

# 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

4<sup>th</sup> November 2024

Dear Councillor,

**SUMMONS TO ATTEND A MEETING OF NEW ROMNEY TOWN COUNCIL, TO BE HELD IN THE ASSEMBLY ROOMS, CHURCH APPROACH, NEW ROMNEY, ON MONDAY 11<sup>TH</sup> NOVEMBER 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 11<sup>TH</sup> NOVEMBER 2024 AT 6.45PM**

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

**AGENDA**

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

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

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

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

To formally re-convene the meeting of the Council.

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

To approve the minutes of the **Full Council Meeting** held on **14<sup>th</sup> October 2024** (Attached hereto\*).

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

To receive and note the report of the Mayor:

- (i) Mayor's Civic Function List.
- (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**

Meeting held on 23<sup>rd</sup> October 2024 (Attached hereto\*)

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

To consider final payments and receipts and bank reconciliations for September 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 Shared Parental Leave and Pay
- Policy on Adoption Leave and Pay

**18. COMMUNITY WARDEN SERVICE (Encs\*):**

To consider response to communication regarding re-organisation of the Kent Community Warden Service.

**19. REVIEW OF NRTC LAND USE (Encs\*):**

(i) To consider enquiry regarding land for enclosed dog exercise field.

(ii) To consider any NRTC response to the District Council Call for Development Sites.

(iii) To review current and future uses of The Greens, Littlestone, for the enjoyment of local residents and visitors to the area.

**20. PROPOSED FOOTPATH BETWEEN JOSEPH'S WAY ESTATE AND STATION ROAD SPORTS FIELD (Encs\*):**

To review NRTC requirement for a footpath providing pedestrian access from Joseph's Way estate to Station Road Sports Field.

**21. NRTC MEETINGS SCHEDULE (Encs\*):**

To consider reduction in frequency of the following NRTC Meetings:

- St. Martin's Field Charity
- Planning & Environment Committee

**22. 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.

**23. 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

**24. 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.

**25. 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.

**26. 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 – 4<sup>th</sup> November 2024





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

It's that time of year...



When we commemorate the sacrifice made by so many to protect the country they loved. I grew up hearing about the air war over Kent... 'Reach for the Sky' on TV Sunday afternoons.

A few years ago, I noticed people had built a memorial at

Dungeness to two young Polish pilots who died defending freedom and this country in Kent's arial second world war. I believe its our duty to keep these memories alive.

## Water quality

I had a meeting with the EA to discuss the current system of water quality assessment, I don't think it is fit for purpose, I have asked that its performance be reassessed. We are waiting on the decision from the EA (normally in December) on what beaches they will recommend for bathing or not in 2025. The algorithm that the EA use, cannot, as I see it be challenged.

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



## Flooding concerns

As Spain has sadly found out flooding can just happen...

*"Intense rainfall in eastern Spain produced deadly and destructive flash floods in the province of Valencia. On October 29, 2024, more than 300 millimetres (12 inches) of rain fell in parts of the province, reported Spain's meteorological agency, AEMET."*

This tragedy has cost hundreds of lives, climate change has increased the severity of weather events, so we must be aware that this could happen anywhere.

I have put in motion a 'bid' to my regional flood committee for funding to do a detailed study on how we can manage ground water and surface water to protect Romney Marsh into the future.

**Supporting the Romney Marsh Community Hub**

This is a membership service for people living on the Romney Marsh to access medical appointments at their GP surgeries or local hospitals. The vehicle is fully accessible and has seating for 5 people plus one wheelchair.

**How much does it cost:**

- All users must be members and the annual membership cost is £20.00
- All return journeys from the member's home to a GP appointment is £5.00
- All return journeys from the member's home to William Harvey Hospital or Royal Victoria Hospital, Folkestone is £10.00
- All return journeys from the member's home to Dover Hospital or Canterbury Hospital is £15.00

The transport can be booked for non medical journeys (medical appointments will take priority).

For non medical journeys the costs charged will be as follows:  
Each journey will be charged at £2.00 plus £1 for each mile travelled.  
All bookings must be made at least 24 hours in advance.  
Please email [marshbee@rmch.org.uk](mailto:marshbee@rmch.org.uk) for a membership form.

**yourwebbooker.com/en/Marshbee**

**marshbee.org.uk**

**01797 330470**

**THE MARSH BEE!**  
**GETS YOU FROM**  
**A TO B ON THE MARSH**

Registered Charity No. 1093388

## Marsh Transport

### Great news

**the Marsh Bee is up and running...**

We need to make this a success...so remember use or lose it.

The announcement at the budget to increase National Insurance, lowering the threshold for when it commences puts small business and charities at risk with the cutbacks in support from County, who in their turn are under great financial pressure. We the Marsh community needs to support the Romney Marsh Community Hub.

## Highways

The government in the recent budget declared more funding to fix 'potholes' great news. I don't know the details yet, but when I find out what Kents share will be I will let you know.

Many roads across the Marsh are closed for badger repairs as they have been undermined by the badgers. These roads historically are higher than the surrounding farmland. Badgers love burrowing into the earth banks causing the roads to become unstable.

But in the meantime, 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>

I mentioned last month that down the coast at Greatstone and Lade the Southern Gas Networks are putting in a new gas main these works are proceeding under 'traffic lights' making good progress. So far so good we have managed to keep this road open.

This shows the importance of working together.

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

Due to various EU member states not being ready for November 10<sup>th</sup> implementation, the whole programme has been postponed till next year!

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 11<sup>th</sup> November 2024.

It has been another intensive month since our last NRTC Full Council meeting. I have held my Cllr Surgery jointly with our KCC Member, Cllr Tony Hills and with NRTC Cllr Jane Hiscock. I have taken part in one FHDC Planning Committee meeting, a Rural England Prosperity Fund Panel meeting, an FHDC Corporate Plan Working Group meeting, a meeting on the future of the New Romney Visitors Centre and a week long technical meeting at the United Nations in Vienna, as part of the NuLeAF contingent at the International Atomic Energy Agency.

#### **FHDC Planning and Licensing Committee meeting.**

We dealt with seven planning application, none of which were from New Romney.

#### **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 the Marsh Academy Leisure Centre for a new 3G pitch and associated infrastructure to be constructed. The REPF panel decision has been published on the FHDC website.

#### **FHDC Corporate Plan Working Group meeting.**

The agenda included:

#### ***Public Consultation - Feedback and Analysis***

To receive and consider presentations from officers and external consultants covering feedback and analysis from the public consultation on the draft Themes and Priorities. (Presentations to follow)

#### ***Next Steps.***

To consider and agree next steps in relation to the development of the Corporate Plan 2025+

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

<https://folkestone-hythe.moderngov.co.uk/mgCommitteeDetails.aspx?ID=538>

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

A meeting was held on Friday 18<sup>th</sup> October at the Romney Hythe and Dymchurch Light Railway (RHDR) to receive an update and to discuss the future plan for the site. The meeting included our KCC Councillor, FHDC Officers, FHDC Councillors and representatives from the RHDR, Romney Marsh Community Hub, Romney Marsh Countryside Partnership and Lighthouse on the Marsh.

A further meeting is planned for mid-November.

## **International Atomic Energy Agency technical meeting on Stakeholder Engagement at the United Nations, Vienna.**

I was part of a four-person delegation from NuLeAF taking an active role in an IAEA technical meeting on Stakeholder Engagement.



**NuLeAf and other UK delegates,**  
**IAEA Vienna October 2024**

A NuLeAF delegation participated in the IAEA Technical Meeting on Stakeholder Engagement in Vienna on the 21<sup>st</sup> to 25<sup>th</sup> October. NuLeAF members were joined by a number of other UK participants representing the three Geological Disposal Facility (GDF) Community Partnerships and Nuclear Waste Services (NWS). Over 80 countries were represented at the meeting, some face to face and the remainder on-line via Teams.

Over the course of the week delegates from around the world discussed local government and community engagement around waste management and in relation to proposals for Small Modular Reactors (SMRs) and Advanced Nuclear Reactors (SMRs).

The meeting also saw the further development of the Global Partnership of Nuclear Communities, with Argentina and the Republic of Korea committing to joining the network.

On Day two, I was part of a five-person panel and gave a two-slide presentation on stakeholder engagement with the Nuclear Decommissioning Authority (NDA) and provided details of the Social Impact and Community Strategy. Panel members were drawn from the Netherlands, Argentina, USA, UK and Norway.



### **Local Resident Concerns.**

I am dealing with several ongoing residents' concerns, including housing issues, roll-out of the Household Support Fund, parking issues 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. The next RMP meeting is planned for late November.

### **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
JAM on the Marsh	JAM wants to increase its community-benefitting activities by bringing year-round singing, art and music benefitting all ages, with performances and exhibitions including JAM-on-the-Marsh2025	£750	£200

**FHDC Councillor Paul Thomas – 3<sup>rd</sup> November 2024**

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**MINUTES**  
**of**  
**A Meeting of New Romney Town Council**  
**Held in the Assembly Rooms, New Romney**  
**on Monday 14<sup>th</sup> October 2024**  
**Commencing at 7.00pm**

**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,  
S Hodges and J Houston

**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

**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 **@7.03PM.**

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

Apologies for absence were received and noted, as follows:

Councillor Wimble	-	for personal reasons
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**274/2024-25 DISPENSATION TO PARTICIPATE**

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

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

**@7.04PM** 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 286/2024-25 refers)



276/2024-25 **REPORT OF THE KENT COUNTY COUNCILLOR**

KCC Councillor Hills provided a brief verbal report, which included information and updates relating to water quality and flooding, highways and potholes and the European entry/exit system. The aforementioned report was duly received and noted.

277/2024-25 **REPORTS OF THE DISTRICT COUNCILLORS**

FHDC Councillor Thomas' written report, which included details of meetings attended, a District Council Call for Sites and Ward Grant funding awarded, was duly received and noted.

278/2024-25 **ADJOURNMENT OF MEETING**

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

279/2024-25 **PUBLIC QUESTIONS**

None.

280/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

281/2024-25 **MINUTES**

(i) The Chairman presented the minutes of the **Full Council Meeting** held on **9<sup>th</sup> September 2024**, copies of which had been previously circulated to all Councillors, and it was:

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Rev Cn McLachlan

**RESOLVED – that the minutes of the Full Council Meeting held on 9<sup>th</sup> September 2024 be approved and signed as a true and correct record.**

Councillor Meredith abstained from voting as he had not been present at the afore-mentioned meeting.

(ii) The Chairman presented the minutes of the **Especial Full Council Meeting** held on **3<sup>rd</sup> October 2024**, copies of which had been previously circulated to all Councillors, and it was:

**PROPOSED BY:** Councillor Hiscock

**SECONDED BY:** Councillor Davies

**RESOLVED – that the minutes of the Especial Full Council Meeting held on 3<sup>rd</sup> October 2024 be approved and signed as a true and correct record.**

Councillors Meredith, Thomas, Houston and Carr abstained from voting as they had not been present at the afore-mentioned meeting.

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

282/2024-25 **MAYOR'S REPORT AND COMMUNICATIONS**

The Mayor's report regarding civic engagements attended since the last meeting was not available on this occasion.

283/2024-25 **TOWN CLERK'S REPORT**

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

**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.

284/2024-25 **STANDING ORDER NO.14**

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

285/2024-25 **STANDING COMMITTEES**

(i)(a) Councillor Terry presented the minutes of the **Planning & Environment Committee** meeting held on **11<sup>th</sup> September 2024**, which were duly received and noted.

(b) Councillor Terry presented the minutes of the **Planning & Environment Committee** meeting held on **3<sup>rd</sup> October 2024**, which were duly received and noted.

(ii) Councillor Thomas presented the minutes of the **Finance & General Purposes Committee** meeting held on **18<sup>th</sup> September 2024**, which were duly received and noted.

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

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#### 286/2024-25 **RFO'S FINANCIAL REPORTS FOR 2024-25**

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

**PROPOSED BY:** Councillor Hiscock

**SECONDED BY:** Councillor Thomas

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

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

<b>August 2024</b>	<b>Receipts:</b>	<b>Payments:</b>
NatWest Current Account	£51,720.52	£51,720.52
Unity Trust Current Account:	£71,605.17	£1,830.90
Lloyds Bank Business Account:	£52,074.94	£195,898.23
NatWest Business Reserve Account:	£1,541.78	£50,501.52
Petty Cash:	£300.00	£27.00
Lloyds Bank Corporate Card:	£283.12	£925.36
Lloyds Bank Instant Access Online Saver	£3,425.58	£0.00
NSIB	£0.00	£0.00

#### 287/2024-25 **COUNCIL REPRESENTATIVES' REPORTS**

There were no Council Representatives' reports on this occasion.

288/2024-25 **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.

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289/2024-25 **NRTC POLICY DOCUMENTS**

Having duly considered the draft Policies on Maternity Leave and Pay and Paternity Leave and Pay, it was:

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – that the Policy on Maternity Leave and Pay and the Policy on Paternity Leave and Pay be hereby approved as presented and adopted with immediate effect.**

290/2024-25 **TEMPORARY RE-LOCATION OF FOILING COLLECTIVE CONTAINERS**

Having duly considered a request from the District Council to assist in the temporary re-location of the two Foiling Collective containers currently situated in the Littlestone Car Park, it was:

**PROPOSED BY:** Councillor Thomas

**SECONDED BY:** Councillor Terry

**RESOLVED UNANIMOUSLY – that (i) the Town Council is agreeable, in principle, to permitting use of the hard-standing adjacent the public Toilets at The Greens, Littlestone, and use of the hard-standing at the site of the original Lifeboat Station at the opposite end of The Greens, Littlestone, for the temporary siting of two Foiling Collective containers subject to both areas first being assessed for viability and any planning consents and other required consents having first been acquired and evidenced by the Foiling Collective\* and (ii) the Council will also explore the potential for the two containers to be temporarily re-located to the Varne Boat Club as an alternative solution.**

\*All subject to formal Agreement and agreed rent charge.

291/2024-25 **CINQUE PORTS PODCAST**

Having duly considered whether to participate in the Cinque Ports Confederation project to create a Cinque Ports Podcast with a specific New Romney contribution to the content, and noting that there would be a small cost attributed to participation, it was:

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

**RESOLVED UNANIMOUSLY – that New Romney Town Council shall make a specific contribution to the proposed Cinque Ports Confederation Podcast and the Clerk be authorised to progress New Romney’s participation in this project.**

292/2024-25 **WINTER VENUE FOR NRTC MEETINGS**

Having duly noted the issue raised of extremely cold temperatures that would be experienced in the Council Chamber over the winter months

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due to a delay in acquiring planning / listed buildings consent for installation of an air-conditioning and heating system for the first floor at the Town Hall, it was:

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

**RESOLVED UNANIMOUSLY – that all Council meetings be returned to the Assembly Rooms until the end of the current Civic year.**

293/2024-25 **EXCLUSION OF PUBLIC AND PRESS**

**@7.59PM** having duly considered the nature of matters to be discussed, it was:

**PROPOSED BY:** Councillor Houston  
**SECONDED BY:** Councillor O’Hare

**RESOLVED UNANIMOUSLY – that due to the sensitive legal nature of information about to be considered, it is advisable in the public interest that the Public and Press be temporarily excluded and they are now instructed to withdraw.**

KCC Councillor Hills left the meeting at that time.

294/2024-25 **ON-GOING MATTERS**

The Clerk reported on a matter relating to a s106 Agreement pertaining to the Maude Community Centre project. Details were provided in relation to a matter that has arisen regarding the Community Contribution payable by the District Council to the Town Council in accordance with the afore-mentioned deed. This information was duly received and noted.

295/2024-25 **PERSONNEL MATTERS**

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

296/2024-25 **LAND AND TENANCY MATTERS**

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

297/2024-25 **CONCLUSION OF PRIVATE SESSION**

**@8.10PM** it was:

**PROPOSED BY:** Councillor Thomas

**SECONDED BY:** Councillor Hiscock

**RESOLVED UNANIMOUSLY that the private session be hereby Concluded.**

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The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded **@ 8.10PM.**

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



### MAYOR'S CIVIC FUNCTION LIST

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

1. Tuesday 10<sup>th</sup> September – New Romney Scouts \*
2. Friday 13<sup>th</sup> September – New Romney Amateur Dramatics \*
3. Sunday 15<sup>th</sup> September – New Romney Garden Party \*
4. Sunday 15<sup>th</sup> September – New Romney Battle of Britain Memorial Service \* \*
5. Tuesday 17<sup>th</sup> September – Ashford Chairman: Nepalese Curry Night \*
6. Thursday 26<sup>th</sup> September – New Romney Dementia Relaunch
7. Saturday 5<sup>th</sup> October – Speaker's Day @ Sandwich: Cinque Ports \*
8. Thursday 10<sup>th</sup> October – RH&DR New Romney 'Behind the scenes tour' \*
9. Saturday 12<sup>th</sup> October – Shepway Brass Academy @St Nicholas Church NR \*
10. Wednesday 16<sup>th</sup> October – New Romney Royal British Legion Branch AGM \*
11. Tuesday 29<sup>th</sup> October – Installation of Lord Warden of Cinque Ports \*
12. Monday 4<sup>th</sup> November – Lord Warden's visit to New Romney \*
13. Wednesday 6<sup>th</sup> November – Southeastern Rail Memorial Service, Dover \*
14. Sunday 10<sup>th</sup> November – New Romney Remembrance Service \*
15. Monday 11<sup>th</sup> November – New Romney Burma Star Service \*

\* Accompanied by the Mayoress.

\* Accompanied by the Deputy Mayor.

\* Accompanied by the Town Clerk.

\* Accompanied by Cllr. Terry.

### MEETING OF FULL COUNCIL – 11<sup>th</sup> NOVEMBER 2024 TOWN CLERK'S REPORT

#### Actions completed since the Full Council meeting held on 14<sup>th</sup> October 2024

1) The District Council has been advised that the Town Council is amenable to assisting with the **temporary re-location of two-off Foiling Collective Containers** for the forthcoming season subject to identified caveats; the Varne Boat Club has also been requested to consider whether the club might be able to accommodate the containers on the land to the seaward side of the club as an alternative solution. Further communications in regard to this matter are currently awaited.

2) All **NRTC meetings** have been booked into the Assembly Rooms diary and will take place in this venue until the end of the current Civic Year.

3) The Cinque Ports Confederation has been notified of the Town Council's intention to participate in the production of a Cinque Ports Podcast; further information is currently awaited.

#### Additional Items of Report

- 1) The appointed Combarons of New Romney, comprising: the Right Worshipful the Mayor, Cllr John Rivers; the Deputy Mayor, Cllr Peter Coe; Coronation Baron, Cllr Paul Thomas; Cllrs Kirsten Terry and Jane Hiscock and the Town Clerk, together with New Romney guest, the Mayoress of New Romney, attended the formal **Installation of the Lord Warden of the Cinque Ports** at the Duke of Yorks Royal Military School, Dover on Tuesday 29<sup>th</sup> October 2024. It was a very historic occasion and a privilege to be in attendance.

Town Clerk 4<sup>th</sup> November 2024

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## MINUTES

of

**A Meeting of the Planning and Environment Committee  
Held in the Assembly Rooms, Church Approach, New Romney  
on 23<sup>rd</sup> October 2024  
Commencing at 6.45pm**

### **PRESENT:**

**Councillors:** P Coe, P Carey, J Rivers, J Davies, S O'Hare and Cllr J Houston

**In the Chair:** Councillor S O'Hare

**In Attendance:** Planning Clerk - Mrs G Hall  
Members of Public - x 1

### 298/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Cllr K Terry due to being unwell  
Cllr Rev Cn McLachlan due to personal reasons.  
Cllr L Phillips due to being unwell

### 299/2024-25 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been received.

### 300/2024-25 **DECLARATIONS OF INTEREST**

None

### 301/2024-25 **ADJOURNMENT OF MEETING**

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

### 302/2024-25 **PUBLIC QUESTIONS**

None received.

### 303/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

### 304/2024-25 **MINUTES**

#### **Minutes of the Meeting Held on 3<sup>rd</sup> November 2024**

The Vice-Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 3<sup>rd</sup> November 2024**, a copy of which had been previously circulated to all Councillors.

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

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

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**RESOLVED – that the Minutes of the Planning and Environment Committee Meeting held on 3<sup>rd</sup> October 2024 be approved and signed as a true and correct record.**

Councillor J Houston abstained from voting as he hadn't been present for the meeting.

305/2024-25 **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:

**Shingle recycling works**

Email received from the Environment Agency regarding Shingle Recycling below:

The EA are planning to undertake intermediate shingle recycling works between Littlestone and St Mary's Bay in October. We have decided to undertake this intervention as the last beach survey indicated some sections are a little thin due to winter storms. Our contractors plan to start the works from Monday 21st October, the duration will be approx. 5 days.

We shall deploy compounds to house the welfare units and plant overnight at Jesson outfall and a small satellite compound next to the RNLI at Littlestone.

The works will involve moving shingle from the rock groyne at Varne Boat Club to build up the low spots between the RNLI and Varne Boat Club ramps, south of the ramps and at the end of the engineered defence at Greatstone.

The works above are additional to our annual shingle recycling which will be carried out in the new year.

306/2024-25 **SCHEDULE OF PLANNING APPLICATIONS**

It was

**PROPOSED BY:** Councillor Coe  
**SECONDED BY:** Councillor Davies

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

**Application No****Location and Description**(i) [24/1521/FH](#)42 High Street, New Romney,  
TN28 8BZListed building consent for  
repairs to existing roof and  
gutters, front bay windows,  
timber shop fronts and central  
portico also some internal  
repairs**RECOMMENDATION****No Objection****Voting:****For Application:****6****Against Application:****0****Abstained:****0**(ii) [24/1566/FH](#)Sainsburys, Dymchurch Road,  
New Romney, TN28 8GUWorks to Trees covered by a  
TPO.**RECOMMENDATION****No Objection****Voting:****For Application:****6****Against Application:****0****Abstained:****0**(iii) [24/1549/FH](#)Town Hall, High Street,  
New Romney, TN28 8BTInstallation of Air Conditioning  
System**RECOMMENDATION****No Comment due to this  
being a NRTC application.****Voting:****For Application:****-****Against Application:****-****Abstained:****-**

(iv) [24/1516/FH](#)

Land Adj 10 Links Way,  
Littlestone, New Romney,  
TN28 8PS

Erection of 1no. dwelling.

**Recommend refusal –  
Contravenes policies HB1,  
HB3 & HB10 due to lack of  
specification and  
dimensions.**

**RECOMMENDATION**

**Voting:**

**For Application:**

**0**

**Against Application:**

**6**

**Abstained:**

**0**

(v) [24/1385/FH](#)

Maude Memorial Hall,  
Station Road,  
New Romney, TN28 8LQ

**This is a re-consultation  
following the submission of  
additional details or a  
change in circumstance.**

These are detailed below:

The proposal description has  
been changed

**No Comment due to this  
being a NRTC application.**

**RECOMMENDATION**

**Voting:**

**For Application:**

-

**Against Application:**

-

**Abstained:**

-

(vi) [24/1592/FH](#)

157 Littlestone Road,  
Littlestone,  
New Romney, TN28 8QB

Works to trees the subject of  
TPO No. 05 of 1994 Crown  
reduction of T1 Large Holme  
Oak by 4 meters in height and  
4 meters laterally, T2 small  
Holme Oak by 3 metres in  
height and 2 meters laterally.

**No Objection**

**RECOMMENDATION**



<b><u>Voting:</u></b>	
<b>For Application:</b>	<b>6</b>
<b>Against Application:</b>	<b>0</b>
<b>Abstained:</b>	<b>0</b>

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307/2024-25 **SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

308/2024-25 **FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/DECISIONS/MATTERS**

A schedule of delegated decisions of Folkestone & Hythe District Council Planning Department for the periods ending 29<sup>th</sup> September 2024 & 10<sup>th</sup> October 2024 were duly received and noted.

309/2024-25 **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.

310/2024-25 **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:

**Kent County Council – Support for our local schools.**

Marsh Academy's last School Travel Plan was 2008 [Travel Plan Management System \(jambusterstpms.co.uk\)](https://jambusterstpms.co.uk)

St Nicholas Academy Primary's last School Travel Plan 2020 [Travel Plan Management System \(jambusterstpms.co.uk\)](https://jambusterstpms.co.uk)

Ideally the School Travel Plans need to be reviewed yearly and renewed every 4 years so neither of New Romney's local schools have a current up to date School Travel Plan.

**School Travel Plans**

- The School Travel Plan (STP) can be used by schools to assist them in **efficiently responding to complaints/enquiries from their local community** (e.g. "what are the school are doing re. "XYZ issue") – Kent County Council can provide an email template to assist schools with these responses once their STP has been approved.
- The STP captures key information – such as, travel survey data, postcode maps, record of concerns/issues/actions the school have explored – that can **assist in determining the**

**suitability for various schemes** (e.g. new crossings / additional parking restrictions / School Streets schemes etc)

- When a School has a STP approved they become **eligible for further resources** – such as free, Active Travel Maps & School Streets schemes)

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- Having a recent and well-maintained STP **strengthens schools' applications for grant funding and other initiatives** (e.g. free Scootability training)
- The STP - and consequent Annual Reviews - create a clear record/audit for the school's issues/concerns/objectives, relating to Active Travel/Road Safety etc, which can **assist in gaining sponsorship and support from political representatives and other KCC departments**.
- A STP **assists schools in gaining a better understanding of the health, environmental and social impacts of the staff and families' journeys** to and from school and provides an **opportunity for schools to clearly set out actions to address these elements**.

*(As a reminder, STPs are not a “silver bullet” to solve all issues and will not guarantee the suitability/success of any highways improvement requests)*

In case you were not already aware, KCC has team dedicated to supporting Kent schools with any queries or activities around the promotion and enablement of active and sustainable transport, as well as providing resources to assist with problematic parking and congestion. You can contact Iona Rogulski for any support – [iona.rogulski@kent.gov.uk](mailto:iona.rogulski@kent.gov.uk) – 03000 419 582 (direct).

There are lots of free resources available to Kent schools and many of those can be accessed via their online travel plan management system - “[Jambusters](#)”

**Jambusters** is the website that enables schools to create, store and maintain a School Travel Plan (STP) document. The site also provides, signposting information (such as road safety, crossing patrol information and other campaigns) and the opportunity to apply for grant funding to help schools to encourage and promote active and sustainable travel.

**School Travel Plans / Annual Reviews** : On the Jambusters system, schools have access to a free and easy to follow template that prompts for the information we require and then

pulls the data and information through into a fully formatted STP document. Once the first draft is complete, the Travel Plan Co-Ordinator would submit the STP which would then come through to the KCC officer to review. The officer will liaise directly with the school directly to offer edits and return it on the system as the “2<sup>nd</sup> draft”, for them to amend and resubmit. Once the STP is approved, the school can then simply complete a quick “Annual Review” for the following 3 years in order to maintain the STP and keep it up to

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date (this means schools don’t have to complete a whole new STP document every year and instead would only need to do a complete STP every four years).

Whilst it’s not obligatory for schools to have a current and well-maintained School Travel Plan, it really is an extremely useful document to have in place and can be an incredibly helpful tool to draw upon to support other efforts and respond to local enquiries. This is because the STP captures a great range of useful information that helps to provide officers/ the school/parish councils/local residents (or any other readers) with a clear outline of the school including (but not exclusive to):

- pupil/staff numbers
- where people travel in from
- types and no. of entrances
- surrounding road network
- issues that the school faces in terms of travel, safety, congestion etc.
- active travel infrastructure
- actions that the school are taking themselves (or intend to take) to address the issues/concerns raised.

As such, there are a number of benefits for schools who are engaged on the Jambusters site and have a recent/up-to-date STP; increased strength to highway improvement requests, supporting grant funding applications and helping to identify and access further active travel opportunities/resources. In addition, a STP can be very useful in terms of providing efficient responses to community queries and can help to build better community relationships by providing local stakeholders with clarity and transparency about the opportunities and challenges for active travel and the actions that the school is taking/has taken regarding these (such as how they promote road safety or considerate/safer parking).

**Grant Funding:** When a school is engaged and has a STP Co-ordinator assigned on their Jambusters profile, they are invited each year to apply for up to £5k [grant funding](#), towards

projects that promote and enable sustainable and active travel. Our grant funding applications window is typically from May-June each year, but “heads-up” and reminder emails are sent to all signed-up schools’ contacts so that they have time to prepare their project plans, obtain quotes and complete the application. The funding is “capital” and therefore projects must be infrastructure installations, on their school site, that meet the active/sustainable criteria. For example, successful applications can include cycle/scooter shelters, welly storage, EV charging points, footpath improvements etc.

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**Responsible Parking Toolkit:** this initiative has two aspects; Schools can request a selection of free resources – such as banners, interactive flyers, and information leaflets – all of which encourage responsible and considerate parking, with options and differing designs depending on what specific issue a particular school faces (“keep off the zig zag lines” , “pavement parking”, and “be considerate of our neighbours”, to name a few). The other aspect of the Responsible Parking toolkit is the [website](#); here, ideas and best practice is shared regarding the distribution of the responsible parking messages. Schools can also use the online “catalogue” to order their free resources.

**School Streets:** School Streets (SS) schemes are implemented on a trial basis initially and apply a temporary restriction to motorised traffic at school drop-off and pick-up times. The restriction applies to school traffic and through traffic. Residents who live within a School Street/access their property from within the restricted area, will be provided exemption permits and access for Emergency service vehicles is always maintained. School staff facilitate the restriction by setting out temporary barriers, between 45-60 minutes, each morning and afternoon (during term time only), to create the “School Streets zone”. This creates a safer, healthier and cleaner environment for everyone.

Naturally, there are many factors we must consider when we assess the suitability of a site for a School Street scheme, and of course a scheme would only be explored if a school expresses interest. Undoubtedly these can be fantastic schemes with incredible outcomes including reducing the number of cars used on the school run, creating a calmer environment for staff and families at peak times, improving neighbour relations, improving children & families’ health and wellbeing, and – as reported by the Headteacher at Southborough CofE Primary School - significantly improving the children’s readiness to learn each morning.

Above all, School Streets ultimately improve the safety and experience of the most vulnerable road users as they travel to/from school each day.

**Active Travel Maps:** Once a school has a recently approved School Travel Plan in place, they become eligible to receive a bespoke active travel map. We provide this resource as a pdf document, however the schools can then have the file printed and folded into the handy pocket-size leaflet; on one side parents would find handy information about the school and the benefits of travelling actively. And on the reverse side there is a map of the school and surrounding areas with keys that highlight various elements, such as “5minute walking radius” , Public Footpaths, Park & Stride locations, etc.

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If any of the above sounds useful for you, if you have any queries, or if you'd like to set up a School Travel Plan and/or apply for grant funding, please contact Iona – [iona.rogulski@kent.gov.uk](mailto:iona.rogulski@kent.gov.uk)

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

*Minutes prepared by the Planning Clerk*

## New Romney Town Council 2024/25

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

#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

30/09/2024	Nat West Current A/c	500.00	
30/09/2024	Unity Trust A/c	171,539.81	
30/09/2024	Lloyds Bank Business A/c	780,411.49	
30/09/2024	Nat West Business Reserve A/c	294,059.43	
30/09/2024	Petty Cash	73.02	
30/09/2024	Corporate Card	0.00	
30/09/2024	Lloyds Bank I/A Online Saver	2,274,810.68	
			<b>3,521,394.43</b>

##### Other Cash & Bank Balances

**10,453.00**

**3,531,847.43**

##### Unpresented Payments

**85.31**

**3,531,762.12**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

**3,531,762.12**

##### All Cash & Bank Accounts

1	Nat West Current A/c	500.00
2	Unity Trust Current A/c	171,539.81
3	Lloyds Bank Business A/c	780,411.49
4	Nat West Business Reserve A/c	294,059.43
5	Petty Cash	73.02
6	Corporate Card	-85.31
7	Lloyds Bank I/A Online Saver	2,274,810.68
	Other Cash & Bank Balances	10,453.00
	<b>Total Cash &amp; Bank Balances</b>	<b>3,531,762.12</b>



Date: 05/11/2024

## New Romney Town Council 2024/25

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Time: 11:32

## Cashbook 1

User: 6880.T.MORRIS

## Nat West Current A/c

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		500.00					500.00	
FP Credit	Banked: 05/09/2024	669.00						
FP Credit	Shaw Rabson	669.00		-13.50	1010	205	750.00	Shaw Rabson - THH - Rent
					4362	205	-67.50	Shaw Rabson - THH - Fees
FP CREDIT	Banked: 05/09/2024	550.00						
FP CREDIT	BABYSEASHELLS LIMITED	550.00			1010	215	550.00	Baby Seashells - Rent
	Banked: 06/09/2024	50,000.00						
AUTO TRANS	Nat West Business Reserve A/c	50,000.00			215		50,000.00	AUTO TRANSFER
BACS CR	Banked: 16/09/2024	198,476.00						
BACS CR	FH&DC	198,476.00			1076	285	198,476.00	FH&DC - Precept
	Banked: 17/09/2024	219.88						
AUTO TRANS	Nat West Business Reserve A/c	219.88			215		219.88	AUTO TRANSFER
	Banked: 18/09/2024	21.42						
AUTO TRANS	Nat West Business Reserve A/c	21.42			215		21.42	AUTO TRANSFER
	Banked: 20/09/2024	50,000.00						
AUTO TRANS	Nat West Business Reserve A/c	50,000.00			215		50,000.00	AUTO TRANSFER
	Banked: 25/09/2024	80.62						
AUTO TRANS	Nat West Business Reserve A/c	80.62			215		80.62	AUTO TRANSFER
	Banked: 30/09/2024	75.00						
AUTO TRANS	Nat West Business Reserve A/c	75.00			215		75.00	AUTO TRANSFER
Total Receipts for Month		300,091.92	0.00	-13.50			300,105.42	
Cashbook Totals		300,591.92	0.00	-13.50			300,605.42	

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Date: 05/11/2024

## New Romney Town Council 2024/25

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Time: 11:32

## Cashbook 1

User: 6880.T.MORRIS

## Nat West Current A/c

For Month No: 6

## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/09/2024	Nat West Business Reserve A/c	AUTO TRANS	550.00			215		550.00	AUTO TRANSFER
06/09/2024	Lloyds Bank Business A/c	009983	50,000.00			210		50,000.00	T/F Nat West to Lloyds
09/09/2024	Nat West Business Reserve A/c	AUTO TRANS	669.00			215		669.00	AUTO TRANSFER
16/09/2024	Nat West Business Reserve A/c	AUTO TRANS	148,476.00			215		148,476.00	AUTO TRANSFER
16/09/2024	Lloyds Bank Business A/c	009984	50,000.00			210		50,000.00	T/F Nat West to Lloyds
17/09/2024	EDF Energy - A-4BC718AD	D/D 1	73.67	73.67		500			EDF-Ass Rms - Electricity
17/09/2024	EDF Energy - A473728D3	D/D 2	106.45	106.45		500			EDF-T.Hall - Electricity
17/09/2024	Castle Water Ltd	D/D	39.76	39.76		500			Castle Water - Ass Rms - Water
18/09/2024	Castle Water Ltd	D/D 3	7.14	7.14		500			Castle Water - Fountain-Water
18/09/2024	Castle Water Ltd	D/D 4	14.28	14.28		500			Castle Water - T.Hall - Water
20/09/2024	Lloyds Bank Business A/c	009985	50,000.00			210		50,000.00	T/F Nat West to Lloyds
25/09/2024	EDF - Energy A-B92B4781	D/D 5	80.62	80.62		500			EDF-Maude CC - Electricity
30/09/2024	National Westminster Bank	CHARGES	75.00			4305	275	75.00	Nat West - Bank Charges
<b>Total Payments for Month</b>			300,091.92	321.92	0.00			299,770.00	
<b>Balance Carried Fwd</b>			500.00						
<b>Cashbook Totals</b>			300,591.92	321.92	0.00			300,270.00	

Receipts for Month 6				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
Balance Brought Fwd :		249,177.29					249,177.29
Banked:		0.00					
			0.00				0.00
Total Receipts for Month		0.00	0.00	0.00			0.00
Cashbook Totals		249,177.29	0.00	0.00			249,177.29

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Date: 05/11/2024

## New Romney Town Council 2024/25

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Time: 11:37

## Cashbook 2

User: 6880.T.MORRIS

## Unity Trust Current A/c

For Month No: 6

## Payments for Month 6

## 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>
06/09/2024	Lloyds Bank Business A/c	300063	75,000.00			210		75,000.00	T/F UTB to Lloyds
09/09/2024	Three	D/D 1	27.58	27.58		500			Three-Staff Mobiles-CN.PM
16/09/2024	Corporate Card	D/D	1,074.32			220		1,074.32	Corporate Card
16/09/2024	Castle Water Ltd	D/D	68.58	68.58		500			Castle Water - Gm WC-Water
26/09/2024	Folkestone & Hythe District Co	D/D 2	1,449.00	1,449.00		500			F&HDC - Toilet Block Cleaning
30/09/2024	UTB	FEE	18.00			4305	275	18.00	UTB - Service Charge
<b>Total Payments for Month</b>			<b>77,637.48</b>	<b>1,545.16</b>	<b>0.00</b>			<b>76,092.32</b>	
<b>Balance Carried Fwd</b>			<b>171,539.81</b>						
<b>Cashbook Totals</b>			<b>249,177.29</b>	<b>1,545.16</b>	<b>0.00</b>			<b>247,632.13</b>	

Date: 05/11/2024

## New Romney Town Council 2024/25

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Time: 11:39

## Cashbook 3

User: 6880.T.MORRIS

## Lloyds Bank Business A/c

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		756,014.20					756,014.20	
FPI Banked: 02/09/2024		2,982.00						
FPI C Wire		2,982.00			1999	280	2,982.00	Wire - C Bench Cost Cont
BGC Banked: 05/09/2024		34.89						
BGC NSIB		34.89			1080	275	34.89	NSIB - Interest
Banked: 06/09/2024		75,000.00						
300063 Unity Trust Current A/c		75,000.00			205		75,000.00	T/F UTB to Lloyds
Banked: 06/09/2024		50,000.00						
009983 Nat West Current A/c		50,000.00			200		50,000.00	T/F Nat West to Lloyds
Banked: 16/09/2024		50,000.00						
009984 Nat West Current A/c		50,000.00			200		50,000.00	T/F Nat West to Lloyds
FPI Banked: 16/09/2024		20.00						
FPI J Rivers		20.00			1999	280	20.00	J Rivers - Charity Receipt
500117 Banked: 18/09/2024		240.00						
Sales Recpts Page 338		240.00	240.00		100			Sales Recpts Page 338
Banked: 20/09/2024		50,000.00						
009985 Nat West Current A/c		50,000.00			200		50,000.00	T/F Nat West to Lloyds
500119 Banked: 23/09/2024		120.00						
Sales Recpts Page 339		120.00	120.00		100			Sales Recpts Page 339
Total Receipts for Month		228,396.89	360.00	0.00			228,036.89	
Cashbook Totals		984,411.09	360.00	0.00			984,051.09	

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## New Romney Town Council 2024/25

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## Cashbook 3

User: 6880.T.MORRIS

## Lloyds Bank Business A/c

For Month No: 6

## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/09/2024	British Gas	D/D 1	46.97	46.97		500			British Gas - T Hall - Gas
02/09/2024	Trooli Ltd	D/D 2	48.00	48.00		500			Trooli - Phone/Internet
04/09/2024	Community Ad Web Ltd	D/D 3	149.10	149.10		500			Com Ad-Advert-Clerical Asst
04/09/2024	Mayland Consult Ltd	D/D 4	1,883.33	1,883.33		500			Mayland - MCC - Prof Fees
04/09/2024	Sweco UK Ltd	D/D 5	2,400.00	2,400.00		500			Sweco - MCC - ME Fees
04/09/2024	L Suddards	FPO	50.00			4385	275	50.00	Suddards (ABC) - Charity Event
09/09/2024	British Gas	D/D 6	34.33	34.33		500			British Gas - Ass Rooms - Gas
09/09/2024	Folkestone & Hythe District Co	D/D 1	175.00	175.00		500			FH&DC - Non Domestic Rates A/R
09/09/2024	Folkestone & Hythe District Co	D/D 2	576.00	576.00		500			FH&DC - Non Domestic Rates T/H
09/09/2024	Business Stream	D/D 1	16.00	16.00		500			P/Ledger Electronic Payment
09/09/2024	Business Stream	D/D 2	31.00	31.00		500			P/Ledger Electronic Payment
09/09/2024	Business Stream	D/D 3	43.00	43.00		500			P/Ledger Electronic Payment
11/09/2024	M Coleman Arborocultural Servi	FPO	476.40	476.40		500			M.Coleman-Grms-Ground Maint
11/09/2024	Euroloos Limited	FPO 1	318.88	318.88		500			Euroloos - S Field Portaloo
11/09/2024	Hags-Smp Limited	FPO 2	228.14	228.14		500			HAGS - Greens - Play Eq Spares
11/09/2024	Kent Structures Ltd	FPO 3	100,000.00	100,000.00		500			Kent Structures - MCC D&I
11/09/2024	Rolfes DIY LLP	FPO 7	243.94	243.94		500			Rolfes - Maint Mats/S Tooling
11/09/2024	Kent Structures Ltd	PO 8	76,137.45	76,137.45		500			Kent Structures - MCC D&I
11/09/2024	Sandwich Town Council	FPO	170.00			4360	275	170.00	Sandwich TC - Speakers Day
						322	0	-170.00	Sandwich TC - Speakers Day
						6000	275	170.00	Sandwich TC - Speakers Day
11/09/2024	SALARIES	FPO	8,921.00			4000	100	5,537.68	Salaries - M6
						4005	100	3,105.12	Salaries - M6
						4020	100	207.55	Salaries - M6
						4364	275	70.65	Salaries - M6
11/09/2024	Kent Pension Fund	FPO	3,124.02			4000	100	1,894.42	Kent Pension Fund - M5
						4005	100	1,136.49	Kent Pension Fund - M5
						4020	100	93.11	Kent Pension Fund - M5
11/09/2024	HM Revenue & Customs	FPO	1,945.64			4000	100	1,222.56	HMRC - M5
						4005	100	723.08	HMRC - M5
24/09/2024	Kent Association of Local Coun	FPI	-168.00	-168.00		500			P/Ledger Electronic Payment
25/09/2024	MPR IT Solutions Ltd	FPO 8	475.80	475.80		500			MPR-Voip System
25/09/2024	Societ of Local Council Clerks	FPO 9	229.00	229.00		500			SLCC - Membership
25/09/2024	Synergy CPC LLP	FPO 10	5,754.00	5,754.00		500			Synergy - MCC - PM Fees
25/09/2024	1st New Romney Scouts	FPO	100.00			4375	275	100.00	1st NR Scouts - Sound System
25/09/2024	Confederation of Cinque Ports	FPO	447.00			4360	275	447.00	C Ports Conf - Installation
						322	0	-447.00	C Ports Conf - Installation

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## New Romney Town Council 2024/25

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## Cashbook 3

User: 6880.T.MORRIS

## Lloyds Bank Business A/c

For Month No: 6

## Payments for Month 6

## 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>
25/09/2024	Mayor of New Romney Charity Ac	FPO	20.00			6000	275	447.00	C Ports Conf - Installation
30/09/2024	Trooli Ltd	D/D	48.00	48.00		4361	280	20.00	Mayors Charity - Charity Rcpt
30/09/2024	Veolia ES (UK) plc	D/D 7	75.60	75.60		500			Trooli-T.Hall-Broadband
						500			Veolia - Waste
<b>Total Payments for Month</b>			203,999.60	189,221.94	0.00			14,777.66	
<b>Balance Carried Fwd</b>			780,411.49						
<b>Cashbook Totals</b>			984,411.09	189,221.94	0.00			795,189.15	



Date: 05/11/2024

## New Romney Town Council 2024/25

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## Cashbook 4

User: 6880.T.MORRIS

## Nat West Business Reserve A/c

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		244,444.31					244,444.31	
	Banked: 05/09/2024	550.00						
AUTO TRANS	Nat West Current A/c	550.00			200		550.00	AUTO TRANSFER
	Banked: 09/09/2024	669.00						
AUTO TRANS	Nat West Current A/c	669.00			200		669.00	AUTO TRANSFER
	Banked: 16/09/2024	148,476.00						
AUTO TRANS	Nat West Current A/c	148,476.00			200		148,476.00	AUTO TRANSFER
INTEREST	Banked: 30/09/2024	317.04						
INTEREST	National Westminster	317.04			1080	275	317.04	Nat West - Interest
Total Receipts for Month		150,012.04	0.00	0.00			150,012.04	
Cashbook Totals		394,456.35	0.00	0.00			394,456.35	

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## New Romney Town Council 2024/25

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## Cashbook 4

User: 6880.T.MORRIS

## Nat West Business Reserve A/c

For Month No: 6

## Payments for Month 6

## 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>
06/09/2024	Nat West Current A/c	AUTO TRANS	50,000.00			200		50,000.00	AUTO TRANSFER
17/09/2024	Nat West Current A/c	AUTO TRANS	219.88			200		219.88	AUTO TRANSFER
18/09/2024	Nat West Current A/c	AUTO TRANS	21.42			200		21.42	AUTO TRANSFER
20/09/2024	Nat West Current A/c	AUTO TRANS	50,000.00			200		50,000.00	AUTO TRANSFER
25/09/2024	Nat West Current A/c	AUTO TRANS	80.62			200		80.62	AUTO TRANSFER
30/09/2024	Nat West Current A/c	AUTO TRANS	75.00			200		75.00	AUTO TRANSFER
<b>Total Payments for Month</b>			100,396.92	0.00	0.00			100,396.92	
<b>Balance Carried Fwd</b>			294,059.43						
<b>Cashbook Totals</b>			394,456.35	0.00	0.00			394,456.35	

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## New Romney Town Council 2024/25

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Cashbook 5

User: 6880.T.MORRIS

Petty Cash

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		378.96					378.96	
P/C 23	Banked: 30/09/2024	-120.00						
	Sales Recpts Page 341	-120.00	-120.00		100			Sales Recpts Page 341
Total Receipts for Month		-120.00	-120.00	0.00			0.00	
Cashbook Totals		258.96	-120.00	0.00			378.96	

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## New Romney Town Council 2024/25

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## Cashbook 5

User: 6880.T.MORRIS

## Petty Cash

For Month No: 6

## Payments for Month 6

## 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>
11/09/2024	Post Office	P/C 17	6.10			4370	275	6.10	Post Office - Postage
12/09/2024	Blakemore/Sainsbury's	P/C18	9.64			4360	275	9.64	Spar/Sainsbury's - TH - Refres
16/09/2024	Spar	P/C 19	10.65			4320	275	10.65	Spar - Mobile Top-up - SD
23/09/2024	Post Office	P/C 21	99.55			4370	275	99.55	Post Office - Postage
23/09/2024	Drive MS	P/C 22	60.00		10.00	4195	225	50.00	Drive - FF Rd - Play Equip R&M
<b>Total Payments for Month</b>			185.94	0.00	10.00			175.94	
<b>Balance Carried Fwd</b>			73.02						
<b>Cashbook Totals</b>			258.96	0.00	10.00			248.96	

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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: 6

## Receipts for Month 6

## 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: 16/09/2024	1,074.32						
D/D	Unity Trust Current A/c	1,074.32			205		1,074.32	Corporate Card
<b>Total Receipts for Month</b>		1,074.32	0.00	0.00			1,074.32	
<b>Balance Carried Fwd</b>		85.31						
<b>Cashbook Totals</b>		1,159.63	0.00	0.00			1,159.63	

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## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :			922.36					922.36	
01/09/2024	Amazon	CORP CARD	99.00		16.50	4355	275	82.50	Amazon - Hammer Drill
01/09/2024	Amazon	CORP CARD	24.98		4.16	4386	280	20.82	Amazon - Waistcoat M Sergeant
						335	0	-20.82	Amazon - Waistcoat M Sergeant
						6000	280	20.82	Amazon - Waistcoat M Sergeant
01/09/2024	Amazon	CORP CARD	24.98		4.16	4386	280	20.82	Amazon - Waistcoat T Sergeant
						335	0	-20.82	Amazon - Waistcoat T Sergeant
						6000	280	20.82	Amazon - Waistcoat T Sergeant
02/09/2024	Lloyds Bank	FEE TM	3.00			4305	275	3.00	Lloyds Bank - Fee - TM
12/09/2024	Amazon	CORP CARD	51.88		8.64	4386	280	43.24	Amazon - Waistcoat x 2
						335	0	-43.24	Amazon - Waistcoat x 2
						6000	280	43.24	Amazon - Waistcoat x 2
18/09/2024	Amazon	CORP CARD	8.98		1.50	4386	280	7.48	Amazon - Buttons
						335	0	-7.48	Amazon - Buttons
						6000	280	7.48	Amazon - Buttons
19/09/2024	Amazon	CORP CARD	-24.98		-4.16	4386	280	-20.82	Amazon - Waistcoat
						335	0	20.82	Amazon - Waistcoat
						6000	280	-20.82	Amazon - Waistcoat
19/09/2024	Amazon	CORP CARD	-24.98		-4.16	4386	280	-20.82	Amazon - Waistcoat
						335	0	20.82	Amazon - Waistcoat
						6000	280	-20.82	Amazon - Waistcoat
19/09/2024	Amazon	CORP CARD	29.48		4.92	4375	275	24.56	Amazon - Foot Rest
16/09/2024	Amazon	CORP CARD	5.93		0.99	4386	280	4.94	Amazon - Buttons
						335	0	-4.94	Amazon - Buttons
						6000	280	4.94	Amazon - Buttons
30/09/2024	Kent County Council	CORP CARD	39.00			4141	280	39.00	KCC - Festive Lighting Permit
						336	0	-39.00	KCC - Festive Lighting Permit
						6000	280	39.00	KCC - Festive Lighting Permit
Total Payments for Month			237.27	0.00	32.55			204.72	
Cashbook Totals			1,159.63	0.00	32.55			1,127.08	

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## New Romney Town Council 2024/25

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## Cashbook 7

User: 6880.T.MORRIS

## Lloyds Bank I/A Online Saver

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		2,271,473.17					2,271,473.17	
INTEREST	Banked: 09/09/2024	3,337.51						
INTEREST	Lloyds Bank	3,337.51			1080	275	3,337.51	Lloyds Bank - Interest
					337		3,337.51	Lloyds Bank - Interest
					6001	275	-3,337.51	Lloyds Bank - Interest
Total Receipts for Month		3,337.51	0.00	0.00			3,337.51	
Cashbook Totals		2,274,810.68	0.00	0.00			2,274,810.68	

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Cashbook 7

User: 6880.T.MORRIS

Lloyds Bank I/A Online Saver

For Month No: 6

Payments for Month 6

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						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		2,274,810.68						
	<b>Cashbook Totals</b>		2,274,810.68	0.00	0.00			2,274,810.68	

### CAPITAL PROJECTS REPORT

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

The project construction phase continues to progress to schedule. The annex building is now fully weatherproof and the main building is close to also being fully weatherproof.

Councillors and staff were afforded the opportunity to participate in a site visit on Wednesday 30<sup>th</sup> October and feedback was extremely positive.

There is actually a damaged water pipe running under a culvert on site which has dropped and this requires urgent repair works in order that it does not impact on the developer's ability to service the new buildings with a water supply. This pipe/culvert, however, was already in a damaged state prior to commencement of the project and Southern Water confirmed that maintenance of these utilities are the Council's responsibility as they are on Town Council land. Whilst SWECO and Kent Structures will investigate the scope of work required, then plan and cost repairs (as they are already Town Council appointed Contractors/Consultants – and, indeed, will complete the work as they are on site anyway, this is not, however, an additional project cost as this issue was a pre-existing issue. SWECO has been instructed to undertake the required surveys and prepare a report as a matter of urgency, since there is also risk that the culvert could be leaking sewage into the waterways and contributing to pollution of local seawater. It will be necessary for the Council to allocate funding from an appropriate budget stream or reserve fund once full costs are known.

Town Clerk

4<sup>th</sup> November 2024

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



### **FINANCIAL REPORT NR 6**

### **THE MAUDE COMMUNITY CENTRE**

at

### **NEW ROMNEY TOWN COUNCIL**

for

### **New Romney Town Council**

**09 October 2024**

Project Ref: 14032

## THE MAUDE COMMUNITY CENTRE

### FINANCIAL REPORT

Report Nr.6

### NOTES/ COMMENTS

Date: 09 Oct 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:  
There has only been one variation in the period, which is for the auto dialler to the lift.  
  
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 a minimal increase in the period, and the project remains within budget and with a remaining Employer Contingency allowance of around £127,000, as noted on the main summary.
- 9 The seventh 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> 6
<b>Employers Agent</b> Synergy Construction & Property Consultants LLP 8 / 9 Faraday Road Guildford GU1 1EA				<b>Date of Issue:</b> 09-Oct-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> 23	<b>Weeks Remaining</b> 32	
<b>CONTRACT SUM</b> Less Contingency Related Allowances				£3,291,506 £0 £3,291,506
<b>EMPLOYER'S AGENT INSTRUCTIONS:</b> Actual as Appendix A				
Anticipated as Appendix B				
<b>PROVISIONAL SUMS :</b> See Appendix C				
<b>CLAIMS</b> 15 working days claimed in total - to be reviewed. Allowance on account				
<b>Sub-total</b>				£3,320,791
<b>Employer contingency remaining</b>				£126,920
<b>ANTICIPATED FINAL COST OF MAIN CONTRACT WORKS</b>				£3,447,711
<b>ADDITIONAL CLIENT ITEMS:</b> See Appendix D				£62,500
<b>PROFESSIONAL FEES: - See Appendix E</b>				£106,405
<b>Sub-total</b>				£3,616,616
<b>VALUE ADDED TAX</b> (on construction costs and all fees except planning fee)				<b>EXCLUDED</b>
<b>ANTICIPATED TOTAL FINAL COST OF WORKS</b>				£3,616,616
<b>Delays and Extension of Time</b>				
Delays notified by Contractor to Employers Agent 15 days Extension of Time Granted by Employers Agent 15 days Extended date for Completion 19-May-25				
				Approved by: J Cook Signed:  Date: 09/10/2024

## APPENDIX A - EMPLOYER'S AGENT INSTRUCTIONS

[illegible]

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## APPENDIX B - POTENTIAL VARIATIONS AWAITING INSTRUCTION

[illegible]

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## APPENDIX C - PROVISIONAL SUMS

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

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## 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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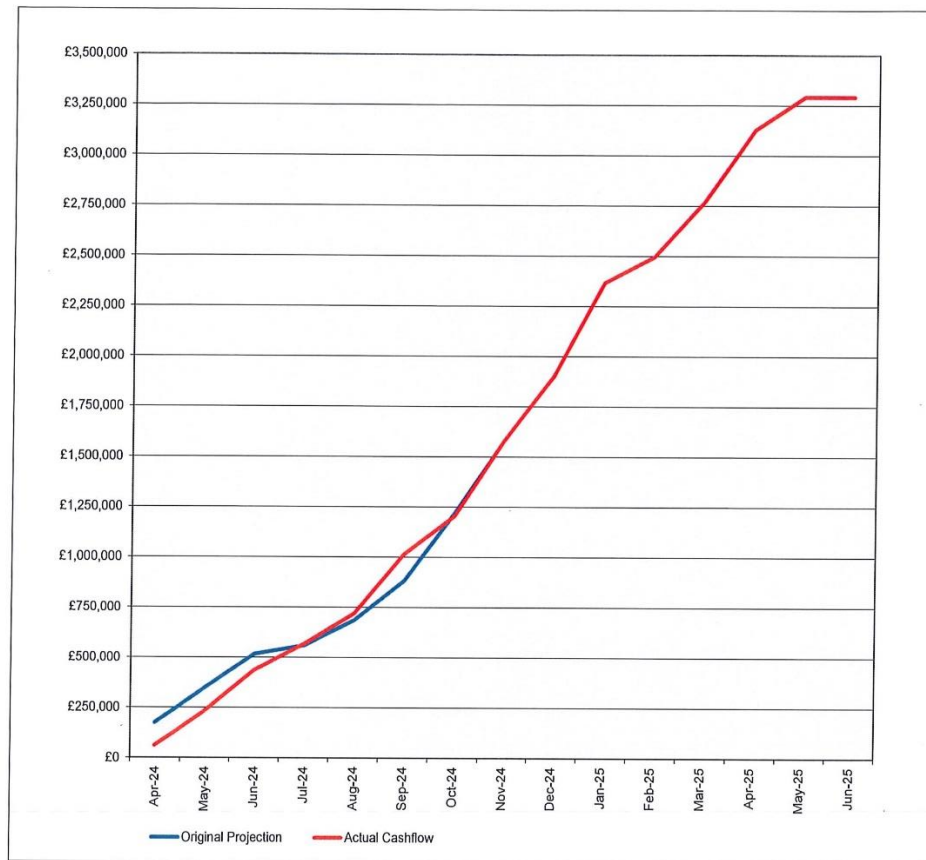
## APPENDIX E - PROFESSIONAL AND OTHER FEES

[illegible]

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## 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	£1,205,636	-£36,169	£1,169,467	£986,782	£182,685	
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	£1,169,467	£364,515	
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	£3,320,791	£0	£3,320,791	£3,242,133	£78,658	
TOTAL						£3,291,506						£3,320,791

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 Shared Parental Leave and Pay**

### **Definitions**

The following definitions are used in this Policy:

- 'Expected Week of Childbirth' (EWC) means the week, starting on a Sunday, during which the employee's doctor or midwife expects her to give birth; and
- 'Qualifying Week' means the fifteenth week before the expected week of childbirth
- 'Primary adopter' refers to the nominated parent (when a couple is adopting) who is entitled to take the statutory adoption leave / pay

### **Abbreviations**

The following abbreviations are used within this Policy:

- SPL Shared Parental Leave
- ShPP Shared Parental Pay
- SMP Statutory Maternity Pay
- SAP Statutory Adoption Pay
- MA Maternity Allowance

### **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 shared parental leave provisions. This document sets out our policy on shared parental leave, pay, and arrangements surrounding returning to work after this leave. It also sets out the procedures which we need to follow at various stages before, during and after shared parental leave.

### **Overview**

In 2015, the Government introduced legislation enabling mothers, fathers/partners and primary adopters to decide how to share the care of their child during the first year after birth or adoption.

The legislation enables mothers or primary adopters who so wish, to end their maternity or adoption leave / pay period early and share the remaining entitlement with their partner.

It is important to understand that there is a distinction between the entitlement to leave and the entitlement to pay. It is also important to understand that each individual (ie. the mother / primary adopter and the father / partner) wishing to take a period of Shared Parental Leave and / or receive Shared Parental Pay must be assessed in his / her own right to check whether he / she is eligible.

Depending on whether they satisfy specific qualification criteria, individuals may be entitled to:

- Leave (SPL) and Pay (ShPP)
- Pay (ShPP) but not Leave (SPL)
- Leave (SPL) but not Pay (ShPP)
- Neither Leave (SPL) nor Pay (ShPP)

SPL can only be used by two people:

- The mother / primary adopter and
- One of the following:
  - The father of the child (in the case of a birth) or
  - The spouse, civil partner or the partner of the child's mother / primary adopter

## **1. Shared Parental Leave**

### **Entitlement to Shared Parental Leave**

The total amount of leave to which employees may be entitled is calculated using the mother's / primary adopter's entitlement to maternity / adoption leave / pay. The maximum amount of SPL available is 52 weeks. SPL must be taken during the child's first year of birth / placement of the child.

A mother / primary adopter who is entitled to maternity / adoption leave must take a period of compulsory leave of two weeks immediately after the birth or placement of the child. Following this, they can take a period of up to 50 weeks' maternity / adoption leave. This means that the mother / primary adopter who ends their maternity / adoption leave at the earliest opportunity could share up to 50 weeks' SPL with their partner.

A mother / primary adopter who is not entitled to Maternity Leave (eg. An agency worker or not in work) may still be entitled to pay. This could be Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Maternity Allowance (MA). These are paid for 39 weeks. As above, the mother / primary adopter must take SMP / SAP / MA for a compulsory period of two weeks immediately after the birth or placement of the child. If the mother / primary adopter ends their period of pay before the 38<sup>th</sup> week of pay, the father / partner may be entitled to up to 50 weeks of Shared Parental Leave, some of which may be paid. The amount of Shared Parental Leave available to the father / partner is calculated by deducting from 52 weeks the number of weeks of SMP, SAP or MA taken by the mother / primary adopter.

## Eligibility for Shared Parental Leave

It is the employee's responsibility to prove that they are eligible for SPL and ShPP. Employees can check their eligibility for SPL and ShPP via the Gov website: <https://www.gov.uk/shared-parental-leave-and-pay-employer-guide/overview>

To be eligible for SPL, both individuals must share the main responsibility for the care of the child at the time of the birth / placement for adoption. Additionally, an employee seeking to take SPL must satisfy each of the following criteria:

- The mother / primary adopter of the child must be / have been entitled to statutory maternity / adoption leave. If not entitled to statutory maternity / adoption leave, they must be / have been entitled to statutory maternity / adoption pay or maternity allowance.
- The mother / primary adopter must have ended, or given notice to end, any maternity / adoption entitlements using a 'Curtailment of Maternity / Adoption Leave and / or Pay Notice'.
- The employee must still be working for the Town Council at the start of each period of SPL.
- The employee must pass the 'continuity test', which requires them to have a minimum of 26 weeks' service at the end of the 15<sup>th</sup> week before the child's expected due date / matching date.
- The employee must correctly notify the Town Council of their entitlement and provide evidence as required.
- The employee's partner must meet the 'employment and earnings test'. This requires them to have, in the 66 weeks before the week of the child's due date / week of matching with their adopted child, to:
  - Have been working for at least 26 weeks (they do not need to be consecutive)
  - Have earned at least £390\* in total in 13 of the 66 weeks (add up the highest paying weeks; they do not need to be consecutive)

\*or revised statutory amount as correct at the time of eligibility assessment

## **2. Shared Parental Pay**

### Entitlement to Shared Parental Pay

The total amount of pay to which employees may be entitled will depend upon how much Statutory Maternity / Adoption Pay or Maternity Allowance the mother / primary adopter has been paid at the date when their maternity / adoption leave or maternity / adoption pay period ends. The principle is that any pay (SMP / SAP / MA) not taken can be converted into Shared Parental Pay as long as the person wanting to take this is eligible.

SMP / SAP / MA is paid for 39 weeks. A mother / primary adopter who is entitled to this must take two weeks' pay during the compulsory two week period immediately after the birth / placement. The mother / primary adopter may choose to end their maternity / adoption pay early at some point after this. In this case, any paid weeks not taken as SMP / SAP / MA (as long as there are at least two weeks' pay



remaining) may be taken as Shared Parental Pay (ShPP). If the mother / primary adopter took the minimum amount of SMP / SAP/ MA, this would, therefore, enable 37 weeks' Shared Parental Pay to be taken.

Any Statutory Shared Parental Pay due during shared parental leave will be paid at a rate set by the Government for the relevant tax year, or at 90% of the employee's average weekly earnings if this figure is lower than the Government-set weekly rate.

### Eligibility for Statutory Shared Parental Pay (ShPP)

It is the employee's responsibility to prove that they are eligible for SPL and ShPP. Employees can check their eligibility for SPL and ShPP via the Gov website: <https://www.gov.uk/shared-parental-leave-and-pay-employer-guide/overview>

For employees to be eligible for ShPP, both parents must each meet certain eligibility criteria.

### **Mother's / Primary Adopter's Eligibility for Statutory Shared Parental Pay:**

The mother / primary adopter is eligible for ShPP if they:

- Have at least 26 weeks' continuous employment ending with the 15<sup>th</sup> week before the expected week of childbirth / placement and remain in continuous employment with his / her employer until the week before any period of shared parental pay they might get;
- Have normal weekly earnings for a period of eight weeks ending with the 15<sup>th</sup> week before the expected week of childbirth / placement of at least the Lower Earnings Limit for National Insurance purposes;
- Have, at the date of the child's birth / placement, the main responsibility, apart from the partner, for the care of the child;
- Are absent from work and intend to care for the child during each week in which they receive Statutory Shared Parental Pay, and
- Are entitled to Statutory Maternity / Adoption Pay in respect of the child - but the maternity / adoption pay period has been reduced.

In addition, for the mother / primary adopter to be eligible for ShPP, their partner must:

- Have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth;
- Have, at the date of the child's birth, the main responsibility, apart from the mother, for the care of the child, and
- Have earned at least £390\* in total in 13 of the 66 weeks (add up the highest paying weeks; they do not need to be consecutive)

\*or revised statutory amount as correct at the time of eligibility assessment

### **Partner's Eligibility for Statutory Shared Parental Pay**

The partner is eligible for ShPP if they:



- Have at least 26 weeks' continuous employment ending with the 15<sup>th</sup> week before the expected week of childbirth and remain in continuous employment with their employer until the week before any period of shared parental pay that they get;
- Have normal weekly earnings for eight weeks ending with the 15<sup>th</sup> week before the expected week of childbirth of at least the Lower Earnings Limit for National Insurance Contribution purposes;
- Have, at the date of the child's birth / placement, the main responsibility, apart from the mother / primary adopter, for the care of the child, and
- Are absent from work and intend to care for the child during each week in which they receive statutory shared parental pay.

In addition, for the partner to be eligible, the mother / primary adopter must:

- Have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth;
- Have earned at least £390\* in total in 13 of the 66 weeks (add up the highest paying weeks; they do not need to be consecutive);
- Have, at the date of the child's birth, the main responsibility, apart from the partner, for the care of the child – and be entitled to statutory maternity pay or maternity allowance in respect of the child, but the maternity pay period or maternity allowance period have been reduced.

### **3. Requesting Shared Parental Leave**

An employee considering taking SPL is encouraged to contact the Town Clerk to arrange an informal discussion as early as possible regarding their potential entitlement.

Once an employee has checked that they are eligible for SPL and / or ShPP, they should then submit a 'Notice of Entitlement and Intention' to the Town Clerk.

Before SPL can begin, the mother / primary adopter must end their maternity / adoption leave and / or pay entitlement. Therefore, if the employee is the mother / primary adopter, then they must also submit a 'Curtailed Maternity / Adoption Leave and / or Pay Notice'.

#### **Requesting Further Evidence of Eligibility**

The Council may request, within 14 days of the Clerk receiving a 'Notice of Entitlement and Intention':

- The name and business address of the partner's employer (where the employee's partner is no longer employed or is self-employed, their contact details must be provided instead);
- In the case of biological parents, a copy of the child's birth certificate (or, where one has not as yet been issued, a declaration as to the time and place of birth);
- In the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of

having been matched with the child and the date on which the agency expects to place the child for adoption.

In order to be entitled to Shared Parental Leave, the employee must produce this information within 14 days of the employer's request.

### Booking Shared Parental Leave

In addition to notifying the Town Council of entitlement to SPL / ShPP by submitting to the Clerk a 'Notice of Entitlement and Intention', and employee must also give notice to take the leave. In many cases, notice to take the leave will be given at the same time as notice of entitlement to SPL.

Requests for leave should be made by submitting a 'Period of Shared Parental Leave Notice'.

The employee must book leave by giving the correct notification at least eight weeks before the date on which they wish to start the leave and, if applicable, receive ShPP.

Eligible employees have the right to submit up to three notifications specifying leave periods that they are intending to take. Each period of leave may consist of either a) a single period of weeks of leave or b) two or more weeks of discontinuous leave, where the employee intends to return to work between periods of leave. Leave must be taken in complete weeks but can start on any day of the week.

Periods of Shared Parental Leave can be taken either at the same time as or at different times to leave taken by their partner.

The father / partner can take SPL immediately following the birth / placement of the child, but may first choose to exhaust any paternity leave entitlements (as they cannot take paternity leave or pay once SPL has been taken).

SPL must be taken during the child's first year of birth / placement and must end no later than one year after the birth / placement of the child. Any SPL not taken by the child's first birthday or the first anniversary of placement for adoption will be lost.

### Continuous Periods of Shared Parental Leave

If the employee submits a 'Period of Shared Parental Leave Notice' to the Clerk requesting one continuous period of leave, they will be automatically entitled to take that period of leave.

### Discontinuous Periods of Shared Parental Leave

The employee may submit a 'Period of Shared Parental Leave Notice' to the Clerk requesting discontinuous periods of leave. For example, the mother and partner could request a pattern of leave from their respective employers that allows them to alternate childcare responsibilities.

If the employee submits a request for a period of discontinuous leave, the Town Council can, in the two weeks beginning with the date the period of leave notice was submitted:

- Consent to the requested pattern of leave;

- Propose an alternative pattern of leave, or
- Refuse the requested pattern of leave.

If agreement is reached within those two weeks, the employee is entitled to take the leave on the agreed dates.

If no agreement is reached within that two-week discussion period, the employee is entitled to take the leave as one continuous period of leave. In that event, the employee must choose a start date for the leave that is at least eight weeks from the date on which the period of leave notice was originally submitted. The employee must notify the Town Council of that date within five days of the end of the two-week discussion period. If the employee does not choose a start date within five days of the end of the two-week discussion period, the period of continuous leave will start on the date of the first period of leave requested in the period of leave notice that was originally submitted to the Clerk.

Alternatively, if the Town Council has refused the request or no agreement has been reached during the two-week discussion period, the employee may withdraw the period of leave notice requesting discontinuous periods of leave.

The employee can withdraw a Period of Shared Parental Leave Notice at any time on or before the 15<sup>th</sup> day after the period of leave notice was submitted to the Clerk. A notice for discontinuous leave that has been withdrawn before it is agreed does not count towards the total number of requests that an employee can make.

#### Arranging a Meeting to Discuss Leave Requests

Any meetings arranged to discuss leave requests and / or entitlement to SPL should take place in private and be arranged in advance. If the initial date is problematic, then another date should be arranged, if possible. If an alternative date cannot be arranged, then the meeting can be held over the telephone or via a remote meeting application (eg. Zoom or Microsoft Teams).

At the meeting the employee may, if they wish, be accompanied by a work colleague or a trade union representative. They may not be accompanied by a serving Member of the Council.

The purpose of the meeting shall be to discuss in detail the proposed leave and what will happen while the employee is away from work. Where it is a request for discontinuous leave, the discussion may also focus on how the leave proposal could be agreed, whether a modified arrangement would be agreeable to the employee and to the Council, and what the outcome might be if no agreement is reached.

A response to the request for SPL should be provided no later than the 14<sup>th</sup> day after the request was submitted to the Clerk.

#### Variations to Arranged Shared Parental Leave

The employee is permitted to vary or cancel an agreed and booked period of SPL, provided that they advise the Town Council in writing at least eight weeks before the date of the variation. Any new start date cannot be sooner than eight weeks from the date of the variation request.

Any variation or cancellation notification made by the employee, including notice to return to work early, will usually count as a new notification and will reduce by one the employee's right to book / vary leave. However, a change as a result of a child being born early, or as a result of the Town Council requesting that it be changed and the employee being agreeable to the change, will not count as further notification. Any variation will be confirmed in writing by the Clerk on behalf of the Town Council.

#### **4. Fraudulent Claims**

Where there is a suspicion that fraudulent information may have been provided or where the Council has been informed by the HMRC that a fraudulent claim was made, the Town Council can investigate the matter further in accordance with its usual investigation and disciplinary procedures and also without acting in a discriminatory manner in relation to the protected characteristics defined in the Equality Act 2010.

#### **5. Pension**

The following information relates to employees who are members of the Local Government Pension Scheme.

Employees on any of the following will pay pension contributions based on any pensionable pay that they receive:

- Ordinary Maternity Leave, Paternity Leave or Ordinary Adoption Leave – regardless of whether this leave is paid or unpaid
- Paid Shared Parental Leave
- Paid Additional Maternity Leave or Paid Additional Adoption Leave

The Town Council will pay employer contributions on the employee's Assumed Pensionable Pay (APP). APP is calculated with reference to the average pensionable pay the employee received in the 3 months immediately preceding the period of reduced or nil pay. If, however, the employee's pay is higher than APP, the Town Council will pay contributions based on the higher amount.

APP does not apply during any period of unpaid Additional Maternity Leave, unpaid Additional Adoption Leave or unpaid Shared Parental Leave. The employee can choose to enter into an age-related Additional Pension Contribution (APC) to cover the amount of pension 'lost' during the unpaid leave. Further details can be acquired from the Local Government Pension Scheme.

If the employee notifies the Town Clerk in writing within 30 days of returning to work that they wish to enter into an APC, then:

- The employee will pay 1/3 of the cost of the APC
- The employer will pay 2/3 of the cost of the APC

If the employee notifies the Town Clerk of this decision later than 30 days after returning from their SPL, then the whole cost will be borne by the employee.

## **6. Continuous Service**

Any periods of Shared Parental Leave will count as continuous service for statutory and contractual purposes.

## **7. Accrual of Leave during Shared Parental Leave**

### Annual Leave and Bank / Public Holidays

Annual leave and bank / public holidays continue to be accrued during SPL. Where bank / public holidays fall during a period of SPL, the employee will be entitled a day's holiday (pro-rata if part-time) in lieu of each bank / public holiday.

### Carrying Forward Annual Leave and Bank / Public Holidays

The Town Clerk should review the employee's annual leave arrangements prior to SPL being taken. Where taking SPL means that the employee is unable to take their full annual leave entitlement in the current annual leave year, the outstanding leave (including any days in lieu of bank / public holidays) can be carried over to the next annual leave year.

### Treatment of Leave Where an Employee Changes their Hours of Employment after taking Shared Parental Leave

If an employee changes their hours after taking SPL, all leave accrued up to the agreed date when their hours change is calculated based on their original hours and any leave accrued subsequently is calculated based on their new hours.

## **8. Returning to Work**

### Shared Parental Leave In Touch Days (SPLIT)

Employees can work up to 20 days without bringing their Shared Parental Leave to an end. These are called Shared Parental Leave In Touch (SPLIT) days.

Working for part of a day will count as one day. An employee will not lose any SPL or ShPP for working up to 20 days.

Work is defined as any work done under the contract of employment and may include training or any activity undertaken for the purpose of keeping in touch with the workplace.

SPLIT days are optional – both the employee and the Town Council must agree to them.

The Town Clerk should ensure that they keep in touch with their employees whilst they are on Shared Parental Leave. If an employee does not wish to be contacted during SPL, they must notify the Town Clerk. Any relevant correspondence will be sent to all employees whilst they are on Shared Parental Leave.



## Appendix XXXXX

### **NEW ROMNEY TOWN COUNCIL**



## **Policy on Adoption Leave and Pay**

### **Purpose and scope**

The purpose of this policy is to provide clear information for Town Council employees to ensure they understand the rules and entitlements concerning adoption leave and pay.

This Policy applies to all New Romney Town Council employees who have been matched up with a child for adoption, whether full or part-time, temporary or fixed-term.

This document sets out our policy on adoption leave, pay, and arrangements surrounding returning to work after adoption leave. It also sets out the procedures which we need to follow at various stages before, during and after adoption leave.

### **Eligibility**

Adoption leave applies specifically to adoptive parents. It does not apply to employee's taking on step-families or foster caring responsibilities.

The right to adoption leave applies to men and women who adopt a child through an approved adoption agency. This includes employees who adopt a child from overseas provided they have received "official notification" in respect of that child. An official notification is defined as written notification, issued by or on behalf of the "relevant domestic authority", that it is prepared to issue, or has already issued and sent, a certificate to the overseas authority concerned with the child's adoption, confirming that the adopter is eligible to adopt and has been assessed and approved as being a suitable adoptive parent. The relevant domestic authority is defined as the Secretary of State

Where a couple jointly adopts a child/children, only one of them will be entitled to take adoption leave (the couple may choose which). The other adoptive parent will normally be entitled to take paternity leave, provided that he/she meets the appropriate eligibility criteria. Alternatively, the parents may opt for shared parental leave. (See NRTC Policies on Paternity Leave and Pay and Shared Parental Leave and Pay.)

In order to qualify for adoption leave, the employee must satisfy the following conditions:

- Have or expect to have responsibility for the child's upbringing;
- Be the primary carer of the child, or be the adoptive parent's spouse, partner or civil partner

The council may ask the employee to provide a self-certificate as evidence that they meet the above eligibility criteria

### **Notification of Adoption Leave**

In order to take adoption leave the employee is required to give written notification of his/her intention to take adoption leave no later than seven days after the date on which notification of the match with the child/children is received from the adoption agency. The written notification must specify the date on which the child/children are expected to be placed for adoption and the date on which the employee intends to commence his/her adoption leave.

Adoption leave can start from the day on which the child is placed with the employee, or up to 14 days earlier. Or for a child adopted from overseas, adoption leave can start on the day on which the child enters Great Britain or on a chosen date no later than 28 days after the child enters Great Britain.

The employee is permitted to bring forward his/her adoption leave start date, provided that he/she gives at least 28 days' notice of the revised start date, or if this is not possible, then as soon as reasonably practicable. The employee may also postpone his/her adoption leave, provided that he/she gives at least 28 days written notification before the original proposed start date, or if this is not possible, as soon as reasonably practicable.

For a child adopted within the UK, the employee is also required to provide a 'matching certificate' as evidence of their entitlement to adoption leave and pay. A copy of this should be submitted to the Town Clerk.

For a child adopted from overseas, the employee must also produce a copy of the official notification. In addition, within 28 days of the child's entry into Great Britain the employee must inform the Town Council of the date of entry and provide evidence of this date in the form of a plane ticket or copies of entry clearance documents. A copy of this should be submitted to the Town Clerk.

### **Adoption Leave and Pay**

Adoption leave is now a 'day one right'. Eligible employees are now entitled to take adoption leave even where they have recently changed jobs, as there is no qualifying period of service needed.

Adoptive parents are entitled to 52 weeks adoption leave, which comprises of 26 weeks ordinary adoption leave (OAL), followed immediately by up to 26 weeks additional adoption leave (AAL).

The partner of an individual who is adopting a child / children, or the other member of a couple who are adopting jointly, may be entitled to paternity leave and pay, subject to meeting certain eligibility criteria. Please refer to the Town Council's Policy on Paternity Leave and Pay for further details.

## **Statutory Adoption Pay**

Employees who have been continuously employed by the council for 26 weeks or more by the end of the week in which they receive notification of a match are entitled to receive 39 weeks Statutory Adoption Pay (SAP). The first six weeks are payable at 90% of the employee's average weekly earnings and the next 33 weeks are paid at SMP rate.

## **Occupational Adoption Pay**

Employees who have more than 26 weeks' continuous local government service on the 11th week before the expected adoption date will receive SAP of six weeks at 90% of the normal Average Weekly Earnings (AWE) followed by 33 weeks at the statutory rate, plus 12 weeks at up to half pay of the normal Average Weekly Earnings, not exceeding a total of 90% of AWE. The 12 weeks' half pay is due following the expiry of the first six weeks at 90% pay and is subject to the employee returning to work for three months at the end of the adoption leave period.

## **Adoption Pay Period**

Employees are entitled to receive SAP for 39 whole weeks. SAP is calculated, due and payable for whole weeks; it cannot be broken down into individual days. Employees may start claiming SAP on any day of the week. Therefore, if the employee starts receiving his/her SAP on a Tuesday, "weeks" within the pay period will run from Tuesday through to the following Monday, and so on.

## **Payment of Adoption Pay**

Employees will continue to be paid on the 15<sup>th</sup> day of each month. It is important to note, however, that a particular weeks' SAP may fall over two separate payment periods (e.g. two months' salary). This may result in the monthly amount received whilst on adoption leave being inconsistent.

## **Time off to Attend Adoption Appointments**

Eligible employees are entitled to time off to attend adoption appointments in the period between being notified of a match and the child being placed with the family for adoption:

- Single adopters are entitled to paid time off to attend up to 5 adoption appointments.
- In the case of joint adoptions (i.e. a couple who have been jointly matched to adopt the child) one of the adopters will be entitled to paid time off to attend up to 5 adoption appointments. The other adopter may be entitled to unpaid time off work to attend up to 2 adoption appointments.

Up to 6.5 hours is allowed for each appointment.

Where there are joint adopters, the adopter who took paid time off to attend adoption appointments cannot claim paternity leave and pay.



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

Employees are able to work for up to 10 days during their adoption leave without losing their eligibility for SAP. KIT days can be used anytime during the adoption leave period.

KIT days can include attending a training course, conference or team meeting. Therefore, if an employee attends a work-related meeting for just one hour, this is classed as one whole KIT day. It should be noted that KIT days are optional; the Council has no right to demand that work is undertaken and, likewise, the employee has no right to be offered any work. There should be mutual agreement between the Council and the employee if either suggests the use of KIT days.

## **Payment of KIT Days**

The employee will receive a salary payment according to the hours worked during each KIT day. For any KIT days worked during their adoption leave period, a payment will be made for the difference between their SAP rate at that time (plus half pay, if applicable) and their normal hourly salary rate.

For any KIT days which are worked following the expiry of the employee's adoption pay period, the employee will receive their normal salary according to the hours they work. This must, however, be agreed with the Town Clerk in advance.

## **Confirmation of KIT Days**

It is important for the employee to notify the Town Clerk when any KIT days are to be undertaken. The employee must therefore ensure that they submit to the Town Clerk a 'Keeping In Touch Day Notification' which must be authorised by the Town Clerk to enable correct salary payments to be processed.

## **Additional Pay-Related Information**

### Deductions from salary

Whilst employees are receiving adoption pay, all routine deductions will continue to be made as applicable.

### Pension Scheme

If the employee is a member of the Local Government Pension Scheme, contributions will continue to be deducted from all contractual and/or statutory adoption pay. For any remaining unpaid period of adoption leave the employee is invited to pay contributions based on the pay they were receiving immediately before the unpaid period started. This will enable the unpaid period to count in full for pension purposes. Employees have up to 30 days after they return to work to decide whether they wish to make up these contributions.

## **Annual Leave and Bank Holidays**

Annual leave is not affected by an employee's adoption leave and will continue to accrue normally during this period. Where the period of adoption leave falls over two

separate leave years, employees are encouraged to take any outstanding annual leave entitlement which is due to them before the commencement of their adoption leave. The normal carry forward balance of one working week (pro rata for part-time staff) will apply, unless it is not possible for the employee to take their leave prior to the commencement of adoption leave. The Town Clerk will then be required to authorise any carry forward balance of more than one working week (pro rata for part-time staff).

Employees are also entitled to receive leave in lieu of any bank holidays which fall within their adoption leave period. Employees will therefore be credited with a substitute day (pro-rata) of paid leave for any bank holidays which fall within this period. For those bank holidays that fall within the leave year in which the adoption leave period commences, these will be credited to the carry forward balance to the following annual leave year upon the employee's return to work.

### **Continuous Employment**

The employee continues to be employed during their adoption leave period, which counts towards their period of continuous employment for the purposes of entitlement to other statutory employment rights (for example, the right to a redundancy payment).

### **Notice of Intention to Return to Work**

The employee is entitled to remain on adoption leave for up to 52 weeks commencing from the start date of the adoption leave period. They may, however, return to work earlier if they wish - but are obliged to give eight weeks' written notice of their intention to do so.

If the employee decides not to return to work following a period of adoption leave, they are required to give the Council notice of their resignation in accordance with the terms and conditions of their employment. If the notice period expires after the adoption leave period has ended, the employee would be required to return to work for the remainder of their notice period.

Should the employee wish to return to work on a part-time or flexible working basis, they are entitled to apply under the Flexible Working Policy. The Council – via the Personnel Committee - is obliged to positively consider the request within the context of its business needs. If the Council feels that the request cannot be met, it must provide clear reasoning as to why it is not possible to accommodate the part-time/flexible working request.

For further information, please see the Flexible Working Policy.

### **Right to Return to Work**

The employee has the right to return to the same job in which he/she was originally employed and on terms and conditions not less favourable than those which would have applied had he/she not have been absent. (Job for this purpose means the nature of work, which he/she is employed to do and the capacity and place in which he/she is so employed). However, there are exceptions to this right, depending on

whether the employee returns to work after a period of Ordinary Adoption Leave or Additional Adoption Leave.

### **Ordinary Adoption Leave (OAL)**

This is defined as the period of Adoption Leave where an employee returns to work at the end of or within 26 weeks of commencing the leave.

An employee who returns to work after OAL is entitled to return to the same job on the same terms and conditions of employment as if he/she had not been absent. Where it is not practicable by reason of redundancy for the authority to permit the employee to return to work in their original job, they shall be entitled to be offered a suitable alternative vacancy, where one exists. Any new job must be suitable to the employee and appropriate to the circumstances, and the capacity and place in which they are employed and their terms and conditions of employment must not be substantially less favourable than if they had been able to return in the job in which they were originally employed.

Suitable alternative employment may also be offered if exceptional circumstances occur (other than redundancy) whilst the employee is on adoption leave and would have occurred had the employee not been absent. For example, a reorganisation may occur where it may be necessary to change an employee's post. Any new position offered to the employee must be suitable to them and appropriate to the circumstances, and the capacity and place in which they are to be employed and their terms and conditions should not be substantially less favourable.

### **Additional Adoption Leave (AAL)**

This is defined as the period of Adoption Leave where an employee returns to work more than 26 weeks after commencing the leave. An employee who returns to work after AAL is entitled to return to the same job on the same terms and conditions of employment as if they had not been absent, unless there is a reason why it is not reasonably practicable for them to return to their old job (other than those reasons identified above), in which case the employee should be offered a similar job on terms and conditions which are not substantially less favourable than their original job.

### **Transfer of Adoption Leave**

#### Shared parental leave

Shared parental leave is available in relation to children placed for adoption on or after 5 April 2015. Shared parental leave enables one of the adoptive parents to commit to ending their adoption leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave with their partner. Please see Shared Parental Leave and Pay Policy.

Shared parental leave must be taken in blocks of at least one week. Individuals can request to take shared parental leave in one continuous block (in which case the Council is required to accept the request as long as the individual meets the eligibility and notice requirements), or as a number of discontinuous blocks of leave (in which case the individual needs the Council's agreement).

In order to be able to take shared parental leave, an employee and his/her partner must meet various eligibility requirements and have complied with the relevant curtailment notice and evidence requirements. This includes the partner curtailing his/her adoption leave.

Employees can refer to the Council's Shared Parental Leave and Pay Policy, where they will find full details of the eligibility requirements, as well as information about curtailment of adoption leave. The policy also sets out the notice periods with which employees must comply and what evidence they must provide to the Council.

## COMMUNITY WARDEN SERVICE



[REDACTED]  
Clerk to New Romney Town Council  
[Town.Clerk@newromney-tc.gov.uk](mailto:Town.Clerk@newromney-tc.gov.uk)

Community Safety  
Community Protection  
Growth and Communities

Invicta House  
County Hall  
Maidstone  
Kent ME14 1XX  
Tel: 03000 410234

Direct dial: 03000 418060  
Email: [Mat.honeysett@kent.gov.uk](mailto:Mat.honeysett@kent.gov.uk)  
Ask for: Mat Honeysett  
Date: 15 October 2024

Dear [REDACTED]

### Kent Community Warden Service Review – Geographical Allocation Policy (GAP)

Firstly, please allow me to thank you for supporting and working in partnership with the Kent Community Warden Service over the years. Our collaboration and shared passion to support communities to thrive and improve residents' quality of life has led to a range of positive impacts for those we serve.

You would have been aware of the [public consultation](#) last year where the Community Warden service was asked to reduce its annual budget by £1 million by 2024-25 due to the challenging financial circumstances the County Council is facing. The findings from this consultation were discussed by Members of the [Growth, Economic Development and Communities\(External link\)](#) (GEDC) Cabinet Committee on 18 January 2024 and at [Scrutiny Committee\(External link\)](#) on 7 February 2024. Following these meetings, the Cabinet Member for Community and Regulatory Services took the decision to implement a new service model and geographical allocation policy for the Kent Community Warden Service.

Work was undertaken in Spring 2024 to implement the new team sizes for the service. (These can be found in the right hand column of the table on page 10 of [this report](#).) Following this, work to implement the new [geographical allocation policy](#) and identify the wards to be allocated a warden was progressed. With a smaller service, although we are retaining a presence in each district, we will be targeting our service in specific areas (wards), no longer covering the whole district. Working within only specific parts of a district allows the service to retain their valued proactive community based approach. Where capacity and time allows, the community wardens may undertake referrals outside of these areas.

We have worked through the data and information set out in the GAP to help us to identify the communities where the need for our service is highest and where we have the potential to make the greatest difference. With the resources we have now we are only able to cover so many communities and unfortunately we are unable to support your area as we have done in the past. The changes are not immediate and there will be a

[kent.gov.uk](http://kent.gov.uk)

transition period so that our team can develop strategies and any handovers required with yourselves and other local partners for those community activities and service users who will require alternatives going forward. Your local team will be in touch directly to work through this.

Your support and patience during this difficult time for communities, partners and the wardens alike is very much appreciated.

During the course of our work to allocate our wardens to teams and communities, we have become aware that some parish and local councils would welcome the opportunity to explore the possibility of retaining, or introducing a Community Warden in their area using their own funding sources to resource this. We have developed two potential models which may help those councils explore the possibilities open to them; a direct employment model and a sponsorship type model. If you would like to explore the possibilities in this space then please email [communitywardenreview@kent.gov.uk](mailto:communitywardenreview@kent.gov.uk) and you will be contacted.

Yours sincerely



Operational Manager – Kent Community Warden Service

### (i) ENQUIRY RE COMMERCIAL DOG EXERCISE FIELD

The Town Council has received the below enquiry regarding land for a commercial dog exercised field.

There are a number of these fields now established around Kent and are very popular with dog-owners. They are essentially private-hire facilities whereby an individual can book the field for an hour or other period of time for sole use with their own and/or wider family dogs, so there is no risk of coming into contact with other dogs that may or may not be friendly and the dogs can, therefore, run free and engage in much-needed off-lead play and exercise in a large secure space completely safely.

Such a facility may be appreciated by local residents, particularly since every public Town Council-owned space either has dogs-on-lead restrictions or no-dogs restrictions applied and even the local beaches are not available for dogs at all for six-months of the year.

The only area of Town Council – owned land that might be available for such an enterprise would be Coney Banks in Church Road. This land is currently used by a local farmer for sheep grazing under a short term 364 day agreement which will expire at the end of March 2025 and currently brings in an income of £600 for the 2024/25 term. It is possible that a larger income could be achieved if the Council was to consider the potential for the alternative use put forward below.

#### **Action:**

- To consider the below enquiry and take any such action as may be deemed appropriate thereon.

*To whom it may concern,*

*I sent you an email in the summer of 2023 regarding the possibility of renting between 1-2 acres of land in or around your parish.*

*Since then we have opened another excellent enclosed dog field and are in the process of opening another at the end of this year.*

*I am writing again to ask whether you may have some land in your parish, or know of any land nearby to you, that might be available? We are confident that one of our enclosures would be a brilliant addition to your community.*

*Warmest regards,*



*The Acres Enclosed Dog Fields.*

*On Thu, Jul 13, 2023 at 7:48 PM The Acres <[theacresuk@gmail.com](mailto:theacresuk@gmail.com)> wrote:*

*Good afternoon,*

*I hope you are well.*

*We are looking to work alongside your parish in Folkestone & Hythe- I think we might be able to provide a service that will really benefit the residents and their dogs in your community.*

*Our company operates an enclosed dog exercise field in Hildenborough called 'The Acres'. The Acres provides one hour slots for dog owners to have a private, safe space for their furry friends to have a run or a sniff without the worry of bumping into other dogs or running away.*

*Our current enclosed dog field has proven to be a really useful space for the nearby, and further afield, residents with top reviews, a high number of repeat users and long travel times for some customers - we are full most days! We've noticed a real uptake from people that struggle to walk, the elderly or those recovering from injuries - using the bench we provide so they can let their furry friends roam free whilst relaxing in the countryside in peace - something that just is not possible in public spaces.*

*The visual impact on the landscape is very small - we use see through deer fencing with wooden posts.*

*Our aim is to reduce the number of dog aggression related incidents, dog waste issues and other problems that can occur from dogs off leash in public areas like our roads and public parks by opening more fields like the one we have in Hildenborough.*

*Does the parish council have any unused, overgrown parcels of land that we can reclaim to use in a way we feel, along with many of our customers, would be an excellent addition to the local area? Alternatively do you know of any private landowners that might be interested in cooperating with us in exchange for a healthy rental figure and great upkeep on their property?*

*I look forward to hearing from you.*

*Warm regards,*





## ii) FHDC CALL FOR SITES

Folkestone & Hythe District Council has launched a call for sites (see below communication); this call for sites does not solely relate to land for residential development – but can include potential sites for any community benefit.

Currently, there are still negotiations on-going regarding a proposed health centre in New Romney and on-going questions as to the suitability of sites already put forward in respect of such a facility.

It is possible that the Town Council may wish to put forward its land in Church Road either for potential residential land or for a potential site of a new health centre which may be more beneficial to the local area if the current locations under consideration for such a facility are not deemed appropriate.

Any such consideration should be undertaken in parallel with item (i) enquiry above.

### **Action:**

- To consider the FHDC Call for Sites and take any such action as may be deemed appropriate

*Dear Sir/Madam,*

*I am writing to you to inform you that the District Council has launched a “Call for Sites” as part of the preparation for the next local plan. We are inviting sites to be submitted by a wide range of people, such as landowners, planning agents, public bodies, local community groups and individuals. We are also inviting your parish/town council to suggest or put forward any sites you think may be suitable.*

*We are seeking land for a wide range of uses, such as for residential (including plots for self-build homes, community housing projects and Gypsy and Travellers pitches), employment and community uses. In addition, we are also seeking sites for green infrastructure, such as land that could be used for open space, contribute to nature, or be formally designated as ‘local green spaces’ (green areas of particular importance to local communities).*

*We will be sending you a poster, by post, and I would be grateful if this could be placed on your parish notice board for the public to view. If your parish or town council would like a briefing, please let me know and I will try and arrange it.*

### *Dates*

*The call for sites opens on the 7<sup>th</sup> October and will run for 6 weeks, closing at 5pm on the 18<sup>th</sup> November 2024.*

### *How to submit sites*

*Sites can be submitted through a new consultation platform PlaceMaker, a map-based system that will allow those submitting to draw the land they want to be considered directly onto a map. This is*

the preferred method for submitting land to enable accuracy and to make sure that submissions are properly logged and filed. Please [click here](#) to go to the consultation page.

If people cannot access the new platform, sites may also be submitted by email to [planning.policy@folkestone-hythe.gov.uk](mailto:planning.policy@folkestone-hythe.gov.uk), ensuring that all the relevant information and documentation is attached.

Sites submitted for development would need to be a minimum of 0.25 hectares or capable of accommodating five or more dwellings, or 500 sqm of employment floorspace. Please go to the council's web page for further information and the link to the online form.

Please note: All submissions will be made publicly available on our website in due course, following the close of the 'call for sites' exercise. Whilst personal information will not be published on the council's websites, the sites shown on maps submitted to the council may be identified through land registry searches, including landowner details.

### **What happens after the consultation?**

Once submitted, the land will be evaluated, with input from statutory bodies, such as Kent Highways, Kent Downs National Landscapes Unit and the Environment Agency. When the assessment is complete, the promoters of sites will be given the opportunity to check and, if necessary, submit further supporting information. All results will then be published in the Housing and Economic Land Availability Assessment (HELAA), an important evidence document to inform the next local plan.

**It should be noted that the HELAA does not in itself determine whether a site should be allocated for development.** The role of the HELAA is to provide information on the range of sites potentially available to meet the local authority's identified requirements. Any land that is allocated in the local plan must go through a rigorous process of assessment, including two public consultations and an examination before independent planning Inspectors, where local people can put their views across.

To ensure the evidence base is kept up to date, we may repeat the call for sites as the local plan progresses - new sites may come forward or existing sites may be withdrawn if, for example, the landowner's plans for the site change.

As part of a separate exercise, the district council is also consulting on the criteria used to assess sites that have been submitted for development. For more information, please go to the council's web page above.

### **New Local Plan**

The HELAA will provide evidence to support the allocations in the council's new Local Plan. The 2023 Levelling Up and Regeneration Act introduced a new local plan system, which was designed to speed up the plan-making process. Supporting secondary legislation and guidance has not yet been published. It is therefore difficult to give a timetable for the preparation of the new local plan at this time, and the new Government may introduce further reforms to the system.

If you have any questions regarding the Call for Sites or the HELAA assessment criteria, please feel free to contact me.

Your faithfully,

**Strategy & Planning Policy Team Leader.**

## **ii) USE OF THE GREENS, LITTLESTONE**

### **Summary of Issue**

A Member of the local horse-riding community has again raised the issue of horse-riding on The Greens (previously raised in 2017-18) and is once again requesting that the Town Council remove its signage that advises that horseriding is not permitted on The Greens, Littlestone in order that they can ride across The Greens without complaint from other local residents.

### **Historic Town Council Position**

Firstly, the opportunity should be taken to dispel some circulating myths about horse-riders using The Greens: Having undertaken substantive research in regard to the historic position pertaining to horse-riding on The Greens, Littlestone, two points have been evidenced in that (a) even as far back as 1998/99 it is formally recorded that there had been 'a policy of not allowing horse-riding on The Greens for many years' and that, despite this, the Town Council considered representations from the local horse-riding community whilst re-viewing its policy at that time in light of on-going problems with complaints about horse-riders; and (b) quite contrary to the circulating 'urban myth' that a Miss Joan Grey had 'fought the Council and won the right to ride horses on The Greens', it is evident that Miss Grey, together with a Mrs Potter, did indeed exchange communications with the Town Council in regard to this activity and this was followed by a claim for a bridleway being submitted by Mrs Mary Potter in 1999. However, the Town Council at that time presented evidence to refute the claim, the result being that it was declined by the County Council. A subsequent appeal was lodged by Mrs Potter and, with further evidence having been submitted by the Town Council, in 2005, the Government Office for the South East found in favour of New Romney Town Council and Kent County Council. Hence, Miss Grey and her associate, Mrs Potter, did not, in fact, win any right to ride horses across The Greens.

At a similar time, the Town Council looked into establishment of a by-law to enforce its position regarding horse-riding on The Greens due to considerable on-going problems relating to horses being exercised, lunged, galloping and even riders setting up jumps and jumping their horses on The Greens without permission at that time - but, presumably, found this to be cost-prohibitive (unable to find conclusion of this matter). It also sought advice from the District Council, following which, Signage was installed to advise that horse-riding on The Greens is not permitted. Signage has been in place continually since that time and has resulted in substantial reduction in horses being ridden on The Greens (ie. signage whilst not 100% successful in deterring this activity, has been extremely effective in keeping it to a minimum).

## **Covenants on The Greens**

There is no covenant applied to The Greens that affords specific right for horse-riders to ride across The Greens.

## **Legal Position**

A legal view was sought in respect of the Council's right as Landowner to retain its signage relating to horse-riding on The Greens and the view was that if there is no historic right to horse-riding on The Greens, then the Council, as Landowner, has every right to 'full possession' and, therefore, to install and / or retain signage that prohibits this activity. It was also the legal view that if the Council did not currently have signage in place, then it should install signage to protect the Town Council's right to 'full possession' for the future.

Furthermore, if such right is disputed, any burden of proof lies with the horse-riders to prove that such a right exists. It is, in fact, of note that the historic claim for a bridleway across The Greens was, in fact, lost on the basis that there had been no evidence of any right of access having been established across the Greens in the preceding 20 years.

In terms of precedence, the same legal view was afforded in respect of Ivybridge Town Council in 2013, which was similarly challenged by local horse-riders – confirming that there was no 'general right' to use the relevant park for recreational horse-riding.

In light of the above, the Council can be confident that there is no reason as to why it should not retain its signage to deter the activity of horse-riding on The Greens, if that is the stance that it wishes to retain. In fact, it has been advised within the legal view received that signage should be retained or installed to mitigate any risk of right of way being inadvertently established.

There is also facility to submit a formal 'map and statement' to KCC (for which there is a small charge I believe in the region of £250.00 – TBC) which confirms what formal access rights are currently applied to The Greens (eg the Coastal Path) and confirms the Town Council's intention that no further formal access rights be applied to the land in future, should the Council wish to take this action to protect The Greens for use by the widest possible range of local residents (as opposed to risking limiting use of any specific route across the Greens to a specific group of users and, therefore, reducing the area that is available for use by all).

Legal advice received included a recommendation that the Town Council considers lodging a formal 'map and statement' as explained above.

## **By-Law / PSPO**

There is no by-law or PSPO in place to prevent horse-riding across the Greens, however, the legal view is clear that the Town Council, as landowner – and noting that there is no covenant on the land that actually requires the Council to permit horse-riding on The Greens, has every right to curtail / prohibit any activity it so wishes on its land and that, in fact, it is very often right and proper to curtail / prohibit

a minority activity for the better enjoyment of an area of land by the majority and does not require a by-law or PSPO to do so.

## **General**

Effectively, the local horse-riding community believes that it is entitled to use The Greens for recreational riding. There is no general right and there is no historic evidence of acquired rights (in fact there was a failed attempt to claim a bridleway across the Greens on the basis that there had been no evidence of any right of access across the Greens having been established for horse-riding in the 20 years preceding the claim) nor, according to legal advice received, any real basis on which local horse riders could acquire rights across The Greens since (a) there is no parcel of land adjacent The Greens which needs to be accessed via The Greens and (b) the Council has historically retained its stance that horse-riding is not permitted on The Greens and has signage in place to identify that fact to horse-riders.

The horse-riding community believes that the Town Council should allow the activity of horse-riding to take place on The Greens and that Town Council signage has no legal basis and should, therefore, be removed. This is not the case; NRTC signage does absolutely have a legal basis in that the landowner has a legal right to 'full possession of its own land' and to curtail / prohibit any specified activity on its own land.

It is likely that the Town Council signage has been effective in reducing the number of riders using The Greens, hence, the now small number of complaints compared to a much more substantial problem some 25 plus years previously. It is likely also, therefore, that if signage was removed, the number of riders using the Greens would begin to increase and, therefore, also the number of complaints and any health and safety risks that may be considered applicable to this activity.

It is of note that the Town Council has, more recently, identified an objective within its Strategic Plan to develop The Greens as a Coastal Destination, with improved recreational facilities such as pétanque pitch, additional themed play space and/or similar. It should be considered whether it is very likely that improving recreational facilities on The Greens for enjoyment by the majority of local residents would sit well alongside allowing horse-riding to routinely take place in the same space.

The Town Council will not be able to please both the local horse-riding community and the local non-horse-riding community. It is, likely, therefore, that the best option is, in fact, to maintain the status quo; thereby maintaining its stance as landowner that this activity is not permitted, retaining signage that informs the public that this is the case and, thus, deterring the activity of recreational horseriding on The Greens. This will, therefore, continue to minimise the number of complaints received from the local non-horse-riding community – who form the majority of the Town's local residents - that wish to be able to use The Greens in what they feel to be a safe environment.

As per the legal view, in maintaining the status quo, the Council is simply prohibiting a minority activity on its own land for the better enjoyment of the majority of local residents.

**Action:**

To consider the current and future status of The Greens in respect of prohibition of horse-riding by the Town Council and formally confirm whether the status quo should be retained now and in the future for the better enjoyment of the majority of local residents.

Town Clerk

4<sup>th</sup> November 2024

### PROPOSED FOOTPATH BETWEEN JOSEPH'S WAY ESTATE AND STATION ROAD SPORTS FIELD

The Council will be aware that it was requested that the developer of the land to the rear of Station Road Sports Field provide a pedestrian access route from the new development into the rear of the Sports Field. The concern was that a number of school pupils walk across the sports field to get to the Marsh Academy and the Council should aim to retain this route to school. Developer did agree with the Town Council that he would include a footpath adjacent the Maude Sewer if the Council wanted a footpath. He did go on to show a footpath in his design albeit that this provision was not a planning condition.

The Clerk recently received an enquiry from a Member of the Council as to whether it was still the intention of the Developer to provide a footpath, as promised and when this footpath would be likely to be opened up. Having passed this enquiry to the Developer, a meeting took place and he expressed concerns about whether provision of such a footpath would actually be sensible given its potential as a location for anti-social behaviour. He is still very willing to provide the footpath; however, he has pointed out that before the site was completely closed off he saw very few pupils crossing the field to get to and from the Marsh Academy and almost none during the winter months. It should also be noted that the route from the Joseph Way area to the Marsh Academy via Churchlands Estate is a very similar distance and actually brings the pupils out very much closer to the Station Road pedestrian crossing. The Developer has highlighted the fact that anti-social and criminal behaviour on his site has cost him in the region of £30,000.00 in thefts and damage and there has been regular instances of anti-social behaviour in the rear corner of the sports field, including evidence of use of drugs and alcohol and fires being lit. His concern is that a pathway between the rear fences of the new houses and the Maude Sewer will provide a secluded area that will encourage this sort of anti-social behaviour and questions whether the Town Council would actually want to create the environment for this to occur when, in fact, pupils of the Marsh Academy can reach the school just as easily via the Churchlands Estate.

**Action:**

To consider whether, in light of matters brought to its attention by the developer of the land to the rear of Station Road Sports Field, the Council does, in fact, still require the developer to provide a pathway into the rear of the sports field.



### NRTC MEETING SCHEDULE 2025-26

Staff Appraisal Meetings recently took place, out of which the frequency of Town Council meetings was discussed. In particular, it was of note that (a) there is not enough business to warrant four meetings of the St. Martin's Field Charity per year and (b) there was no specific reason to hold meetings of the Planning and Environment Committee on a three-basis except for the occasional need to request an extension to the FHDC deadline for receipt of comments due to the timing of planning applications being received for comment.

It should be noted that attendance of paid staff at potentially unnecessary Town Council meetings has an impact on the annual salary bill, even if a small one. They also increase staff workload unnecessarily, taking up time that could be better spent on other more pressing routine day to day Council business. Furthermore, potentially unnecessary additional meetings also impact negatively on the personal time of busy Councillors.

The St. Martin's Field Charity is required in law to hold an annual meeting each year. Over and above that requirement, there is no specified minimum number of meetings required to be held annually. Much of the routine business of the St. Martin's Field Charity is hire of the field, which is managed by Council Officers under delegated authority. The only significant item of business that arises each year is the grounds maintenance contract and the annual tree inspections and associated works. Therefore, having explored with relevant staff the process of seeking quotations for tree inspections / tree works and grounds maintenance, it has been ascertained that it is perfectly feasible to deal with the business of the St. Martin's Field Charity via only two meetings per year in May and November.

The scheduling of Planning & Environment Committee meetings on a three weekly cycle as opposed to monthly, not only creates additional meetings per year which have to be staffed and which require Councillors to attend more frequently, but also makes the regular scheduling of other monthly Committee meetings more difficult. It is, therefore, sensible to re-schedule Planning and Environment Committee meetings so that they take place on a monthly basis with effect from the 2025 Civic year, subject to applying one addition to the schedule of delegated authorities, as below:

- The Planning Clerk, in consultation with the Town Clerk, be authorised to routinely request extensions to the FHDC deadline for receipt of planning comments, as necessary.

### **Recommended Actions:**

- Approve a reduction in the annual number of St Martin's Field Charity to two meetings per year with effect from the start of the 2025 Civic Year.
- Approve the re-scheduling of meetings of the Planning and Environment Committee to take place on a monthly basis as opposed to a three-weekly basis with effect from the start of the 2025 Civic Year.
- Amend the Schedule of Councillor and Officer Delegated Authorities to include the following authority:  
*'The Planning Clerk, in consultation with the Town Clerk, be authorised to routinely request extensions to the FHDC deadline for receipt of planning comments, as necessary.'*

END

