Council Meeting** held on **9<sup>th</sup> September 2024** (Attached hereto\*).

(ii) To approve the minutes of the **Especial Full Council Meeting** held on **3<sup>rd</sup> October 2024** (Attached hereto\*).

**10. MAYOR'S REPORT AND COMMUNICATIONS:**

To receive and note the report of the Mayor:

(i) Mayor's Civic Function List.

(ii) Any Communications received by or for the Mayor

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

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

**12. STANDING ORDER No.14:**

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

**13. STANDING COMMITTEES (Encs\*):**

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:

**(i) Planning & Environment Committee**

(a) Meeting held on 11<sup>th</sup> September 2024 (Attached hereto\*)

(b) Meeting held on 3<sup>rd</sup> October 2024 (Attached hereto\*)

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

Meeting held on 18<sup>th</sup> September 2024 (Attached hereto\*)

## **(iii) Personnel Committee**

Meeting held on 25<sup>th</sup> September 2024 (Attached hereto\*)

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

To consider final payments and receipts and bank reconciliations for August 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 Project (Attached hereto\*)

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

### **17. NRTC POLICY DOCUMENTS (Encs\*):**

To approve and adopt draft Town Council Policies and Procedural Documents, as below:

- Policy on Maternity Leave and Pay
- Policy on Paternity Leave and Pay

### **18. TEMPORARY RE-LOCATION OF FOILING COLLECTIVE CONTAINERS (Encs\*):**

To consider request to site two-off containers temporarily on hard-standing at The Greens, Littlestone.

### **19. CINQUE PORTS PODCAST (Encs\*):**

To consider in principle approval for a New Romney segment within a Cinque Ports Podcast to be commissioned by the Cinque Ports Confederation.

**20. WINTER VENUE FOR NRTC MEETINGS (Encs\*):**

To re-consider the venue for all NRTC meetings for the remainder of the civic year in light of delays to installation of a Council Chamber air-conditioning and heating system arising out of the planning application process.

**21. 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.

**22. 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.

- Maude Community Centre (formerly CHSPN) s106 Agreement

**23. 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.

**24. 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.

**25. 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.

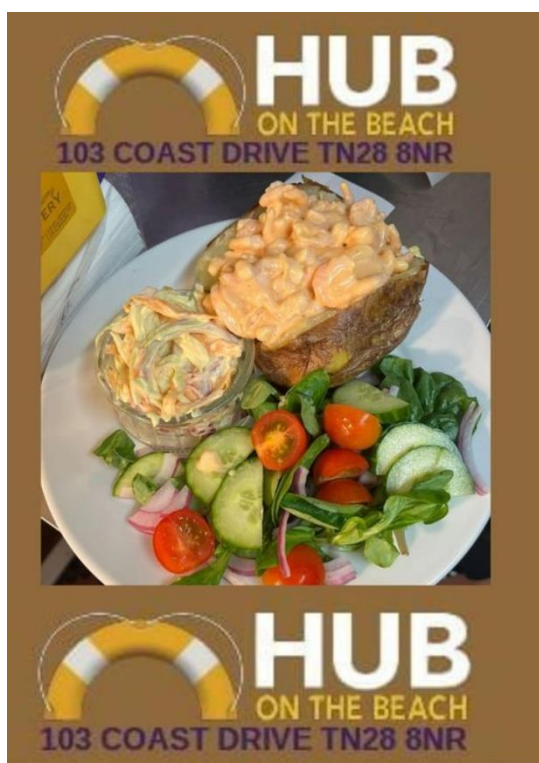
Town Clerk – 7<sup>th</sup> October 2024





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

#### The launch of the Hub on the beach



I had the pleasure of attending the opening of the 'Hub on The Beach' at Littlestone. The latest endeavour of the Romney Marsh Community Hub, committed to serving our Marsh community. Coming soon the community 'dial-a-ride' scheme. Now we focus on the 'Visitor Centre' and wildlife reserve on the A259 to find how the community can get involved keeping the centre open and viable working with Folkestone & Hythe District Council.

#### Water Pollution

This week's test results are slightly better for our local bathing beaches. Littlestone, St Marys Bay already have 'bathing not recommended' by the Environment Agency for this summer and Dymchurch is at risk for next year. 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. As I said last month, we need more urgency from the EA to find the sources of the ongoing pollution. I have spoken to our new MP Tony Vaughan about my concerns, I want to meet with him to take up my concerns with Defra on how the quality of sea water is measured.

#### Water quality

##### I received this email from Affinity water

***"Important update:*** Changes to your water supply and how we communicate with you We're getting in touch to let you know that there's been a temporary change to your water supply as we need to carry out essential maintenance at the water treatment works that normally serves your area. During this time, your water will temporarily come from the Folkestone area, where the water is naturally harder. In



*the past, we've reached out to notify you about these types of changes, even if they lasted for a short time. Moving forward, if the change to your water supply lasts less than a week, we won't send you a notification. We'll inform you if the change is expected to last for more than a week, and you'll receive this via email or text message. What this means for you When your water supply is temporarily coming from a different source, you may notice:*

- Fewer bubbles when using soap/shampoo.*
- A slight chalky residue when water dries on a surface. Don't worry, this will easily wipe away.*
- A slightly different taste than what you're used to.*
- The taste of your water may seem different as it's from a source you're not used to. This water will come from the Folkestone area, where water is naturally harder."*

On the Marsh we are so lucky with our 'soft' water from the Denge aquifer, it comes as a bit of a shock when we get switched to the 'hard' chalky water from Folkestone.

## Highways

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>

A lot of parishes have reported to anti-social behaviour on our Marsh roads. I have been informed by our local Police that we will have more speed checks over the next few months...you have been warned.

## 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\*. 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. I now have a start date, 10<sup>th</sup> of October at 2am in the morning.

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*



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

### **Water quality**

I'm checking the water results issued by Defra on the government website, the levels of Intestinal Enterococci (IE) and Escherichia coli (EC) are a cause for concern. We are in a strange position that in the marsh end of Hythe Bay, we have recommended no bathing at Littlestone and St Marys Bay with the current water quality at Dymchurch not looking good. But quality results at St Marys Bay this summer have improved a lot compared with previous years.

We should hear by December the EA recommendation for 2025.

I'm not happy with the system of evaluation used by the EA, I don't think it is fit for purpose, it needs to be re-evaluated. I had a very good meeting with our new MP Tony Vaughn (and Councillor Tony Cooper) we discussed problems of water quality and flooding issues on Romney Marsh. I asked for him to take this up with government.

The other point I raised was the funding for the EA, we need more investment in water quality. I don't think the testing regime has enough urgency in finding what causes the poor samples for our coastal waters.

### **Flooding concerns**

At the Folkestone & Hythe DC meeting on the 2<sup>nd</sup> of October held at the Marsh Academy I asked what will the council do to prevent flooding on the Marsh this winter. As a question the cabinet member for the environment, I suggested that we should set a panel to foresee flooding concerns before they happen.

KCC is preparing a bid to our regional flood committee to design a strategy on the long term protection of the Romney Marsh.

### **Dungeness**

Work continues to bring small modular nuclear reactors to Dungeness. We need this development to produce new jobs, when station 'B' is de-fuelled later this decade.

### **Highways**

The latest figures from KCC...

**Pot Hole Blitz 2024 Project Update** Now into the fifth month of the Pot Hole Blitz 2024 project, I am pleased to confirm the following progress update as of 3rd September; • Total meterage of patching delivered – 208,849.54 • Total potholes filled – 5326 • 98% of the works have now been raised and passed to the contractors • 87% of the works have been completed on the network • Works will continue into mid-October.

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>

Down the coast at Greatstone and Lade the SGN works putting in a new gas main these works are proceeding under ‘traffic lights’ making good progress, without the closure of the coast road, it is important to keep this road open.

## **The European ‘Entry Exit Scheme’**

I now have an updated start date for the Entry Exit Scheme, the 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\*. Since the UK left the EU, we expected 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. I now have a new start date, 10<sup>th</sup> of November at 2am in the morning.

Tony

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

### DISTRICT COUNCILLOR REPORT –

#### NRTC FULL COUNCIL MTG 14<sup>th</sup> October 2024.

It has been a very busy month since our last NRTC Full Council meeting. I have held two Cllr Surgeries, including one held jointly with our new MP, Tony Vaughan. I have taken part in one FHDC (Folkestone and Hythe DC) Full Council meeting, one FHDC Planning Committee meeting, an all-member briefing on Planning Reform, a Rural England Prosperity Fund Panel meeting, an FHDC Constitution Working Group meeting, an FHDC/Joint Parish Councils meeting, a NULEAF Steering Group meeting, a NDA (Nuclear Decommissioning Authority) Stakeholder Summit, a meeting on the future of the New Romney Visitors Centre and an FHDC Overview and Scrutiny meeting with Souther Water, the EA and RMAIDB.

#### **FHDC Full Council meeting.**

The Full Council meeting was held at the Marsh Academy, as part of the strategy to bring the Council out to the residents.

The meeting agenda and webcast can be seen in the following link:

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

I asked the Leader of the Council the following question.

*“Following the wholly unsatisfactory response from the Environment Agency (EA) representative at the Overview and Scrutiny Committee (OSC) meeting on Tuesday 24th September, regarding the bathing water quality disaster at Littlestone, St Marys Bay, Dymchurch and now Folkestone. Will the Leader write to the Rt Hon Steve Reed, OBE, MP, Secretary of State for Environment, Food and Rural Affairs, asking for a Government Led, independent enquiry into the acquisition, analysis and communication of the bathing water quality results from the Environment Agency. Furthermore, would the Leader include in the letter a review of funding of bathing water quality management within the EA and also a very specific answer on why we had days when every bathing water sample from here to Southsea failed, for no apparent reason, as stated by the EA representative”.*

His reply can be seen in the attached link above.

I also asked a supplementary question, asking for warning signs to be fitted to the sewage discharge pipes at Littlestone, St Marys Bay and Dymchurch, warning residents, visitors and dog walkers of the hazards of the sewage laden water spewing from the pipes.

#### **Rural England Prosperity Fund Panel meeting**

I took part in a meeting of the Rural England Prosperity Fund Panel which considered and then approved a grant request from “Patiomasters”, New Romney for Solar Panels and a battery wall for the business in Cinque Ports Road. The KEPF panel decision has been published on the FHDC website.

**Planning and Licensing Committee** – There were two planning applications under consideration for the New Romney ward.

***23/0769/FH - Land Adjoining 39 Victoria Road West, Littlestone, TN28 8ND***

Members received a report outlining the reserved matters application relating to appearance, landscaping, layout and scale for the erection of 80 dwellings alongside parking, open spaces and associated works pursuant to outline planning permission Y18/0768/FH.

*Detail from Planning Officers Report.*

The proposed development has the benefit of outline planning permission (ref Y18/0768/FH) granted on 12 November 2020, for a residential development of up to 80 dwellings including access. Matters of scale, layout, appearance, and landscaping were reserved for future consideration.

A previous application for reserved matters (21/1631/FH) was refused by the council on the 05 August 2022. An appeal against the decision was subsequently submitted which was later allowed by the Planning Inspectorate for the reserved matters relating to the scale, layout, appearance and landscaping for 80 dwellings. Whilst this scheme could be implemented the current application is submitted as an alternative scheme.

The current application seeks reserved matters approval of the appearance, landscaping, layout and scale for the erection of 80 dwellings alongside parking, open space and associated works pursuant to outline planning permission Y18/0768/FH.

Along with Cllr Tony Cooper, I spoke against the application on the grounds of surface water flooding and inadequate waste-water (sewage) infrastructure. We also voted **Against** the application.

However, it was proposed and seconded to approve the application.

(Voting: 7 For, 2 Against, 1 Abstentions)

***23/1591/FH - Land West of Ashford Road, New Romney***

The hybrid planning application, comprising; full planning application for the erection of 91 residential dwellings including access from Ashford Road, open space, landscaping, car parking and associated infrastructure, Outline planning application with all matters reserved for the erection of 5 self/custom build units.

*Detail from the Planning Officers report.*

The site is located within the Romney Marsh local landscape character area and falls within the identified built up area on the CSD8 New Romney Core Strategy proposals map. It is allocated for development under Policy RM4 of the Places and Policies Local Plan 2020 (PPLP) benefitting from an outline permission already granted for up to 87 dwellings (20/2068/FH – granted 23 March 2023). The Officers

report (RD-427283) shows there was no response from either of the Ward Members at that time, neither was there a request from the Ward Members to call in the Outline Planning Application.

At the meeting, Cllr Tony Cooper and I spoke against the application on the grounds of surface water flooding and inadequate waste-water (sewage) infrastructure. We also voted **Against** the application.

However, it was proposed and seconded to approve the application.

(Voting: 7 For, 2 Against, 1 Abstentions)

Presentations, webcast and minutes of the meeting can be viewed on the following link:

<https://folkestone-hythe.moderngov.co.uk/mgCommitteeDetails.aspx?ID=439>

### **FHDC Overview and Scrutiny Committee meeting.**

Members received a joint presentation on Inland Flooding and Bathing Water Quality facilitated by Folkestone & Hythe District Council Officers, with external organisations, Southern Water, The Environmental Agency, Romney Marsh Area Internal Drainage Board, and Kent County Council. The presentation was split into two parts: Inland Flooding and Bathing Water Quality.

Presentations, webcast and minutes of the meeting can be viewed on the following link:

<https://folkestone-hythe.moderngov.co.uk/mgCommitteeDetails.aspx?ID=437>

### **FHDC/Joint Parish Councils meeting.**

The agenda included:

#### ***EK Health and Care Partnership overview .***

East Kent Health and Care Partnership brings together hospitals, community care, mental health, GPs, social care, ambulance, local councils and the voluntary sector to improve the health and wellbeing of people living in east Kent.

#### ***Folkestone & Hythe Tree Maintenance***

An update from the Arboricultural Manager.

#### ***Council Tax & Parish Precept Guidance***

The Chief Financial Services Officer provided members with a presentation on Council Tax and Parish precepts (attached). It was noted that a council tax precept

calculator would be circulated to all town and parishes councils within the district later this year.

### ***EU Entry / Exit System (EES) update***

An update on preparations for the Entry Exit System that is due to take effect on 10th November 2024.

### ***Folkestone Sports Centre - verbal update***

An update from the Director of Strategy and Resource

Presentations, webcast and minutes of the meeting can be viewed on the following link:

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

### **NULEAF Steering Group Meeting.**

The agenda included the following:

Update and discussion on stakeholder engagement research: Steve Smith and Doug Bamsey (consultants).

Presentation on NDA Storage Strategy.

Update on national developments in Radioactive Waste Management.

Update on the Geological Disposal Facility siting process.

Update on Developments at the Sellafield Site: Site Director, Sellafield.

### **Constitution Working Group meeting.**

The agenda included the following:

Debrief / issues arising - Member briefing held 28 August. "Report It" functionality and reporting routes for Cllrs. How to do Scrutiny in a committee system – proposal from the Centre for Governance and Scrutiny. 'Lead Member roles'.

Proposals for question time at Committees. Members were asked to consider the draft scheme for question time at Committee meetings.

Political makeup of committees Constitution. Members were asked to note the chart which sets out the political balance of committees in the new structure. The chart also highlighted the restriction in terms of Cipfa advice that A&G Members should not sit as Members of the S&R Committee.

Outside bodies update and to review the proposal to reduce outside bodies from 31 to 16. To receive a presentation and to consider the framework for remuneration.

Presentation from representative from Bevan Brittan, on the constitution and discussion on Financial thresholds/virements.



Presentations, webcast and minutes of the meeting can be viewed on the following link:

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

### **All Members briefing on Planning Reforms.**

On 18<sup>th</sup> September 2024, FHDC Members were briefed on a series of announcements made by the government on planning reforms. The new government made a series of announcements about reform of the planning system soon after the election. Some changes are currently out for consultation through a revised version of the National Planning Policy Framework (NPPF). Other changes are likely to follow through new legislation later in the year.

One of the most significant changes is on housing supply, for Folkestone & Hythe District, the housing need figure would rise from 735 homes a year under the current method to 838 homes a year, an increase of 14 per cent.

### **Future Plan for the New Romney Visitors Centre.**

A meeting was held on Thursday 12<sup>th</sup> September at the Romney Marsh Visitors Centre to discuss the future plan for the site with local community organisations, KCC Councillor, FHDC Officers and FHDC Councillors.

A further meeting is planned for early October.

### **Listing of Romney Warren Club House as an Asset of Community Value.**

Ward Members have been notified of the re-listing of the club house at Littlestone Golf Course as an asset of community value. After careful consideration the council has decided to accept the nomination made by The Friends of the Romney Warren – Recreational and sporting but will only register the club house as an asset of community value with a smaller area of land than that submitted in the nomination and excluding the former tennis courts, now car park.

Listing the club house as an asset of community value means that the property will now be included on the assets of community value register as required under the provisions of the Localism Act 2011. The listing took effect on 25 August 2024.

There is currently an eight-week period in which the owner has the opportunity to challenge the listing. This period will expire on 30 October 2024.

### **Local Resident Concerns.**

I am dealing with several ongoing residents' concerns, including housing issues, over-hanging trees and surface drainage/waste-water (sewage) issues.

### **Romney Marsh Partnership.**

I have had two update meetings with the FHDC Chief Officer, Place & Growth on the work of the RMP and the replacement of the FHDC Officer supporting the RMP.

## **Nuclear Decommissioning Authority (NDA) Stakeholder Summit.**

On 17<sup>th</sup> and 18<sup>th</sup> September, I attended the NDA Stakeholder Summit in Manchester, with fellow FHDC Councillor, David Godfrey. I attended on behalf of NULEAF and Cllr Godfrey as Vice-Chairman of the Dungeness Site Stakeholder Group.

The agenda included:

### **Day 1.**

State of the Nation by the NDA group CEO.

Priorities of the New Government by Second permanent secretary, Department of Energy Security and Net Zero

Developing partnerships by Transfer and Destruction Director/President, EDF UK/WiN UK.

Building community engagement , CEO, NWS

Summary of day and closing comments - Nuclear Operations Director, Sellafield Ltd.

### **Day 2**

Introduction to integrated waste management and the waste lifecycle- NDA Strategy Manager.

Radwaste explainer - Head of Stakeholder Engagement, NWS

Operating company waste management case studies - HAL programme Manager, Vitrification, Sellafield Ltd Giles Grant, NRS Berkeley Vaults

Transport case study - Head of NTS Transport Strategy

Disposal GDF presentation, NWS Chief Operating Officer

Integrated waste management portfolio (IWMP) Intro and panel discussion.

Community engagement - NRS External Affairs and NWS Community Engagement Manager

## **Call for sites for the new Local Plan.**

Folkestone & Hythe District Council has launched a Call For Sites as part of the preparation for its next Local Plan.

It is an opportunity for residents, parish councils, landowners, developers and other stakeholders to suggest land – with the potential for future development – for a wide range of uses. These include housing, employment, leisure, community, open space or areas set aside for nature. The Call For Sites helps the council identify land potentially available within the district to meet future needs and inform the preparation of the new Local Plan.

Submissions received will be evaluated by the council using an assessment process set out by central government in national policy. Not every proposal will necessarily be taken forward – this stage is an information-gathering exercise. There will be opportunities for residents to have their say on site allocations in the future when drafts of the Local Plan are consulted on.

The deadline is Monday 18 November 2024.

### **Ward Grant Applications.**

I have received several 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	£1,700
Marsh Academy Leisure Centre	Contribution towards the building of a new (91 x 60 metres) floodlit 3G football facility	£250	£1,450
New Romney Football Club	To support ground sharing for Senior & Youth teams while new pavilion is being constructed	£500	£950

**FHDC Councillor Paul Thomas – 7<sup>th</sup> October 2024**

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

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

**Town Ward:**

**Councillors:** P Carey, J Davies, E Carr, Rev Cn S McLachlan,  
J Houston and L Phillips

**Coast Ward:**

**Councillors:** P Thomas, J Hiscock, P Coe, K Terry and S O'Hare

**In Attendance:**

Town Clerk	-	Mrs C Newcombe
KCC Councillor	-	Cllr A Hills
Members of Public	-	1

**IN THE CHAIR**

The Mayor – Councillor J Rivers

In the absence of the Mayor's Chaplain Cllr Rev Cn McLachlan led the Council in prayer.

The formal business of the meeting commenced **@6.48PM.**

208/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Meredith	-	due to work commitments
Councillor Hodges	-	for personal reasons
Councillor Wimble	-	for personal reasons

Apologies for absence had also been received from the Mayor's Chaplain.

209/2024-25 **DISPENSATION TO PARTICIPATE**

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

## 210/2024-25 **DECLARATIONS OF INTEREST**

**@6.49PM** Councillor Hiscock declared a Personal Interest in respect of Town Council finance reports due to her employment of a contractor who is also employed by the Town Council. (Minute Ref 221/2024-25 refers)

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## 211/2024-25 **REPORT OF THE KENT COUNTY COUNCILLOR**

KCC Councillor Hills provided a brief verbal report, which included information and updates relating to the opening of the Hub on the Beach, the future of the Romney Marsh Visitor Centre and the suitability of the current Water Quality Testing regime. The verbal report was duly received and noted with questions having first been put and answered.

## 212/2024-25 **REPORTS OF THE DISTRICT COUNCILLORS**

FHDC Councillor Thomas' written report, which included details of meetings attended and Ward Grant funding awarded, was duly received and noted.

## 213/2024-25 **ADJOURNMENT OF MEETING**

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

## 214/2024-25 **PUBLIC QUESTIONS**

None.

## 215/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

## 216/2024-25 **MINUTES**

The Chairman presented the minutes of the **Full Council Meeting** held on **12<sup>th</sup> August 2024**, copies of which had been previously circulated to all Councillors, and it was:

**PROPOSED BY:** Councillor Davies

**SECONDED BY:** Councillor Rev Cn McLachlan

**RESOLVED – that the minutes of the Full Council Meeting held on 12<sup>th</sup> August 2024 be approved and signed as a true and correct record.**

Councillors Carey, Houston and Phillips 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.

217/2024-25 **MAYOR'S REPORT AND COMMUNICATIONS**

The Mayor's report regarding civic engagements attended since the last meeting of Full Council was duly received and noted.

218/2024-25 **TOWN CLERK'S REPORT**

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

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

**Actions completed since the Full Council meeting held on 12<sup>th</sup> August 2024**

- 1) A representative and engineer from Higher Elevation visited the Town Hall on Tuesday 3<sup>rd</sup> September in response to the letter issued by the Town Council regarding the stairlift. It was agreed at the meeting that the fault which could now be identified would be rectified on site on the day and that the stairlift warranty would be extended until at least the end of 2024 (to be confirmed in writing) in order that the Town Council can gain confidence in the product. The on-going fault has now been rectified and the stairlift is currently in full working order. On receipt of confirmation in writing of the extended warranty, it will be confirmed that this is acceptable subject to the Town Council reserving the right to enforce the provisions of the Consumer Rights Act and require removal and full refund if further faults arise with the stairlift during the period up to end December 2024
- 2) The Proprietor of Balance Bar has been duly notified that no further Pavement Licence will be issued by the Town Council for use of Town Square. No response has been received. However, no furniture appears to have been placed on Town Square since the notification was issued.

Town Clerk  
2024

3<sup>rd</sup> September

219/2024-25 **STANDING ORDER NO.14**

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

220/2024-25 **STANDING COMMITTEES**

(i) Councillor Thomas presented the minutes of the **Personnel Committee** meeting held on **5<sup>th</sup> August 2024**, which were duly received and noted.

(ii) Councillor Rivers presented the minutes of the **Health & Wellbeing Committee** meeting held on **3<sup>rd</sup> September 2024**, which were duly received and noted.

221/2024-25 **RFO’S FINANCIAL REPORTS FOR 2024-25**

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

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**PROPOSED BY:** Councillor Thomas  
**SECONDED BY:** Councillor Hiscock

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

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

<b>July 2024</b>	<b>Receipts:</b>	<b>Payments:</b>
NatWest Current Account	£51,463.44	£51,463.44
Unity Trust Current Account:	£35,615.18	£1,835.23
Lloyds Bank Business Account:	£51,166.72	£519,584.90
NatWest Business Reserve Account:	£1,592.14	£50,289.04
Petty Cash:	£0.00	£50.15
Lloyds Bank Corporate Card:	£287.73	£283.12
Lloyds Bank Instant Access Online Saver	£252,929.93	£0.00
NSIB	£0.00	£0.00

222/2024-25 **COUNCIL REPRESENTATIVES’ REPORTS**

There were no Council Representatives’ reports on this occasion.



223/2024-25 **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.

224/2024-25 **NRTC POLICY DOCUMENTS**

(i) Having duly considered the draft Policy on Councillor Attendance, it was:

**PROPOSED BY:** Councillor Terry

**SECONDED BY:** Councillor Thomas

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**RESOLVED UNANIMOUSLY – that the Policy on Councillor Attendance be hereby approved as presented and adopted with immediate effect.**

(ii) Having duly considered the draft Policy on Protecting and Maintaining Public Open Spaces, and having first amended P1 Public Parks The Greens, Littlestone definition to read '*The Greens, Littlestone – informal open coastal grassland for leisure and recreation, partially protected by SSSI (Site of Special Scientific Interest) status*', it was:

**PROPOSED BY:** Councillor Hiscock

**SECONDED BY:** Councillor Davies

**RESOLVED – that the Policy on Protecting and Maintaining Public Open Spaces be hereby approved as amended and adopted with immediate effect.**

(iii) Having duly considered the draft Whistleblowing Policy, and having first amended P6 'How the Matter Can be Taken Further' to include the definition of ICO, it was:

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Houston

**RESOLVED – that the Whistleblowing Policy be hereby approved as amended and adopted with immediate effect.**

Councillor Phillips voted against the approval and adoption of this Policy.

(iv) Having duly considered the draft Employee Privacy Notice, it was:

**PROPOSED BY:** Councillor Houston

**SECONDED BY:** Councillor Davies

**RESOLVED UNANIMOUSLY – that the Employee Privacy Notice be hereby approved as presented and adopted with immediate effect.**

(v) Having duly considered the draft Anti-Fraud and Corruption Policy, it was:

**PROPOSED BY:** Councillor Thomas

**SECONDED BY:** Councillor Davies

**RESOLVED UNANIMOUSLY – that the Anti-Fraud and Corruption Policy be hereby approved as presented and adopted with immediate effect.**

225/2024-25 **ASSEMBLY ROOMS CAR PARK**

Having considered the preliminary opinion of the Civil Engineer appointed to undertake a visual survey of the Assembly Rooms Car Park and

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provide an output report and recommendations regarding the feasibility of repairs versus replacement of the concrete slabs, it was:

**PROPOSED BY:** Councillor Rev Cn McLachlan

**SECONDED BY:** Councillor Houston

**RESOLVED UNANIMOUSLY – that Standing Orders [Financial Regulations] regarding expenditure thresholds be waived and authority be delegated to the Finance & General Purposes Committee to make a final decision as to the appropriate way forward [in respect of repair or replacement of the car parking surface to the rear of the Assembly Rooms] and to approve the associated expenditure, having first reviewed the Civil Engineer's report; if the afore-mentioned report has not been received for consideration at the F&GP meeting scheduled to be held on 18<sup>th</sup> September 2024, this matter shall revert to Full Council via an especial meeting – date to be scheduled by the Clerk.**

226/2024-25 **EXCLUSION OF PUBLIC AND PRESS**

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

227/2024-25 **ON-GOING MATTERS**

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

228/2024-25 **PERSONNEL MATTERS**

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

229/2024-25 **LAND AND TENANCY MATTERS**

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

230/2024-25 **CONCLUSION OF PRIVATE SESSION**

Not applicable.

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded **@ 7.55PM.**

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 Town Clerk

**MINUTES**  
**of**  
**An Especial Meeting of New Romney Town Council**  
**Held in the Council Chamber, New Romney**  
**on Thursday 3<sup>rd</sup> October 2024**  
**Commencing at 6.45pm**

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

**Town Ward:**

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

**Coast Ward:**

**Councillors:** P Coe, J Hiscock, S O'Hare and K Terry

**In Attendance:**

Deputy Town Clerk & RFO	-	Mrs C T Morris
Planning Clerk	-	Mrs G Hall
Members of Public	-	1

**IN THE CHAIR**

The Mayor – Councillor J Rivers

269/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Thomas	-	for personal reasons
Councillor Houston	-	for personal reasons
Councillor Hodges	-	who was unwell

270/2024-25 **DISPENSATION TO PARTICIPATE**

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

271/2024-25 **DECLARATIONS OF INTEREST**

None.

272/2024-25 **ASSEMBLY ROOMS CAR PARK**

The consultant full and final report and subsequent advice in respect of quotations received was received and noted.

Following due consideration it was:

(i)

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Coe

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**RESOLVED UNANIMOUSLY – that the quotation in the sum of £38,000.00 plus VAT for the resurfacing of the Assembly Rooms car park, be accepted.**

The contract was, therefore, awarded to Jesse Penfold Driveways & Landscapes.

(ii)

**PROPOSED BY:** Councillor Terry

**SECONDED BY:** Councillor O'Hare

**RESOLVED UNANIMOUSLY – that costs for these works be funded from the Buildings Repair & Restoration Reserve Fund and the Clerk to be authorised to settle all invoices, once received, having first ascertained all is in order.**

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded @ **7.02PM**.

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 and Responsible Financial Officer

### MEETING OF FULL COUNCIL – 14<sup>th</sup> OCTOBER 2024 TOWN CLERK'S REPORT

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

(i) Having deferred consideration of quotations for **replacement of the parking surface at the rear of the Assembly Rooms** in order to await the output report of the Town Council appointed civil engineer, a contract was subsequently awarded to proceed with the works at an especial Full Council meeting held on 3<sup>rd</sup> October 2024 and the order for the afore-mentioned works has now been placed.

#### **Additional Items of Report:**

(i) **Councillor robes** have now been received and will be stored at the Town Hall for use by all attending Councillors at all Civic parades, processions, ceremonies and services going forward, in line with the recently approved Policy on Councillor Attendance.

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### MINUTES

of

**A Meeting of the Planning and Environment Committee  
Held in the Assembly Rooms, Church Approach, New Romney  
on 11<sup>th</sup> September 2024  
Commencing at 6.45pm**

**PRESENT:**

**Councillors:**

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

**In the Chair:**

Councillor K Terry

**In Attendance:**

Planning Clerk	-	Mrs G Hall
Members of public	-	x 5

231/2024-25 **APOLOGIES FOR ABSENCE**

Cllr Rev Cn S McLachlan due to personal reasons.

232/2024-25 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been received.

233/2024-25 **DECLARATIONS OF INTEREST**

None

234/2024-25 **ADJOURNMENT OF MEETING**

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

235/2024-25 **PUBLIC QUESTIONS**

None received.

236/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

237/2024-25 **MINUTES**

**Minutes of the Meeting Held on 31<sup>st</sup> July 2024**

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 31<sup>st</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 O'Hare

**SECONDED BY:** Councillor Coe



**RESOLVED UNANIMOUSLY – that the Minutes of the Planning and Environment Committee Meeting held on 31<sup>st</sup> July 2024 be approved and signed as a true and correct record.**

238/2024-25 **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:

Planning Training

Face to face planning training has been organised with KALC for all councillors who sit on the Planning and Environment Committee. This will be held in The Assembly Rooms on Wednesday 27<sup>th</sup> November, please arrive from 6pm for 6:30pm start.

Notification from Kent County Council

**APPLICATION: FH/24/578 (KCC/FH/0038/2024)**

**PROPOSAL: Installation of a 250 kilowatt ground mounted solar photovoltaic array with associated infrastructure and biodiversity enhancement**

**LOCATION: New Romney Wastewater Treatment Works, Station Approach, Littlestone, New Romney, TN28 8LU**

The above mentioned planning application received for the formal observations of the County Council, as County Planning Authority has now received consideration.

I write to inform you that the County Planning Authority resolved that planning permission be Granted with Conditions.

All documents relating to the application can be found using the link below:

<https://www.kentplanningapplications.co.uk/Planning/Display/KCC/FH/0038/2024>

239/2024-25 **SCHEDULE OF PLANNING APPLICATIONS**

It was

**PROPOSED BY:** Councillor Rivers  
**SECONDED BY:** Councillor O'Hare

**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**

(i) [24/1269/FH](#)

**Location and Description**

Charelan, Warren Road,  
Littlestone, TN28 8PN

Lawful development (proposed) to convert the existing two flats back to a single dwelling to include front porch, windows & doors.

**RECOMMENDATION**

**Voting:**

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

**No Objection**

**8**  
**0**  
**0**

(ii) [24/1267/FH](#)

77 Dunes Road, Greatstone,  
New Romney, TN28 8SW

Front porch extension.

**RECOMMENDATION**

**Voting:**

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

**No Objection**

**8**  
**0**  
**0**

(iii) [24/1321/FH/TCA](#)

Little Gables, North Street,  
New Romney, TN28 8DR

Works to tree in a conservation area comprising of Monterey Cypress to be felled and stump to be ground out.

**RECOMMENDATION**

**Voting:**

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

**No Objection**

**8**  
**0**  
**0**

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(iv) [24/1343/FH](#)

77 Rolfe Lane, New Romney,  
TN28 8JL

Works to trees the subject of TPO  
No16 of 2007 T1 Sycamore & T2

Twin Stem Sycamore crown reduction by max of 4 meters in height & laterally by a max 2 meters clear power lines back to previous cuts, T3 Plum fell. T4 Copper Beach crown reduction by max of 2 meters in height & laterally by a max 1.5 meters clear power lines back to previous cuts.

**No Objection**

8  
0  
0

**RECOMMENDATION**

**Voting:**

**For Application:**

**Against Application:**

**Abstained:**

(v) [24/1386/FH](#)

Gun Cottage, Fairfield Road,  
New Romney, TN28 8HY

Works to trees in a Conservation area comprising of T1 Eucalyptus – fell to ground level and remove stump to replant with a smaller silver birch, T2 & T3 Holm Oak – Carry out reduction of all branches by approx. 3metres to old point, T4, T5 and T6 Holly – reduce height by approx. 3metres.

**No Objection**

8  
0  
0

**RECOMMENDATION**

**Voting:**

**For Application:**

**Against Application:**

**Abstained:**

(vi) [24/1384/FH](#)

52 Queens Road, Littlestone,  
New Romney, TN28 8LY

Replacement conservatory

**No Objection**

8  
0  
0

**RECOMMENDATION**

**Voting:**

**For Application:**

**Against Application:**

**Abstained:**

098

(vii) [24/1382/FH](#)

42 High Street, New Romney,  
TN28 8BZ

Advertisement Consent to replace existing signage with updated fascia signage.

<b><u>RECOMMENDATION</u></b>	<b>No Objection</b>
<b><u>Voting:</u></b>	
<b>For Application:</b>	<b>7</b>
<b>Against Application:</b>	<b>1</b>
<b>Abstained:</b>	<b>0</b>

240/2024-25 **SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

241/2024-25 **FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/DECISIONS/MATTERS**

(i) A schedule of delegated decisions of Folkestone & Hythe District Council Planning Department for the periods ending 18<sup>th</sup> August 2024 and 25<sup>th</sup> August 2024 were duly received and noted.

242/2024-25 **ENVIRONMENTAL MATTERS**

The Kent & Medway Air Quality Forecast for Wednesday 28<sup>th</sup> August 2024 & The latest Water Quality Sampling Information which had previously been circulated to all Committee Members, was duly received and noted.

243/2024-25 **REPORTS FROM WORKING PARTIES**

The Parish Highway Improvement Plan working party report, which had been previously circulated to all Committee Members, was duly received and noted as below:

**(i) Unsuitable for HGV Signage**

Spitalfield Lane & Sussex Road have now been installed.

**(ii) Traffic Regulation Orders**

**20 MPH Zones** – Approved to proceed to the next stage which is the Detailed Design Stage. See agenda item 14 for more information.

**Changes to High Street Parking** – Folkestone and Hythe District Council advised that no objections were received so they will now pass to the Cabinet Member to proceed with making the order.

Once the Traffic Regulation Order is made the additional signage and lining work will be arranged between Folkestone and Hythe District Council and Kent County Council.

Dates for when this will go live TBC.

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244/2024-25 **TRAFFIC REGULATION ORDER FUNDING**

Having duly considered the Report of the Parish Highways Improvements Working Party, it was:

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – That the Finance and General Purposes Committee be requested to allocate a sum of £1124.00 from the Parish Highway Improvement Plan Reserve fund to cover costs associated with the Traffic Regulation Order.**

245/2024-25 **CORPORATE PLAN**

(i) Having duly considered the Corporate Plan, it was:

**PROPOSED BY:** Councillor Terry

**SECONDED BY:** Councillor Phillips

**RESOLVED UNANIMOUSLY – That Councillor O’Hare, Councillor Rivers, Councillor Carey and Councillor Phillips form a working party group to commence work on the objective PHE1 in The Corporate Plan and present findings to The Planning and Environment Committee.**

(ii)

It was:

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Terry

**RESOLVED UNANIMOUSLY – That an agenda item be raised in the Planning and Environment Committee for January 2025 to form a working party to commence work on the objective PHE5 and present draft action plans to The Planning and Environment Committee.**

The Chairman thanked those present for their attendance and the meeting Concluded **at 7:33pm**

*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 11<sup>th</sup> September 2024**  
**Commencing at 6.45pm**

**PRESENT:**

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

**In the Chair:** Councillor K Terry

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

273/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Cllr J Houston due to personal reasons.

274/2024-25 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been received.

275/2024-25 **DECLARATIONS OF INTEREST**

None

276/2024-25 **ADJOURNMENT OF MEETING**

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

277/2024-25 **PUBLIC QUESTIONS**

None received.

278/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

279/2024-25 **MINUTES**

**Minutes of the Meeting Held on 11<sup>th</sup> September 2024**

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting** Held on 11<sup>th</sup> September 2024, a copy of which had been previously circulated to all Councillors.

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

**PROPOSED BY:** Councillor Carey

**SECONDED BY:** Councillor O'Hare

**RESOLVED – that the Minutes of the Planning and Environment Committee Meeting held on 11<sup>th</sup> September 2024 be approved and signed as a true and correct record.**

Councillor Rev Cn S McLachlan abstained from voting as she hadn't been present for the meeting.

#### 280/2024-25 **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:

##### **Change of venue for meetings**

Please note that all future Planning and Environment Committee meetings will be held in The Council Chamber, Town Hall, High Street, New Romney, TN28 8BT.

##### **Change of date for our next meeting**

**The next meeting date has been changed to Thursday 3<sup>rd</sup> October at 7:15pm**, the reason being is that Folkestone and Hythe District Council are holding their Full Council Meeting in New Romney on the 2<sup>nd</sup> October 2024 and as this is the same date and time as the Planning and Environment Committee meeting the decision has been made to rearrange the date of the afore-mentioned meeting to allow the members of the Planning and Environment Committee to attend the FHDC Full Council Meeting.

Please see details below:

16 September 2024

#### **DISTRICT COUNCIL MEETING HEADING TO NEW ROMNEY**

October's full council meeting is to be held in New Romney, making it the first to be held outside Folkestone in recent years.

The next meeting is to be held at The Marsh Academy, New Romney (TN28 8BB), at 7pm on Wednesday 2 October.

Moving full council meetings from the Civic Centre to other areas of the district is part of an initiative suggested by Cllr Anita Jones when she was elected council chair in May.

Leader Cllr Jim Martin said: "Folkestone & Hythe District Council represents all parts of the district, and holding a meeting away from the Civic Centre demonstrates our commitment to the whole of our community.

"A cornerstone of democracy is that it is accessible and transparent. We look forward to seeing residents who may not be able to attend our usual scheduled meetings in Folkestone."

Attendees will be able to meet some of the district council's elected members at a special event due to be held at the venue from 6pm.

More details will be publicised in due course.



Free parking is available and the area is served by a local bus service. The full council meeting will be broadcast live on [the council's webcast channel](#) as usual.

You can find out more about the chair's role by following the official [Facebook](#) and [Instagram](#) accounts.

**ENDS**

### **REMINDER Planning Training**

Face to face planning training has been organised with KALC for all councillors who sit on the Planning and Environment Committee. This will be held in The Assembly Rooms on Wednesday 27<sup>th</sup> November.

Please arrive from 5:45pm for a brief presentation on how to use your iPad/Locate Documents prior to the training commencing at 6:30pm.

### **Site entrance on Church Lane**

A report that Church Lane was being used for construction traffic from FHDC's Mountfield Industrial Estate Development next to the allotments. This was reported to Folkestone and Hythe District Council, and I reminded them that Church Lane is NOT suitable for construction traffic. FHDC has passed this onto their contractors and hopefully that will now stop.

## 281/2024-25 **SCHEDULE OF PLANNING APPLICATIONS**

It was

**PROPOSED BY:** Councillor Rivers

**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) [24/1338/FH](#)

5-6 Warren Lodge, Dymchurch Road, New Romney, TN28 8UE

Removal of condition 4 of planning permission Y05/0253/FH to allow for units 5-6 to be used for residential purposes.

**RECOMMENDATION****No Objection****Voting:****For Application:** 8**Against Application:** 0**Abstained:** 0(ii) [24/1388/FH/HH](#)3 Marlborough Close,  
Littlestone, New Romney,  
TN28 8PH

High Hedge Complaint

**RECOMMENDATION****In support of the complaint****Voting:****For Application:** 8**Against Application:** 0**Abstained:** 0282/2024-25 **SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

283/2024-25 **FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/DECISIONS/MATTERS**A schedule of delegated decisions of Folkestone & Hythe District Council Planning Department for the periods ending 22<sup>nd</sup> September 2024 were duly received and noted.284/2024-25 **ENVIRONMENTAL MATTERS**The Kent & Medway Air Quality Forecast for Monday 23<sup>rd</sup> September 2024 & The latest Water Quality Sampling Information which had previously been circulated to all Committee Members, was duly received and noted.285/2024-25 **REPORTS FROM WORKING PARTIES**

The Parish Highway Improvement Plan working party report, which had been previously circulated to all Committee Members, was duly received and noted as below:

- (i) 20MPH Scheme – Detailed design stage for TRO funding was approved and released by Finance and General Purposes Committee. An invoice has been requested from KCC to get the ball rolling with this one.
- (ii) Changes to New Romney High Street – Update from Folkestone and Hythe District Council: The Traffic Order is to be signed off by Kent County Council and then will be live from 21<sup>st</sup> October 2024. The Work on the lining and signs will be taking place over the next few weeks.

- (iii) Pentland Homes – Improvements to roads in New Romney postponed to start early 2025. These plans have also been uploaded to the Parish Highway Improvement Plan page on New Romney Town Council's website for information purposes.

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

The Chairman thanked those present for their attendance and the meeting Concluded **at 7:35pm**

*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 18<sup>th</sup> September 2024 commencing at 6.45pm**

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

**In Attendance:**

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

**IN THE CHAIR:** Councillor P Thomas

246/2024-25 **APOLOGIES FOR ABSENCE**

None.

247/2024-25 **DISPENSATION TO PARTICIPATE**

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

248/2024-25 **DECLARATIONS OF INTEREST**

**@6.46PM** 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 253/2024-25(i) & (ii) refer.*)

**@6.47PM** Councillor Thomas declared a Personal Interest in Agenda item 10, due to his being the person responsible for monitoring the Public Clock (*Minute Refs 255/2024-25(a), (b) & (c) refer.*)

249/2024-25 **ADJOURNMENT OF MEETING**

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

250/2024-25 **PUBLIC QUESTIONS**

None.

251/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

## 252/2024-25 **MINUTES**

The Chairman presented the Minutes of the **Finance & General Purposes Committee Meeting** held on **24<sup>th</sup> July 2024**, copies of which had been previously circulated to all Councillors and it was:

**PROPOSED BY:** Councillor Hiscock

**SECONDED BY:** Councillor Rev Cn McLachlan

**RESOLVED – that the minutes of the Finance & General Purposes Committee Meeting held on 24<sup>th</sup> July 2024, be approved and signed as a true and correct record.**

Councillor Thomas abstained from voting as he had not been in attendance at the meeting.

The Chairman then signed the Minutes.

## 253/2024-25 **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 Davies

**SECONDED BY:** Councillor Rivers

**RESOLVED UNANIMOUSLY – that the afore-mentioned detailed schedule of Payments Approved under Financial Regs, SPAA and/or Delegated Authority, in the sum of £39,997.34 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.

## 254/2024-25 **RFO'S REPORTS**

**(i) Actions completed since the F&GP Committee meeting held on 24<sup>th</sup> July 2024:**

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

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**RFO's Report – F&GP Meeting on 18<sup>th</sup> September 2024**  
**Actions completed since the F&GP Committee meeting held on 24<sup>th</sup> July 2024:**

1. Following their confirming acceptance of the award, the payment for grant funding to Romney Marsh Dementia Friendly Community has been made (*Minute Ref: 140/2024-25(i) refers*).
2. The applicant has been advised that the grant funding application in respect of Twinning EK was declined (*Minute Ref: 140/2024-25(ii) refers*).
3. New Romney Football Club have been advised that their request for provision of temporary toilet facilities at St Nicholas School field has been declined (*Minute Ref: 143/2024-25 refers*).

**Other Matters of Report:**

1. A query having been raised at Full Council in respect of Financial Reports, I can confirm that the software package used by the Town Council does not provide for a consolidated cash book report containing receipts and payments for all bank accounts in one place. The only consolidated report available is the bank reconciliation itself, which is provided to Full Council along with the receipts and payments report for each bank account. The detailed reports provided allow for clarity and transparency not just for Councillors but also for members of the public
2. Notification of changes to interest rates and account terms has been received from Nat West Bank (Attached hereto\*).

**This concludes my report – RFO 11<sup>th</sup> September 2024**

**Further Matters of Report:**

The RFO advised that she had circulated a Precept Guidance document produced by Folkestone & Hythe District and Parish Council's Joint Committee, this was received and noted.

**(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 18<sup>th</sup> September 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:

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**(i) Town Hall**

- Remedial decoration works, following replacement of ground floor central heating system, by the Parish Caretaker are in progress.
- Stairlift repair carried out by Higher Elevation.

**In hand:**

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

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

- None.

**In hand:**

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

**(iii) Town Hall Garden**

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

**In hand:**

- None.

**(iv) Public Clock**

- Smith of Derby have carried out an inspection (Agenda item 10 refers).

**In hand:**

- None.

**(v) Assembly Rooms**

- Works being carried out by the caretaking Team to make the Assembly Rooms more dementia friendly, have commenced.
- New hooks fitted to rear fire exit door by caretaking team.

**In hand:**

- None.

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

- None.

**In hand:**

- None.

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

- None.

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**In hand:**

- None.

**(viii) Fairfield Road Recreation Ground**

- None.

**In hand:**

- None.

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

- Replacement of worn parts on bucket roundabout carried out by caretaking team.

**In hand:**

- None.

**(x) Allotment Gardens**

- Strimming of vacant plots carried out by Caretaking Team.
- A site inspection has been carried out and any matters of concern have been relayed to individual tenants.

**In hand:**

- None.

**(xi) Flagstaff Land**

- Horticultural assistance works carried out by NRIB.

**In hand:**

- Perimeter bollard gold banding (ongoing).

**(xii) Coney Banks**

- None.

**In hand:**

- None.

**(xiii) Garden of Remembrance**

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

**In hand:**

- None.

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



- None.

**In hand:**

- Re-siting of street furniture.

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**(xv) Vandalism / Antisocial Behaviour**

- A fire at the rear of the Sports Field was extinguished by the caretaking team.
- A number of beach huts were broken into and Kent Police apprehended 2 x suspects on scene.

**(xvi) Miscellaneous**

- A signage audit has been carried out, results of which are being collated.
- The annual RoSPA Inspection has been carried out, only one item of concern was identified and this has since been rectified.

**In hand:**

- None.

**This concludes my maintenance report – RFO 11<sup>th</sup> September 2024**

255/2024-25 **PUBLIC CLOCK MAINTENANCE**

Councillor Thomas' report in respect of maintenance of the Public Clock was received and noted. Following due consideration it was:

**(a)**

**PROPOSED BY:** Councillor Rivers  
**SECONDED BY:** Councillor Coe

**RESOLVED – that, due to the specialist nature of the service to be provided, Standing Orders be waived to consider the single quotation sought.**

**(b)**

**PROPOSED BY:** Councillor Coe  
**SECONDED BY:** Councillor Hiscock

**RESOLVED – that (i) the quotation in the sum of £3,287.00 plus VAT for the procurement, installation and commissioning of an AV11 auto wind mechanism, be accepted; (ii) this to be funded from the Play & Miscellaneous Equipment Reserve Fund and the Clerk to be authorised to settle all invoices, once received, having first ascertained all is in order.**

**(c)**

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

**RESOLVED – that (i) a sum of £300.00 be allocated from the Play & Miscellaneous Equipment Reserve Fund for the purpose of replacement and set up of a new translation arm;**

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**(ii) the Council’s appointed person be authorised to work with a local engineering organisation to replace and set up the new translation arm. Any works will be subject, if appropriate, to receipt of a faculty from the diocese and (iii) the Clerk to be authorised to settle all invoices, once received, having first ascertained all is in order.**

256/2024-25 **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

Councillor Thomas’ report in respect of Community Infrastructure Levy (CIL) was received and noted. Following due consideration it was:

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Terry

**RESOLVED UNANIMOUSLY – that, (i) the Finance & General Purposes Committee will include details of Community Infrastructure Levy (CIL) and Section 106 funding as a standard Agenda item; (ii) the Clerk to work with the Chairman of the Council and the Chairman of F&GP to assemble a draft working document on the identification of both Town Council and Community led CIL projects, for review by F&GP and recommendation to Full Council for adoption.**

257/2024-25 **HIGHWAY IMPROVEMENTS PLAN**

Due consideration was given to the request received from the Planning & Environment Committee for the allocation of funds, in the sum of £1,124.00, in respect of works associated with the Town Council’s Parish Highway Improvement Plan.

It was:

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Davies

**RESOLVED UNANIMOUSLY – that (i) the sum of £1,124.00 for works associated with the Town Council’s Parish Highway Improvement Plan to be funded from the Highway Improvement Plan Reserve Fund, be allocated and (ii) the Clerk be authorised to settle all relevant invoices, when received, having first ascertained that all is in order.**

258/2024-25 **COUNCILLOR IT EQUIPMENT**

Due consideration was given to the matter of missing IT equipment. It was:

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

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**RESOLVED UNANIMOUSLY – that Councillor Wimble be contacted to ask if he is in possession of the Town Council I Pad or whether it is lost to him and that the communication includes a respond by date of 2 weeks.**

259/2024-25 **ASSEMBLY ROOMS**

Noting that the Civil Engineer's report regarding the Assembly Rooms car park condition and associated advice had not been received. It was:

**PROPOSED BY:** Councillor Rivers  
**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – that this matter be deferred to an Especial Meeting of Full Council, date to be scheduled by the Clerk.**

The Chairman thanked the Councillors and the RFO for their attendance and the meeting then concluded @ **7.44PM**.

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

**MINUTES**  
**Of**  
**A Meeting of New Romney Town Council's Personnel Committee**  
**Held in the Assembly Rooms, New Romney**  
**on Wednesday 25<sup>th</sup> September 2024**  
**Commencing at 10.00am**

**PRESENT:** Councillors J Rivers, P Coe, J Davies and  
Rev Cn S McLachlan

**In the Chair:** Councillor J Rivers

**In Attendance:** Deputy Town Clerk - Mrs C T Morris

In the absence of the Chairman of the Personnel Committee the Chairman of the Council took the chair.

The Business of the meeting commenced at 10.00am.

260/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Thomas – who was unwell

261/2024-25 **DISPENSATION TO PARTICIPATE**

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

262/2024-25 **DECLARATIONS OF INTEREST**

None.

263/2024-25 **MINUTES**

(i) Having duly considered the minutes of the Personnel Committee meeting held on 5<sup>th</sup> August 2024, copies of which had been previously circulated to Members of the Personnel Committee, it was:

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Davies

**RESOLVED UNANIMOUSLY – that the minutes of the Personnel Committee meeting held on 5<sup>th</sup> August 2024 be signed as a true and correct record.**

The afore-mentioned minutes were signed by the Chairman.

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264/2024-25 **CLERK'S REPORT**

The Clerk's report was duly received and noted.

265/2024-25 **FINANCIAL MATTERS**

The updated Personnel Budget Comparison Report 2024-25 was duly received and noted.

266/2024-25 **EXCLUSION OF PUBLIC AND PRESS**

**@10.04AM** Having considered the nature of matters to be discussed under Agenda Item 8 and, in view of the fact that sensitive personal information that may identify one or more individuals was to be discussed, it was, in accordance with the Public Bodies (Admission to Meetings) Act 1960:

**PROPOSED BY:** Councillor Rev Cn McLachlan

**SECONDED BY:** Councillor Davies

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

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

267/2024-25 **STAFF MATTERS**

**(i) Councillor / Staff Protocols**

It was confirmed that there were no relevant matters of report on this occasion.

**(ii) Flexible Working Request**

The Clerk's confidential report regarding a formal staff request for amended terms and conditions of employment due to change in personal circumstances was received and noted.

Following due consideration it was:

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Rev Cn McLachlan

**RESOLVED UNANIMOUSLY – that approval be given for a permanent amendment to the Town Clerk's Terms and Conditions of Employment to identify the following ‘normal hours and places of work’:**

**Monday to Wednesday of each working week:**

**8.30am – 1.00pm Town Hall Office**  
**1.30pm – 4.30pm Home Address**

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268/2024-25 **CONCLUSION OF PRIVATE SESSION**

**@10.12AM** it was:

**PROPOSED BY:** Councillor Rev Cn McLachlan

**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – that private session be hereby concluded.**

The Chairman thanked those present for their attendance and participation and the meeting then concluded **@10.12AM.**

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

Minutes prepared by the Deputy Town Clerk

# AGENDA ITEM 14

## New Romney Town Council 2024/25

### Bank - Cash and Investment Reconciliation as at 31 August 2024

#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/08/2024	Nat West Current A/c	500.00	
31/08/2024	Unity Trust A/c	249,177.29	
31/08/2024	Lloyds Bank Business A/c	756,014.20	
31/08/2024	Nat West Business Reserve A/c	244,444.31	
31/08/2024	Petty Cash	378.96	
31/08/2024	Corporate Card	0.00	
31/08/2024	Lloyds Bank I/A Online Saver	2,271,473.17	
			3,521,987.93

##### Other Cash & Bank Balances

10,453.00

3,532,440.93

##### Unpresented Payments

922.36

3,531,518.57

##### Receipts not on Bank Statement

0.00

##### Closing Balance

3,531,518.57

##### All Cash & Bank Accounts

1	Nat West Current A/c	500.00	
2	Unity Trust Current A/c	249,177.29	
3	Lloyds Bank Business A/c	756,014.20	
4	Nat West Business Reserve A/c	244,444.31	
5	Petty Cash	378.96	
6	Corporate Card	-922.36	
7	Lloyds Bank I/A Online Saver	2,271,473.17	
	Other Cash & Bank Balances	10,453.00	
	<b>Total Cash &amp; Bank Balances</b>		<b>3,531,518.57</b>

Date: 26/09/2024

New Romney Town Council 2024/25

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Time: 12:47

Cashbook 1

User: 6880.T.MORRIS

Nat West Current A/c

For Month No: 5

## Receipts for Month 5

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		600.00					600.00	
FP CREDIT	Banked: 06/08/2024	550.00						
FP CREDIT	BABYSEASHELLS LIMITED	550.00			1010	215	550.00	Baby Seashells - Rent
BACS	Banked: 09/08/2024	669.00						
BACS	Shaw Rabson	669.00		-13.50	1010	205	750.00	Shaw Rabson - THH - Rent
					4362	205	-67.50	Shaw Rabson - THH - Fees
	Banked: 16/08/2024	50,000.00						
AUTO TRANS	Nat West Business Reserve A/c	50,000.00			215		50,000.00	AUTO TRANSFER
	Banked: 20/08/2024	267.74						
AUTO TRANS	Nat West Business Reserve A/c	267.74			215		267.74	AUTO TRANSFER
	Banked: 21/08/2024	233.78						
AUTO TRANS	Nat West Business Reserve A/c	233.78			215		233.78	AUTO TRANSFER
Total Receipts for Month		51,720.52	0.00	-13.50			51,734.02	
Cashbook Totals		52,220.52	0.00	-13.50			52,234.02	

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Cashbook 1

User: 6880.T.MORRIS

Nat West Current A/c

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/08/2024	Nat West Business Reserve A/c	AUTO TRANS	550.00			215		550.00	AUTO TRANSFER
09/08/2024	Nat West Business Reserve A/c	AUTO TRANS	669.00			215		669.00	AUTO TRANSFER
13/08/2024	Lloyds Bank Business A/c	009982	50,000.00			210		50,000.00	T/F Nat West to Lloyds
20/08/2024	EDF ENERGY - A-4BC718AD	D/D	127.20	127.20		500			EDF - Ass Rms - Electricity
20/08/2024	EDF Energy - A473728D3	D/D 2	113.21	113.21		500			EDF-TH-Electricity
20/08/2024	Castle Water Ltd	D/D 3	20.19	20.19		500			Castle-Ass Rms-Water
20/08/2024	Castle Water Ltd	D/D 4	7.14	7.14		500			Castle - Grns Fountain-Water
21/08/2024	EDF - A-B92B4781	D/D 5	233.78	233.78		500			EDF-Maude-Electricity
Total Payments for Month			51,720.52	501.52	0.00			51,219.00	
Balance Carried Fwd			500.00						
Cashbook Totals			52,220.52	501.52	0.00			51,719.00	

Date: 26/09/2024

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Cashbook 2

User: 6880.T.MORRIS

Unity Trust Current A/c

For Month No: 5

## Receipts for Month 5

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		179,403.02					179,403.02	
CREDIT	Banked: 07/08/2024	43,575.29						
CREDIT	HMRC	43,575.29			105		43,575.29	HMRC - VAT
CREDIT	Banked: 21/08/2024	28,029.88						
CREDIT	HMRC	28,029.88			105		28,029.88	HMRC - VAT
Total Receipts for Month		71,605.17	0.00	0.00			71,605.17	
Cashbook Totals		251,008.19	0.00	0.00			251,008.19	

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Cashbook 2

User: 6880.T.MORRIS

Unity Trust Current A/c

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
07/08/2024	Three	D/D	27.58	27.58		500		P/Ledger Electronic Payment
16/08/2024	Corporate Card	D/D	283.12			220	283.12	Corporate Card
19/08/2024	Castle Water Ltd	D/D 2	71.20	71.20		500		Castle - Gms WC - Water
27/08/2024	Folkestone & Hythe District Co	D/D 3	1,449.00	1,449.00		500		F&HDC - Toilet Block Cleaning
Total Payments for Month			1,830.90	1,547.78	0.00		283.12	
Balance Carried Fwd			249,177.29					
Cashbook Totals			251,008.19	1,547.78	0.00		249,460.41	

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Cashbook 3

User: 6880, T.MORRIS

Lloyds Bank Business A/c

For Month No: 5

## Receipts for Month 5

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		899,837.49					899,837.49	
FFPO Banked: 01/08/2024		-10.00						
	Sales Recpts Page 335	-10.00	-10.00		100			Sales Recpts Page 335
BGC Banked: 06/08/2024		34.89						
	BGC NSIB	34.89			1080	275	34.89	NSIB - Interest
500110 Banked: 06/08/2024		360.00						
	Sales Recpts Page 327	360.00	360.00		100			Sales Recpts Page 327
FPI Banked: 08/08/2024		78.00						
	Sales Recpts Page 333	78.00	78.00		100			Sales Recpts Page 333
FPI Banked: 08/08/2024		27.20						
	Sales Recpts Page 334	27.20	27.20		100			Sales Recpts Page 334
FPI Banked: 09/08/2024		160.00						
	Sales Recpts Page 332	160.00	160.00		100			Sales Recpts Page 332
FPI Banked: 09/08/2024		300.00						
	FPI [REDACTED]	300.00			561		300.00	[REDACTED] Site 3
FPI Banked: 12/08/2024		150.00						
	FPI [REDACTED]	150.00			560		150.00	[REDACTED] - Plot 6A
FPI Banked: 12/08/2024		40.25						
	Sales Recpts Page 330	40.25	40.25		100			Sales Recpts Page 330
FPI Banked: 12/08/2024		48.00						
	Sales Recpts Page 331	48.00	48.00		100			Sales Recpts Page 331
500112 Banked: 13/08/2024		240.00						
	Sales Recpts Page 328	240.00	240.00		100			Sales Recpts Page 328
	Banked: 13/08/2024	50,000.00						
009882 Nat West Current A/c		50,000.00			200		50,000.00	T/F Nat West to Lloyds
500113 Banked: 20/08/2024		360.00						
	Sales Recpts Page 329	360.00	360.00		100			Sales Recpts Page 329
FPI Banked: 20/08/2024		29.50						
	FPI Charter Trustees	29.50			1999	280	29.50	C Trustees - Mayors Charity
BGC Banked: 23/08/2024		17.10						
	Sales Recpts Page 337	17.10	17.10		100			Sales Recpts Page 337
500114 Banked: 27/08/2024		240.00						
	Sales Recpts Page 336	240.00	240.00		100			Sales Recpts Page 336
Total Receipts for Month		52,074.94	1,560.55	0.00			50,514.39	
Cashbook Totals		951,912.43	1,560.55	0.00			950,351.88	

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## New Romney Town Council 2024/25

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Time: 12:49

## Cashbook 3

User: 6880.T.MORRIS

## Lloyds Bank Business A/c

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2024	Kent Association of Local Coun	FPO	252.00	252.00		500			Kalc - Staff Training-CN TA JF
02/08/2024	Business Stream	D/D 3	67.09	67.09		500			Bus Stream-Gns Toilets-Water
07/08/2024	Kent Structures Ltd	FPO 2	51,029.84	51,029.84		500			P/Ledger Electronic Payment
07/08/2024	British Gas	D/D 4	32.05	32.05		500			British Gas-Ass Rms - Gas
07/08/2024	Goddard Consulting LLP	D/D 5	1,080.00	1,080.00		500			Goddard-MCC-Prof Fees
07/08/2024	Guy Holloway Architects	D/D 6	4,200.00	4,200.00		500			Holloway-MCC-Prof Fees
07/08/2024	Kent Structures Ltd	D/D 8	100,000.00	100,000.00		500			P/Ledger Electronic Payment
07/08/2024	KH Asbestos Investigations Ltd	D/D 9	270.00	270.00		500			KH Asbestos-CH-Inspectio
07/08/2024	M Coleman Arborocultural Servi	D/D 10	476.40	476.40		500			M.Coleman-Gns- Gen Mai
07/08/2024	Mayland Consult Ltd	D/D 11	1,883.33	1,883.33		500			Mayland-MCC-Prof Fees
07/08/2024	S H Bureau Ltd	D/D 12	139.86	139.86		500			SH Bureau- Payroll Outsourcing
07/08/2024	Sweco UK Ltd	D/D 13	2,400.00	2,400.00		500			Sweco-MCC-ME Fees
07/08/2024	Petty Cash	CPT	300.00			250		300.00	Petty Cash
07/08/2024	RMCH	FPO	350.00			4345	275	350.00	RMCH - RMDFC - Grant Funding
07/08/2024	PCC New Romney with Old Romney	FPO	10.00			4385	275	10.00	PCC New Romney - Charit Event
07/08/2024	Mayor of Faversham Charity Fun	FPO	75.00			4385	275	75.00	Mayor of Fav C - Charity Event
07/08/2024	Hawkinge Town Council	FPO	55.00			4385	275	55.00	Hawkinge TC - Charity Event
08/08/2024	Folkestone & Hythe District Co	D/D	576.00	576.00		500			P/Ledger Electronic Payment
08/08/2024	Folkestone & Hythe District Co	D/D 2	175.00	175.00		500			P/Ledger Electronic Payment
14/08/2024	Chubb Fire & Security Ltd	D/D 14	95.62	95.62		500			Chubb-T.H.-Alarm Maintenance
14/08/2024	EcoHeat PH Ltd	D/D 15	110.00	110.00		500			Ecoheat-AssRms-G.Safety Insp
14/08/2024		FPO	250.00			4380	275	250.00	Refund Site 3 Deposit
						327	0	-250.00	Refund Site 3 Deposit
						6000	275	250.00	Refund Site 3 Deposit
14/08/2024	Kent Pension Fund	FPO	3,191.14			4000	100	2,000.67	Kent Pension Fund - M4
						4005	100	1,136.49	Kent Pension Fund - M4
						4020	100	53.98	Kent Pension Fund - M4
14/08/2024	HM Revenue & Customs	FPO	2,097.07			4000	100	1,364.12	HMRC - M4
						4005	100	723.08	HMRC - M4
						4020	100	9.87	HMRC - M4
14/08/2024	SALARIES	FPO	9,504.38			4000	100	5,993.44	Salaries - M5
						4005	100	3,105.12	Salaries - M5
						4020	100	292.27	Salaries - M5
						4364	275	113.55	Salaries - M5
21/08/2024	Marsh Academy - Leisure Centre	FPO	10,000.00			4345	275	10,000.00	Marsh Academy - 3G Funding
						380	0	-10,000.00	Marsh Academy - 3G

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Cashbook 3

User: 6880.T.MORRIS

Lloyds Bank Business A/c

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									Funding
						6000	275	10,000.00	Marsh Academy - 3G Funding
21/08/2024	Rolfes DIY LLP	FPO	152.78	152.78		500			Rolfes - Maintenance Mats Etc
21/08/2024	Playsafety Ltd	FPO 2	357.60	357.60		500			Playsafety - RoSPA Inspections
28/08/2024	Veolia ES (UK) plc	D/D	104.70	104.70		500			Veolia- T.H. - Waste
28/08/2024	Euroloos Limited	FPO	318.82	318.82		500			Euroloos - S Field - Portaloos
28/08/2024	Kent County Council	FPO 2	85.12	85.12		500			KCC- Printer/Copiers
28/08/2024	MPR IT Solutions Ltd	FPO 3	475.93	475.93		500			MPR - VOIP Phone System
28/08/2024	Synergy CPC LLP	FPO 4	5,754.00	5,754.00		500			Synergy - QS Fees
28/08/2024	Mayor of New Romney Charity Ac	FPO	29.50			4361	280	29.50	Mayor of NR - Charity Receipt
Total Payments for Month			195,898.23	170,036.14	0.00			25,862.09	
Balance Carried Fwd			756,014.20						
Cashbook Totals			951,912.43	170,036.14	0.00			781,876.29	

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Cashbook 4

User: 6880,T.MORRIS

Nat West Business Reserve A/c

For Month No: 5

## Receipts for Month 5

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		293,404.05					293,404.05	
	Banked: 05/08/2024	550.00						
AUTO TRANS	Nat West Current A/c	550.00			200		550.00	AUTO TRANSFER
	Banked: 09/08/2024	669.00						
AUTO TRANS	Nat West Current A/c	669.00			200		669.00	AUTO TRANSFER
INTEREST	Banked: 30/08/2024	322.78						
INTEREST	Nat West	322.78			1080	275	322.78	Nat West - Interest
Total Receipts for Month		1,541.78	0.00	0.00			1,541.78	
Cashbook Totals		294,945.83	0.00	0.00			294,945.83	

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Cashbook 4

User: 6880.T.MORRIS

Nat West Business Reserve A/c

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
16/08/2024	Nat West Current A/c	AUTO TRANS	50,000.00			200		50,000.00	AUTO TRANSFER
20/08/2024	Nat West Current A/c	AUTO TRANS	267.74			200		267.74	AUTO TRANSFER
21/08/2024	Nat West Current A/c	AUTO TRANS	233.78			200		233.78	AUTO TRANSFER
Total Payments for Month			50,501.52	0.00	0.00			50,501.52	
Balance Carried Fwd			244,444.31						
Cashbook Totals			294,945.83	0.00	0.00			294,945.83	



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Cashbook 5

User: 6880,T.MORRIS

Petty Cash

For Month No: 5

## Receipts for Month 5

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amount 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 :		105.96					105.96	
Banked: 07/08/2024		300.00						
CPT	Lloyds Bank Business A/c	300.00			210		300.00	Petty Cash
Total Receipts for Month		300.00	0.00	0.00			300.00	
Cashbook Totals		405.96	0.00	0.00			405.96	

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Cashbook 5

User: 6880.T.MORRIS

Petty Cash

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/08/2024	MFG	P/C 14	10.10		1.68	4355	275	8.42	MFG - Mower/Strimmer Fu
12/08/2024	Post Office	P/C 15	10.80			4370	275	10.80	Post Office - Postage
13/08/2024	Post Office	P/C 16	6.10			4370	275	6.10	Post Office - Postage
Total Payments for Month			27.00	0.00	1.68			25.32	
Balance Carried Fwd			378.96						
Cashbook Totals			405.96	0.00	1.68			404.28	

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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: 5

## Receipts for Month 5

## 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: 16/08/2024	283.12						
D/D	Unity Trust Current A/c	283.12			205		283.12	Corporate Card
Total Receipts for Month		283.12	0.00	0.00			283.12	
Balance Carried Fwd		922.36						
Cashbook Totals		1,205.48	0.00	0.00			1,205.48	

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Cashbook 6

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Corporate Card

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Balance Brought Fwd :	280.12					280.12	
02/08/2024	Lloyds Bank	FEE TM	3.00			4305	275	3.00	Lloyds Bank - FEE - TM
12/08/2024	Waste Management Systems Ltd	CORP CARD	298.00		49.67	4140	240	248.33	Waste Management- Skip Hire
14/08/2024	Ashington Ceremonial Gowns	CORP CARD	459.24		66.34	4361	280	392.90	Ashington - Cllr Robes
						335	0	-392.90	Ashington - Cllr Robes
						6000	280	392.90	Ashington - Cllr Robes
14/08/2024	MISP Ltd	CORP CARD	14.42		2.40	4125	200	6.01	Misp - Cleaning Materials
						4125	210	6.01	Misp - Cleaning Materials
18/08/2024	Amazon	CORP CARD	35.26		5.88	4380	275	29.38	Amazon - Lanyards
21/08/2024	Amazon	CORP CARD	27.94		4.66	4380	275	23.28	Amazon - Laminating Pouches
21/08/2024	Amazon	CORP CARD	23.50		3.92	4375	275	19.58	Amazon - Re-cycle bins
26/08/2024	Amazon	CORP CARD	64.00		10.67	4355	275	53.33	Amazon - S Tooling Drill
Total Payments for Month			925.36	0.00	143.54			781.82	
Cashbook Totals			1,205.48	0.00	143.54			1,061.94	

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Cashbook 7

User: 6880,T.MORRIS

Lloyds Bank I/A Online Saver

For Month No: 5

## Receipts for Month 5

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		2,268,047.59					2,268,047.59	
INTEREST	Banked: 09/08/2024	3,425.58						
INTEREST	Lloyds Bank	3,425.58			1080	275	3,425.58	Lloyds Bank - Interest
					337		3,425.58	Lloyds Bank - Interest
					6001	275	-3,425.58	Lloyds Bank - Interest
Total Receipts for Month		3,425.58	0.00	0.00			3,425.58	
Cashbook Totals		2,271,473.17	0.00	0.00			2,271,473.17	

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Cashbook 7

User: 6880.T.MORRIS

Lloyds Bank I/A Online Saver

For Month No: 5

Payments for Month 5

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>
0.00									
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			2,271,473.17						
Cashbook Totals			2,271,473.17	0.00	0.00			2,271,473.17	

### CAPITAL PROJECTS REPORT

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

The construction of the Maude Community Centre is continuing to make good progress, with the second floor framing for the main building currently being installed and on schedule to be completed w/c 14/10/24.

The Developer and Architect are currently working on details of colour finishes for external fencing and building interiors – to be presented to the Project Steering Group in due course for comment.

A scheduled meeting of the Project Steering Group will take place w/c 14/10/24. At which time the latest progress reports and cost report will be reviewed.

A review of overall project expenditure to date has shown that the project remains very much on track and in line with projected expenditure approximately one-third of the way through the build.

As the construction phase of this project is now approaching the half-way mark and is well on track for delivery within the second quarter of 2025, it is now a good time to provide a summary timeline of the project's development to date – both in terms of key stages and in terms of formal decision-making - to illustrate the process and progress of the project from inception to current time. Please see below attachments:

Town Clerk

7<sup>th</sup> October 2024

## New Romney Town Council - Maude Community Centre (formerly CHSPN) Project

The Town Council's published Capital Spending Plan identifies the provision of a new Community Hall/Sports Pavilion for the Town.

Since 2017 improvements to adjacent nursery facilities became an established element of this project.

Initial research and consultation was completed and the professional Project Management Team and Architect were appointed.

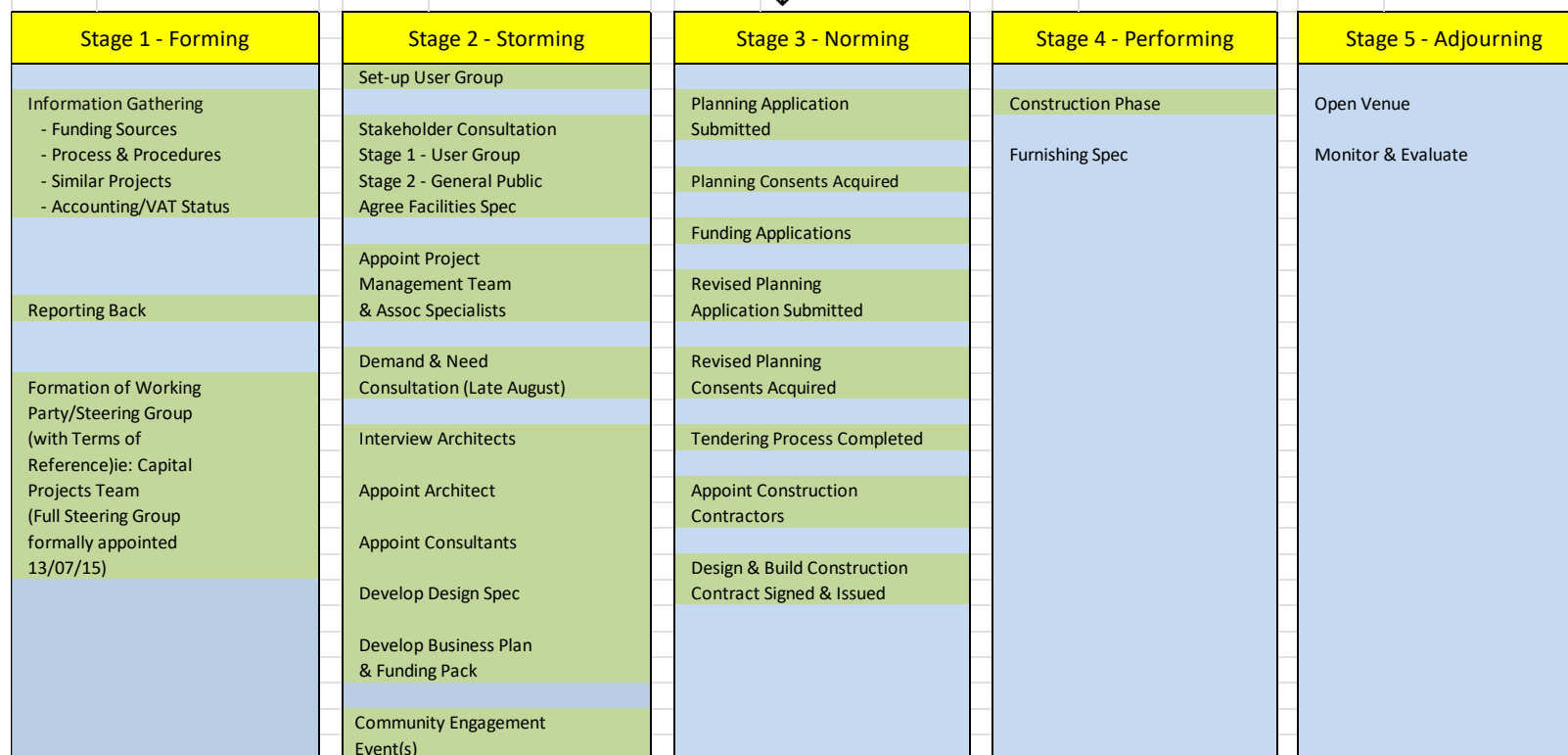
Design and business plan development completed. A PWLB loan application and a planning application were submitted and approved.

The PWLB loan has been drawn down and funds received.

A revised planning application, in respect of a budget led project format, has been approved.

The Design & Build Contract was awarded in February 2024 and works commenced on 29.04.24 as planned.

### WHERE WE'RE AT



Revision 16: C T Morris BSc (Hons) -RFO 26th February 2024



## PROJECT TIMELINE – KEY STEPS

### 2016

**Project Management Team appointed** after time spent engaging firstly in initial public consultation regarding potential uses of a capital receipt from sale of old allotment land which had concluded in 2013 and subsequent drafting and approval of a Capital Spending Plan which identified this project therein together with an initial funding allocation - and then a period of stakeholder engagement and further public consultation to establish a basic idea of what this project should provide.

### 2017

- 1) **Architect appointed** to develop the project design for planning submission.
- 2) **Disposal of remaining ex-allotment land approved**, having first sought Government approval for disposal, to part-fund the project.

### 2018

**Submission of an application for £1 million Public Works Loan approved** (to be submitted following granting of planning consent) following conclusion of public consultation delivered by Royal Mail to every address in New Romney.

### 2019

**Project Planning Application submitted** to Folkestone & Hythe District Council.

### 2020

**FHDC Planning Committee approved the project planning application** subject to associated s106 Agreement some 13 months after submission to the Planning Authority.

### 2021

**Tendering Process undertaken**, advertising the contract opportunity through the Government portal.

### 2022

- 1) **Original Project Format halted** as significantly over budget and no prospect of bringing the design into budget. Project re-set as a Budget-led project and re-design commenced.
- 2) **Formal Decision Notice received** (some 21 months after planning consent was approved by the District Council Planning Committee) confirming planning consent for this project following protracted negotiations to finalise terms of s106 Agreement.
- 3) **Application for Public Works Loan formally submitted** – further delays then encountered with a protracted 10 month process leading to approval.

### 2023

- 1) **Consent to borrow formally acquired**, securing availability of £1 million Public Works Loan to part-fund the project.
- 2) **Submission of New Planning Application** approved by Town Council in respect of re-designed project.

**3) Publication of new Contract Opportunity** approved by Town Council on acquisition of planning consent for the project in its current format.

**4) Renewed Planning Consent acquired.**

## **2024**

**1) PWLB loan drawn down**, securing funds required to deliver the project.

**2) Design and Build Contract awarded**, releasing s106 funds held by FHDC for this project.

**3) Construction commenced**, progressing towards project delivery in 2025.

## SUMMARY OF PUBLIC ENGAGEMENT

**Stage One:** Following creation of a draft Capital Spending Plan (2013) that identified development of Community Hall and Sports Pavilion as a priority, public consultation took place and the Capital Spending Plan was duly adopted as a direct result of feedback.

**Stage Two:** A Stakeholder Group was established (2014) involving representatives of local groups and organisations and several meetings took place to discuss the proposed project

**Stage Three:** Stakeholder Group identified 'wish list' by potential user groups of facilities - desired and additional elements for consideration

**Stage Four:** (2015) Small-Scale Public Consultation (234 responses) confirmed majority agreement with 'wish list' identified at stage one

**Stage Five:** (2016) Large-Scale Public Consultation (questionnaire distributed to every address within the TN28 postcode and 1422 responses received) identified continued public desire for this project (87% of responses proffered positive support) and evidenced a wide range of usage potential

**Stage Six:** (April 2018) Guy Hollaway Architects presentation to Stakeholders (including Nursery, Football Club and New Romney Coastal Community Team) held.

**Stage Seven:** (May 2018) The Design Team presented updated designs and overall scheme to Stakeholder Group and a 2 day public awareness and consultation event was held to update and engage with local residents

**Stage Eight:** (August/September 2018) A detailed consultation pack containing multiple questionnaires distributed via Royal Mail to all residents and businesses in the area.

**Stage Nine:** (February 2022) Door to door leaflet drop delivered by Royal Mail to all TN28 postcode addresses to keep residents informed about status of project; in particular, move to budget-led project.

**Stage Ten:** (May 2022) Two further meetings with Key Stakeholders (New Romney Football Club, New Romney Cricket Club, Baby Seashells Nursery) to discuss the way forward as a budget-led project, through which a revised design brief was developed that would support a budget-led project whilst also better accommodating the needs of the Key Stakeholders and ensuring the intended community provision would also be delivered.

**Stage Eleven:** (June 2022 to current date) on-going regular meetings with key stakeholders with two-way conversation regarding relevant aspects of the project development; regular monthly update reports to Council and published on Town Council website; 'Where We Are At' updates published on Town Council website at each key project stage and in Annual Town Report; regular social media notifications to highlight current construction progress.



## **NEW ROMNEY TOWN COUNCIL**

### **COMMUNITY HALL AND SPORTS PAVILION PROJECT – SCHEDULE OF RESOLUTIONS**

**(UPDATED 2<sup>nd</sup> October 2024)**

**NB: NRTC Capital Spending Plan in place detailing allocation of capital funds between a range of projects within which the key project is a proposed Community Hall and sports Pavilion for which the sum of £630,000.00 was originally allocated (See relevant Appendix to Standing Orders) following public consultation to ascertain preferred capital projects after sale of land was concluded in 2013.**

**Initial Stakeholder Group meetings took place prior to the schedule of resolutions as detailed below, from which small-scale initial consultations were then undertaken and through which a need and desire for the Community Hall and Sports Pavilion project was confirmed and a basis of desired provision was established for such a facility. (See Summary of Public Engagement)**

#### **PRE-COMMENCEMENT PREPARATION:**

**13 JULY 2015 - P66 Ref 128/2015-16**

Resolution to set up Project Steering Group following initial stakeholder / public consultation and membership confirmed

**PROPOSED: Cllr Rolfe**

**SECONDED: Cllr Coe**

**UNANIMOUS**

**03 AUGUST 2015 – P94 Ref 178/2015-16**

Resolution to thank Clerk for bringing legal matter to a satisfactory conclusion which resulted in permission having been granted for disposal of unsuitable ex-allotment land to the rear of Station Road Sports Field

**PROPOSED: Cllr Rolfe**

**SECONDED: Cllr Snoad**

**UNANIMOUS**

**07 SEPTEMBER 2015 – P135-7 Ref 245/2015-16**

Approval of (i) Community Hall and Sports Pavilion Project Steering Group Terms of Reference and (ii) associated delegated authorities

(i)

**PROPOSED: Cllr Coe**

**SECONDED: Cllr Metcalfe**

**UNANIMOUS**

(ii)

**PROPOSED: Cllr O'Neill**

**SECONDED: Cllr Rodriguez**

**UNANIMOUS**

(iii) Approval of initial budget allocation for professional services in sum of £50,000.00

**PROPOSED: Cllr Coe**

**SECONDED: Cllr Hiscock**

**UNANIMOUS**

**11 JANUARY 2016** – P297-8 Ref 544/2015-16

Appointment of Councillor O'Neill to the Project Steering Group following a Councillor resignation

**PROPOSED:** Cllr Rolfe

**SECONDED:** Cllr Coe

**MAJORITY**

**PROJECT COMMENCEMENT:**

**18 MAY 2016** – P14-16 Ref 020/2016-17

Resolution to (i) appoint Synergy Project Management team with an initial fee of £25,000.00 up to and inclusive of delivery of costed design brief and funding pack and (ii) approval of further budget allocation for professional services in the sum of £50,000.00 and door to door demand and need consultation in re the Community Hall and Sports Pavilion Project

(i)

**PROPOSED:** Cllr Butler

**SECONDED:** Cllr Tanner

**MAJORITY**

(ii)

**PROPOSED:** Cllr Coe

**SECONDED:** Cllr Tillson

**MAJORITY**

**19 SEPTEMBER 2016** – P168-9 Ref 316/2016-17

Appointment of consultant re initial planning advice and associated fees approved as well as development of an architect design competition

**PROPOSED:** Cllr O'Neill

**SECONDED:** Cllr Tillson

**UNANIMOUS**

**14 NOVEMBER 2016** – P240-1 Ref 446/2016-17

Resolution to submit land to rear of Station Road Sports Field as a 'site for consideration' for inclusion on the SDC Places and Policies Local Plan (declined as site access had not been established at that time)

**PROPOSED:** Cllr Tillson

**SECONDED:** Cllr O'Neill

**UNANIMOUS**

**12 DECEMBER 2016** – P271 Ref 506/2016-17

Resolution to request all s106/CiL contributions from two Broad Location developments in the New Romney area be allocated to the New Romney area, in particular, to the NRTC Community Hall and Sports Pavilion project

**PROPOSED:** Cllr Coe

**SECONDED:** Cllr Stedham

**UNANIMOUS**

**09 JANUARY 2017** – P290-1 Ref 547/2016-17

(i) Resolution to appoint Guy Hollaway Architects in re Community Hall and Sports Pavilion project and authority delegated to the Town Clerk and Project Steering Group to develop a more detailed design in re the proposed building in consultation with the appointed architect and project management team for formal approval by the Town Council prior to planning submission; authority delegated to the Town Clerk in consultation with the Steering Group to take any such action as is required to progress this project and to settle all relevant invoices in accordance with routine NRTC caveats.

(ii) Resolution to release information regarding appointment of architect into public domain.

(i)

**PROPOSED: Cllr Tillson**

**SECONDED: Cllr Metcalfe**

**UNANIMOUS**

(ii)

**PROPOSED: Cllr Rolfe**

**SECONDED: Cllr Stedham**

**UNANIMOUS**

**10 APRIL 2017 – P395-6 Ref 753/2016-17**

Resolution to approve appointment of topographical surveyor, land valuer and principal designer and ‘in principle’ appointments of further required consultants as listed in the Fees Schedule prepared by Synergy Project Management Team subject to an agreed maximum budget of £150,000.00 up to Planning Consent Stage not being exceeded - approving delegated authority for the Clerk and Project Management team to authorise such appointments as and when required and to settle associated invoices; resolution to allocate a further sum of £75,000.00 for professional fees associated with this project.

**PROPOSED: Cllr Rolfe**

**SECONDED: Cllr Evans**

**MAJORITY**

**10 JULY 2017 – P79-80 Ref 157/2017-18**

Resolution to approve, in principle, the disposal of land to the rear of Station Road Sports Field for enabling development subject to ‘best value principles’ being applied and to approve appointment of land valuation consultants and further consultants required to undertake specialist surveys; delegated authority for the Town Clerk and Project Steering Group to enter into negotiations with a potential developer of enabling land

**PROPOSED: Cllr Hiscock**

**SECONDED: Cllr Tillson**

**MAJORITY**

**27 NOVEMBER 2017 – P226 Ref 454/2017-18 (F&GP BUDGET MEETING)**

Recommendation (ratified) to set up Facilities Management Reserve Fund and Old Community Hall (Nursery) Restoration Reserve Fund and allocate £10,000.00 to each within the 2018-19 NRTC budget and to further allocate £20,000.00 to the existing Community Hall and Sports Pavilion Reserve Fund from the 2018-19 NRTC budget

**PROPOSED: Cllr Coe**

**SECONDED: Cllr Tillson**

**UNANIMOUS**

**21 MARCH 2018 – P329-333 Ref 678/2017-18**

Resolutions to (i) accept purchase offer re land to rear of Station Road Sports Field and proceed with negotiation of land sale and associated conditional contract; reappointment of Synergy Project Management and Cost Consultant Team; approval of contribution towards planning costs associated with facilitating residential development, capped at £44,000.00 plus VAT; appointment of conveyancing solicitor and associated budget allocation; (ii) approval of current design development, (iii) approval of cost plan 5, re-appointment of project management team and approval of contents of business plan and funding pack; (iv) approval of public and stakeholder engagement events and public consultation and associated budget allocation; (v) approval in principle of applying for a PWLB loan if required and approval of reserve fund merger relating to Community Hall and Sports Pavilion project reserves and (vi) authority for Clerk / RFO to settle all relevant associated invoices.

(i)

**PROPOSED: Cllr Rodriguez**

**SECONDED: Cllr Rivers**

**UNANIMOUS**

(ii)

**PROPOSED: Cllr O'Neill**

**SECONDED: Cllr Metcalfe**

**UNANIMOUS**

(iii)

**PROPOSED: Cllr Tillson**

**SECONDED: Cllr Picco**

**UNANIMOUS**

(iv)

**PROPOSED: Cllr Rivers**

**SECONDED: Cllr Hiscock**

**UNANIMOUS**

(v)

**PROPOSED: Cllr Metcalfe**

**SECONDED: Cllr O'Neill**

**UNANIMOUS**

(vi)

**PROPOSED: Cllr Rolfe**

**SECONDED: Cllr Rodriguez**

**UNANIMOUS**

### **13 AUGUST 2018 – P107-108 Ref 259/2018-19**

Resolutions to (i) approve further planning consultant appointment and allocate associated budget and (ii) to approve appointment of District Valuer for revaluation of land based on final site layout and configuration and allocate associated budget; (iii) to vire £8,000.00 funds from Legal and Professional Fees Reserve Fund to Community Hall and Sports Pavilion Reserve Fund in re conveyancing; (iv) to set up 'Community Hall & Sports Pavilion Project – Grants and Donations Received' Reserve Fund.

(i)

**PROPOSED: Cllr Rolfe**

**SECONDED: Cllr Rodriguez**

**MAJORITY**

(ii)

**PROPOSED: Cllr Rolfe**

**SECONDED: Cllr Hiscock**

**MAJORITY**

(iii)

**PROPOSED: Cllr Coe**

**SECONDED: Cllr Picco**

**MAJORITY**

(iv)

**PROPOSED: Cllr Coe**

**SECONDED: Cllr Picco**

**MAJORITY**

### **28 MARCH 2019 – P310-316 Ref 737/2018-19**

Resolutions to (i) waive standing orders to permit the Design Team to be present during confidential session and (ii) to approve current design and layout of proposed Community Hall and Sports Pavilion facility. (iii) Approval of current Cost Plan 7 dated 17/12/18, including detailed cost estimates therein – all noting the requirement for further amendments as the project progresses; (iv) approval of current Master Cashflow Summary dated 15/03/19 detailing Consultant fees and all costs incurred to date of report; (v) removal of previous budget cap for specified professional fees (minute ref 753/2016-17 refers) and authorisation for all invoices for professionals and consultants to be settled in accordance with routine procedures and protocols, with relevant cost centres/reserve funds identified for payment of same; (vi) authorisation of all outstanding

appointments detailed within the Consultant Fees & Other Costs Summary dated 15/03/21 and authorisation for all relevant invoices to be settled in accordance with routine procedures and protocols, with relevant cost centres/reserve funds identifies for payment of same; (vii) latest indicative Delivery Programme dated 15/03/19 and Project Business Plan v4 dated 29/01/19 duly received and noted; (viii)(a) formal vote of thanks to Clerk and RFO for work involved in preparing a robust business plan and (b) contents of business plan received and noted as presented; (ix) subject to approval and subsequent formal exchange of Conditional Contract, approval of submission of Planning Application for development of Community Hall and Sports Pavilion facility and linked 34 unit residential development; (x) approval of payment of planning application Fee in the sum of £2,310; (xi) subject also to approval and subsequent exchange of the Conditional Contract, registration for VAT and to Opt to Tax in respect of Station Road Sports Field Site approved – to be effected immediately following acquisition of satisfactory planning consent and the Conditional Contract then becoming Unconditional – or as soon as appropriate and practicable thereafter; (xii) also subject to approval and subsequent exchange of Conditional Contract, approval to seek consent from the Secretary of State for Housing, Communities and Local Government to apply for a PWLB Loan in the maximum amount of £1 million payable over a term of 40 years and confirming the intention to raise the 2020-21 Precept by £21,000 to cover an element of the annual loan repayments, having already offset the balance of any annual repayment costs via previous budget setting processes and identifying the financial impact on local Council Tax payers. (xiii) Formal identification of the format of borrowing ie. application in full for 50% of borrowing in year one and in-principle application for further 50% to be drawn down in year two; (xiv) provision to delay PWLB loan application if any planning condition would result in a lower land value being achieved in order that financial viability of the project could be assessed prior to progressing a loan application; (xv) approval of facility name – to be known as ‘The New Maude Pavilion’, with the first floor community hall being named the ‘Imbert Community Hall’; installation of ‘Interpretation Memorial Boards’ commemorating both families also approved.

(i)

**PROPOSED: Cllr Coe**

**SECONDED: Cllr Rolfe**

**UNANIMOUS**

(ii)

**PROPOSED: Cllr Rodriguez**

**SECONDED: Cllr Tillson**

**MAJORITY**

(iii)

**PROPOSED: Cllr Thomas**

**SECONDED: Cllr Picco**

**MAJORITY**

(iv)

**PROPOSED: Cllr Tillson**

**SECONDED: Cllr Thomas**

**MAJORITY**

(v)

**PROPOSED: Cllr Rodriguez**

**SECONDED: Cllr Picco**

**MAJORITY**

(vi)

**PROPOSED: Cllr Stedham**

**SECONDED: Cllr Hiscock**

**MAJORITY**

(vii)

**PROPOSED: Cllr Tillson**

**SECONDED: Cllr Picco**

**MAJORITY**



(viii)(a)

**PROPOSED: Cllr Thomas**

**SECONDED: Cllr Coe**

**MAJORITY**

(b)

**PROPOSED: Cllr Tillson**

**SECONDED: Cllr Thomas**

**MAJORITY**

(ix)

**PROPOSED: Cllr Thomas**

**SECONDED: Cllr Tillson**

**MAJORITY**

(x)

**PROPOSED: Cllr Rolfe**

**SECONDED: Cllr Metcalfe**

**MAJORITY**

(xi)

**PROPOSED: Cllr Rodriguez**

**SECONDED: Cllr Picco**

**MAJORITY**

(xii)

**PROPOSED: Cllr Tillson**

**SECONDED: Cllr Stedham**

**MAJORITY**

(xiii)

**PROPOSED: Cllr Rodriguez**

**SECONDED: Cllr Tillson**

**MAJORITY**

(xiv)

**PROPOSED: Cllr Picco**

**SECONDED: Cllr Gould**

**MAJORITY**

(xv)

**PROPOSED: Cllr Picco**

**SECONDED: Cllr Cramp**

**MAJORITY**

## **28 MARCH 2019 – P317-319 Ref 739/2018-19**

(i) Approval of instruction that Town Clerk progress the acquisition of quotation for Title Indemnity insurance; (ii) approval of the land purchase price as presented to those present and as identified within the Conditional Contract, noting that the approved purchase price was subject to certain caveats within the afore-mentioned Contract; (iii) approval of the Conditional Contract for Part-Sale of Land registered with Land Registry under Title Number K815301, including signing of afore-mentioned Contract and subsequent signing of finalised Transfer document TP1; authorisation for Town Clerk to effect exchange of Contract; (iv) approval for allocation of further £5,000 to cover cost of any additional Legal Fees relating to the afore-mentioned transaction, including Transfer of Title and identification of Cost Centre.

(i)

**PROPOSED: Cllr Thomas**

**SECONDED: Cllr Picco**

**MAJORITY**

(ii)

**PROPOSED: Cllr Tillson**

**SECONDED: Cllr Rodriguez**

**MAJORITY**

(iii)

**PROPOSED: Cllr Stedham**

**SECONDED: Cllr Tillson**

**MAJORITY**

(iv)

**PROPOSED: Cllr Rolfe**

**SECONDED: Cllr Thomas**

**MAJORITY**

**23 JANUARY 2020 – P230-231 Ref 581/2019-20**

Re-confirmation that, having signed and exchanged the Conditional Contract for Part-Sale of Land registered with HM Registry under Title Number K815301, the Council will proceed with application for consent to apply for a PWLB loan in the maximum amount of £1 million payable over a 40 year term, immediately following acquisition of satisfactory planning consent and the Conditional Contract becoming Conditional – or as soon as practicable thereafter - noting current applicable interest rates and identifying an intended associated rise in the Council Precept in the amount of £22,500 and financial impact on local tax payers as well as the format of borrowing ie. application in full for 50% of borrowing in year one and in-principle application for further 50% to be drawn down in year two.

**PROPOSED: Cllr Coe**

**SECONDED: Cllr Rodriguez**

**MAJORITY**

**17 MARCH 2021 – P193 Ref 483/2020-21**

Approval for communications relating to the Community Hall and Sports Pavilion project to be copied to the secure District Councillor email address in the name of the Project Steering Group Chairman for reasons of urgency of access.

**PROPOSED: Cllr Tillson**

**SECONDED: Cllr Rodriguez**

**MAJORITY**

**7 JULY 2021 – P54 Ref 127/2021-22**

Approval of Indicative Next Steps Programme entitled Pathway to Construction dated 7<sup>th</sup> July 2021.

**PROPOSED: Cllr Coe**

**SECONDED: Cllr Tillson**

**MAJORITY**

**19 JULY 2021 – P65-66 Ref 162/2021-22**

Approval of (i) Project Management Consultant report, (ii) contents of Employer's Requirements Pack and associated documents for tendering process and authorising any further reasonable amendments or clarifications which may be required for the tendering process.

(iii) Authorisation for publication of the invitation to tender in relation to construction of the Community Hall and Sports Pavilion and associated works.

(iv) Authorisation to progress the project through to – but not including - the point of award of construction contract and (v) re-commitment to progression of the project subject to the Public Works Loan not exceeding £1 million repayable over 40 years.

(i)

**PROPOSED: Cllr Wimble**

**SECONDED: Cllr Metcalfe**

**UNANIMOUS**

(ii)

**PROPOSED: Cllr Coe**

**SECONDED: Cllr Tillson**

**UNANIMOUS**

(iii)

**PROPOSED: Cllr Davies**  
**SECONDED: Cllr Hiscock**  
**UNANIMOUS**

(iv)

**PROPOSED: Cllr Rivers**  
**SECONDED: Cllr Davies**  
**UNANIMOUS**

(v)

**PROPOSED: Cllr Wimble**  
**SECONDED: Cllr Coe**  
**UNANIMOUS**

**25 OCTOBER 2021 – P113-115 Ref 282/2021-22**

Resolutions to (i) receive and note legal reports, ref CW/NE1031/0005 (ii) approve completion of land sale, confirming final purchase price and noting that the total capital receipt included a potential 'Community Facility Contribution' as defined within the associated s106 Agreement.

(iii) Authorisation of the signing, sealing and exchange of the relevant TP1 Transfer Deed and (iv) the s106 Deed.

(v) Authority for the Town Clerk and PSG Chairman to take any action necessary, together with the Council's appointed solicitor, to complete the land sale and achieve the optimum capital receipt.

(i)

**PROPOSED: Cllr Metcalfe**  
**SECONDED: Cllr Hiscock**  
**MAJORITY**

(ii)

**PROPOSED: Cllr Tillson**  
**SECONDED: Cllr Hardy**  
**MAJORITY**

(iii)

**PROPOSED: Cllr Coe**  
**SECONDED: Cllr Hardy**  
**MAJORITY**

(iv)

**PROPOSED: Cllr Tillson**  
**SECONDED: Cllr Hardy**  
**MAJORITY**

(v)

**PROPOSED: Cllr Coe**  
**SECONDED: Cllr Metcalfe**  
**MAJORITY**

**03 NOVEMBER 2021 – P123-125 Ref 305/2021-22**

Resolution to (i) Receive and note identified project reports and (ii) receive and note further identified reports. (iii) To progress project in accordance with identified option 2 in light of confidential output reports following conclusion of the project tendering process, (iv) approval of a project affordability exercise with the Town Council's identified preferred contractor.

(v) Previous caveat of 25<sup>th</sup> October 2021 rescinded.

(i)

**PROPOSED: Cllr Tillson**  
**SECONDED: Cllr Metcalfe**  
**MAJORITY**

(ii)

**PROPOSED: Cllr Wimble**

**SECONDED: Cllr Rodriguez**

**UNANIMOUS**

(iii)

**PROPOSED: Cllr Tillson**

**SECONDED: Cllr Metcalfe**

**UNANIMOUS**

(iv)

**PROPOSED: Cllr Coe**

**SECONDED: Cllr Wimble**

**UNANIMOUS**

(v)

**PROPOSED: Cllr Wimble**

**SECONDED: Cllr Metcalfe**

**UNANIMOUS**

**09 DECEMBER 2021 – P165 Ref 398/2021-22**

Re-allocation of budgeted funds for anticipated PWLB repayment to the project on the amount of £44,500.

**PROPOSED: Cllr Tillson**

**SECONDED: Cllr Davies**

**UNANIMOUS**

**09 DECEMBER 2021 – P165-168 Ref 400/2021-22**

Resolution to approve engagement in value engineering process with preferred contractor following tendering process.

**PROPOSED: Cllr Metcalfe**

**SECONDED: Cllr Tillson**

**UNANIMOUS**

**09 DECEMBER 2021 – P165-168 Ref 402/2021-22**

(i) Amendments to previous resolution regarding term of PWLB loan, (ii) terms of drawdown and anticipated annual repayment costs.(iii) Authorising Clerk to submit LC1 Lending Application to facilitate the draw-down at the appropriate point in time and confirming set-up fees to be paid from Admin & Miscellaneous budget.

(i)

**PROPOSED: Cllr Coe**

**SECONDED: Cllr Rodriguez**

**UNANIMOUS**

(ii)

**PROPOSED: Cllr Rivers**

**SECONDED: Cllr Rodriguez**

**UNANIMOUS**

(iii)

**PROPOSED: Cllr Rolfe**

**SECONDED: Cllr Hiscock**

**UNANIMOUS**

**09 FEBRUARY 2022 – P213 Ref 515/2021-22**

Appointment of Councillor Coe to the Project Steering Group.

**PROPOSED: Cllr Tillson**

**SECONDED: Cllr Hardy**

**UNANIMOUS**

**16 MARCH 2022 – P232-234 Ref 569/2021-22**

(i) Appointment of Councillors Davies and McLachlan to the Project Steering Group. (ii) Approval of a change in project format to a fixed budget project. (iii) Further amendment to the resolution to borrow in light of changing interest rates. (iv) Instruction to Clerk/PSG to being revised Design Brief to Full Council for approval following discussion with key stakeholders.

(i)

**PROPOSED: Cllr Rivers**

**SECONDED: Cllr Paice**

**MAJORITY**

(ii)

**PROPOSED: Cllr Tillson**

**SECONDED: Cllr Davies**

**MAJORITY**

(iii)

**PROPOSED: Cllr Coe**

**SECONDED: Cllr Davies**

**MAJORITY**

(iv)

**PROPOSED: Cllr Metcalfe**

**SECONDED: Cllr Tillson**

**MAJORITY**

**13 APRIL 2022 – P269 Ref 637/2021-22**

Instruction to contact all project donors to enquire if the Town Council may retain relevant donations in light of the change in direction of the project.

**PROPOSED: Cllr Metcalfe**

**SECONDED: Cllr Davies**

**UNANIMOUS**

**10 MAY 2022 – P286 Ref 670/2021-22**

(i) Approval of revised project brief. (ii) Authority to issue revised brief to Project Management Team and (iii) instruction for Architect to provide quote for working up design drawings to planning submission stage. (iv) Output quotation to be considered at an especial Full Council Meeting, if necessary to avoid further delay.

(i)

**PROPOSED: Cllr Metcalfe**

**SECONDED: Cllr Hardy**

**UNANIMOUS**

(ii)

**PROPOSED: Cllr Rodriguez**

**SECONDED: Cllr Coe**

**UNANIMOUS**

(iii)

**PROPOSED: Cllr Hardy**

**SECONDED: Cllr Davies**

**UNANIMOUS**

(iv)

**PROPOSED: Cllr Carey**

**SECONDED: Cllr Hiscock**

**UNANIMOUS**

**20 JULY 2022 – P51 Ref 123/2022-23**

Re-confirmation of all Design Team Appointments and associated fees deferred to seek clarification regarding ecology and planning consultant fees and architect fees.

**PROPOSED: Cllr Rodriguez**

**SECONDED: Cllr Rev Cn McLachlan**

**UNANIMOUS**

**20 JULY 2022 - P51-52 Ref 124/2022-23**

Rejection of proposed residential drainage scheme due to height and spread of proposed bunds and authorisation to remove a number of trees to better accommodate re-aligned sports pitches.

**PROPOSED: Cllr Rivers**

**SECONDED: Cllr Lonbay Kapoor**

**UNANIMOUS**

**07 SEPTEMBER 2022 – P89-90 Ref 213/2022-23**

(i) Approval of residential drainage scheme following site meeting, subject to nominated Councillors being present to agree route and shape of bunds and (ii) re-confirmation of all project consultant appointments and associated fees.

(i)

**PROPOSED: Cllr Rodriguez**

**SECONDED: Cllr Hiscock**

**UNANIMOUS**

(ii)

**PROPOSED: Cllr Coe**

**SECONDED: Cllr Rodriguez**

**UNANIMOUS**

**09 NOVEMBER 2022 – P136 Ref 330/2022-23**

(i) Formal confirmation of PWLB loan affordability in light of rising interest rates, (ii) re-confirmation of 40 year loan term and (iii) further amendment to previous resolution regarding PWLB loan application, identifying term of loan, repayment term and anticipated annual repayments.

(i)

**PROPOSED: Cllr Rodriguez**

**SECONDED: Cllr Coe**

**MAJORITY**

(ii)

**PROPOSED: Cllr Thomas**

**SECONDED: Cllr Rivers**

**MAJORITY**

(iii)

**PROPOSED: Cllr Tillson**

**SECONDED: Cllr Metcalfe**

**MAJORITY**

**19 DECEMBER 2022 – P158 Ref 378/2022-23**

(i) Resolution to identify a deadline for final decision regarding the future of the project and (ii) to formally agree that a Design Team meeting shall be arranged to ascertain the feasibility of realising this project within a fixed budget.

(i)

**PROPOSED: Cllr Rivers**

**SECONDED: Cllr Coe**

**UNANIMOUS**

(ii)

**PROPOSED: Cllr Tillson**

**SECONDED: Cllr Hiscock**

**UNANIMOUS**

**11 JANUARY 2023 – P176-179 Ref 429/2022-23**

(i) Resolution to vire budgeted £44,500 for anticipated PWLB loan repayments into the project and (ii) increase the fixed budget for the project by the same amount and (iii) to utilise budgeted sums from within the project budget (in respect of emergency legal fees and FFE) to create an acceptable level of Client Contingency during the project construction phase; (iv) to agree the 'option 3 spit buildings' option of the budget led design and (v) instruct the architect to work up a full planning submission for the revised project design and the Town Council's solicitor to draft a s106 Agreement to be submitted with the planning application to speed up the process, including Identification of cost centres for planning submission fees and legal fees as Admin & Miscellaneous Budget for 2022-23 and Legal & Professional Fees Budget for 2022-23. (vi) Authorising the project management team to commence work on a re-tendering pack.

(i)

**PROPOSED: Cllr Rivers**

**SECONDED: Cllr Rodriguez**

**MAJORITY**

(ii)

**PROPOSED: Cllr Metcalfe**

**SECONDED: Cllr Coe**

**MAJORITY**

(iii)

**PROPOSED: Cllr Tillson**

**SECONDED: Cllr Rodriguez**

**MAJORITY**

(iv)

**PROPOSED: Cllr Metcalfe**

**SECONDED: Cllr Coe**

**MAJORITY**

(v)

**PROPOSED: Cllr Rivers**

**SECONDED: Cllr Tillson**

**MAJORITY**

(vi)

**PROPOSED: Cllr Coe**

**SECONDED: Cllr Metcalfe**

**MAJORITY**

**08 FEBRUARY 2023 – P205 Ref 492/2022-23**

Resolution to publish press release to correct misinformation in the public domain.

**PROPOSED: Cllr Rodriguez**

**SECONDED: Cllr Metcalfe**

**MAJORITY**

**14 JUNE 2023 – P28 Ref 61/2023-24**

Resolution to instruct Synergy Project Management Team to progress the project tendering process, including preparation of tendering pack, advertising the contract opportunity on the government contract finder portal, reviewing incoming tenders for shortlist, organising and engaging in final interview process and preparing an output report and recommendations.

**PROPOSED: Cllr Rivers**

**SECONDED: Cllr Wimble**

**UNANIMOUS**

**19 JULY 2023** – P49-50 Ref 121/2023-24

Resolution to appoint Councillor Wimble as a member of the Project Steering Group.

**PROPOSED: Cllr Wimble**

**SECONDED: Cllr Rev Cn McLachlan**

**MAJORITY**

**13 DECEMBER 2023** – P161-162 Ref 425/2023-24

(i) Resolutions to re-allocate £60,000.00 from identified reserve funds into the project reserve fund and to vire unused loan repayment in the amount of £28,668.00 to the project.

(ii) Approval to draw down the PWLB loan in the amount of £1 million for which the Council had consent to borrow to part-fund the build project.

(iii) Authorisation granted for the Town Clerk and PSG Members to apply for any appropriate grant funding in respect of the project.

(i)

**PROPOSED: Cllr Rivers**

**SECONDED: Cllr Davies**

**MAJORITY**

(ii)

**PROPOSED: Cllr Hiscock**

**SECONDED: Cllr Houston**

**MAJORITY**

(iii)

**PROPOSED: Cllr Thomas**

**SECONDED: Cllr Terry**

**UNANIMOUS**

**07 FEBRUARY 2024** – P201-202 Ref 515/2023-24

Rescinding of resolution passed under minute reference 737/2018-19 regarding the naming of the new community facilities and resolution to now name the new facilities the 'Maude Community Centre'.

**PROPOSED: Cllr Phillips**

**SECONDED: Cllr Terry**

**UNANIMOUS**

**07 FEBRUARY 2024** – P203-206 Ref 522/2023-24

(i) Formal identification of Kent Structures Ltd as the preferred contractor for delivery of the Maude Community Centre following conclusion of the formal tendering process and resolution to approve the contract award in the amount of £3,291,506.24.

(ii) Authorisation for the issuing of a formal Letter of Intent to Kent Structures Ltd and (iii) authorisation for signing of the Design and Build Contract.

(iv) Formal re-allocation of £40,000.00 from General Reserves to the Maude Community Centre project and ring-fencing of a further £30,000.00 from General Reserves for project contingency funds, if required.

(v) Authorisation for the Town Clerk and/or Deputy Clerk in consultation with the Chairman of the Council and/or the Chairman of the Project Steering Group to make all day to day decisions required to maintain the progress of the project, (vi) subject to any increased costs arising as a result of any delegated decision not exceeding identified contingency plus £30,000.00 (the sum ring-fenced as additional emergency contingency).

(vii) Authority for the RFO to settle all project invoices as they arise, subject to certification by Synergy and/or detailed review by the RFO to ascertain that all is in order.

(viii) Authority for the RFO to transfer sums between Town Council accounts for payment of project invoices, even in such case as such sums would exceed routine limits identified in adopted Standing Orders, Financial Regulations and relevant policies and procedures.

(ix) Formal confirmation that monthly financial update reports shall continue to be presented to Full Council for the duration of the construction project.

(x) Formal press release to highlight the contract award and start of the construction project authorised.



- (i)  
**PROPOSED: Cllr Phillips**  
**SECONDED: Cllr Davies**  
**MAJORITY**
- (ii)  
**PROPOSED: Cllr Carr**  
**SECONDED: Cllr Terry**  
**MAJORITY**
- (iii)  
**PROPOSED: Cllr Thomas**  
**SECONDED: Cllr Hiscock**  
**MAJORITY**
- (iv)  
**PROPOSED: Cllr Coe**  
**SECONDED: Cllr Hiscock**  
**MAJORITY**
- (v)  
**PROPOSED: Cllr Davies**  
**SECONDED: Cllr Phillips**  
**UNANIMOUS**
- (vi)  
**PROPOSED: Cllr Davies**  
**SECONDED: Cllr Thomas**  
**UNANIMOUS**
- (vii)  
**PROPOSED: Cllr Coe**  
**SECONDED: Cllr Terry**  
**UNANIMOUS**
- (viii)  
**PROPOSED: Cllr Thomas**  
**SECONDED: Cllr Hiscock**  
**UNANIMOUS**
- (ix)  
**PROPOSED: Cllr Phillips**  
**SECONDED: Cllr O'Hare**  
**UNANIMOUS**
- (x)  
**PROPOSED: Cllr Thomas**  
**SECONDED: Cllr O'Hare**  
**UNANIMOUS**

**12 AUGUST 2024 – P80 Ref 186/2024-25**

Resolution to formally name three main rooms in the Maude Community Centre Annex as the Imbert Room, Stringer Room, Palmer Room.

**PROPOSED: Cllr Rivers**  
**SECONDED: Cllr Terry**  
**MAJORITY**

Town Clerk – Updated 2<sup>nd</sup> October 2024



**FINANCIAL REPORT NR 5**

**THE MAUDE COMMUNITY CENTRE**

at

**NEW ROMNEY TOWN COUNCIL**

for

**New Romney Town Council**

**11 September 2024**

Project Ref: 14032

## THE MAUDE COMMUNITY CENTRE

### FINANCIAL REPORT

Report Nr.5

### NOTES/ COMMENTS

Date: 11 Sep 2024


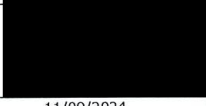
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#### Ref. Description

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- 1 Works continue in accordance with Kent Structures Ltd's construction programme
- 2 An extension of time has been issued to cover for the nesting bird ecology matters and for the intrusive UXO survey, and an overall award of 15 working days has been granted.
- 3 The current Contract Completion date has been extended to 19th May 2025.
- 4 Two formal Contract Instructions have been issued to date
- 5 Potential variations currently awaiting instruction will be identified in Appendix B together with associated costs
- 6 Adjustment of Provisional Sum expenditure (excluding Contingency) will be identified in Appendix C
- 7 Key changes in the since the last report include:  
Whilst there have been no further variations in the intervening period, it is noted that there has been a request for revisions to the building particularly from a safety perspective including fencing, gates and shutters etc. The designs for these are being reviewed, and we will advise of potential budget implications in our next report once these designs have been progressed.
- 8 The combined further effect of variations, anticipated variations and provisional sum expenditure in the intervening period is shows no movement in the period, and the project remains within budget and with a remaining Employer Contingency allowance of around £128,000, as noted on the main summary.
- 9 The sixth 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> 5												
<b>Employers Agent</b> Synergy Construction & Property Consultants LLP 8 / 9 Faraday Road Guildford GU1 1EA				<b>Date of Issue:</b> 11-Sep-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> 19-May-25	<b>Contract dated:</b> 06-Mar-24												
<b>Contract Period (in weeks)</b>	<b>Total Weeks</b> 55	<b>Weeks elapsed</b> 19	<b>Weeks Remaining</b> 36													
<b>CONTRACT SUM</b> Less Contingency Related Allowances				<b>£3,291,506</b> £0 <b>£3,291,506</b>												
<table border="1"> <thead> <tr> <th></th> <th>Omit</th> <th>Add</th> </tr> </thead> <tbody> <tr> <td><b>EMPLOYER'S AGENT INSTRUCTIONS:</b> Actual as Appendix A</td> <td>£0</td> <td>£13,310</td> </tr> <tr> <td>Anticipated as Appendix B</td> <td>£0</td> <td>£7,000</td> </tr> <tr> <td><b>PROVISIONAL SUMS :</b> See Appendix C</td> <td>£0</td> <td>£0</td> </tr> </tbody> </table>					Omit	Add	<b>EMPLOYER'S AGENT INSTRUCTIONS:</b> Actual as Appendix A	£0	£13,310	Anticipated as Appendix B	£0	£7,000	<b>PROVISIONAL SUMS :</b> See Appendix C	£0	£0	£13,310 £7,000 £0
	Omit	Add														
<b>EMPLOYER'S AGENT INSTRUCTIONS:</b> Actual as Appendix A	£0	£13,310														
Anticipated as Appendix B	£0	£7,000														
<b>PROVISIONAL SUMS :</b> See Appendix C	£0	£0														
<b>CLAIMS</b> 15 working days claimed in total - to be reviewed. <b>Allowance on account</b>				£8,000												
<b>Sub-total</b>				<b>£3,319,816</b>												
<b>Employer contingency remaining</b> £127,895				<b>£127,895</b>												
<b>ANTICIPATED FINAL COST OF MAIN CONTRACT WORKS</b>				<b>£3,447,711</b>												
<b>ADDITIONAL CLIENT ITEMS:</b> See Appendix D				£0 £0 <b>£62,500</b>												
<b>PROFESSIONAL FEES: - See Appendix E</b>				<b>£106,405</b>												
<b>Sub-total</b>				<b>£3,616,616</b>												
<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>				<b>£3,616,616</b>												
<b>Delays and Extension of Time</b>																
Delays notified by Contractor to Employers Agent 15 days																
Extension of Time Granted by Employers Agent 15 days																
Extended date for Completion 19-May-25																
				Approved by: Signed:  Date: 11/09/2024												

## APPENDIX A - EMPLOYER'S AGENT INSTRUCTIONS

[illegible]

14032 Maude Community Centre Cost Report Nr 5

A / 1

## APPENDIX B - POTENTIAL VARIATIONS AWAITING INSTRUCTION

[illegible]

14032 Maude Community Centre Cost Report Nr 5

B / 1

## 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		

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C / 1

## 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

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D / 1



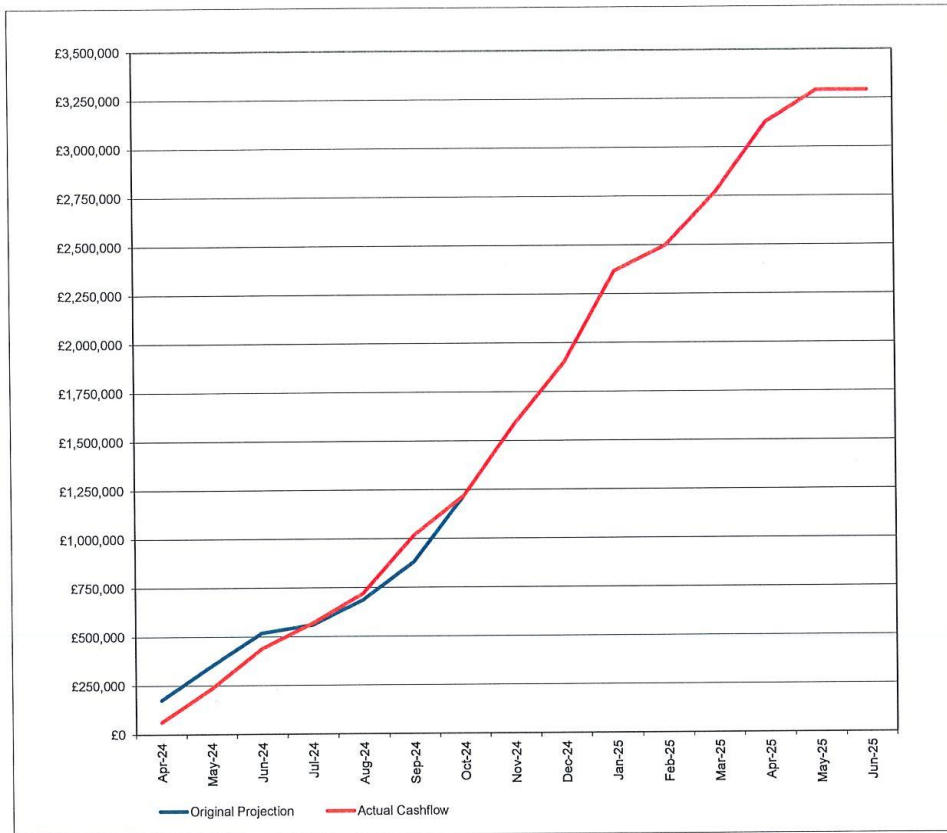
## APPENDIX E - PROFESSIONAL AND OTHER FEES

[illegible]

14032 Maude Community Centre Cost Report Nr 5

E / 1

## 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 15-Apr-24	£175,000	-£5,250	£169,750	£0	£169,750	£62,599	-£1,878	£60,721	£0	£60,721
2 13-May-24	£350,000	-£10,500	£339,500	£169,750	£169,750	£233,170	-£6,995	£226,175	£60,721	£165,454
3 13-Jun-24	£518,989	-£15,570	£503,419	£339,500	£163,919	£438,608	-£13,158	£425,450	£226,175	£199,275
4 15-Jul-24	£560,432	-£16,813	£543,619	£503,419	£40,200	£568,359	-£17,051	£551,308	£425,450	£125,858
5 13-Aug-24	£687,540	-£20,626	£666,914	£543,619	£123,295	£719,680	-£21,590	£698,090	£551,308	£146,782
6 13-Sep-24	£881,995	-£26,460	£855,535	£666,914	£188,621	£1,017,301	-£30,519	£986,782	£698,090	£288,692
7 14-Oct-24	£1,219,229	-£36,577	£1,182,652	£855,535	£327,117	£1,219,229	-£36,577	£1,182,652	£986,782	£195,870
8 13-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 13-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 13-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 13-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 13-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 14-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 13-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 13-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 14-Jul-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
17 05-May-26	£3,291,506	£0	£3,291,506	£3,242,133	£49,373	£3,319,816	£0	£3,319,816	£3,242,133	£77,683
TOTAL					£3,291,506	£3,319,816				

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



### Appendix XXXXX

## NEW ROMNEY TOWN COUNCIL



## Policy on Maternity Leave and Pay

### Purpose and scope

This policy and procedure apply to all current New Romney Town Council employees, whether full or part-time, temporary or fixed-term.

The purpose of this policy and procedure is to provide clear information about our maternity provisions. This document sets out our policy on maternity leave, pay, and arrangements surrounding returning to work after maternity leave. It also sets out the procedures which we need to follow at various stages before, during and after maternity leave.

This document provides basic guidance on the health and safety aspects of working whilst pregnant.

### Procedure

#### Telling your manager that you are pregnant

As soon as you know that you are pregnant, you are encouraged to let the Council know. This is in your own interests and ensures that we can take any necessary steps to look after your health and safety and that of your baby.

As soon as you tell us that you are pregnant, your Line Manager will conduct an assessment of any health and safety risks to you or your baby. Early notice also allows us to let you know what your rights will be to maternity leave and pay. However, you do have the right to wait until the 15th week before you expect the baby before telling us that you are pregnant. Either way, you are required to confirm in writing the fact that you are pregnant, attaching a copy of your MAT B1 and indicating when you expect to start your maternity leave. You should note that you have the right to change the start date of your maternity leave provided that you give at least 28 days written notice of the change.

#### Note on the MAT B1 certificate

The MAT B1 is a form signed by a doctor/midwife confirming your 'expected week of childbirth' (EWC). Hospitals and GP surgeries have different policies regarding when the MAT B1 should be signed and by whom. The MAT B1 is not always issued automatically and you may have to ask your doctor/midwife for a copy.

## **Entitlements**

### Ante-natal care

During your pregnancy, your doctor/midwife will make regular appointments with you for ante-natal checks, scans, tests etc. You are entitled to take reasonable time off work to attend these appointments, regardless of your length of service or the hours that you work. This time off will be paid and you will not be expected to make up the time. You should however give your Line Manager as much notice as possible of your appointments and, after the first one, should present the appointment card from the hospital or clinic.

### Maternity leave

You are entitled to take up to 52 weeks' maternity leave. This is made up of 26 weeks of ordinary maternity leave (OML) plus 26 weeks' additional maternity leave (AML). You also have the right to return to work after the end of your OML or AML. This right applies to all female employees regardless of length of service or the number of hours worked per week.

You can choose when to start your maternity leave. This can be any date from the beginning of the 11th week before the week the baby is due. The law requires that an employee take a minimum of two weeks maternity leave immediately following the birth.

### Sick leave during your pregnancy or maternity leave

If you are off sick due to a pregnancy-related illness any time after the beginning of the fourth week before the start of the expected week of childbirth (EWC), then your maternity leave period will begin straight away.

If you are off sick due to a non-pregnancy-related illness any time after the beginning of the fourth week before the start of the expected week of childbirth (EWC), it will be treated as sick leave in the usual way.

Any pregnancy related sick leave taken before the start of the fourth week will be treated as sick leave in the usual way.

### Early births

If the birth of your baby occurs before the 11th week before the EWC or your planned date of leaving, your maternity leave will commence the day after your baby is born.

## **Maternity pay**

You are eligible to receive 39 weeks statutory maternity pay (SMP) if:

- You have at least 26 weeks' continuous service with the council by the end of the 15th week before the expected week of childbirth (EWC) ("the qualifying week"), and,
- You have average weekly earnings in the eight weeks up to and including the qualifying week of at least the lower earnings limit for Class 1 National Insurance contributions.

If you qualify for SMP, it will usually be paid for a period of up to 39 weeks. Rates are fixed by law and are subject to tax and National Insurance deductions. During the first 6 weeks of this 39-week period, SMP is paid at 90% of your average weekly earnings; thereafter you will receive the weekly lower statutory maternity rate or 90% of your weekly earnings, whichever is the lesser amount. Your average weekly earnings are calculated over the 8

weeks prior to the end of your qualifying week (15th week before the EWC) (see here for details of statutory rates - [www.gov.uk/maternity-pay-leave/pay](http://www.gov.uk/maternity-pay-leave/pay) ).

If you do not qualify for SMP you may be eligible to receive Maternity Allowance. If you are not entitled to statutory maternity pay, we will issue you an SMP1 form to allow you to claim the Maternity Allowance.

### **Shared Parental Leave (SPL)**

You are entitled to curtail your maternity leave and pay and instead take SPL and pay with your partner/the father of the child, subject to meeting the eligibility criteria. SPL enables parents to choose how to share the care of their child during the first year of birth. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child. See the Shared Parental Leave Policy.

### **The effect of maternity leave on contractual benefits**

During your maternity leave you will be entitled to receive the contractual benefits that you would normally receive if you were at work with the exception of cash benefits (e.g. remuneration and allowances).

On return to work following OML and AML you are entitled to benefit from any general improvements to the rate of pay (or other terms and conditions) that you would have received had you been at work. This may also lead to a re-calculation of your SMP Entitlements.

### **Annual leave**

Your contractual annual leave entitlement continues to accrue during your maternity leave. You can choose to take any leave accrued, as a block, either before you commence maternity leave, immediately upon your return to work or a combination of the two. You should be aware that if you take the annual leave before starting maternity leave and then leave employment mid-way through the maternity leave, the usual deductions will apply from your final salary or we may ask for an appropriate refund.

### **Pension scheme**

Occupational pension contributions continue during OML and during any period of paid maternity absence.

### **Maintaining contact during maternity leave**

Some people choose to have little if any contact with work during their maternity leave while others want to maintain a high level of contact. Before you start your maternity leave, your Line Manager will meet with you to discuss reasonable contact arrangements during your maternity leave. Below is a list of the sorts of information you may want to be kept informed about:

- Notes of important meetings or announcements affecting staff
- Details of internal vacancies which arise
- Details of significant developments to working practices
- Details of any training courses which are offered to the team

There may be occasions when we need to contact you even if you have indicated that you do not wish to be contacted. In these circumstances contact will only be made when there is significant information which might affect you. For example, where there are changes proposed to the job you are expected to return to.

### **Keep in Touch (KIT) Days**

You may work for up to 10 days during your maternity leave. KIT days can only be worked by mutual agreement; that is to say, both you and the Council must agree to the work / training taking place. When agreeing KIT days, we will agree the type of work to be carried out and the duration in advance. Particular care should be taken when agreeing a rate of pay because payment for KIT days is off-set against Statutory Maternity Pay and not in addition to it. Therefore, the Council should agree a rate for that week which must be at least equal to the rate of SMP.

### **Returning to work**

We will assume that you will take your full maternity leave entitlement and intend to return to work doing the same job (see paragraph below regarding entitlement to return to the same job after maternity leave), with the same hours, unless you notify us, in writing, or request otherwise. In other words, you do not have to notify us if you intend to return to work at the end of your AML.

If you want to return to work before the end of your maternity leave, you will need to notify us in writing giving at least eight weeks' notice of your intended return date. If you do not give at least eight weeks' notice, we may delay your return to work by up to a further eight weeks where there is good reason.

You have the right to resume working in the same job if returning to work from OML. If you return to work after a period of AML, you are entitled to return either to the same job or, if this is not reasonably practicable, to another suitable job that is on terms and conditions not less favourable.

If you decide not to return to work after your maternity leave, you will need to resign giving the appropriate notice as specified in your contract of employment.

### **Requesting a change to your pattern of work**

You have the right to request that we consider changing your pattern of work (subject to eligibility criteria). See the Flexible Working Policy.

### **Your health and safety**

#### **Risk assessment**

Whilst most women are able to work normally during pregnancy there are some duties which are best avoided or minimised. We may be able to reorganise your work to avoid/minimise such duties or may arrange different work for you for health and safety reasons. Only in exceptional cases would other action be required e.g. suspension on medical grounds or other appropriate action.

Once you tell us of your pregnancy, your Line Manager will hold a meeting with you to discuss health and safety issues. In consultation with you, your Line Manager will complete a risk assessment, agreeing with you any measures to be taken. Your Line Manager will

hold regular meetings with you throughout your pregnancy in order to review the initial assessment. If you have any concerns please raise these directly with your Line Manager, in the first instance, or the Chairman of the Personnel Committee.

### **Data protection**

When managing your maternity leave and pay, we will process personal data collected in accordance with the data protection policy. Personal and or sensitive information is held securely and accessed by, and disclosed to, those who need to manage maternity leave and pay. Inappropriate access or disclosure of personal data would breach our data protection policy and should be reported immediately. A data breach may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

This is a non-contractual procedure which will be reviewed from time to time.

### **Notes**

The wording of this policy is based on an employee's statutory right to maternity leave and pay. Adoption of this policy as it stands supports the council to comply with this right.

### **Rest facilities**

There should be somewhere at the workplace where a pregnant or nursing mother can rest. This may be a staff room, first aid room or if space does not permit, a comfortable chair away from the work area may have to suffice. In the case of New Romney Town Council, the Town Hall Meeting Room shall be the designated 'Rest Room.' In such case as the Meeting Room is in use as a Rest Room by a pregnant or nursing mother, any meeting scheduled to take place at that time shall, instead, take place in the Mayor's Parlour.



## Appendix XXXXX

### NEW ROMNEY TOWN COUNCIL



## **Paternity Leave and Pay Policy**

### **Purpose and scope**

The purpose of this policy and procedure is to provide clear information about our paternity provisions. This document sets out New Romney Town Council's policy on paternity leave and pay.

Immediately you discover your partner is pregnant, you should make the Council aware so that you can be briefed on your entitlements. Ordinary paternity leave is also available to adoptive parents (either the adoptive father or the adoptive mother) where a child is matched or newly placed with them for adoption.

### **Eligibility**

To qualify for ordinary paternity leave and pay, you will need to have at least 26 weeks service by the end of the 15th week before the expected week of childbirth (EWC) or ending with the week in which you were notified of having been matched with the child. You must also have, or expect to have, responsibility for the upbringing of the child.

### **Ante-natal appointments**

An expectant father or the partner (including same sex) of a pregnant woman is entitled to take unpaid time off work to accompany the woman to up to 2 of her ante-natal appointments. The time off is capped at six and a half hours for each appointment. "Partner" includes the spouse or civil partner of the pregnant woman and a person (of either sex) in a long-term relationship with her. The right applies whether the child is conceived naturally or through donor insemination. It also extends to those who will become parents through a surrogacy arrangement if they expect to satisfy the conditions, and intend to apply, for a Parental Order for the child born through that arrangement.

Employees who are adopting a child are entitled to take time off to attend adoption appointments. Please see the Adoption Policy for full details.

You should endeavour to give the council as much notice as possible of when you need the time off for the antenatal appointment. We may ask you for a declaration stating the date and time of the appointment and that you qualify for the unpaid time off through your relationship with the mother or child, and that the time off is for the purpose of attending an ante-natal appointment with the expectant mother that has been made on the advice of a registered medical practitioner, nurse or midwife.

### **Ordinary Paternity Leave (OPL)**

An employee whose partner gives birth to a child, or who is the biological father or either adoptive parent of the child, is entitled to two weeks' ordinary paternity leave. OPL can



commence from the date of the child's birth, or child's placement with the adopter, or within 56 days of the birth or date of placement. If the child is born early, OPL may be taken between the date of birth and up to the 56th day after the EWC.

Ordinary Paternity Leave must be taken in a single block of one or two weeks within eight weeks of the birth or adoption of the child. Only one period of leave is available to employees irrespective of whether more than one child is born as the result of the same pregnancy.

If you choose to start your OPL on a fixed and predetermined date and the child is not born or placed for adoption by that date, you must change the date you want to start your leave and notify us in writing as soon as you reasonably can. If you take both OPL and shared parental leave you must take ordinary paternity leave first.

#### **Notification of Ordinary Paternity Leave**

You must inform the Council in writing via your Line Manager of your intention to take OPL by the end of the qualifying week, unless this is not reasonably practicable. You must tell us:

- The week the baby is due,
- Whether you wish to take one or two weeks' leave, and,
- When you want your leave to start.

In the case of an adopted child, you must give notice of your intention to take ordinary paternity leave no later than seven days after the date on which notification of the match with the child was given by the adoption agency. The notice must specify the date the child is expected to be placed for adoption, the date you intend to start ordinary paternity leave, the length of the intended ordinary paternity leave period and the date on which the adopter was notified of having been matched with the child.

You can change your mind about the date on which you want the leave to start providing you tell your Line Manager at least 28 days in advance (unless this is not reasonably practicable).

#### **Ordinary Statutory Paternity Pay (OSPP)**

You will qualify for OSPP if your weekly earnings in the 8 weeks up to and including the Qualifying Week (QW) are not less than the lower earnings limit for the payment of National Insurance contributions. The QW is 15 weeks before the baby is due or the week during which you are notified of being matched with a child for adoption.

Paternity leave will be paid at the prevailing rate of SPP or 90% of average weekly earnings if this figure is less than OSPP.

#### **Shared Parental Leave (SPL)**

The birth mother or primary adopter is entitled to curtail their maternity/adoption leave and pay and instead take SPL and pay in conjunction with the child's father (in the case of birth) or the spouse, civil partner or partner of the child's mother/adopter, subject to meeting the eligibility criteria. SPL enables parents to choose how to share the care of their child during the first year of birth. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child. See the Shared Parental Leave Policy.

## **Pay increases awarded during paternity leave**

We will ensure that whilst you are on PL you are not left out of a pay award which you would ordinarily have been entitled to. This means that if we make a pay award which takes effect during your PL, then when you return to work, you will return to the 'new' rate of pay that applies to the job you are returning to.

## **Returning to work**

On resuming work after PL, you are entitled to return to the same job as you occupied before commencing paternity leave on the same terms and conditions of employment as if you had not been absent.

## **Requesting a change to your pattern of work**

You have the right to request that the organisation considers changing your pattern of work (subject to eligibility criteria). See the Flexible Working Policy.

## **Additional paternity leave**

Additional paternity leave is available to eligible employees who may take up to 26 weeks' unpaid additional paternity leave within the first year of their child's life provided that the mother has returned to work.

## **Data protection**

When managing your paternity leave and pay, we will process personal data collected in accordance with the data protection policy. Personal and or sensitive information is held securely and accessed by, and disclosed to, staff who need to manage paternity leave and pay. Inappropriate access or disclosure of personal data would breach our data protection policy and should be reported immediately. A data breach may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

This is a non-contractual procedure which will be reviewed from time to time.

## **Notes**

The wording of this policy is based on an employee's statutory right to paternity leave and pay. Adoption of this policy as it stands supports the Council to comply with this right.

### STORAGE CONTAINERS – THE GREENS, LITTLESTONE

A request has been received via FHDC and the Foiling Collective for permission to re-locate two storage containers from Littlestone car park to the hard standing adjacent The Greens Littlestone (concrete pad where the Town Beacon is sited) for the duration of development works at Littlestone Car Park in order that the Foiling Collective may continue to trade without interruption whilst works are on-going in respect of the FHDC Coastal Destination development.

NRTC did previously enter into an agreement with the Foiling Collective to trade from the hard standing at The Greens and to site one container there. The Foiling Collective did also rent one beach hut site from NRTC for storage facilities only (they were not allowed to carry out their day to day sea sports business from the beach hut). The business then re-located to the adjacent car park under an agreement with FHDC.

Dimensions of the two storage containers have been requested but have not, as yet, been provided, so at this stage it is not actually clear whether both containers could be accommodated on the area of hard-standing.

If the Council was minded to agree to this request, the subsequent agreement would be subject to specific conditions regarding access across The Greens (as per previous conditions) and to an agreed rent charge.

#### **Actions:**

To consider in principle approval of the re-location of two-off storage containers from Littlestone Car Park to hard-standing at The Greens, Littlestone, subject to it first being ascertained that both containers can be accommodated at the afore-mentioned location and subject to previous Terms of Agreement and an annual rent charge to be agreed by the Town Council at a future meeting.

### CINQUE PORTS PODCAST

Please see the below email chain regarding a proposed Cinque Ports podcast, the aim of which is to help promote the Cinque Port Towns as a whole and individual Cinque Port Towns within that.

In line with the Town Council's Strategic Plan 2023-2027 TC15 'Develop a Policy for utilisation of the Cinque Ports Brand', participation in the creation of a podcast that specifically includes a New Romney segment, would be a valuable contribution towards achieving this objective.

It has been indicated that the intention is that the completed podcast will be posted on the Cinque Ports website and NRTC can, therefore, create a link to it and/or post it on its own website and provide it to local schools and youth organisations for educational purposes, for instance.

Hi [REDACTED]

The proposal is that the Cinque Ports pay for a general overview podcast that would run for 25 minutes. We have a noteworthy historian in the wings to narrate. We do want it to be fun and not too stuffy. [REDACTED] is an historian and broadcaster of note. He is organizing. He has already thought of animating the CP map and lions on the flag. I wondered if CP schools could be notified so that the children of each CP could watch it. After the general overview Sam said that it would be a good idea for each CP to do their own. The idea is that if we say get 5 interested, he would come and interview you to get the material then they would work to produce it. That is how far we have got with the idea so far. Dover has said yes. Rye and Hastings have shown interest and I am going to talk to other Town Clerks hopefully on Speaker's Day.

I think this would be a great idea to raise the CP generally and individually. Once I have 5 individual Cps interested I will have another meeting with [REDACTED] for the next steps. I will need to take a report to a virtual Standing Committee for the £900 for the general one but the Speaker has already given his permission to go ahead.

[REDACTED]

Hello, [REDACTED]

I would be interested to receive more information so that I can put this proposal to the Council as it is keen to raise the profile of the Town.

Kind regards,

Hi,

[REDACTED] and myself have been exploring the idea of having a Cinque Ports podcast. We have had a meeting with [REDACTED] Historian and Broadcaster whose idea is to have a general 25 minute overview on the Cinque Ports and then for each Cinque Ports to have their own.

The cost is £750 + VAT. The Confederation (assuming it is in agreement) will pay for the overview Podcast.

After the installation I will get a date in the diary for a Standing Joint Committee when I am in a position to write a detailed report on all of the above but for now I am seeking expressions of interest.

If say 5 of you were interested [REDACTED] would come down and interview each of you to assist with the content of the Podcast. He would charge expenses but if that were shared by you it would come to a £250 ish each member town. Maybe less if there is more interest.

If you want to discuss further please let me know.

Kind Regards

[REDACTED]

Solicitor to the Ports

**Action:**

To formally approve issuing an expression of interest in participating in production of a Cinque Ports Podcast, subject to final costings and noting the need to identify a nominated person(s) to be interviewed about the Town and its history.

### NRTC MEETING VENUE

The Town Council previously approved the return of all Council meetings to the Council Chamber at the Town Hall. At that time, it was anticipated that a new air-conditioning and heating system would have been installed in time for this winter, the planning application having been prepared for submission. However, following significant delays which have arisen as a result of a request from the District Council Planning Department to withdraw the application and re-submit it following a meeting and discussion with the Conservation Consultant.

Having now had the plans re-drawn and the application re-submitted, the planning process must re-commence from the start and there will not, therefore, be any heating in the Council Chamber this winter.

In light of the above information, I would respectfully suggest that the Town Council needs to re-consider the use of the Council Chamber for its meetings until such time as the air-conditioning and heating system has actually been installed, since the chamber is already becoming extremely cold and it is not a suitable workplace for Council employees due to the unacceptably low temperature during the winter months.

#### **Action:**

To formally approve the re-location of all Town Council meetings to the Assembly Rooms for the foreseeable future and until such time as the new air-conditioning and heating system for the first floor has been installed at the Town Hall.

END