

Cinque Port Town of New Romney



Mrs C. Newcombe
Town Clerk

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

Tel: New Romney 01797 362348

Ref: CN/3005

3rd March 2025

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 10TH MARCH 2025 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

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

Members of Public are welcome to join this meeting.

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

PUBLIC PARTICIPATION AT TOWN COUNCIL MEETINGS

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

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

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

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

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

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

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

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

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

4. What will happen at the Council meeting?

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

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

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 10TH MARCH 2025 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 **10th February 2025** (Attached hereto*).

10. MAYOR'S REPORT AND COMMUNICATIONS:

To receive and note the report of the Mayor:

- (i)** Mayor's Civic Function List.
- (ii)** Any Communications received by or for the Mayor

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

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

12. STANDING ORDER No.14:

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

13. STANDING COMMITTEES (Encs*):

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

(i) Health & Wellbeing Committee

Meeting held on 11th February 2025 (Attached hereto*)

(ii) Personnel Committee

Meeting held on 12th February 2025 (Attached hereto*)

(iii) Planning & Environment Committee

Meeting held on 19th February 2025 (Attached hereto*)

- 14. RFO'S FINANCIAL REPORTS FOR 2024-25 (Encs*):**
To consider final payments and receipts and bank reconciliations for January 2025, if available. (Attached hereto*)
- 15. COUNCIL REPRESENTATIVES' REPORTS (Encs):**
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**(ii)** To receive and note the Maude Community Centre Project Financial Update Report, if available (Attached hereto*)
- 17. EXTERNAL AUDIT REPORT 2025 (Encs*):**
To receive and approve the report of the external auditor for 2024-25 and take any such action as may be deemed necessary thereon.
- 18. COUNCIL MEETING DATES 2025-26 (Encs*):**
To approve the Schedule of Town Council Meeting Dates for 2025-26.
- 19. 2025 EVENTS (Encs*):**
(i) To approve a budget and cost centre for the forthcoming VE Day 80 celebration.
(ii) To approve a budget and cost centre for the forthcoming official opening of the Maude Community Centre.
- 20. CONEY BANKS APIARY (Encs*):**
To consider a request to increase the maximum agreed capacity for beehives at land known as Coney Banks from 20 hives to 30 hives.
- 21. EXCLUSION OF PUBLIC AND PRESS:**
To consider exclusion of public and press in accordance with Standing Order No.34 (a), which states that *'in view of the special and confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be*

temporarily excluded [from the meeting] and they are instructed to withdraw' due to the fact that the following agenda items relate to legal matters.

22. ON-GOING MATTERS:

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

- Maude Community Centre (formerly CHSPN) s106 Agreement

23. PERSONNEL MATTERS:

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

24. LAND AND TENANCY MATTERS:

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

25. CONCLUSION OF PRIVATE SESSION:

To consider concluding private session, if appropriate.

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

Town Clerk – 3rd March 2025



Tony Hills
KCC Member for
Romney Marsh
Division
Report for March 2025

Local Democracy

My update, as I understand it... the government decided not to put Kent in the fast lane as far as a 'Strategic Mayoral Authority' is concerned...but the drive towards 'Unitary authorities' is going full speed ahead. Our leader at Folkestone & Hythe District Council, Jim Martin has by the 21st of March to respond to government with his views on the make up of a unitary council from Folkestone & Hythe DC, with fully worked up and agreed proposals by the 28th of November this year going to government. I believe this is going to have major ramifications for Town and Parish Councils. The gap between a large unitary council and local communities will be to great. We are going to need something set up to work locally with the councils of Romney Marsh and the proposed unitary.

Local bus services

Kent has received a bit more funding from government as part of our 'Bus back better' scheme. This has under pinned our current Stagecoach services. As I said the Marsh Bee bus service has got off to a fast start with 223 trips completed in the first couple of months. The Romney Marsh Community Hub, Marsh Bee dial-a-ride service is to be congratulated, they are doing a great job, and I'm trying my best at County to get them more support. In these challenging times we have to fight for our divisions, more than ever the Romney Marsh needs a strong voice at County charity starts at home.



Sea water quality

I have a meeting planned next week with the Environment Agency to discuss water quality, how it is measured and when tested, I'm not satisfied with the answers I have had to date. As I understand the process only 'bathing beaches' are tested and only in the summer season (March to October). So how about other beaches. Fresh water, rivers, lakes, canals, how do we build a picture of the health of our waters in our County. As the chairman of Kent's Flood & water management committee I want to have answers. If a beach is recommended 'no bathing' what is the real risk to public health?

Locally we have three beaches in my division that have had problems with water quality. We need to get a grip on what's happening in the southern end of Hythe Bay. Find the problems where they exist and be transparent about the health risks as well as what needs to be done to fix them.

South Kent Energy Park

As I said last month. No one in his right mind would be happy to have a massive solar farm dumped in the middle of our unique Romney Marsh. But we are where we are, it is fundamentally unfair to have solar park after solar park covering the Marsh.

Our unique environment won from the sea is unique and deserves some level of protection. I will be meeting with 'Lo Carbon' the company planning this solar farm to discuss water management. Residents of Old Romney must be supported; the Marsh has to gain some benefit from this plan.

Dungeness Power Station

I have seen the impressive amount of shingle that EDF have been piling up to defend the nuclear stations. Kent is still pushing hard to bring in 'Small Modular Nuclear Reactors'. I believe we have the support of our local MPs to protect local jobs. We are setting up more site meetings with the government in the late spring.



Roads and Potholes

With the sheer number of salting runs being undertaken by Kent due to the very cold nights this has not helped with the increasing number of potholes on the Marsh. I'm hoping we get more funding to sought them out as the weather improves. I'm pushing for a speed reduction on the A259, 60 to 40mph to help with the 'Visitor Centre' with the plans to reopen late spring. Kent needs to do its bit to make that entrance less of a challenge.

Some good news

As spring starts, and plenty of bad news on the airways I saw this press release sent out by Folkestone & Hythe District Council asking for applications. Let's see what we can get for the Romney Marsh.

APPLY NOW FOR A GREEN GRANT

Applications are invited for a share of new funding to support sustainability and carbon reducing projects in the Folkestone & Hythe district.

The Green Grant Scheme aims to help community groups, charities, town and parish councils, schools and small businesses to bring forward ways of increasing climate resilience, reduce carbon footprints and enhance green spaces and local wildlife.

There are four categories offering grants of up to £1,000, £10,000, £15,000 and £20,000 and the closing date for applications is 21 April 2025. Applications can be made through the Folkestone Works website where there is more information about the categories and examples of the type of projects that may be eligible for funding.

On Tuesday 11 March at 7pm there will be an online session to help potential applicants who have questions about the scheme. This can be joined via Zoom.

There is no need to book a place and, if required, the meeting ID is 876 6273 4963 and passcode 360625.

On Tuesday 1 April from 6pm there will be an in-person forum at The Workshop in Tontine Street, Folkestone. Information about the application process will be available and there will be the opportunity to talk to those who have received funding in a previous business focussed scheme.

Cllr Stephen Scoffham, Cabinet Member for Climate, Environment and Biodiversity, said: "We know there are already organisations very keen to get involved in this £250,000 scheme and I am delighted we're now ready to go.

"Events have been organised for anyone who is interested to ask questions, and I very much hope we will soon be receiving applications for a wide range of innovative projects which will all help protect the environment in different ways."

Those unable to attend the information events can send questions about the grant scheme to Green.Grants@folkestone-hythe.gov.uk

Tony

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

DISTRICT COUNCILLOR REPORT –

NRTC FULL COUNCIL MTG 10th February 2025.

Since my last NRTC Full Council report I have taken part in one FHDC Full Council meeting, one FHDC Planning Committee meetings, one FHDC Planning Committee briefing with FHDC Planning Officers, one FHDC Steering Group meeting with Southern Water, one Romney Marsh Partnership briefing with FHDC Officers and one FHDC Councillor briefing session on Local Government Reorganisation.

Announcement.

On 18th February, I joined a new political group with one other Independant Cllr and two Liberal Democrat Cllrs. The NRTC Town Clerk kindly sent out this notification to all NRTC Councillors. This will allow me to tap into the experience and knowledge of three very experienced Councillors and provide an even better service to New Romney residents. This does not affect my voting position on any FHDC agenda items.

Please note, I am due to attend hospital for hip replacement surgery on 25th February, so I will miss the FHDC Full Council meeting on 26th February.

FHDC Planning and Licensing Committee meetings.

In the meeting we dealt with six planning application, none of which were from New Romney.

FHDC Planning Committee briefing with FHDC Planning Officers.

This was a briefing for all members of the Planning Committee.

FHDC Full Council meeting.

The agenda included:

An agenda item on the formation of the FHDC Youth Forum – which I supported.

Housing Revenue Account Revenue and Capital Original Budget 2025-26

The report set out the Housing Revenue Account ('HRA') Revenue and Capital Budget for 2025/26, Housing Revenue Account ('HRA') Rent Setting for 2025/26 and proposed an increase in weekly rents and an increase in service charges for 2025/26, both for approval.

To approve the increase in rents of dwellings within the HRA on average by £2.79 per week, representing a 2.7% increase with effect from 7 April 2025.

To approve the increase in rents of shared ownership dwellings within the HRA by 3.2% (RPI 2.7% + 0.5%), with effect from 7 April 2025.

To approve the increase in service charges.

I voted in favour of the proposal to approve the Officers report.

See link below.

FHDC all Member briefing.

We received a briefing about the Devolution decision and proposals for Local Government Reorganisation.

FHDC Steering Group meeting with Southern Water.

We received a presentation from Southern Water on bathing water quality across the District. The Environment Agency gave their apologies and did not attend the meeting.

The meeting was supported by KCC Councillor Tony Hills and by Romney Marsh Cllr Tony Cooper.

I have sent their updated slides to the Town Clerk for inclusion on the NRTC website.

Romney Marsh Partnership (RMP).

I was part of an interview panel, with two FHDC Officers, to find a replacement FHDC Officer to run the RMP. An announcement on the decision will be made shortly.

The next RMP meeting will take place at the end of March 2025.

Local Resident Concerns.

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

I have been contacted again by residents about the traffic problems outside of Spitalfield Terrace, Lydd Road. Our KCC Councillor Tony Hills has been very supportive in finding a solution with KCC highways, as well as dealing with the condition of the road surface in that area.

Ward Grant Applications.

I have now allocated all of my Ward Grant money for 2024/25, as per my previous reports.

FHDC Councillor Paul Thomas – 24th February 2025.

MINUTES
of
A Meeting of New Romney Town Council
Held in the Assembly Rooms, New Romney
on Monday 10th February 2025
Commencing at 6.45pm

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

Town Ward:

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

Coast Ward:

Councillors: P Thomas, J Hiscock, P Coe, K Terry, S O'Hare,
A Meredith and E Carr

In Attendance:

Town Clerk - Mrs C Newcombe
Mayor's Chaplain

IN THE CHAIR

The Mayor – Councillor J Rivers

The Mayor's Chaplain led the Council in prayer.

The formal business of the meeting commenced **@6.47PM.**

515/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Hodges - due to a medical appointment

Apologies were also subsequently received from KCC Councillor Hills.

516/2024-25 **DISPENSATION TO PARTICIPATE**

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

517/2024-25 **DECLARATIONS OF INTEREST**

@6.47PM Councillor Hiscock declared a Personal Interest in respect of
Town Council finance reports due to her employment of a contractor
who is also employed by the Town Council. (Minute Ref 528/2024-25
refers)

518/2024-25 **REPORT OF THE KENT COUNTY COUNCILLOR**

KCC Councillor Hills' written report, which included information and updates relating to plans for a large-scale solar farm on

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Romney Marsh, the future of Dungeness Power Station and Climate Change matters, was duly received and noted.

519/2024-25 **REPORTS OF THE DISTRICT COUNCILLORS**

FHDC Councillor Thomas presented his written report, which included details of meetings attended and work supporting local residents as well ward grant funding allocated during the current financial year. The afore-mentioned report was duly received and noted. There were no questions on this occasion.

520/2024-25 **ADJOURNMENT OF MEETING**

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

521/2024-25 **PUBLIC QUESTIONS**

None.

522/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

523/2024-25 **MINUTES**

(i) The Chairman presented the minutes of the **Full Council Meeting** held on **13th January 2025**, copies of which had been previously circulated to all Councillors, and it was:

PROPOSED BY: Councillor Davies
SECONDED BY: Councillor Carey

RESOLVED – that the minutes of the Full Council Meeting held on 13th January 2025 be approved and signed as a true and correct record.

Councillors Meredith and Rev Cn McLachlan abstained from voting as they had not been present at the afore-mentioned meeting.

The Chairman subsequently signed the afore-mentioned minutes.

(ii) The Chairman presented the minutes of the especial **Full Council Meeting** held on **20th January 2025**, copies of which had been previously circulated to all Councillors, and it was:

PROPOSED BY: Councillor Terry
SECONDED BY: Councillor O'Hare

RESOLVED – that the minutes of the especial Full Council Meeting held on 20th January 2025 be approved and signed as a true and correct record.

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Councillors Meredith, Rev Cn McLachlan, Houston and Phillips abstained from voting as they had not been present at the aforementioned meeting.

The Chairman subsequently signed the afore-mentioned minutes.

524/2024-25 **MAYOR'S REPORT AND COMMUNICATIONS**

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

525/2024-25 **TOWN CLERK'S REPORT**

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

MEETING OF FULL COUNCIL – 10TH FEBRUARY 2025
TOWN CLERK'S REPORT

Actions completed since the Full Council meeting held on 13th January 2025

- 1) The formal precept demand for 2025-26 has been duly submitted to Folkestone & Hythe District Council.
- 2) The New Romney Town Council nomination for a KALC Community award has been duly submitted.
- 3) The Cinque Port Confederation Joint Solicitor has been advised that funding has been approved by the Town Council for the New Romney podcast and that Councillor Thomas has been authorised to act as the Council's representative for the purpose of being interviewed for the podcast.
- 4) The matter of seeking advice in respect of St. Martin's Field access options is currently in hand.
- 5) No further information has, as yet, been received regarding the White Ribbon Campaign which the Council has agreed to support, in principle.

Additional Items of Report

- 1) A contested by-election will take place on Thursday 27th February 2025 for the Casual Vacancy in respect of Coast Ward Councillor for New Romney Town Council. Election notices have been duly published and polling cards will be delivered in due course.
- 2) Due to a damaged waste water pipe connecting the One Stop Shop and the public toilets in Church Road Car Park,

emergency remedial works are being undertaken in the Assembly Rooms Car

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Park/Church Road Car Park. Associated costs will be required to be allocated from the Council's Contingency Budget for 2024-25; this will be dealt with in due course by the Finance & General Purposes Committee.

Town Clerk 3rd February 2025

526/2024-25 **STANDING ORDER NO.14**

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

527/2024-25 **STANDING COMMITTEES**

(i) Councillor Terry presented the minutes of the **Planning & Environment Committee** meeting held on **29th January 2025**, which were duly received and noted.

(ii) Councillor Thomas presented the minutes of the **Finance & General Purposes Committee** meeting held on **22nd January 2025**, which were duly received and noted.

(iii) Councillor Thomas presented the minutes of the **Personnel Committee** meeting held on **21st January 2025**, which were duly received and noted.

528/2024-25 **RFO'S FINANCIAL REPORTS FOR 2024-25**

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

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Davies

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

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

December 2024	Receipts:	Payments:
NatWest Current Account	£117,780.32	£117,780.32
Unity Trust Current Account:	£112,335.53	£101,028.48
Lloyds Bank Business Account:	£300,248.04	£486,477.15
NatWest Business		

Reserve Account:	£17,522.66	£99,688.60
Petty Cash:	£0.00	£135.12
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Lloyds Bank Corporate Card:	£254.78	£126.10
Lloyds Bank Instant Access Online Saver	£2,979.75	£100,000.00
NSIB	£0.00	£0.00

529/2024-25 **COUNCIL REPRESENTATIVES' REPORTS**

None.

530/2024-25 **CAPITAL PROJECTS REPORT**

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

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

@7.32PM the Mayor's Chaplain left the meeting.

(iii) Having further considered the matter of proposed hire charges for the Maude Community Centre First Floor Community Hall and the Annex Building Imbert Room; this matter having been deferred from the previous Full Council meeting, it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Houston

RESOLVED – that (i) Hire Charges for 2025-26 in respect of the Maude Community Centre First Floor Community Hall and the Maude Community Centre Annex Building's Imbert Room, as presented by Councillor Terry, without any additional caretaker charge to be applied be hereby approved and adopted and that (ii) a refundable excess cleaning and / or damage deposit in the amount of £150 be applied to all bookings relating to parties, wedding receptions, wakes, table and craft sales and similar.

*Hire charges for 2025-26 in respect of The Maude Community Centre Community Hall and the Maude Community Centre Imber Room were, therefore, set as below:

Community Hall Hire Charges:

Regular User Rate – Per hour (inc VAT):

(Hirer must commit to six or more bookings in a six-month period)

Excluding use of kitchen/bar facilities £16.00 per hour

Including use of kitchen/bar facilities £20.00 per hour

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Regular User Rate (Charities/Non Profit Orgs) – Per hour (inc VAT):

(Hirer must commit to six or more bookings in a six-month period)

Excluding use of kitchen/bar facilities £12.00 per hour

Including use of kitchen/bar facilities £16.00 per hour

Casual Bookings – Per hour (inc VAT):

Excluding use of kitchen/bar facilities £18.00 per hour

Including use of kitchen/bar facilities £22.00 per hour

Casual Bookings (Charities/Non Profit Orgs) – Per hour (inc VAT):

Excluding use of kitchen/bar facilities £14.00 per hour

Including use of kitchen/bar facilities £18.00 per hour

New Romney Sports Clubs (NRFC & NRCC) Rate – Per hour (inc VAT):

Excluding use of kitchen/bar facilities £7.50 per hour

Including use of kitchen/bar facilities £9.50 per hour

Imbert Room Hire Charges:

Casual Bookings – Per hour (inc VAT):

Including use of kitchen facilities £14.00 per hour

Casual Bookings (Charities/Non Profit Orgs) – Per hour (inc VAT):

Including use of kitchen facilities £10.00 per hour

531/2024-25 **POLICY ON LIVESTREAMING COUNCIL MEETINGS**

Having duly considered the draft Policy on the Live-Streaming and Recording of Council and Committee Meetings, and with any questions first having been raised and answered, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that Policy on the Live-Streaming and Recording of Council and Committee Meetings be hereby approved and adopted with immediate effect.*

*NB: This Policy to be implemented as soon as the required video conferencing equipment has been purchased and received.

532/2024-25 **PARISH COUNCIL SUPPORT SCHEME**

Having duly considered a request from the Romney Marsh Community Hub for the Town Council to submit an application to the Parish Council Support Scheme to assist in funding the Community Hub's monthly Ex-

Armed Forces Drop-In Sessions, and having noted the difficulties arising due to extremely tight deadlines, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

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RESOLVED UNANIMOUSLY – that the Clerk shall explain to the RMCH Fundraising Coordinator that the Town Council is unable to submit an application for funding from the Parish Council Support Scheme due to the difficulties arising in light of the extremely tight deadlines for this scheme but that the Council is, instead, open to supporting the Ex-Armed Forces Drop-In Sessions via a direct grant, for which an application should be submitted to the Town Council’s Finance & General Purposes Committee.

533/2024-25 **REVIEW OF NRTC BUILDINGS USE**

Having further considered the issue of the future use of the Assembly Rooms in light of the forthcoming completion of the Maude Community Centre, and having duly noted questions submitted by an interested party, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that further consideration of the future use of the Assembly Rooms be deferred until a future meeting of Full Council, and that, in the interim, the Clerk shall respond to routine questions about the current status and approximate running costs of the Assembly Rooms.

534/2024-25 **EXCLUSION OF PUBLIC AND PRESS**

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

535/2024-25 **ON-GOING MATTERS**

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

536/2024-25 **PERSONNEL MATTERS**

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

537/2024-25 **LAND AND TENANCY MATTERS**

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

538/2024-25 **CONCLUSION OF PRIVATE SESSION**

Not applicable.

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

AGENDA ITEM 10

MAYOR'S CIVIC FUNCTION LIST

Events attended since the last meeting of Full Council

NOT YET AVAILABLE

MEETING OF FULL COUNCIL – 10th MARCH 2025 TOWN CLERK'S REPORT

Actions completed since the Full Council meeting held on 10th February 2025

- 1) In light of the newly adopted policy on livestreaming of Town Council meetings, the purchase of recording/filming equipment and portable wi-fi box is in hand with a view to implementing the **live-streaming of Town Council meetings** from April 2025.

Additional Items of report

- 1) The **by-election for Coast Ward Member** of New Romney Town Council was held on 27th February and Councillor Paul Peacock was duly elected to the Council.
- 2) Emergency **repairs to a drainage pipe to the rear of the Assembly Rooms** have been completed and the car parking surface made good.

Town Clerk 3rd February 2025

MINUTES
Of
A Meeting of New Romney Town Council's
Health & Wellbeing Committee
Held in the Assembly Rooms, New Romney
on Tuesday 11th February 2025
Commencing at 10.00am

PRESENT: Councillors J Rivers, J Hiscock, J Davies, P Coe,
Rev Cn S McLachlan, P Carey
NHS Representatives: 5

In the Chair: Councillor J Rivers

In Attendance: Town Clerk - Mrs C Newcombe

539/2024-25 **APOLOGIES FOR ABSENCE**

Apologies were received and noted, as follows:

L Barclay (NHS Representative) - For personal reasons
C Cooper (NHS Representative) - For personal reasons

540/2024-25 **ELECTION OF COMMITTEE MEMBER**

Having duly considered a request from Councillor P Carey to be elected onto the Health and Wellbeing Committee, it was:

PROPOSED BY: Councillor Rev Cn McLachlan
SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY – that Councillor Carey be hereby elected onto the Health and Wellbeing Committee.

Having been duly elected onto the Committee, Councillor Carey joined the meeting.

541/2024-25 **DISPENSATION TO PARTICIPATE**

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

542/2024-25 **DECLARATIONS OF INTEREST**

None.

543/2024-25 **MINUTES**

The Chairman presented the minutes of the Health & Wellbeing Committee meeting held on 19th November 2024, which were duly received and noted and it was:

PROPOSED BY: Councillor Rev Cn McLachlan

SECONDED BY: Councillor Davies

RESOLVED – that the minutes of the Health & Wellbeing Committee meeting held on 19th November 2024 be hereby approved as a true and correct record.

One NHS representative abstained from voting as they had not been present at the afore-mentioned meeting.

544/2024-25 **NEW ROMNEY NHS PROVISION**

@10.05AM Dr N Poplett (NHS) joined the meeting.

The Committee Chairman provided an update regarding the Council's proposal for use of land in Church Road for the provision of a new purpose-built, multi-disciplinary healthcare facility for Romney Marsh. It was reported that the Chairman had met with the local MP about the proposal and that the MP was very supportive. It was further reported that it had been indicated that there were funds available with the Integrated Care Board (ICB) for such a facility and that the ICB was still looking to improve healthcare provision for Romney Marsh.

The MP had requested a 3-way meeting with the Chairman of the ICB and the Chairman of New Romney Town Council; a meeting date was currently awaited.

Discussion ensued regarding the potential to bring a range of services to a new facility if realised.

The Chairman highlighted the recent funding of a similar new medical centre in Greenhithe, comparing need in that area to need in Romney Marsh.

A question was put as to how much money the District Council is holding in terms of s106 funding and whether an element of this could be utilised to help fund a proposed health centre for Romney Marsh and it was agreed that this was likely a question that the District Councillors for New Romney could look into.

The Chairman advised that the next stage in respect of maintaining momentum for such a project would be to assume success and develop a schedule of services required for Romney Marsh, together with details of the estimated number of rooms required to facilitate provision of those services.

Dr Poplett (NHS) was to draft this information for review at the next meeting of the Health and Wellbeing Committee and it was noted that

next steps would then be considered at the next meeting of the Committee.

545/2024-25 **LOCAL HEALTH & WELLBEING ISSUES**

It was reported that emergency dental services used to be provided at the NHS clinic in Station Road but that this service was no longer available locally, with residents now having to travel to Canterbury or Dover for emergency dental treatment.

It was noted that there was potential to add emergency dental provision to the schedule of health services that are required for Romney Marsh and which could be accommodated at a new, purpose built health centre.

It was further noted that, currently, local residents requiring emergency dental treatment who did not have the means to get to Canterbury or Dover could sign up to the Marsh Bee Community Transport Service to travel for treatment if needed.

It was suggested that the CEO of Lighthouse on the Marsh be invited to give a presentation at a future meeting of the Health and Wellbeing Committee to highlight the wide range of wellbeing services that they provide.

The Invicta group of surgeries reported that the recruitment of doctors has been much more successful more recently. It was also reported that a planning application had been submitted for the extension of Orchard House Surgery in Lydd at some point in the future subject to funding.

546/2024-25 **EXCLUSION OF PUBLIC AND PRESS:**

Not applicable

547/2024-25 **CONCLUSION OF PRIVATE SESSION:**

Not applicable

The Chairman thanked those present for their attendance and the meeting concluded **@10.48AM**

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

Minutes prepared by the Town Clerk

MINUTES
Of
An Especial Meeting of New Romney Town Council's Personnel Committee
Held in the Assembly Rooms, New Romney
on Wednesday 12th February 2025
Commencing at 11.00am

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

In the Chair: Councillor P Thomas

In Attendance: Town Clerk - Mrs C Newcombe

548/2024-25 **APOLOGIES FOR ABSENCE**

None.

549/2024-25 **DISPENSATION TO PARTICIPATE**

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

550/2024-25 **DECLARATIONS OF INTEREST**

@11.00AM Councillor Thomas declared a Personal Interest in Agenda Item 7: Appointment of a temporary Planning Clerk as the recommended candidate is known to him.

551/2024-25 **EXCLUSION OF PUBLIC AND PRESS**

@11.01AM, having considered the nature of matters to be discussed under Agenda Item 7 and, in view of the fact that personal information that may identify one or more individuals was to be discussed, it was, in accordance with the Public Bodies (Admission to Meetings) Act 1960:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Rev Cn McLachlan

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

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

552/2024-25 **STAFF MATTERS**

Temporary Planning Clerk Vacancy

The Personnel Committee duly considered the reported outcome of interview in respect of the appointment of Temporary Planning Clerk. Having duly noted the recommendation of the interview panel, which was to appoint the interviewed candidate as identified to those present - in respect of whom two satisfactory references had already been acquired - it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that (i) the identified candidate be hereby appointed as Temporary Planning Clerk under a 13-month fixed-term contract and (ii) the Clerk be authorised to undertake all necessary actions to finalise the appointment at the earliest opportunity.

553/2024-25 **CONCLUSION OF PRIVATE SESSION**

@11.04AM, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that the private and confidential session be hereby concluded.

The Chairman thanked those present for their attendance and participation and the meeting then concluded **@11.04AM**.

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

Minutes prepared by the Town Clerk

MINUTES
of
A Meeting of the Planning and Environment Committee
Held in the Assembly Rooms, Church Approach, New Romney
on 19th February 2025
Commencing at 6.45pm

PRESENT:

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

In the Chair: Councillor K Terry

In Attendance: Town Clerk - Mrs C Newcombe
Members of public - x 3

554/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Cllr Rev Cn McLachlan due to personal reasons.

Cllr J Davies due to personal reasons.

555/2024-25 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been received.

556/2024-25 **DECLARATIONS OF INTEREST**

None.

557/2024-25 **ADJOURNMENT OF MEETING**

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

558/2024-25 **PUBLIC QUESTIONS**

None received.

559/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

560/2024-25 **MINUTES**

Minutes of the Meeting Held on 29th January 2025

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 29th January 2025**, a copy of which had been previously circulated to all Councillors.

Having duly considered the afore-mentioned minutes, it was

PROPOSED BY: Councillor Carey
SECONDED BY: Councillor Coe

RESOLVED – that the Minutes of the Planning and Environment Committee Meeting held on 19th January 2025 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.

561/2024-25 **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:

New Romney High Street – Shop Signage

Following a councillor query regarding illuminated Shop Front Signage I contacted Folkestone and Hythe District Council to ask whether permission is needed to illuminate or change Shop Fronts. Folkestone and Hythe District Council's Planning department confirmed that Advertisement Consent would need to be applied for from FHDC Planning by the shop owner if the building is situated in a Conservation Area or it is a listed building.

If there are any specific shops/buildings who have illuminated signage please email the details to the Planning Clerk who can check with Folkestone and Hythe District Council's Planning Department if they have the correct permissions/consent.

562/2024-25 **SCHEDULE OF PLANNING APPLICATIONS**

It was

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Coe

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

<u>Application No</u>	<u>Location and Description</u>
(i) 25/0115/FH	Unit 1, Heritage Court, Mountfield Road, Mountfield Industrial Estate, TN28 8FA Proposed Extension

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RECOMMENDATION

NO OBJECTION

Voting:
For Application: 7
Against Application: 0
Abstained: 0

(ii) [25/0173/FH/CON](#)

Land West of Ashford Road,
New Romney

Approval of details pursuant to conditions 5 (CMP), 7 (contamination), 12 (reptile mitigation), 14 (badger mitigation) of planning permission [23/1591/FH](#).

RECOMMENDATION

NO OBJECTION – subject to FHDC being satisfied that all planning conditions have been met.

Voting:
For Application: 7
Against Application: 0
Abstained: 0

(iii) [25/0174/FH](#)

Unit 13, Cinque Ports Road,
Mountfield Industrial Estate,
New Romney, TN28 8LJ

Variation of conditions 2 (approved plans) & 5 (parking & access) of planning permission 21/2532/FH to allow replacement plans & revised parking & access.

RECOMMENDATION

NO OBJECTION – subject to EV charging points being installed in accordance with planning conditions.

Voting:
For Application: 7
Against Application: 0
Abstained: 0

(iv) [25/0150/FH](#)

Charelan, Warren Road,
Littlestone, TN28 8PN

Lawful Development (proposed) for conversion of first floor and ground floor flats into one residential dwelling.

325

RECOMMENDATION

NO OBJECTION

Voting:
For Application: 7
Against Application: 0
Abstained: 0

(v) [25/0169/FH](#) Willows, Spitalfield Lane,
 New Romney,
 TN28 8HQ

Conversion of garage to
 annex.

RECOMMENDATION

**RECOMMEND REFUSAL –
 there is inadequate detail
 provided to ascertain
 whether this application
 meets the building
 regulations.**

Voting:
For Application: 0
Against Application: 6
Abstained: 1

563/2024-25 **SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

564/2024-25 **FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/
 DECISIONS/MATTERS**

A schedule of delegated decisions of Folkestone & Hythe District
 Council Planning Department for the periods of 30th January 2025 & 2nd
 February 2025 were duly received and noted.

565/2024-25 **ENVIRONMENTAL MATTERS**

The Kent & Medway Air Quality Forecast for Tuesday 4th February
 2025 & The latest Water Quality Sampling Information which had
 previously been circulated to all Committee Members, was duly
 received and noted.

513/2024-25 **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:

Lydd Road – Pedestrian Crossing by new development

The Planning Clerk asked KCC to query when the Pedestrian
 Crossing will be installed at the new development on Lydd Road and
 was advised the following:

*I have spoken with the Senior Agreements Project Manager [REDACTED]
 [REDACTED] who has informed me that the zebra crossing no longer
 forms part of the development, and that the dropped kerb with tactile
 paving*

that has been installed is the extent of what will be installed here. He stated he believed it changed at the planning stage when another developer acquired the site

Planning Clerk responded with the following:

Thank you for the update regarding the crossing, I have to say this is very disappointing news as we were hoping for it to be installed which would then restrict the parking on Lydd Road.

The parked cars outside Westview Cottages cause major disruption to the flow of traffic coming into New Romney. This now needs to go to the top of our priority list for the Parish Highway Improvement Plan as it was one of the key areas of concern raised by members of public during our public consultation.

The main concerns/issues raised were that the parked cars on Lydd Road cause this main/busy road to go to single lane traffic and cars coming into New Romney must go round the parked vehicles into oncoming traffic right before a blind bend to pass. It causes major congestion meaning traffic queues right up past Running Waters and onto the S bend (near to the hazardous Hammonds Corner turning for Lydd). Due to the congestion caused by the parked cars this means road users cut down Spitalfield Lane – making it a dangerous rat run.

The parked cars also cause terrible trouble for the residents of Longshore Grove to exit their road onto Lydd Road. This will only get worse when the development opposite is finished and an additional up to 40+ cars will need to navigate getting in and out onto Lydd Road.

Something needs to be done asap before there is a major accident. Not to mention the state of the road surface outside the development needs looking at.

Another problem in this area is the residents of Sussex Road park right up to the junction on double yellow lines meaning it is very difficult for road users to pull out of Sussex Road into Lydd Road. We do need more parking enforcement in this area.

Can we arrange a zoom meeting asap to come up with a plan for Lydd Road and any suggestions on what we can do would be gratefully received.

We have also had the following information provided by our District Councillor, Paul Thomas regarding the development site and the road:

The history of this site was that planning application Y14/1428/SH was approved on 4th March 2016 and it was for 21 dwellings. That planning application included a proposed Zebra crossing in accordance with

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drawing 613950/SK04, that was designed by a consulting company working for KCC called MLM.

The developers did not progress that development in the required timescale and subsequently presented a new planning application Y19/0254/FH that was approved on 17th February 2020. This planning application was not called in by the District Councillors at that time and the planning application was approved under delegated authority by the planning officer (99% of all planning applications are decided under delegated authority).

The latest planning application is quite confusing, as it holds many of the files from the first application, including the drawing for the originally proposed Zebra crossing, as well as that of the crossing that has been installed.

KCC asked for a Stage 1 Road Safety Audit as part of the first planning application and in 2015, MLM noted in their report (which is on file dated 29/4/2019) that "**KCC had accepted that a dropped kerb crossing rather than a zebra crossing was satisfactory**". This was backed up by a separate road safety report (which is also on file dated 29/4/2019).

The Planning Officer has no choice but to accept the design approved by KCC Highways, hence they included two conditions in the most recent planning application (Y19/0254/FH), Conditions 9 & 10 (see below), which required the installation of the dropped kerb and tactile paving in accordance with drawing 616702/SK04 (I have included a section of this drawing in the email below for clarification).

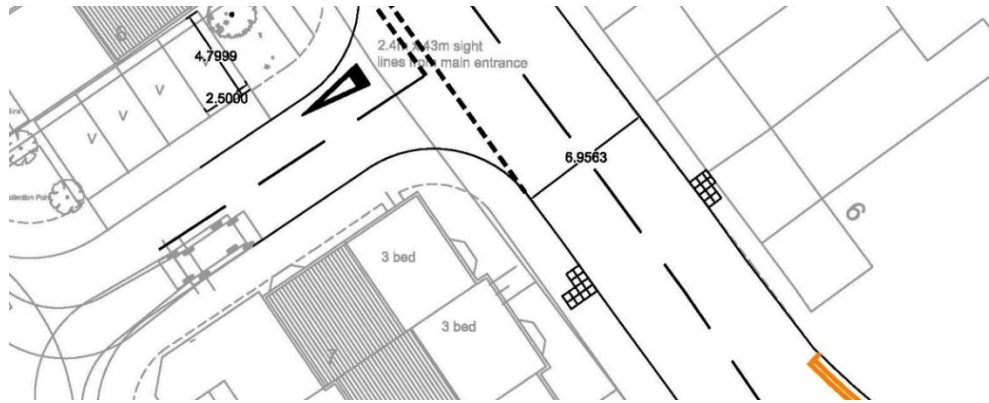
Condition 9.

The proposed Traffic Regulation Order (TRO) as shown on the submitted plan 616702/SK04 shall be agreed with Kent Country Council Highways and Transportation and sealed, with no dwellings occupied until the same TRO has been implemented. Reason: In the interests of highway safety and the residential amenities of the area in accordance with saved policies TR11 and SD1 of the Shepway District Local Plan Review.

Condition10.

No dwelling shall be occupied until the dropped kerbs and tactile paving as shown on the submitted plan 616702/SK02 have been implemented in full.

Reason: In the interests of highway safety and the residential amenities of the area in accordance with saved policies TR11 and SD1 of the Shepway District Local Plan Review.



Section from drawing 616702/SK04

The consequences of all the above is that the developers have installed the crossing, in accordance with conditions 9 and 10.

Incidentally, the cost of a new zebra crossing (similar to that installed in Dymchurch recently) is approx £50,000.

Road Condition – Has been reported to KCC District Councillor Tony Hills to take up with Highways to look at the road surface and take some remedial action.

Changes to High Street Parking – New Romney

Great news! The double yellow lines have now been installed in the High Street, and it has made a real improvement to the traffic flow. There is a small gap that was missed outside the garage due to a van being parked there when the lines were being painted. The Planning Clerk has emailed Parking Services at Folkestone and Hythe District Council to make them aware of this and to get it completed.

Having duly considered the afore-mentioned report of the HIP working party, it was:

- 1)
PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Coe

Resolved unanimously – that the clerk shall arrange a site visit and discussion between the KCC Highways Officer and members of the HIP working party to discuss the issue of a Lydd Road pedestrian crossing and potential solutions to this problem and report back to the Planning and Environment Committee.

- 2)
PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Coe

Resolved unanimously – that the clerk be instructed to enquire when the 20MPH signs are to be installed in accordance with stage one of the New Romney HIP, as agreed several months ago.

The Chairman thanked those present for their attendance and the meeting **Concluded at 7.26PM**

Minutes prepared by the Planning Clerk

New Romney Town Council 2024/25

Bank - Cash and Investment Reconciliation as at 31 January 2025

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
31/01/2025	Nat West Current A/c	500.00 ✓
31/01/2025	Unity Trust A/c	84,485.44 ✓
31/01/2025	Lloyds Bank Business A/c	117,210.24 ✓
31/01/2025	Nat West Business Reserve A/c	64,885.15 ✓
31/01/2025	Petty Cash	76.91 ✓
31/01/2025	Corporate Card	0.00 ✓
31/01/2025	Lloyds Bank I/A Online Saver	2,037,592.34 ✓
		2,304,750.08
 <u>Other Cash & Bank Balances</u>		
		10,453.00 ✓
		2,315,203.08
 <u>Unpresented Payments</u>		
		450.36 ✓
		2,314,752.72
 <u>Receipts not on Bank Statement</u>		
		0.00
		2,314,752.72
 <u>Closing Balance</u>		
		2,314,752.72
 <u>All Cash & Bank Accounts</u>		
1	Nat West Current A/c	500.00
2	Unity Trust Current A/c	84,485.44
3	Lloyds Bank Business A/c	117,210.24
4	Nat West Business Reserve A/c	64,885.15
5	Petty Cash	76.91
6	Corporate Card	-450.36
7	Lloyds Bank I/A Online Saver	2,037,592.34
	Other Cash & Bank Balances	10,453.00
	Total Cash & Bank Balances	2,314,752.72

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Pavee 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>
03/01/2025	EDF - Energy A-B92B4781	D/D 1	428.03	428.03		500			EDF-Maude CC- Electricity Cred
06/01/2025	Nat West Business Reserve A/c	AUTO TRANS	550.00			215		550.00	AUTO TRANSFER
07/01/2025	Nat West Business Reserve A/c	AUTO TRANS	669.00			215		669.00	AUTO TRANSFER
17/01/2025	EDF Energy - A-4BC718AD	D/D 2	92.72	92.72		500			EDF - Ass Rms - Electricity
17/01/2025	EDF Energy - A473728D3	D/D 3	146.45	146.45		500			EDF- T.H. - Electricity
21/01/2025	EDF - Energy A-B92B4781	D/D 4	102.76	102.76		500			EDF-Maude CC - Electricity
21/01/2025	Castle Water Ltd	D/D 6	26.71	26.71		500			Castle-A.R.-Water
22/01/2025	Castle Water Ltd	D/D 5	7.14	7.14		500			Castle - Gms Fountain- Water
Total Payments for Month			2,022.81	803.81	0.00			1,219.00	
Balance Carried Fwd			500.00						
Cashbook Totals			<u>2,522.81</u>	<u>803.81</u>	<u>0.00</u>			<u>1,719.00</u>	

Receipts for Month 10**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 :		123,546.63					123,546.63	
CREDIT	Banked: 28/01/2025	61,264.69						
CREDIT	HMRC	61,264.69			105		61,264.69	HMRC - VAT
Total Receipts for Month		61,264.69	0.00	0.00			61,264.69	
Cashbook Totals		184,811.32	0.00	0.00			184,811.32	

Continued on Page 68

Payments for Month 10		Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/01/2025	Three	D/D	25.30	25.30		500			Three-Staff Mobiles-CN.PM
13/01/2025	Lloyds Bank Business A/c	300067	100,000.00			210		100,000.00	T/F UTB to Lloyds
16/01/2025	Corporate Card	D/D	126.10			220		126.10	Corporate Card
17/01/2025	Castle Water Limited	D/D 1	105.12	105.12		500			Castle - Allots - Water
20/01/2025	Castle Water Ltd	D/D 2	63.36	63.36		500			Castle-Gms WC-Water
31/01/2025	UTB	FEE	6.00			4305	275	6.00	UTB - Service Charge
Total Payments for Month			100,325.88	193.78	0.00			100,132.10	
Balance Carried Fwd			84,485.44						
Cashbook Totals			184,811.32	193.78	0.00			184,617.54	

Receipts for Month 10**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 :		230,460.18					230,460.18	
BGC	Banked: 06/01/2025	31.61						
BGC	NSIB		31.61		1080	275	31.61	NSIB Interest
	Banked: 07/01/2025	150,000.00						
TFR	Lloyds Bank I/A Online Saver	150,000.00			225		150,000.00	T/F Lloyds OL/IA to Current
	Banked: 13/01/2025	100,000.00						
300067	Unity Trust Current A/c	100,000.00			205		100,000.00	T/F UTB to Lloyds
Total Receipts for Month		250,031.61	0.00	0.00			250,031.61	
Cashbook Totals		480,491.79	0.00	0.00			480,491.79	

Continued on Page 98

Payments for Month 10					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
08/01/2025	Folkestone & Hythe District Co	D/D 1	175.00	175.00		500			Purchase Ledger DDR Payment
08/01/2025	Folkestone & Hythe District Co	D/D 2	576.00	576.00		500			Purchase Ledger DDR Payment
08/01/2025	Kent Structures Ltd	FPO 1	100,000.00	100,000.00		500			P/Ledger Electronic Payment
08/01/2025	Kent Structures Ltd	FPO 2	100,000.00	100,000.00		500			P/Ledger Electronic Payment
08/01/2025	Mayland Consult Ltd	FPO 4	1,270.00	1,270.00		500			Mayland-MCC-Prof Fee
08/01/2025	Broxap Limited	fpo 1	32.40	32.40		500			Broxap-F.F.Rd - R & M
08/01/2025	Furley Page LLP	fpo 2	1,380.00	1,380.00		500			Furley Page-Legal Fees S106
08/01/2025	Guild of Mace-bearers	fpo 3	20.00	20.00		500			Guild of Macebearers - Subs-TM
08/01/2025	Kent Association of Local Coun	FPO 4	9.60	9.60		500			P/Ledger Electronic Payment
09/01/2025	Kent Structures Ltd	FPO 3	30,095.77	30,095.77		500			P/Ledger Electronic Payment
09/01/2025	Kent Structures Ltd	FPO 5	100,000.00	100,000.00		500			P/Ledger Electronic Payment
13/01/2025	British Gas	D/D 3	499.55	499.55		500			British Gas-Ass Rms-Gas
14/01/2025	Guy Holloway Architects	FPO 6	2,100.00	2,100.00		500			Holloway-MCC-Architec Fees
14/01/2025	Mazars LLP	FPO 7	2,520.00	2,520.00		500			Mazars-2024-Ext Audit
14/01/2025	Motive Interiors	FPO 8	260.00	260.00		500			Motive-T.Hall-Air Con
14/01/2025	Rolfes DIY LLP	FPO 9	67.50	67.50		500			Rolfes-Small Tools
14/01/2025	SALARIES	FPO	9,269.63			4000	100	5,895.21	SALARIES - M10
						4005	100	3,232.79	SALARIES - M10
						4020	100	110.13	SALARIES - M10
						4364	275	31.50	SALARIES - M10
14/01/2025	H M Revenue & Customs	FPO	1,953.06			4000	100	1,152.90	HMRC - M9
						4005	100	800.16	HMRC - M9
14/01/2025	Kent Pension Fund	FPO	3,051.64			4000	100	1,837.33	Kent Pension Fund - M9
						4005	100	1,194.06	Kent Pension Fund - M9
						4020	100	20.25	Kent Pension Fund - M9
21/01/2025	Kent Association of Local Coun	FPO 10	474.00	474.00		500			KALC-Procurement Training
21/01/2025	M Coleman Arborocultural Servi	FPO 11	476.40	476.40		500			M Coleman-Grms - GM
21/01/2025	MPR IT Solutions Ltd	FPO 12	473.16	473.16		500			MPR-Voip System
21/01/2025	C S Mitchell Limited - Highway	FPO 13	1,434.00	1,434.00		500			CS Mitchell-Festive Lighting
21/01/2025	S H Bureau Ltd	FPO 14	132.30	132.30		500			S H Bureau-Payroll Outsourcing
21/01/2025	Rotary Club of South Foreland	FPO	38.00			4385	275	38.00	Rotary Club - Civ/Char Event
22/01/2025	Business Stream	D/D 4	156.88	156.88		500			Bus Stream-As Rms-Water
22/01/2025	Kent Association of Local Coun	Refund	-9.60	-9.60		500			KALC - Correction
28/01/2025	Veolia ES (UK) plc	D/D 5	79.97	79.97		500			Veolia - Waste
28/01/2025	Castle Water	D/D	5.00	5.00		500			P/Ledger Electronic Payment
29/01/2025	Euroloos Limited	FPO 15	318.88	318.88		500			Euroloos - Sp Fld - Portaloos
29/01/2025	Kent Association of Local Coun	FPO 16	84.00	84.00		500			KALC-Chairmanship

Continued on Page 99

Payments for Month 10			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
29/01/2025	Synergy CPC LLP	FPO 17	5,754.00	5,754.00		500			Conference Synergy - MCC - QS Fees
29/01/2025	BRM FUTURES LTD	FPO	128.50			1999	210	128.50	BRM - A/R Refund - Contra
31/01/2025	Trooli Ltd	D/D 6	48.00	48.00		500			Trooli-Broadband
31/01/2025	British Gas	D/D 7	151.37	151.37		500			British Gas - T.H. Gas
31/01/2025	Business Stream	D/D 8	256.54	256.54		500			Bus Stream-Gms WC- Water
Total Payments for Month			363,281.55	348,840.72	0.00			14,440.83	
Balance Carried Fwd			117,210.24						
Cashbook Totals			480,491.79	348,840.72	0.00			131,651.07	

Receipts for Month 10			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		64,395.64					64,395.64	
	Banked: 06/01/2025	550.00						
AUTO TRANS	Nat West Current A/c	550.00			200		550.00	AUTO TRANSFER
	Banked: 07/01/2025	669.00						
AUTO TRANS	Nat West Current A/c	669.00			200		669.00	AUTO TRANSFER
	INTEREST Banked: 31/01/2025	74.32						
INTEREST	National Westminster	74.32			1080	275	74.32	Nat West - Interest
Total Receipts for Month		1,293.32	0.00	0.00			1,293.32	
Cashbook Totals		65,688.96	0.00	0.00			65,688.96	

Continued on Page 68

Payments for Month 10**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>
03/01/2025	Nat West Current A/c	AUTO TRANS	428.03			200		428.03	AUTO TRANSFER
17/01/2025	Nat West Current A/c	AUTO TRANS	239.17			200		239.17	AUTO TRANSFER
21/01/2025	Nat West Current A/c	AUTO TRANS	129.47			200		129.47	AUTO TRANSFER
22/01/2025	Nat West Current A/c	AUTO TRANS	7.14			200		7.14	AUTO TRANSFER
Total Payments for Month			803.81	0.00	0.00			803.81	
Balance Carried Fwd			64,885.15						
Cashbook Totals			65,688.96	0.00	0.00			65,688.96	

Receipts for Month 10

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 :		133.49					133.49	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>133.49</u>	<u>0.00</u>	<u>0.00</u>			<u>133.49</u>	

Continued on Page 68

Payments for Month 10

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>
07/01/2025	Blakemore	P/C 41	10.00			4320	275	10.00	Blakemore - Mobile Top up - SD
15/01/2025	Amazon	P/C 42	4.49		0.75	4375	275	3.74	Amazon - Charger Cabl
15/01/2025	Post Office	P/C 43	6.70			4370	275	6.70	Post Office - Postage
30/01/2025	Post Office	P/C 44	26.30			4370	275	26.30	Post Office - Stamps
30/01/2025	Blakemore	P/C 45	9.09			4360	275	9.09	Blakemore - THI - Refreshments
Total Payments for Month			56.58	0.00	0.75			55.83	
Balance Carried Fwd			76.91						
Cashbook Totals			133.49	0.00	0.75			132.74	

Receipts for Month 10

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: 16/01/2025	126.10						
D/D	Unity Trust Current A/c	126.10			205		126.10	Corporate Card
Total Receipts for Month		126.10	0.00	0.00			126.10	
Balance Carried Fwd		450.36						
Cashbook Totals		<u>576.46</u>	<u>0.00</u>	<u>0.00</u>			<u>576.46</u>	

Continued on Page 70

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :			123.10					123.10	
02/01/2025	Lloyds Bank	FEE	3.00			4305	275	3.00	Lloyds - Fee - TM
09/01/2025	British Gas Lite	CORP CARD	3.94	3.94		500			P/Ledger Electronic Payment
12/01/2025	Amazon	CORP CARD	19.99		3.33	4380	275	16.66	Amazon - Files & pocke
12/01/2025	Camlab Ltd	CORP CARD	39.99		6.67	4125	280	33.32	Camlab - Bio Cleaning I
13/01/2025	Amazon	CORP CARD	26.48		4.42	4355	275	22.06	Amazon - Worklight
13/01/2025	Amazon	CORP CARD	15.99		2.67	4125	200	6.66	Amazon - Air freshner
13/01/2025	Amazon	CORP CARD	14.78		2.46	4125	210	6.66	Amazon - Air freshner
13/01/2025	Amazon	CORP CARD	31.19		5.20	4125	200	6.16	Amazon - Flash cleaner
13/01/2025	Amazon	CORP CARD	31.19		5.20	4125	210	6.16	Amazon - Flash cleaner
13/01/2025	Amazon	CORP CARD	31.19		5.20	4125	200	13.00	Amazon - Paper towels
13/01/2025	Amazon	CORP CARD	31.19		5.20	4125	210	12.99	Amazon - Paper towels
20/01/2025	Waste Management Ltd - Hippo W	CORP CARD	298.00	298.00		500			Waste Management - Skip Hire
Total Payments for Month			453.36	301.94	24.75			126.67	
Cashbook Totals			576.46	301.94	24.75			249.77	

Receipts for Month 10**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		2,184,588.13					2,184,588.13	
INTEREST	Banked: 06/01/2025	3,004.21						
INTEREST	Lloyds Bank	3,004.21			1080	275	3,004.21	Lloyds Bank - Interest
					337		3,004.21	Lloyds Bank - Interest
					6001	275	-3,004.21	Lloyds Bank - Interest
Total Receipts for Month		3,004.21	0.00	0.00			3,004.21	
Cashbook Totals		<u>2,187,592.34</u>	<u>0.00</u>	<u>0.00</u>			<u>2,187,592.34</u>	

Continued on Page 36

Payments for Month 10**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>
07/01/2025	Lloyds Bank Business A/c	TFR	150,000.00				210	150,000.00	T/F Lloyds OL/IA to Current
Total Payments for Month			150,000.00	0.00	0.00			150,000.00	
Balance Carried Fwd			2,037,592.34						
Cashbook Totals			2,187,592.34	0.00	0.00			2,187,592.34	

CAPITAL PROJECTS REPORT

(i) Maude Community Centre Project Update Report

The Maude Community Centre project is now nearing completion. A date of 21st March 2025 has now been confirmed for handover of the Annex Building and the old community hall building is to be vacated by end of 27th March 2025 in order that demolition can commence on 28th March 2025.

The Baby Seashells Nursery has been notified that it will need to move into the Annex Building between 21st and 27th March 2025 and this has been acknowledged.

The drafting of tenancy agreements by the Council's solicitor is also nearing completion and it is anticipated that the final clean copies will be available before the end of March. These will be presented to the Council for approval at the earliest opportunity so that they can be issued to the Council's tenants for signature.

Matters are in hand to arrange internet connections for the Community Centre main building and annex building.

Roadworks are underway in respect of the required s278 works relating to the opening up of the car park entrance onto Station Road and the stopping up of the old vehicular entrance to site. These works are more extensive than first anticipated and have, therefore, come in at a higher than anticipated cost. Together with additional cost for one or two unbudgeted items – including fencing required as a planning condition and a height restriction barrier to prevent unlawful incursions in the car park, the remaining contingency budget has been reduced accordingly (see Synergy Cost Report 10 below). The remaining provisional sums are due to be finalised, leaving no remaining unconfirmed costs for the remainder of the project.

An extension of the Programme of Works has been agreed by Synergy due to delays incurred relating to connection of electricity supply and the final project completion date will now be 5th June 2025

Work has been underway with Hatfield Interiors – a company that undertakes professional space planning and furnishing (with commercial quality furniture) of local authority and commercial buildings - in respect of furnishing the Community Centre with a range of tables, chairs and staging for the community hall, sports pavilion and annex building and supplying and installing blackout blinds. Current indications are that this will be affordable within the remaining contingency budget.

Town Clerk

3rd March 2025

(ii) Maude Community Centre Project Financial Update Report



FINANCIAL REPORT NR 10

THE MAUDE COMMUNITY CENTRE

at

NEW ROMNEY TOWN COUNCIL

for

New Romney Town Council

10 February 2025

Project Ref: 14032

THE MAUDE COMMUNITY CENTRE

FINANCIAL REPORT

Report Nr.10


NOTES/ COMMENTS

Date: 10 Feb 2025

Ref. Description

- 1 Works continue in accordance with Kent Structures Ltd's construction programme
- 2 An extension of time has been previously 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 The Contractor has requested a further extension of time for 3 weeks, due to delays with the UKPN meter and connection works, and the additional S278 Highways Works requested by KCC. This has yet to be confirmed.
- 5 Four formal Contract Instructions have been issued to date
- 6 Potential variations currently awaiting instruction will be identified in Appendix B together with associated costs
- 7 Adjustment of Provisional Sum expenditure (excluding Contingency) will be identified in Appendix C
- 8 Key changes in the since the last report include:
 - Updated budget costs for the 278 Highways works including EOT allowances
 - Updated budget costs for the foul drain to the bin store
 - Allowances now included for external works improvements, including:
 - Fencing and hoop protection
 - Vehicle entrance barrier / height restrictor
 - Additional parking bays to comply with planning
 - Infrastructure for EV charging points
 - Soft planting and landscape
 - Fold down seats for officials
 - Finalisation of costs for the Annex kitchen
 - Annex reception counter omitted
- 9 The combined further effect of variations, anticipated variations and provisional sum expenditure in the intervening period is shows an increase in costs of circa £55,000, however the project remains within budget and with a remaining Employer Contingency allowance of around £54,000, as noted on the main summary.
- 10 The eleventh 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

Employer New Romney Town Council Town Hall, High Street New Romney TN28 8BT Employers Agent Synergy Construction & Property Consultants LLP 8 / 9 Faraday Road Guildford GU1 1EA Contractor Kent Structures Ltd Unit 6, The Glenmore Centre Moat Way, Ashford TN24 0TL				Report No: 10								
				Date of Issue: 10-Feb-25								
				Reference: SY14032								
Contract Dates:	Possession: 29-Apr-24	Completion 28-Apr-25	Extended to: 19-May-25	Contract dated: 06-Mar-24								
Contract Period (in weeks)	Total Weeks 55	Weeks elapsed 41	Weeks Remaining 14									
CONTRACT SUM				£3,291,506								
Less Contingency Related Allowances				£0								
				£3,291,506								
			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%; text-align: center;">Omit</th> <th style="width:50%; text-align: center;">Add</th> </tr> <tr> <td style="text-align: center;">£0</td> <td style="text-align: center;">£17,585</td> </tr> <tr> <td style="text-align: center;">£0</td> <td style="text-align: center;">£15,200</td> </tr> <tr> <td style="text-align: center;">(£108,500)</td> <td style="text-align: center;">£169,963</td> </tr> </table>	Omit	Add	£0	£17,585	£0	£15,200	(£108,500)	£169,963	
Omit	Add											
£0	£17,585											
£0	£15,200											
(£108,500)	£169,963											
EMPLOYER'S AGENT INSTRUCTIONS:	Actual as Appendix A			£17,585								
	Anticipated as Appendix B			£15,200								
PROVISIONAL SUMS :	See Appendix C			£61,463								
CLAIMS	15 working days claimed in total - to be reviewed. Allowance on account			£8,000								
	Sub-total			£3,393,755								
Employer contingency remaining	£53,956			£53,956								
ANTICIPATED FINAL COST OF MAIN CONTRACT WORKS				£3,447,711								
ADDITIONAL CLIENT ITEMS:	See Appendix D	£0	£0	£62,500								
PROFESSIONAL FEES: - See Appendix E				£106,405								
	Sub-total			£3,616,616								
VALUE ADDED TAX	(on construction costs and all fees except planning fee)			EXCLUDED								
ANTICIPATED TOTAL FINAL COST OF WORKS				£3,616,616								
Delays and Extension of Time												
	Delays notified by Contractor to Employers Agent		30 days									
	Extension of Time Granted by Employers Agent		15 days									
	Extended date for Completion			19-May-25								
		Approved by:	J Cook									
 Synergy <small>Construction and Property Consultants</small>		Signed:	<div style="background-color: black; width: 100px; height: 20px; margin: 0 auto;"></div>									
		Date:	10/02/2025									

APPENDIX A - EMPLOYER'S AGENT INSTRUCTIONS

Instruction/ Variation	Brief Description		
		Omit	Add
<u>EMPLOYER'S AGENT INSTRUCTIONS</u>			
CI Nr. 1	Kent Structures to provide groundhog cabin and subsequent temporary generator for site power until installation of meter	Offset from	Prov Sums
CI Nr. 2	Kent Structures to undertake intrusive UXO survey prior to piling works		£13,310
CI Nr. 3	1a. Provision of 2nr commando sockets		£992
	1b. Additional cost for chrome socket faceplates etc		£354
	2. Fire and intruder alarm monitoring system		£2,515
	3. Additional containment for future access control / intercom		£415
CI Nr. 4	Repair damaged culvert / pipe for foul sewer	Separate budget	
Carried forward		£0	£17,585

APPENDIX B - POTENTIAL VARIATIONS AWAITING INSTRUCTION

Instruction/ Variation	Brief Description		
		Omit	Add
<u>VARIATIONS AWAITING INSTRUCTION</u>			
1	Ecology watching brief (excluding EOT claim)		<i>£2,000</i>
2	Provision of a GSM autodialer for the lift		£975
3	Patressing for window blinds		£805
4	Water sub-metering		£700
5	Infill existing redundant crossover to highway (S278 Works)	Offset from Prov Sums	
6	Provide foul drain connection to the bin store area	Offset from Prov Sums	
7	Fold down seats for officials		£720
8	Roller shutter to Pavilion entrance		<i>£10,000</i>
Carried to Summary		£0	£15,200

APPENDIX C - PROVISIONAL SUMS

Item	Brief Description	Tender allowance	Omit	Add
PROVISIONAL SUMS				
<u>Employer Provisional Sums for Defined Works</u>				
A	Boot cleaning area	£7,500	(£7,500)	£0
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	(£50,000)	
	Foul drain to bin store			£2,486
	Additional S278 highways works			£66,000
	Vehicle entrance barrier			£6,400
	Extension of car park for additional spaces			£7,666
	Site fencing and hoop protectors			£13,000
	Soft planting and landscape			£7,500
	EV Charging points including infrastructure			£5,600
	Additional EOT costs for UKPN and S278 delays			£8,000
<u>Contractor Included Provisional Sums</u>				
F	Kitchen / bar fit out & reception desks Nursery kitchen	£7,500	(£7,500)	£7,811
G	Pavilion - ground floor kitchen and bar	£10,000		
H	Pavilion - first floor kitchen, bar and servery	£10,000		
I	Nursery reception and counter	£3,500	(£3,500)	£1,500
J	Incoming mains services supplies	£40,000	(£40,000)	£44,000
K	Covered cycle canopy and bike racks	£15,000		
	Employer Contingencies		See Summary	
Carried forward		£176,500	(£108,500)	£169,963

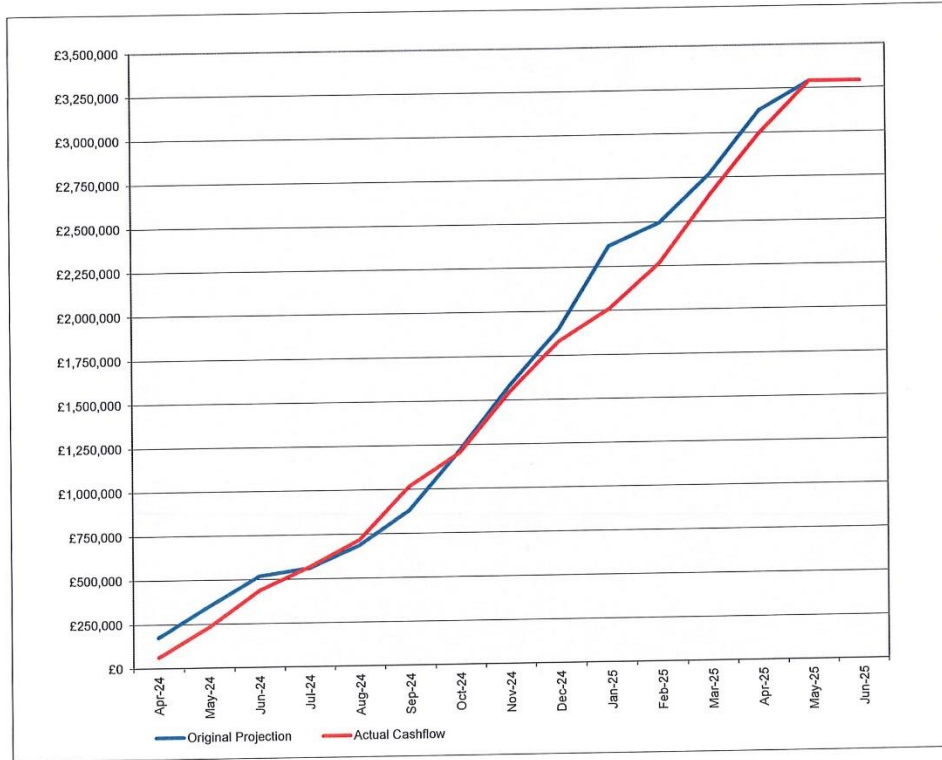
APPENDIX D - CLIENT DIRECT COSTS

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

APPENDIX E - PROFESSIONAL AND OTHER FEES

Instruction/ Variation	Brief Description	Professional & Other Fees	
		Omit	Add
	Professional & Other Fees		
	Forecast Construction Cost		3,291,506
	Fees Schedule:	Adjustments	Confirmed
	Pre-construction Fees		Excluded
	Construction phase fees to completion:		
	Synergy QS		28,350
	Synergy PM		26,640
	Hollaway		21,000
	Sweco (Structures) - PROVISIONAL		17,500
	Sweco (Services)		12,520
	Sweco (Structures) - confirmed	- 4,500	
	Mayland Consult - MEP	3,995	
	Goddard Consulting - legacy fee	900	
	Fee surplus / shortfall	395	106,010
			395
			106,405
	Carried to Summary		£106,405

APPENDIX F - PROJECT CASHFLOW



	Val Due Date	ORIGINAL PROJECTION				Monthly Payment	ACTUAL CASHFLOW / REVISED PROJECTION				
		Gross Projection	Retention	Nett	Previous		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	£1,546,868	-£46,406	£1,500,462	£1,169,467	£330,996
9	13-Dec-24	£1,900,762	-£57,023	£1,843,739	£1,533,981	£309,758	£1,830,456	-£54,914	£1,775,542	£1,500,462	£275,079
10	13-Jan-25	£2,367,431	-£71,023	£2,296,408	£1,843,739	£452,669	£2,010,738	-£60,322	£1,950,416	£1,775,542	£174,874
11	13-Feb-25	£2,496,773	-£74,903	£2,421,870	£2,296,408	£125,462	£2,268,593	-£68,058	£2,200,535	£1,950,416	£250,119
12	13-Mar-25	£2,770,305	-£83,109	£2,687,196	£2,421,870	£265,326	£2,650,000	-£79,500	£2,570,500	£2,200,535	£369,965
13	14-Apr-25	£3,129,024	-£93,871	£3,035,153	£2,687,196	£347,957	£3,000,000	-£90,000	£2,910,000	£2,570,500	£339,500
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	£2,910,000	£332,133
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	£3,393,755	£0	£3,393,755	£3,242,133	£151,622
TOTAL						£3,291,506					£3,393,755

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

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **New Romney Town Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a limited assurance review is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2024; and
• confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:
Not applicable.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:
Not applicable.

External Auditor Name
Forvis Mazars LLP, Newcastle upon Tyne, NE1 1DF

External Auditor Signature Forvis Mazars LLP Date 25 September 2024



NEW ROMMEY TOWN COUNCIL DATES FOR FULL COUNCIL AND COMMITTEE MEETINGS 12th MAY 2025 TO 24th June 2026 inclusive

2025

Monday	12th May	STATUTORY ANNUAL COUNCIL MEETING @6.45pm
Tuesday	20 th May	Health and Wellbeing @ 10.00am
Wednesday	21 st May	Planning & Environment
Wednesday	28 th May	F&GP
Monday	9 th June	St Martins Field Charity @ 6.00pm (inc Budget)
Monday	9 th June	FULL COUNCIL
Wednesday	18 th June	Planning & Environment
Wednesday	25 th June	Personnel Committee @ 10.00am
Monday	14 th July	FULL COUNCIL
Wednesday	16 th July	Planning & Environment
Wednesday	23 rd July	F&GP
Monday	11 th August	FULL COUNCIL
Wednesday	13 th August	Planning & Environment
Tuesday	2 nd September	Health and Wellbeing @ 10.00am
Monday	8 th September	FULL COUNCIL
Wednesday	10 th September	Planning & Environment
Wednesday	17 th September	F&GP
Wednesday	24 th September	Personnel Committee @ 10.00am
Wednesday	8 th October	Planning & Environment
Monday	13 th October	FULL COUNCIL
Wednesday	5 th November	Planning & Environment (inc Budget)
Monday	10 th November	FULL COUNCIL
Tuesday	18 th November	Health and Wellbeing @ 10.00am (inc Budget)
Wednesday	19 th November	F&GP
Wednesday	26 th November	Personnel (Budget) @ 10.00am
Wednesday	3 rd December	Planning & Environment
Monday	8 th December	F&GP (Budget)
Monday	15 th December	St Martins Field Charity @ 6.00pm
Monday	15 th December	FULL COUNCIL
Wednesday	17 th December	Personnel Committee @ 10.00am

2026

Wednesday	7 th January	Planning & Environment
Monday	12 th January	FULL COUNCIL
Wednesday	21 st January	F&GP
Wednesday	4 th February	Planning & Environment
Monday	9 th February	FULL COUNCIL
Tuesday	10 th February	Health and Wellbeing @ 10.00am
Wednesday	4 th March	Planning & Environment
Monday	9 th March	FULL COUNCIL
Wednesday	18 th March	F&GP
Wednesday	25 th March	Personnel Committee @ 10.00am
Wednesday	1 st April	Planning & Environment
Monday	13 th April	FULL COUNCIL

Wednesday	22 nd April	ANNUAL TOWN MEETING @ 7.30pm
Wednesday	29 th April	Planning & Environment
MONDAY	11 th May	STATUTORY ANNUAL COUNCIL MEETING (Provisional)
Tuesday	19 th May	Health and Wellbeing @10.00am (Provisional)
Wednesday	20 th May	F&GP (Provisional)
Wednesday	27 th May	Planning (Provisional)
Monday	8 th June	St Martins Field Charity @ 6.00pm (inc Budget) (Provisional)
Monday	8 th June	FULL COUNCIL (Provisional)
Wednesday	17 th June	Personnel Committee @10.00am (Provisional)
Wednesday	24 th June	Planning (Provisional)

PER CIVIC YEAR

Full Council	=	12 meetings including Statutory Annual Council Meeting
F&GP	=	6 meetings plus budget meeting
Planning & Environment	=	13 meetings
Personnel	=	4 meetings plus budget meeting
Health & Wellbeing	=	4 meetings

2025

<i>Late Spring Bank Holiday</i>	-	<i>26th May</i>
<i>Summer Bank Holiday</i>	-	<i>25th August</i>
<i>Remembrance Sunday</i>	-	<i>9th November</i>
<i>Christmas/Boxing Day</i>	-	<i>Thursday 25th, Friday 26th December</i>

2026

<i>New Year's Day</i>	-	<i>Thursday 1st January</i>
<i>Easter</i>	-	<i>Friday 3rd April - Monday 6th April</i>
<i>Early May Bank Holiday</i>	-	<i>Monday 4th May</i>

Notes to above

1. All Meetings, except the Annual Town Meeting, Personnel Committee Meetings, Health & Wellbeing Committee meetings and St Martins Field Charity meetings **commence at 6.45pm** unless otherwise notified.
2. All Meetings, except the Annual Town Meeting (which is held in the Assembly Rooms) are held in the [Town Hall Council Chamber] unless otherwise notified.
3. Especial Meetings and Sub-Committee Meetings as and when required.

PLEASE NOTE - In exceptional circumstances, or for reasons beyond the Town Council's control, it may be necessary to change the date and/or time of a meeting.

2025 EVENTS

There are two major community events coming up in the coming months for which it is necessary to set an appropriate budget and confirm the relevant cost centre from which funding is to be allocated:

(i) VE DAY 80

On Thursday 7th May 2025, the Nation will be celebrating VE Day 80.

National guidelines dictate the order of the day and are as follows:

9.00AM Reading of Proclamation (to be read by the Town Mayor on the Garden of Remembrance, the recording of which will be posted on the Town Council's Social Media Page)

1.00PM Mayor's Charity Fish and Chip Luncheon (fish and chips to be a feature of the day as was the case for D Day 80) – Cakes to be provided by the New Romney WI as part of the national WI Big Bake

6.30PM National Peal of Church Bells (Contact has been made with St. Nicholas Church to encourage the bell-ringers to sign up to this)

9.30PM Lighting of Beacons of Peace and Lamplights of Peace accompanied by Singing of National Hymn

New Romney Town Council will commence this evening event at 7.30PM on The Greens.

As the National Guidelines state that this is to be more of a celebratory occasion, there will only be a small act of remembrance just prior to the lighting of the beacon.

From 7.30PM, it is the intention that the evening will include (subject to confirmation from third party participants):

WWII Re-enactment Group with vehicles – interactive activity teaching semaphore signals

East Kent Pipe Band Performance

Children's Craft Tent – WWII related craft activities

New Romney RBL Gazebo promoting the organisation

New Romney WI Gazebo promoting the organisation

Fish & Chips Van

Additional Refreshments Vans

Members of the Community encouraged to attend in period dress – Town Mayor to award prizes for best dressed individual / family group / well-behaved pet on a lead!!

9.25PM Reading of National Tribute – Town Mayor to read

9.27PM Last Post – 2 minutes Silence – Reveille (Local Trumpeter)

9.29PM Kohima Epitaph – To be read by member of New Romney RBL

9. 30PM Beacon Lighting – FLAMES OF PEACE (Beacon to be lit by New Romney Fire & Rescue Service) – **accompanied by lighting of a ‘Lamplight of Peace’** (recognising the role of animals in WWII) **and the singing of ‘I Vow to Thee My Country’** (Lyrics to be circulated – to be led by a singer – if available - OR accompanied by a recording)

The Council will also be flying VE Day 80 Flags at the Town Hall and at the Flagstaff Land throughout the day and will encourage local residents to organise their own garden parties or street parties (subject to required permissions) in line with National Celebrations via a poster/ online campaign.

It will be necessary to allocate a budget for this event to cover incidental costs, including fees for participating groups/organisations and hire of PA equipment as well as other sundry costs that may arise.

It is suggested that a maximum budget of £1,200 would be adequate for this purpose.

Recommended Action:

- **To (i) approve a budget in the maximum amount of £1,200.00 to cover costs incurred in respect of VE Day 80 Celebrations; to be allocated from the Festivities Reserve Fund and (ii) authorise the Clerk to undertake all actions required to deliver the afore-mentioned celebrations and settle all associated invoices, when received, and having first ascertained that all is in order.**

(i) OFFICIAL OPENING OF THE MAUDE COMMUNITY CENTRE

In close consultation with the Town Mayor, a schedule of events spanning a whole week has been put together to celebrate the official opening of the Maude Community Centre and to enable members of the community across a broad spectrum of ages to visit this new facility and engage in some of the types of activities that could take place at this venue.

The handover date for the Maude Community Centre is 5th June 2025; however, it will then be necessary to install furnishings, fixtures and fittings – for which it is important to allow adequate supply lead time. Therefore, in order to err on the side of caution, the official opening week has been scheduled to take place on w/c 7th July 2025, with hire bookings then available from 14th July 2025.

The planned schedule of opening events is as follows:

Monday 7 th July 2025 (PM):	Official Opening Ceremony & Civic Reception (Ribbon Cutting and speech by Town Mayor)
Tuesday 8 th July 2025 (AM):	Public Coffee and Cake Tours
Wednesday 9 th July 2025 (AM):	Public Coffee and Cake Tours
Thursday 10 th July 2025 (AM):	Public Coffee and Cake Tours
Thursday 10 th July 2025 (EVE):	Free Community Quiz Night (Pre-booked Teams)
Friday 11 th July 2025 (AM):	Public Coffee and Cake Tours
Friday 11 th July 2025 (EVE):	Free Teen Silent Disco 13-16YRS (Ticketed)
Saturday 12 th July 2025 (AM):	Public Coffee and Cake Tours
Saturday 12 th July 2025 (AM)	Free Youth Football Taster Session*
Saturday 12 th July 2025 (PM)	Free Cricket Taster Session*
Saturday 12 th July 2025 (EVE):	Free Community Concert
Sunday 13 th July 2025 (PM):	Free Children's Party with Entertainer for 30 local children (Children to be nominated by local primary / nursery schools and accompanied by a parent/guardian)

*Subject to confirmation by the sports clubs

It will be necessary to allocate a budget for this event to cover incidental costs, including fees for third party organisations, catering and entertainment costs, silent disco equipment as well as any other sundry costs that may arise.

It is suggested that a maximum budget of £2,500 would be adequate for this purpose.

Recommended Action:

- **To (i) approve a budget in the maximum amount of £2,500.00 to cover costs incurred in respect of the Maude Community Centre Official Opening Celebrations; to be allocated from the Festivities Reserve Fund and (ii) authorise the Clerk to undertake all actions required to deliver the afore-mentioned celebrations and settle all associated invoices, when received, and having first ascertained that all is in order.**

CONEY BANKS APIARY

The Council-approved bee-keeper managing an apiary at Town Council land in Church Lane known as Coney Banks has requested approval for an increase in the approved maximum number of hives to be accommodated at the site.

He has advised that the request is purely as a precaution in case he receives any additional swarms during the course of the year and that he may not actually need to install any extra hives but would like capacity to increase capacity to accommodate additional bees should it become necessary.

The Council currently permits a maximum of 20 hives under the 364 day agreement (which has just been renewed) but the bee-keeper has requested that this be increased to a maximum of 30 hives. This increase in the number of hives can be accommodated within the area currently enclosed for this purpose.

Action:

To consider increasing the approved maximum number of hives to be accommodated at Town Council land in Church Road known as Coney Banks from 20 to 30 hives.

END

