

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

2nd June 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 9TH JUNE 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 9TH JUNE 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:**
To receive the reports of the District Councillors for New Romney's Town and Coast Wards (who are each requested to provide a written copy of the relevant report ahead of the meeting for publication within the electronic meeting agenda).
- 6. ADJOURNMENT OF MEETING:**
To consider formal adjournment of the meeting of the Council for a maximum period of fifteen minutes to allow for an allocated public session.
- 7. PUBLIC QUESTIONS:**
Members of the public may put questions to the Chairman of the Council for a period of fifteen minutes regarding matters to do with the town of New Romney and its coastal areas of Littlestone and Greatstone, including items on the agenda. Any Councillors who have declared an "Other Significant Interest" in matters to be

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

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

8. RE-CONVENING OF MEETING:

To formally re-convene the meeting of the Council.

9. MINUTES (Encs*):

(i) To approve the minutes of the **Especial Full Council Meeting** held on **7th April 2025** (Attached hereto*).

(ii) To approve the minutes of the **Full Council Meeting** held on **14th April 2025** (Attached hereto*).

(iii) To approve the minutes of the **Especial Full Council Meeting** held on **29th April 2025** (Attached hereto*).

(iv) To approve the minutes of the statutory **Annual Council Meeting** held on **Monday 12th May 2025** (Attached hereto*).

(v) To approve the minutes of the **Especial Full Council Meeting** held on **19th May 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*):

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

(a) Planning & Environment Committee

(i) Meeting held on 2nd April 2025 (Attached hereto*)

(ii) Meeting held on 23rd April 2025 (Attached hereto*)

(iii) Meeting held on 21st May 2025 (Attached hereto*)

(b) Health & Wellbeing Committee

Meeting held on 20th May 2025 (Attached hereto*)

(c) Finance & General Purposes Committee

Meeting held on 28th May 2025 (To follow, if available*)

(ii) Appointment of Personnel Committee for 2025-26 (Encs*):

To confirm the make-up of the Personnel Committee for 2025-26; members to be elected in accordance with the relevant Committee Terms of Reference.

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

To consider final payments and receipts and bank reconciliations for March 2025, if available. (Attached hereto*)

15. COUNCIL REPRESENTATIVES' REPORTS AND APPOINTMENTS FOR 2025-26 (Encs*):

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

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

16. CAPITAL PROJECTS REPORT (Encs*):

(i) To receive and note 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. REVIEW OF NRTC STANDING ORDERS & FINANCIAL REGULATIONS (Encs*):

To formally confirm completion of annual review of Standing Orders and Financial Regulations (see Clerk's report).

18. NRTC STRATEGIC PLAN 2023-27 (Encs*):

To approve expenditure relating to purchase of caretaker van in accordance with Objective RA7 of the Strategic Plan 2023-27 (Report attached hereto*)

19. 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.

20. 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

21. 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.

22. 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.

23. 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 – 2nd June 2025

COUNTY COUNCILLOR REPORT – NRTC FULL COUNCIL MTG 9th JUNE 2025.

To: All Romney Marsh Town and Parish Councils
From: Cllr David Wimble, Kent County Councillor for Romney Marsh
Subject: County Council Representation and Environmental Portfolio Update
Date: [Insert Date]

Dear Colleagues,

I am writing to you as the newly elected Kent County Councillor for Romney Marsh, and I would like to take this opportunity to express how truly honoured and delighted I am to have been chosen to represent this historic and unique division. What makes this especially significant is that I am also the first member of Reform UK to sit on Kent County Council for the Romney Marsh—a milestone I do not take lightly.

First and foremost, I want to extend my sincere thanks and appreciation to my predecessor, Cllr Tony Hills. Tony served the Marsh with unwavering dedication for two terms and earned widespread respect for his consistent advocacy on key issues. Of particular note was his tireless work on flood defences—something that remains absolutely critical to the long-term safety and security of our low-lying landscape. Tony will be a hard act to follow, but I will do my utmost to build on the solid foundations he leaves behind.

I am also pleased to inform you that I have been appointed to the County Council Cabinet, holding the portfolio for the Environment. This is a wide-ranging role that touches on many aspects of daily life across Kent, and especially here on the Marsh, where environmental concerns are deeply interwoven with both our way of life and our economic prospects.

One of the key reasons I stood for election was to push back against the unchecked spread of large-scale solar farms across Romney Marsh and the wider county. Let me be very clear: Reform UK is not anti-solar. We absolutely support renewable energy—but we also believe that solar projects should be located on brownfield sites, industrial rooftops, and private dwellings. Covering vast swathes of productive farmland with solar panels is not only short-sighted but jeopardises our long-term food security.

To that end, I will be championing Dungeness as the most logical and sustainable location for a new nuclear facility—Dungeness C. The site already has the infrastructure and a legacy of safe nuclear operation. A new nuclear station would bring significant investment and long-term skilled jobs to our district, while providing the baseload energy our country so desperately needs.

I am currently working to establish a *Kent Forum on Solar Development*, bringing together over 30 local groups across the county who are raising serious concerns about the current model of solar rollout. The aim is to create a united voice with the power to effectively lobby the Department for Energy Security and Net Zero,

ensuring our countryside and communities are not steamrolled by inappropriate greenwash policies.

Since my election, I have attended several training sessions at Sessions House and am steadily getting to grips with the inner workings of County Hall. Holding a cabinet position is a huge responsibility and will require a great deal of time and commitment, but I am determined to ensure that the work I do there directly benefits the people and parishes of Romney Marsh.

The financial reality facing Kent County Council is stark. We need to save approximately £80 million in this first year alone. That means making some very tough decisions—not because they are easy or popular, but because they are necessary. I am working on two major proposals: one focused on cost savings, and another more ambitious project that could generate up to £350 million through the introduction of an environmental border tax on foreign lorries entering Kent via the Port of Dover and the Eurotunnel. This would align us with existing charges in mainland Europe and help address the significant wear and tear caused by international freight on our roads.

Implementing such a policy will take time, consultation, and cooperation with national government and cross-border agencies, but I believe it is both achievable and essential if we are to properly invest in Kent's future infrastructure.

In the weeks and months ahead, I will make myself available to all Parish and Town Councils across Romney Marsh. I look forward to working closely with you, listening to your concerns, and ensuring that your voices are represented at County level.

Thank you again for placing your trust in me.

Kind regards,

Cllr David Wimble

Kent County Councillor – Romney Marsh

Cabinet Member for Environment

Reform UK Representative at Kent County Council

Email: David.wimble@kent.gov.uk

DISTRICT COUNCILLOR REPORT – NRTC FULL COUNCIL MTG 9th JUNE 2025.

FHDC Cllr Thomas has advised that his District Councillor Report is not available on this occasion but will be presented, together with the report for July 2025, at the next ordinary Full Council Meeting.

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MINUTES
of
An Especial Meeting of New Romney Town Council
Held in the Council Chamber, New Romney
on Monday 7th April 2025
Commencing at 6.45pm

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

Town Ward:

Councillors: J Davies, P Carey, L Phillips, S Hodges

Coast Ward:

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

In Attendance:

Town Clerk - Mrs C Newcombe

IN THE CHAIR

The Mayor – Councillor J Rivers

642/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as below:

Councillor Rev Cn S McLachlan	-	for personal reasons
Councillor W D Wimble	-	for personal reasons

643/2024-25 **DISPENSATION TO PARTICIPATE**

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

644/2024-25 **DECLARATIONS OF INTEREST**

None.

645/2023-24 **CIL FUNDS ALLOCATION**

Having duly considered the need for funding for furniture, furnishings and fittings as well as an exterior area of rubber crumb surface for completion and delivery of the new Maude Community Centre to a standard befitting of this brand new community facility, and having duly noted that the Town Council is currently holding CIL funding in the total

amount of £30,921.04, which is to be used to benefit the community, it was:

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Peacock

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RESOLVED – that £30,000.00 of CIL funding shall be allocated to the Maude Community Centre Project.

Councillor Carey abstained from voting and requested that his abstention be recorded.

646/2023-24 **TEMPORARY PARKING PROVISION**

@7.04PM two members of public left the meeting.
Having duly considered the impact on the local community and local organisations in respect of the imminent closure of Coast Road Car Park whilst delivery of the FHDC Coastal Destination Project is in progress, it was:

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY – that New Romney Town Council shall offer Folkestone & Hythe District Council, in principle, use of a designated area of The Greens, Littlestone, for temporary parking provision whilst the District Council beach hut project works are being carried out, subject to identified* protective clauses being applied to any agreement.

Protective clauses to be applied to any agreement with FHDC in respect of temporary parking provision on The Greens, are as below

- 1) A height barrier to be installed in the perimeter line (currently bollard and rail) of The Greens adjacent the car park entry road, together with security fencing or concrete blocks to partition off the designated parking area. This must be undertaken at FHDC cost.
- 2) The area to be fully reinstated by FHDC and at FHDC cost. once the area is no longer required
- 3) FHDC – with the support of NRTC – must seek and obtain any consent required from Natural England due to the SSSI status of The Greens.
- 4) It will not be possible for NRTC to install and police a payment kiosk / ticketing facility, so the Town Council should consider requesting a compensatory sum to be payable in advance to NRTC for temporary parking provision (Sum to be agreed) or installation of ticket machine and policing of payment to be undertaken at FHDC cost and all ticket proceeds payable to NRTC.

- 5) The Town Council should consider the additional protection of a legal agreement being drafted to identify all conditions of temporary provision (to be prepared by NRTC solicitor at FHDC cost)

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded **@ 7.50PM.**

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

Minutes prepared by the Town Clerk

MINUTES
of
A Meeting of New Romney Town Council
Held in the Assembly Rooms, New Romney
on Monday 14th April.
Commencing at 6.45pm

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

Town Ward:

Councillors: J Davies and P Carey,

Coast Ward:

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

In Attendance:

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

IN THE CHAIR

The Mayor – Councillor J Rivers

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

647/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Rev Cn McLachlan	-	for personal reasons
Councillor L Phillips	-	for personal reasons

648/2024-25 **DISPENSATION TO PARTICIPATE**

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

649/2024-25 **DECLARATIONS OF INTEREST**

@6.46PM Councillors Hiscock and Thomas declared a Personal Interest in respect of Town Council finance reports due to their employment of a contractor who is also employed by the Town Council. (Minute Ref 661/2024-25 refers)

650/2024-25 **REPORT OF THE KENT COUNTY COUNCILLOR**

The KCC Councillor report was not available on this occasion. Individual Councillor Reports are to be published following the forthcoming KCC elections as the Council is now in a period of Purdah.

651/2024-25 **REPORTS OF THE DISTRICT COUNCILLORS**

FHDC Councillor reports were not available on this occasion. Individual Councillor Reports are to be published following the forthcoming KCC elections as the Council is now in a period of Purdah.

652/2024-25 **ADJOURNMENT OF MEETING**

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

653/2024-25 **PUBLIC QUESTIONS**

None.

654/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

655/2024-25 **MINUTES**

(i) The Chairman presented the minutes of the **Full Council Meeting** held on **10th March 2025**, copies of which had been previously circulated to all Councillors, and it was:

PROPOSED BY: Councillor Carey

SECONDED BY: Councillor Davies

RESOLVED – that the minutes of the Full Council Meeting held on 10th March 2025 be approved and signed as a true and correct record.

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

The Chairman subsequently signed the afore-mentioned minutes.

(ii) The minutes of the **Especial Full Council meeting held on Monday 7th April 2025** were not yet available and it was reported that they would now be presented at the next ordinary meeting of Full Council.

656/2024-25 **MAYOR'S REPORT AND COMMUNICATIONS**

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

657/2024-25 **TOWN CLERK'S REPORT**

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

MEETING OF FULL COUNCIL – 14TH APRIL 2025 **TOWN CLERK'S REPORT**

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

1) All preparations for the forthcoming **VE Day Celebrations** are currently in hand, noting the approved budget for this event.

2) All preparations for the **official opening week of the new Maude Community Centre** are currently in hand, noting the approved budget for this event. It should be noted that it has been necessary to push back the opening week events due to project delays incurred as a direct result of the Emergency Gas Repairs on the A259 at the junction with Station Road. The official opening week will now run from Friday 18th July to Friday 25th July – with the Official Opening Ceremony and Reception now to be held on the evening of Friday 18th July; Councillors will receive further details in due course as soon as everything has been finalised.

Additional Items of report

1) Guidelines and restrictions on decision making and publicity during the pre-election period

Local (KCC) elections are due to take place on 1st May 2025 so it would be useful to remind Councillors about the guidelines and restrictions on publicity during the pre-election period that starts when the notice of election is published. This period is traditionally known as ‘**Purdah**’ – but is now more commonly referred to as a ‘period of heightened sensitivity’ – and these restrictions apply to all four-yearly local elections (and, indeed, to national elections).

From the start of the pre-election period, the Council must comply with restrictions outlined in Section 2 of the Local Government Act 1986 as amended in 1988. In addition, a Code of Recommended Practice on Local Authority Publicity published in 2011 makes clear that particular care should be taken in periods of heightened sensitivity, such as in the run up to an election. The Act defines publicity as “**any communication, in whatever form, addressed to the public at large or to a section of the public.**”

Generally, the Act says that the Council should “**not publish any material which, in whole, or in part, appears to be designed to affect public support for a political party.**” The Code of Practice recommends that authorities should generally not issue any publicity which seeks to influence voters and that publicity relating to individuals involved directly in the election should not be published unless expressly authorised by statute. Authorities are allowed to publish factual information which identifies the names, constituencies and parties of candidates at elections and can publish factual information to

counteract misleading, controversial or extreme (for example, racist/sexist) information.

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Decision making

In relation to decision making within the Council, the position remains that it is **'business as usual'** unless there are very good reasons why this should not be the case. In the vast majority of cases, the pre-election period will have no impact on normal council business, including the approval of planning decisions or other decisions – including financial decisions - relating to larger projects that have already been on-going, undertaking budget consultations or completing budget-setting processes – even if such decisions might be deemed by some to be controversial. The Council should, however, avoid making decisions relating to any potential new large-scale projects during Purdah and should not launch any new consultations - unless it is a statutory duty or considered normal council business, such as budget consultations.

What this means

- The primary restriction is on proactive publicity by the Council which particularly relates to candidates and other politicians involved directly in the election.
- The Council can still issue media releases on factual matters provided that these do not identify individual Councillors or groups of Councillors and the Council should not include photographs of individual Councillors in any media release during Purdah.
- Councillors are still free to respond to enquiries received from the media in a personal capacity, provided that they make it clear, as usual, that they are not representing the view of the Council as a corporate body.
- Individual councillors can issue their own statements, write letters to the local newspaper(s) for publication, or contact the media directly in a personal capacity as part of their election campaign, but must not use Council resources to do so.
- Council Officers cannot, therefore, assist any Councillor with producing or distributing any pre-election public statements or campaign materials or with contacting the media or other third parties regarding the election.
- A Councillor should not try to book a New Romney Town Council building to hold a campaign meeting or other political meeting during Purdah as it would require an Officer to assist by taking a booking and using Officer time in undertaking the associated administration – which is, in effect, using Council resources.

It is still possible for the Council to issue statements on behalf of a Councillor holding a key political or civic position provided it relates to important events which are outside the Council's control and can be

shown to justify a Member response. These occasions are likely to be rare and to be the exception, rather than the rule.

Town Clerk

7th April 2025

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658/2024-25 **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 not available on this occasion.

659/2024-25 **STANDING ORDER NO.14**

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

660/2024-25 **STANDING COMMITTEES**

(i)(a) Councillor Terry presented the minutes of the **Planning & Environment Committee** meeting held on **12th March 2025**, which were duly received and noted.

(b) The minutes of the Planning & Environment Committee meeting held on Wednesday 2nd April were not yet available. It was reported that they will now be presented at the next ordinary meeting of Full Council.

(ii) Councillor Thomas presented the minutes of the **Personnel Committee** meeting held on **25th March 2025**, which were duly received and noted.

(ii) Councillor Thomas presented the minutes of the **Finance & General Purposes Committee** meeting held on **19th March 2025**, which were duly received and noted.

661/2024-25 **RFO'S FINANCIAL REPORTS FOR 2024-25**

The Clerk presented final payments and receipts and final bank reconciliation for the month of **February 2025**, which were duly received and noted and it was:

PROPOSED BY: Councillor Terry
SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that the finance reports for the month of February 2025 be hereby received and approved.

Payments and receipts for the month of **February 2025** being in the amounts as detailed below:

February 2025		
Payments:	Receipts:	
NatWest Current Account	£2,050.70	£2,050.70
Unity Trust Current Account:	£0.00	£713.47
Lloyds Bank Business Account: £251,792.28	£201,046.28	
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NatWest Business Reserve Account:	£1,283.58	£831.70
Petty Cash:	£0.00	£30.80
Lloyds Bank Corporate Card:	£509.98	£1,073.82
Lloyds Bank Instant Access Online Saver £200,000.00	£2,871.61	
NSIB	£0.00	£0.00

662/2024-25 **COUNCIL REPRESENTATIVES' REPORTS**

The notes of a meeting of the Romney Marsh Forum were duly received and noted.

663/2024-25 **REVIEW OF APPENDICES TO STANDING ORDERS**

Having duly reviewed Policy Documents appended to Standing Orders as presented and as previously circulated to all Councillors and having also reviewed a number of separately specified Policy Documents as presented and as previously circulated to all Councillors , it was:

(i)

PROPOSED BY: Councillor Hiscock

SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY – that all amendments to specified Policy Documents appended to Standing Orders, be hereby approved, as presented.

The following Town Council Policy Documents were, therefore, formally amended:

1) Addendum 1a to Appendix 1 (xvi) Data Audit

- 2) Addendum to Appendix 2 (iv) Schedule of Land and Property Assets
- 3) Addendum to Appendix 6 (vi) Pride of New Romney Awards Scheme
- 4) Appendix 1 (ii)(a) Terms of Reference F&GP Committee
- 5) Appendix 1 (ii)(d) Terms of Reference Personnel Committee
- 6) Appendix 1 (iii)(a) Community Hall Steering Group Terms of Reference
- 7) Appendix 1 (v) Co-option Policy
- 8) Appendix 1 (vi)(a)(b) Councillor and Officer Authorities

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- 9) Appendix 1 (vii) Policy on Recording and Publishing Delegated Decisions
- 10) Appendix 2 (ii)(e) Health and Safety Policy
- 11) Appendix 2 (iv) Schedule of Land and Property Assets
- 12) Appendix 2 (viii) Grant Funding Policy
- 13) Appendix 2 (xiii) Corporate Debt Recovery Policy
- 14) Appendix 4 (ii)(b) Information Available Under the Model Publication Scheme
- 15) Appendix 4 (iii)(b) Equality Objectives
- 16) Addendum to Appendix 5(ix) to Flexible Working Policy
- 17) Appendix 5 (v) Equal Pay Policy and Approved Salary Scales
- 18) Appendix 6 (i) Civic Attendance Schedule
- 19) Appendix 6 (iv) Civic Protocol

(ii)(a) Having duly considered the Schedule of Payments Approved in Advance for financial year 2025-26 as circulated to all Councillors and as presented, it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that Appendix 2(iii) Schedule of Payments Approved in Advance for financial year 2025-26, be hereby approved, as presented.

(b) Having duly considered the Annual Investment Strategy for 2025-26 as circulated to all Councillors and presented, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that Appendix 2(vi) Annual Investment Strategy for 2025-26 be hereby approved, as presented.

(c) Having duly reviewed the Risk Management Statement for 2024-25 as circulated to all Councillors and as presented, it was:

PROPOSED BY: Councillor Peacock

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that Appendix 2(ii)(a) Risk Management Statement in respect of 2024-25 be hereby approved, as presented.

(d) Having duly considered the Statement of Intent for 2025-26 as circulated to all Councillors and as presented, it was:

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PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY – that Appendix 2(ii)(b) Statement of Intent for 2025-26 be hereby approved, as presented.

(iii) Having duly considered the withdrawal of four procedural documents that are no longer required, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the following New Romney Town Council procedural documents shall hereby be formally withdrawn with immediate effect:

- **Addendum to Appendix 3(xv) Supplementary Agreement re use of Maude Pavilion and Sports Field**
- **Appendix 1(iii)(b) Community Hall & Sports Pavilion Stakeholder Consultation Group Terms of Reference**
- **Appendix 3(xv) Maude Pavilion User Group 364 Day Agreement**
- **Appendix 3(xvi) Community Hall 364 Day Agreement**

664/2024-25 **EXCLUSION OF PUBLIC AND PRESS**

@7.10PM, having duly considered the nature of matters to be discussed, it was:

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that due to the sensitive personal information about to be considered, which may serve to identify one or more individuals, it is advisable in the public interest that the Public and Press be temporarily excluded and they are now instructed to withdraw.

KCC Councillor Hills and one remaining member of public left the meeting at that time.

665/2024-25 **ON-GOING MATTERS**

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

@7.11PM the Clerk left the meeting; the Chairman confirmed that he was to record any decisions of the Council.

666/2024-25 **PERSONNEL MATTERS**

Having duly considered the matter of publicly published misinformation and subsequent related communications, it was:

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PROPOSED BY: Councillor Meredith

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that

- (i) **The Looker be formally requested by New Romney Town Council to issue, within 21 days, a full retraction and public apology in The Looker and directly to:**
- **The staff of New Romney Town Council, and**
 - **The staff and parents associated with Baby Seashells Nursery**
- for the distress and potential reputational damage caused by the original article, related communications and subsequent published statement.**

- (ii) **New Romney Town Council confirms that [the identified party] is in contravention of the Vexatious Communications Policy and, as a result, shall be barred from direct communication with the Town Clerk for a period of three months*.**

*** (to 14th July 2025).**

- (iii) **The Deputy Town Clerk be instructed to contact the Council's solicitor without delay to:**
- **Ascertain the Council's legal position in response to The Looker's original article and its follow-up response, and**
 - **Seek advice on the appropriate next course of action, including any reputational, procedural or legal remedies available to the Council**
- This to be funded from the Admin & Miscellaneous budget.**

667/2024-25 **LAND AND TENANCY MATTERS**

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

668/2024-25 **CONCLUSION OF PRIVATE SESSION**

@8.30PM it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY – that the confidential session be hereby concluded.

The Clerk was invited to return to the meeting chamber.

The Chairman thanked the Councillors and Clerk for their attendance and the meeting concluded **@ 8.30PM.**

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

Minutes prepared by the Town Clerk

MINUTES
of
An Especial Meeting of New Romney Town Council
Held in the Council Chamber, New Romney
on Tuesday 29th April 2025
Commencing at 6.45pm

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

Town Ward:
Councillors: J Davies and S Hodges

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

In Attendance:
Town Clerk - Mrs C Newcombe
Members of Public - 1

IN THE CHAIR
The Mayor – Councillor J Rivers

683/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as below:

Councillor Rev Cn S McLachlan	-	for personal reasons
Councillor P Carey	-	for personal reasons
Councillor W D Wimble	-	for personal reasons
Councillor L Phillips	-	who was unwell
Councillor P Peacock	-	due to work commitments

684/2024-25 **DISPENSATION TO PARTICIPATE**

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

685/2024-25 **DECLARATIONS OF INTEREST**

None.

686/2024-25 **TENANCY AGREEMENT**

Having duly considered the draft tenancy agreement relating to the Maude Community Centre Annex, which had been prepared by the Council's appointed solicitor, it was:

(i)

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that the issuing of the lease agreement relating to the Maude Community Centre Annex be hereby approved and that the afore-mentioned document shall be sealed with the Town Seal as a legal deed.

(ii)

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY – that the Clerk be authorised to undertake all actions as may be required to effect the completion and exchange of the afore-mentioned deed.

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded **@ 6.53PM.**

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

Minutes prepared by the Town Clerk

MINUTES
of
The Annual Meeting
of New Romney Town Council
held on
Monday 12th May 2025 commencing at 6.45pm

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

Town Ward Councillors:

P Carey, J Davies, J Houston, D W Wimble, S Hodges,
 L Phillips

Coast Ward Councillors:

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

In Attendance:

Town Clerk	-	Mrs C Newcombe
Town Sergeant	-	Mrs C T Morris
Mayor's Sergeant	-	Mr S Woolgar
Members of Public and Civic Guests	-	Approx 45

IN THE CHAIR: **Councillor J Rivers**

WELCOME AND PRAYERS

The outgoing Chairman welcomed those present and, in the absence of the Mayor's Chaplain, Superintendent Minister Adrian Roux then led the meeting in prayer.

@6.45PM the formal business of the meeting then commenced.

001/2025-26 **ELECTION OF COUNCIL CHAIRMAN & TOWN MAYOR**

The Mayor/Chairman called for nominations for Town Mayor and Chairman of the Council for 2025-26 and it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Coe

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

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

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

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

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

Councillor Rivers thanked Councillors for his election to office.

002/2025-26 **ELECTION OF COUNCIL VICE-CHAIRMAN & DEPUTY TOWN MAYOR**

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

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Thomas

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

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

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

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

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

Councillor Coe thanked Councillors for his election to office.

Councillor Rivers confirmed that Mrs Anita Rivers would, once again, be supporting him as Mayoress.

003/2025-26 **APOLOGIES FOR ABSENCE**

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

Councillor Rev Cn McLachlan	-	for personal reasons
Councillor Peacock	-	due to work commitments

004/2025-26 **DISPENSATION TO PARTICIPATE**

The Clerk advised that Dispensation to Participate and vote in any matters relating to the annual setting of the precept and any matters relating to St. Martin's Field Charity had been granted to Councillor Peacock.

005/2025-26 **DECLARATIONS OF INTEREST**

None.

006/2025-26 **CONFIRMATION OF MAYOR'S CHAPLAIN**

It was confirmed that Reverend Chris Hodgkins had confirmed his willingness to continue in the role of Mayor's Chaplain for the ensuing year.

007/2025-26 **CONFIRMATION OF TOWN COUNCIL STANDING COMMITTEES**

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

It was:

(i)

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

RESOLVED UNANIMOUSLY – that the composition of the Planning and Environment Committee for 2025-26, as presented, be hereby confirmed and approved.

(ii)

PROPOSED BY: Councillor Hiscock
SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that the composition of the Finance & General Purposes Committee for 2025-26, as presented, be hereby confirmed and approved.

(iii)

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Carey

RESOLVED UNANIMOUSLY – that the composition of the Health and Wellbeing Committee for 2025-26, as presented, be hereby confirmed and approved.

(iv)

Personnel Committee

It was reported and duly noted that, in accordance with Terms of Reference for the Personnel Committee, which provides that the maximum membership shall be restricted to 5 Members – of which one must be the Chairman of the Council and one must be the Chairman of the Finance & General Purposes Committee, the composition of this Committee would be approved at the ensuing Full Council meeting on 9th June 2025, once the elected Chairman of the Finance & General Purposes Committee was known.

008/2025-26 **CONFIRMATION OF BANK MANDATE SIGNATORIES**

It was:

PROPOSED BY: Councillor Hiscock

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that it be formally confirmed that Councillor Rivers, Councillor Coe, Councillor Thomas, Councillor Hiscock, Councillor Terry and Councillor Rev Cn McLachlan shall continue to act as Town Council bank mandate signatories for 2025-26.

009/2025-26 **FINANCIAL CHECKS 2025-26**

It was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Wimple

RESOLVED UNANIMOUSLY – that Councillor Meredith and Councillor Davies be hereby appointed to undertake monthly financial and procedural checks for the 2025-26 civic year.

010/2025-26 **KALC COMMUNITY AWARD**

The Town Mayor read out the citation on the KALC Community Award certificate, which was awarded to and received by Mr Kosh and Mrs Uri Patel.

011/2025-26 **CONFIRMATION OF NEXT ORDINARY MEETING OF THE TOWN COUNCIL**

The Town Mayor confirmed that the next ordinary meeting of the Town Council would take place in the Assembly Rooms at 6.45pm on Wednesday 9th June 2025.

012/2025-26 **CLOSE OF MEETING**

The Chairman thanked the Councillors, civic guests and members of public for their attendance and the meeting then concluded
@ 7.02PM.

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

Minutes prepared by the Town Clerk

MINUTES
of
An Especial Meeting of New Romney Town Council
Held in the Council Chamber, New Romney
on Monday 19th May 2025
Commencing at 6.45pm

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

Town Ward:
Councillors: J Davies

Coast Ward:
Councillors: P Coe, J Hiscock, K Terry and P Peacock

In Attendance:
Town Clerk - Mrs C Newcombe

IN THE CHAIR
The Mayor – Councillor J Rivers

013/2025-26 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as below:

Councillor Rev Cn S McLachlan	-	for personal reasons
Councillor S Hodges	-	for personal reasons
Councillor P Thomas	-	who was attending an FHDC meeting
Councillor O'Hare	-	due to work commitments

014/2025-26 **DISPENSATION TO PARTICIPATE**

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

015/2025-26 **DECLARATIONS OF INTEREST**

None.

016/2025-26 **LOCAL GOVERNMENT REORGANISATION**

Having duly considered the impending local government reorganisation and the associated impact on the management of local assets and services, and having also considered a Schedule of Assets that could potentially be managed by New Romney Town Council to ensure local control going forward continuation of a high standard of local asset management, was:

PROPOSED BY: Councillor Peacock

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that (i) the Schedule of Assets and associated income/expenditure business plan be hereby approved, as presented, (ii) a case be submitted to Folkestone & Hythe District Council for the transfer of assets therein to New Romney Town Council at the earliest opportunity, subject to clarification and mutual agreement regarding the treatment of any financial burden and / or service level agreement associated with any asset identified within the afore-mentioned Schedule of Assets and (iii) the Clerk, together with the Chairman of the Council, be authorised to progress this matter and report back to the Council.

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded **@ 7.28PM.**

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

Minutes prepared by the Town Clerk

MAYOR'S CIVIC FUNCTION LIST

Events attended since the May 2025 Statutory Annual meeting of Full Council

1. Thursday 15th 2025 – Hythe Mayor Making *
2. Wednesday 21st 2025 –Transfer of Cinque Ports Speakership at Hastings *
3. Saturday 31st 2025 – NRAD 'Matilda' Youth Production *
4. Saturday 7th June 2025 – Samuel Plimsoll Service *

* Accompanied by the Mayoress.

* Accompanied by the Deputy Mayor.

* Accompanied by Cllr Terry

MEETING OF FULL COUNCIL – 9th JUNE 2025 TOWN CLERK'S REPORT

Actions completed since the Full Council meeting held on 14th April 2025

- 1) Subsequent to approval of a schedule of FHDC assets to be presented to the District Council together with a request for transfer to New Romney Town Council, a further meeting of a number of local Town Councils took place in the Assembly Rooms on 2nd June 2025, in order to agree a unified approach to lobbying the District Council in respect of **asset transfers**. Further updates are to be provided in due course.
- 2) The **annual internal audit process** took place on 4th June 2025; the output report will be presented to Full Council for approval at an Especial Meeting of Full Council ahead of signing of the Annual Governance and Accountability Return
- 3) The **VE80 celebrations**, which included the official proclamation, church bell-ringing, charity fish and chip luncheon and evening beacon lighting event, went ahead on 8th May 2025 and were a real success, including the beacon lighting event on The Greens, despite the loss of parking at the nearby District Council Coast Drive Car Park.
- 4) The signed and sealed **lease for the Maude Community Centre Annex** has been returned to the solicitor for execution and Land Registry registration.

Town Clerk

02-06-25

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MINUTES
of
A Meeting of the Planning and Environment Committee
Held in the Assembly Rooms, Church Approach, New Romney
on 2nd April 2025
Commencing at 6.45pm

PRESENT:

Councillors: K Terry, P Coe, J Rivers, P Carey, J Davies and J Houston

In the Chair: Councillor K Terry

<u>In Attendance:</u>	Planning Clerk -	Miss S Walmsley
	Responsible Finance Officer -	Mrs C T Morris
	Members of public -	x 4

629/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Cllr Rev Cn McLachlan - for personal reasons.
Cllr L Phillips - for personal reasons.
Cllr S O'Hare - for personal reasons.

630/2024-25 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been received.

631/2024-25 **DECLARATIONS OF INTEREST**

None

632/2024-25 **ADJOURNMENT OF MEETING**

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

633/2024-25 **PUBLIC QUESTIONS**

None received.

634/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

635/2024-25 **MINUTES**

Minutes of the Meeting Held on 12th March 2025

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 12th March 2025**, a copy of which had been previously circulated to all Councillors.

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

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Houston

RESOLVED UNANIMOUSLY – that the Minutes of the Planning and Environment Committee Meeting held on 12th March 2025 be approved and signed as a true and correct record.

636/2024-25 **PLANNING CLERK’S REPORT**
 Not available on this occasion.

637/2024-25 **SCHEDULE OF PLANNING APPLICATIONS**
 It was

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Rivers

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) 25/0147/FH	Plot 16 Collins Road, New Romney. Lawful development certificate (proposed) to create additional vehicular access.
<u>RECOMMENDATION</u> <u>Voting:</u> For Application: Against Application: Abstained:	
(ii) 25/0448/FH/CON	Pastoral fields west of Ashford Road, New Romney. Approval of details pursuant to condition 8(materials) of planning permission 23/1591/FH

**No NRTC comment as
 FHDC decided 01/04/2025
 Unlawful**

RECOMMENDATION**Voting:****For Application:****Against Application:****Abstained****Approved by FHDC 27/032025**(iii) [25/0545/FH](#)

135 Queens Road, New Romney, TN28 8NA.

Works to trees the subject of TPO No. 05 of 1994 - T1 Holm Oak - Crown reduction by a max of 3 meters. T2 Holm Oak - Section tree to ground level.

T1 - support**T2 – recommend reduce rather than fell to ground level.****RECOMMENDATION****Voting:****For:****6****Against:****0****Abstained:****0**(iv) [25/0560/FH/TCA](#)

Endeavour, Sussex Road, New Romney, TN28 8HL

Works to trees in a Conservation area comprising of T1 & T2 Holm Oaks reduce by approx. 3 metres back to previous growth points, T3 Yew reduce to approx. 3 metres.

RECOMMENDATION**Voting:****For Application:****6****Against Application:****0****Abstained:****0**(v) [25/0524/FH/CON](#)

Sandbanks, Coast Road, Littlestone, TN28 8RA.

Approval of details pursuant to condition 19 (electric vehicle charging point details) of planning permission [21/0747/FH](#)

RECOMMENDATION

Voting:

For Application:

Against Application:

Abstained:

No NRTC comment

Approved by FHDC 31/03/2025

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Additional Plans Received:

(vi) [24/1190/FH](#)

Land to rear of Imogene, Station Approach, Littlestone, New Romney, TN28 8LU.

Folkestone & Hythe District Council write to inform you that the following case has been appealed. [AP-6693](#)

2 LAND REAR OF IMOGENE, STATION APPROACH, LITTLESTONE, NEW ROMNEY, TN28 8LU

Appeal against refusal of [24/1190/FH](#) - Change of use from holiday let to residential dwelling including single storey side extension.

Planning Inspectorate Number- APP/L2250/W/25/3362571

The appeal will be determined on the basis of Written Representations. The procedure to be followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representation Procedure)(England) Hearing.

The procedure to be followed is set out in The Town and Country Planning (Hearings Procedure)(England) Rules 2000, as amended.

We have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

If you wish to make comments, or modify/withdraw your previous representation, you can do so online at

FHDC Decision - REFUSAL

REFUSAL REASONS

1 The proposed development, by virtue of its position and cramped, restrictive plot size, would provide insufficient private external amenity space to serve the proposed dwelling, resulting in an unacceptable level of amenity for future occupants of the property, contrary to policy HB3 of the Places and Policies Local Plan 2020, which requires a minimum garden depth of 10 metres for new dwellings.

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NRTC did not previously comment, however it was:

(i)

PROPOSED: Cllr Rivers

SECONDED: Cllr Davies

RESOLVED UNANIMOUSLY- that New Romney Town Council completely agree and support the FHDC planning Officers decisions, especially HB3 and condition 4 of the original application.

(ii)

PROPOSED: Cllr Coe

SECONDED: Cllr Houston

RESOLVED UNANIMOUSLY- that New Romney Town Council Councillors authorise the planning clerk to submit their comments for the appeal AP6693 online to the planning inspectorate.

638/2024-25 **SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

639/2024-25 **FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/ DECISIONS/MATTERS**

A schedule of delegated decisions of Folkestone & Hythe District Council Planning Department for the periods ending of 9th March 2025 & 16th March 2025 and 23rd March 2025 were duly received and noted.

640/2024-25 **ENVIRONMENTAL MATTERS**

The Kent & Medway Air Quality Forecast for Tuesday 25th March 2025 & The latest Water Quality Sampling Information which had previously

been circulated to all Committee Members, was duly received and noted.

641/2024-25 **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 and, as a result it was:

PROPOSED: Cllr Rivers

SECONDED: Cllr Coe

(i)

RESOLVED UNANIMOUSLY -that the planning clerk contact Cllr Tony Hills to request that he contact KCC Highways and enquire whether the cabinet member would be minded to allow a 20MPH limit for Queens Road and South of Mountfield Road as the average speed limit is only just over the 24MPH limit.

(ii)

RESOLVED UNANIMOUSLY - that the planning clerk be authorised to contact KCC highways and request that KCC go ahead with the remaining zones.

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The Chairman thanked those present for their attendance and the meeting Concluded **at 7.31PM.**

Minutes prepared by the Planning Clerk.

MINUTES
of
A Meeting of the Planning and Environment Committee
Held in the Assembly Rooms, Church Approach, New Romney
on 23rd April 2025
Commencing at 6.45pm

PRESENT:

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

In the Chair: Councillor K Terry

In Attendance:

Planning Clerk -	Miss S Walmsley
Responsible Finance Officer -	Mrs C T Morris
Members of public -	x 3

669/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Cllr Rev Cn McLachlan - for personal reasons.

670/2024-25 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been received.

671/2024-25 **DECLARATIONS OF INTEREST**

None

672/2024-25 **ADJOURNMENT OF MEETING**

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

673/2024-25 **PUBLIC QUESTIONS**

None received.

674/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

675/2024-25 **MINUTES**

Minutes of the Meeting Held on 2nd April 2025

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 2nd April 2025**, a copy of which had been previously circulated to all Councillors.

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

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Davies

RESOLVED – that the Minutes of the Planning and Environment Committee Meeting held on 2nd April 2025 be approved and signed as a true and correct record.

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Note: Councillor O'Hare and Councillor Phillips abstained from voting as they were not present at the aforementioned meeting.

676/2024-25 **PLANNING CLERK'S REPORT**

The Planning Clerk's report, which included information about the Parish Highway Improvement Plan Working Party had been previously circulated to all Committee Members, was duly received and noted.

677/2024-25 SCHEDULE OF PLANNING APPLICATIONS

It was

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

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

- (i) [25/0563/FH](#) Sainsburys, Dymchurch Road, New Romney, TN28 8GU
- Advertisement Consent for the installation of 2 no. totem advertising displays.

RECOMMENDATION

Voting:

For Application:	6
Against Application:	1
Abstained:	0

- (ii) [25/0594/FH](#) 44 Station Road, New Romney,
TN28 8LQ

RECOMMENDATION

Voting:

For Application:	7
Against Application:	0
Abstained:	0

- (iii) [25/0681/FH/TCA](#) Hazeldene Cottage, George Lane,
New Romney, TN28 8BS

Works to trees in a Conservation area- T1 Ash- Carry out crown reduction by max of 4 metres and lift crown by a max of 2.5 metres, T2 lilac reduce by max of 3 metres, T3 Yew-

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crown reduction by max of 1.5 metres and remove lower epicormic growth. T4 Variegated Holly- reduce by max of two metres and reshape. T5 Bay reduce and shape by a max of 2 metres.

RECOMMENDATION

Voting:

For Application:

7 (subject to BS3998).

Against Application:

0

Abstained:

0

36 Hardy Road, Greatstone New
Romney, TN28 8SF

**Lawful development certificate
(proposed) for the erection of
single storey rear extension.**

RECOMMENDATION

Voting:

For Application:

NO comment from NRTC,

Against Application:

FHDC decision approved prior to

Abstained:

**NRTC Planning and Environment
Meeting.**

(iv) [25/0559/FH/TCA](#)

Broadacre, North Street, New
Romney, TN28 8DR

**Proposal: Situated in a
Conservation area T1 Yew to be
removed and replaced with a Yew
T2 Lime to be pollarded to growth
points approx. 7 meters, Felling of
Poplars (T3 T4 T5 T6) and T7 Yew
to be crown lifted by 2 meters.**

681/2024-25 **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 and, as a result it was:

(i)

PROPOSED: Cllr Rivers

SECONDED: Cllr Terry

RESOLVED UNANIMOUSLY -that the planning clerk contact the KCC member for Romney Marsh to request that he communicate with KCC Highways and enquire as to why KCC mentioned 'there have been no recorded collisions since 2010' after the introduction of Project Zero.

(ii)

PROPOSED: Cllr Terry

SECONDED: Cllr Coe

378

RESOLVED UNANIMOUSLY – that (a) the planning clerk be authorised to contact KCC highways to note zone 1 has already been approved and request that KCC proceed with zone 2 in its entirety and (b) The planning clerk refer the matter to F & GP to consider a funding allocation should KCC funding not materialise.

682/2024-25 **REPORT FROM NRTC STRATEGIC PLAN OBJECTIVE PHE 1 WORKING PARTY**

The NRTC Strategic Plan objective PHE1 working party provided a verbal report in respect of progress of PHE 1. It was received from Cllr O'Hare and, as a result it was:

PROPOSED: Cllr Rivers

SECONDED: Cllr Coe

That this matter be deferred until the new civic year.

The Chairman thanked those present for their attendance and the meeting Concluded **at 7.46PM.**

Minutes prepared by the Planning Clerk.

12

MINUTES
of
A Meeting of the Planning and Environment Committee
Held in the Assembly Rooms, Church Approach, New Romney
on 21st May 2025
Commencing at 6.45pm

PRESENT:

Councillors: K Terry, S O'Hare, P Coe, J Rivers and P Carey.

In the Chair: Councillor K Terry

In Attendance: Planning Clerk - Miss S Walmsley
Members of public - x 3

028/2025-26 **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN OF THE
STANDING COMMITTEE FOR 2025/2026**

Having duly considered the previously approved membership of the Planning and Environment committee for 2025-26 and having considered the requisite skills, knowledge and understanding for relevant Committee leadership, the Chairman called for nominations for the position of Chairman of the Planning and Environment Committee for 2025/26. It was:

PROPOSED BY: Cllr J Rivers

SECONDED BY: Cllr P Coe

It was:

RESOLVED UNANIMOUSLY – that Councillor K Terry be elected as Chairman of the Planning and Environment Committee for the ensuring year.

Having duly considered the previously approved membership of the Planning and Environment committee for 2025-26 and having considered the requisite skills, knowledge and understanding for relevant Committee leadership, the Chairman called for nominations for the position of Vice Chairman of the Planning and Environment Committee for 2025/26. It was:

PROPOSED BY: Cllr P Carey

SECONDED BY: Cllr K Terry

It was:

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

029/2025-26 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Cllr J Davies and Cllr J Houston - for personal reasons.

030/2025-26 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been received.

031/2025-26 **DECLARATIONS OF INTEREST**

All Councillors declared a personnel interest as they are acquainted with applicant of planning application 25/0740/FH.

P Coe declared a personnel interest as is an acquaintance of the applicant of planning application 25/0776/FH.

032/2025-26 **ADJOURNMENT OF MEETING**

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

034/2025-26 **PUBLIC QUESTIONS**

None received.

035/2025-26 **RE-CONVENING OF MEETING**

Not applicable.

036/2025-26 **MINUTES****Minutes of the Meeting Held on 23rd April 2025**

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 23rd April 2025**, a copy of which had been previously circulated to all Councillors.

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

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor O'Hare

RESOLVED UNANIMOUSLY – that the Minutes of the Planning and Environment Committee Meeting held on 23rd April 2025 be approved and signed as a true and correct record.

037/2025-26 **PLANNING CLERK'S REPORT**

The Planning Clerk's report, which included information about the Parish Highway Improvement Plan Working Party and Notice of TPO placed by FDHC had been previously circulated to all Committee Members, was duly received and noted.

038/2025-26 **SCHEDULE OF PLANNING APPLICATIONS**

It was

PROPOSED BY: Councillor S O'Hare
SECONDED BY: Councillor P Coe

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

Application No

Location and Description

(i) [25/0704/FH](#)

2 Martin View, Sussex Road,
New Romney, TN28 8ED.

Lawful development certificate
(proposed) for single storey side
extension.

RECOMMENDATION

Voting:

For Application:

Against Application:

Abstained:

FHDC decided prior to this meeting.

(ii) [25/0736/FH](#)

Plot 16, Collins Road, New Romney,
TN28 8FA.

Variation of conditions 2 (approved
plans) and 3 (materials) of planning
permission [20/1172/FH](#) to allow for
changes to walls, doors, windows,
cladding, parking and footpath cross
over.

RECOMMENDATION

Voting:

For Application:

Against Application:

Abstained:

NO OBJECTION

5

0

0

(iii) [25/0721/FH](#)

Scout Association Headquarters,
Church Lane, New Romney, TN28
8ER

Conversion of garage to meeting
room, installation of new glazed door
system, siting of container unit and
erection of new external storage
cage.

RECOMMENDATION

Voting:

For Application:

Against Application:

Abstained:

NO OBJECTION

5

0

0

(iv) [25/0663/FH](#)

Romney Bay House, Coast Road
Littlestone, New Romney, TN28 8QY

Replacement of single storey
conservatory and proposed new car
park with ramped access to replace
existing hardstanding tennis court.

RECOMMENDATION

Voting:

For Application:

Against Application:

Abstained:

5

0

0

(v) [25/0548/FH](#)

36-42 High Street, New Romney,
TN28 8BZ

Advertisement consent for the
installation of replacement metal
shop-front signage with timber fascia
and metal letters.

RECOMMENDATION

Voting:

For Application:

Against Application:

Abstained:

Previously Commented for
application.23/04/25

(vi) [25/0708/FH](#)

Samphire House, Madeira Road,
Littlestone, New Romney, TN28 8QX

Balcony to rear elevation.

RECOMMENDATION**Voting:**

For Application:
Against Application:
Abstained:

RECOMMEND REFUSAL due to
contravening Planning Policies
HB1and HB8

0
5
0

16

(vii) [25/0740/FH](#)

Running Waters, Lydd Road, New
Romney, Romney Marsh, TN29 9SE

Variation of condition 2 (approved
plans) of Planning permission
21/0358/FH to allow an additional 3rd
bedroom.

RECOMMENDATION**Voting:**

For Application:
Against Application:
Abstained:

RECOMMEND REFUSAL

0
3
2

(viii) [25/0866/FH/TCA](#)

Caldecot House, North Street, New
Romney, TN28 8DW

Situated in a conservation area –
felling of Bramley apple tree.

RECOMMENDATION**Voting:**

For Application:
Against Application:
Abstained:

NO OBJECTION

5
0
0

(ix) [25/0416/FH](#)
New

Springwood Court, Church Road,

Romney, TN28 8TY

Works to trees the subject of TPO
No. & of 2007 T1 Sycamore reduce
canopy by 2-2.5M, remove major
deadwood, crown by thin by
removing crossing and rubbing
branches and crown lift to 3M over
footpath and 5M over Highway.

RECOMMENDATION**Voting:**

For application:
Against application:
Abstained:

NO OBJECTION

5
0
0

Additional Items received:

- (i) [25/0776/FH](#) 7 Priory Close, New Romney, TN28
8AR

Erection of Single-story front extension and single storey front and side extension, following demolition of garage.

RECOMMENDATION**NO OBJECTION****Voting:****For application:**

5

Against application:

0

Abstained:

0

- (ii) [25/0828/FH/TCA](#)

Coach House, Coffee shop, Church Close, New Romney, TN28 8AR

Works to trees situated in a Conservation Area. G1 conifer hedge- reduce conifer hedge in height by a max of 2 metres, trim back side growth by a max of 1 metre.

RECOMMENDATION**NO OBJECTION****Voting:****For Application:**

5

Against Application:

0

Abstained:

0

- (iii) [25/0903/FH/TCA](#)
Littlestone,

Home Green, Madeira Road,
New Romney, TN28 8QX

Works to a tree situated in a Conservation Area comprising of reduce side limbs back by 2 metres to the fence line.

RECOMMENDATION**NO OBJECTION****Voting:****For Application:**

5

Against Application:

0

Abstained:

0

It was:

PROPOSED BY: Cllr J Rivers
SECONDED BY: Cllr P Coe

RESOLVED UNANIMOUSLY- that in future the Planning and Environment Committee will not consider or comment on any 'Lawful Planning Applications' but they instead will be included under the Delegated Decisions Agenda Item to receive and note.

039/2025-26 **SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

040/2025-26 **FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/ DECISIONS/MATTERS**

A schedule of delegated decisions of Folkestone & Hythe District Council Planning Department for the periods ending of 27th April 2025, 4th May 2025 and 11th May 2025 were duly received and noted.

041/2025-26 **ENVIRONMENTAL MATTERS**

The Kent & Medway Air Quality Forecast for Tuesday 20th May 2025 was duly received and noted.

042/2025-26 **REPORTS FROM WORKING PARTIES**

NONE

043/2025-26 **THE HIGHWAY IMPROVEMENT PLAN**

It was:

PROPOSED: Cllr K Terry
SECONDED: Cllr J Rivers

RESOLVED UNANIMOUSLY – that the Parish Highway improvement Plan Working Party members are Cllr P Thomas , Cllr J Rivers and Cllr P Coe and that the working party is not to be disbanded but continue for 2025-26 due to the knowledge the working party possess and the time that can be offered to support the PHIP. It was noted that going forward the Planning and Environment Committee be informed of any formal meetings.

The Chairman thanked those present for their attendance and the meeting Concluded **at 7:20PM.**

Minutes prepared by the Planning Clerk.

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

(ii) Appointment of Personnel Committee for 2025-26

Terms of Reference for the Personnel Committee provide that the Committee shall comprise a maximum five Members, of whom one must be the Chairman of the Council and one the Chairman of the Finance & General Purposes Committee.

Noting the above, the Personnel Committee for 2025-26 shall comprise Councillor Rivers, Councillor Thomas and THREE further Council Members.

In addition to the two afore-mentioned Councillors, the following Council Members have put their names forward to serve on the Personnel Committee for the 2025-26 Civic Year:

Councillor Peter Coe

Councillor John Davis

Councillor Jane Hiscock

Councillor Sheila Hodges

Councillor Paul Peacock

By way of resolution, the Council is, therefore, required to elect three of the five identified Members onto the Personnel Committee and approve the final composition of the Personnel Committee for 2025-26.

In accordance with Standing Orders, if, after a first round of voting (in which each Member is required to vote for three Councillors from those identified), there is an equality of votes for one or more of the three seats, a second round of voting shall take place to elect remaining Members to the Committee (with the Member receiving the lowest number of votes being excluded from election in each round)

For instance:

Round One

Cllr A 8 votes

Cllr B 5 votes

Cllr C 1 vote

Cllr D 1 vote

Cllr E 1 vote

Cllrs A & B would be elected onto the Committee

Round two then ensues to elect a third Member to the Committee.

Round Two

Cllr C 7 votes

Cllr D 7 votes

Cllr E 2 votes

Councillor E is discounted (with the lowest number of votes)

Round three then ensues to elect a third Member to the Committee.

Round Three

Cllr C 8 votes

Cllr D 7 votes

1 abstention

Cllr D is discounted with the lowest number of votes and Cllr C is elected to the Committee

OR

If there is an equality of votes with only two Members remaining to contest one remaining seat, the Chairman of the Council must cast the deciding vote – based on knowledge of each Member and potential relevant skills, experience, knowledge, availability to attend meetings etc that could benefit the Committee.

New Romney Town Council 2024/25

Bank - Cash and Investment Reconciliation as at 31 March 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2025	Nat West Current A/c	500.00	
31/03/2025	Unity Trust A/c	121,700.28	
31/03/2025	Lloyds Bank Business A/c	17,929.45	
31/03/2025	Nat West Business Reserve A/c	66,156.04	
31/03/2025	Petty Cash	178.00	
31/03/2025	Corporate Card	0.00	
31/03/2025	Lloyds Bank I/A Online Saver	1,492,798.78	
			1,699,262.55

Other Cash & Bank Balances

10,453.00

1,709,715.55

Receipts not on Bank Statement

0.00

Closing Balance

1,709,715.55

All Cash & Bank Accounts

1	Nat West Current A/c	500.00
2	Unity Trust Current A/c	121,700.28
3	Lloyds Bank Business A/c	17,929.45
4	Nat West Business Reserve A/c	66,156.04
5	Petty Cash	178.00
6	Corporate Card	0.00
7	Lloyds Bank I/A Online Saver	1,492,798.78
	Other Cash & Bank Balances	10,453.00
	Total Cash & Bank Balances	1,709,715.55

Date: 23/04/2025

New Romney Town Council 2024/25

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Time: 14:56

Cashbook 1

User: 6880.T.MORRIS

Nat West Current A/c

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		500.00					500.00	
FP CREDIT	Banked: 04/03/2025	550.00						
FP CREDIT	BABYSEASHELLS LTD	550.00			1010	275	550.00	Baby Seashells - Rent
FP CREDIT	Banked: 05/03/2025	669.00						
FP CREDIT	Hobbs Parker	669.00		-13.50	1010	205	750.00	Hobbs Parker - THH - Rent
					4362	205	-67.50	Hobbs Parker - THH - Fees
	Banked: 18/03/2025	203.14						
AUTO TRANS	Nat West Business Reserve A/c	203.14			215		203.14	AUTO TRANSFER
	Banked: 19/03/2025	10.80						
AUTO TRANS	Nat West Business Reserve A/c	10.80			215		10.80	AUTO TRANSFER
	Banked: 21/03/2025	181.36						
AUTO TRANS	Nat West Business Reserve A/c	181.36			215		181.36	AUTO TRANSFER
	Banked: 31/03/2025	75.00						
AUTO TRANS	Nat West Business Reserve A/c	75.00			215		75.00	AUTO TRANSFER
Total Receipts for Month		1,689.30	0.00	-13.50			1,702.80	
Cashbook Totals		2,189.30	0.00	-13.50			2,202.80	

Continued on Page 77

Date: 23/04/2025

New Romney Town Council 2024/25

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Time: 14:56

Cashbook 1

User: 6880.T.MORRIS

Nat West Current A/c

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/03/2025	Nat West Business Reserve A/c	AUTO TRANS	550.00			215		550.00	AUTO TRANSFER
05/03/2025	Nat West Business Reserve A/c	AUTO TRANS	669.00			215		669.00	AUTO TRANSFER
18/03/2025	EDF Energy - A-4BC718AD	D/D 1	77.72	77.72		500			EDF-A.R.-Electricity
18/03/2025	EDF Energy - A473728D3	D/D 2	125.42	125.42		500			EDF-T.H.-Electricity
19/03/2025	Castle Water Ltd	D/D 3	10.80	10.80		500			Castle- T.H. - Water
21/03/2025	EDF - Energy A-B92B4781	D/D 4	174.91	174.91		500			EDF-MCC-Electricity
21/03/2025	Castle Water Ltd	D/D 6	6.45	6.45		500			Castle-Gms-Fount-Wat
31/03/2025	National Westminster Bank	CHARGES	75.00			4305	275	75.00	Nat West - Bank Charge
Total Payments for Month			1,689.30	395.30	0.00			1,294.00	
Balance Carried Fwd			500.00						
Cashbook Totals			2,189.30	395.30	0.00			1,794.00	

Date: 23/04/2025

New Romney Town Council 2024/25

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Time: 14:56

Cashbook 2

User: 6880.T.MORRIS

Unity Trust Current A/c

For Month No: 12

Receipts for Month 12

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 :		83,771.97					83,771.97	
CREDIT	Banked: 03/03/2025	38,977.91						
CREDIT	HMRC	38,977.91			105		38,977.91	HMRC - VAT
Total Receipts for Month		38,977.91	0.00	0.00			38,977.91	
Cashbook Totals		122,749.88	0.00	0.00			122,749.88	

Continued on Page 72

Date: 23/04/2025

New Romney Town Council 2024/25

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Cashbook 2

User: 6880.T.MORRIS

Unity Trust Current A/c

For Month No: 12

Payments for Month 12

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>
10/03/2025	Three	D/D	26.40	26.40		500			Three-Staff Mobile-CN/PM
31/03/2025	UTB	FEE	6.00			4305	275	6.00	UTB - Service Charge
31/03/2025	Corporate Card	D/D	1,017.20			220		1,017.20	Corporate Card
Total Payments for Month			1,049.60	26.40	0.00			1,023.20	
Balance Carried Fwd			121,700.28						
Cashbook Totals			122,749.88	26.40	0.00			122,723.48	

Date: 23/04/2025

New Romney Town Council 2024/25

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Time: 14:56

Cashbook 3

User: 6880.T.MORRIS

Lloyds Bank Business A/c

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		66,464.24					66,464.24	
BGC Banked: 05/03/2025		27.58						
BGC NSIB		27.58			1080	275	27.58	NSIB - Interest
Banked: 11/03/2025		250,000.00						
TFR Lloyds Bank I/A Online Saver		250,000.00			225		250,000.00	T/F Lloyds OL/IA to Current
Banked: 11/03/2025		50,000.00						
TFR Lloyds Bank I/A Online Saver		50,000.00			225		50,000.00	T/F Lloyds OL/IA to Current
FPI Banked: 11/03/2025		160.00						
FP [REDACTED]		160.00			560		160.00	[REDACTED] Plot 9A
Banked: 18/03/2025		50,000.00						
TFR Lloyds Bank I/A Online Saver		50,000.00			225		50,000.00	T/F Lloyds OL/IA to Current
FPI Banked: 18/03/2025		300.00						
FP [REDACTED]		300.00			561		300.00	[REDACTED] Site 34
500132 Banked: 19/03/2025		300.00						
500132 [REDACTED]		300.00			561		300.00	[REDACTED] Site 18
500133 Banked: 19/03/2025		5.00						
Sales Recpts Page 366		5.00	5.00		100			Sales Recpts Page 366
FPI Banked: 20/03/2025		150.00						
FP [REDACTED]		150.00			560		150.00	[REDACTED] Plot 8
FPI Banked: 24/03/2025		70.00						
Sales Recpts Page 363		70.00	70.00		100			Sales Recpts Page 363
FPI Banked: 25/03/2025		480.00						
Sales Recpts Page 364		480.00	480.00		100			Sales Recpts Page 364
FPI Banked: 26/03/2025		160.00						
FPI [REDACTED]		160.00			560		160.00	[REDACTED] Plot 10A
FPI Banked: 31/03/2025		124.92						
Sales Recpts Page 365		124.92	124.92		100			Sales Recpts Page 365
Total Receipts for Month		351,777.50	679.92	0.00			351,097.58	
Cashbook Totals		418,241.74	679.92	0.00			417,561.82	

Continued on Page 104

Date: 23/04/2025

New Romney Town Council 2024/25

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Time: 14:56

Cashbook 3

User: 6880.T.MORRIS

Lloyds Bank Business A/c

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/03/2025	British Gas	D/D	54.28	54.28		500			British Gas - T.H - Gas
05/03/2025	Business Stream	D/D 2	58.35	58.35		500			Business Stream-T.H- Water
05/03/2025	BILT Building Merchants	FPO 1	180.54	180.54		500			Bilt-Car Park-R & M
05/03/2025	Furley Page LLP	FPO 2	1,224.00	1,224.00		500			Furley Page-Legal Fees Lease
05/03/2025	John Armitage Memorial Trust	FPO	1,200.00			4345	275	1,200.00	JAM - Grant Funding
05/03/2025	New Romney In Bloom	FPO	96.00			4180	235	96.00	NRIB - Re-imbursemen
10/03/2025	British Gas	D/D 3	536.84	536.84		500			British Gas - A.R. - Gas
11/03/2025	Petty Cash	CPT	300.00			250		300.00	Petty Cash
11/03/2025	BARRET CORP HARRINGTON LTD	FPO 3	708.00	708.00		500			BCH- Land & Prop- Valuation
11/03/2025	M Coleman Arborocultural Servi	FPO 4	1,388.40	1,388.40		500			M.Coleman - Gms-Gmnc Maint
11/03/2025	Guy Hollaway Architects	FPO 5	2,100.00	2,100.00		500			Holloway-MCC-Architec Fees
11/03/2025	Kent Association of Local Coun	FPO 6	60.00	60.00		500			KALC- Staff Training-S\
11/03/2025	Mayland Consult Ltd	FPO 7	1,270.00	1,270.00		500			Mayland-MCC-Prof Fee
11/03/2025	Kent Structures Ltd	FPO 8	90,000.00	90,000.00		500			P/Ledger Electronic Payment
11/03/2025	Kent Structures Ltd	FPO 9	100,000.00	100,000.00		500			P/Ledger Electronic Payment
11/03/2025	Kent Structures Ltd	FPO 10	50,000.00	50,000.00		500			P/Ledger Electronic Payment
11/03/2025	Kent Pension Fund	FPO	3,201.41			4000	100	1,961.46	Kent Pension Fund - M'
						4005	100	1,194.06	Kent Pension Fund - M'
						4020	100	45.89	Kent Pension Fund - M'
12/03/2025	SALARIES	FPO	10,124.44			4000	100	6,873.85	SALARIES - M12
						4005	100	3,232.59	SALARIES - M12
						4364	275	18.00	SALARIES - M12
12/03/2025	Kent Pension Fund	FPO	3,201.41			4000	100	1,961.46	Kent Pension Fund - M'
						4005	100	1,194.06	Kent Pension Fund - M'
						4020	100	45.89	Kent Pension Fund - M'
12/03/2025	Kent Structures Ltd	FPO 11	60,143.76	60,143.76		500			P/Ledger Electronic Payment
18/03/2025	Amberol Limited	FPO 12	2,021.69	2,021.69		500			Amberol-Planters-St.M Field
18/03/2025	B E Ames Ltd	FPO 13	444.00	444.00		500			B E Ames-Skatepark
18/03/2025	Jacksons Fencing	FPO 14	432.58	432.58		500			Jacksons Fencing-St.M
18/03/2025	Kent Structures Ltd	FPO 15	43,588.51	43,588.51		500			Kent Structures-Foul Drain
18/03/2025	Rolfes DIY LLP	FPO 16	114.30	114.30		500			Rolfes-S Tools & Cons
18/03/2025	Mayor of Faversham Ch Fund	FPO	100.00			4385	275	100.00	Mayor of F'sham - Civ/Ch Event
18/03/2025	Swale Borough Council	FPO	135.00			4385	275	135.00	Swale BC - Civ/Ch Ever
18/03/2025	Lloyds Bank	PAY	9.85			4305	275	9.85	Lloyds Bank - Carges
27/03/2025	B E Ames Ltd	FPO 17	2,899.20	2,899.20		500			B E Ames - StMF Plant
27/03/2025	Chubb Fire & Security Ltd	FPO 18	175.11	175.11		500			Chubb-T.Hall Alarm
27/03/2025	Euroloos Limited	FPO 19	288.00	288.00		500			Euroloos-Sports Fld- Portaloos
27/03/2025	Guy Hollaway Architects	FPO 20	360.00	360.00		500			Holloway-Lease Drawings
27/03/2025	Kent County Council	FPO 21	169.20	169.20		500			KCC-Printing /Copying

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New Romney Town Council 2024/25

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Cashbook 3

User: 6880.T.MORRIS

Lloyds Bank Business A/c

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/03/2025	MPR IT Solutions Ltd	FPO 22	769.90	769.90		500			MPR-IT Support
27/03/2025	Ostridge Contractors Ltd	FPO 23	4,140.00	4,140.00		500			Ostridge Contractors- Ditch Man
27/03/2025	Smith of Derby Ltd	FPO 24	1,577.76	1,577.76		500			Smith Of Derby-Clock Autowind
27/03/2025	Synergy CPC LLP	FPO 25	5,754.00	5,754.00		500			Synergy- MCC - PM Fe
27/03/2025	Hythe Town Concert Band	FPO 26	75.00	75.00		500			Hythe Town Band- Council Events
27/03/2025	John Armitage Memorial Trust	FPO	486.00			4345	275	486.00	JAM - Grant Funding
27/03/2025	Hawkinge Town Council	FPO	24.00			4385	275	24.00	Hawkinge TC - Civ/Ch Event
27/03/2025	New Romney In Bloom	FPO	134.70			4361	280	134.70	NRIB - Re-imbursemen
27/03/2025		FPO	250.00			4360	275	250.00	Site 34
						327	0	-250.00	Site 34
						6000	275	250.00	Site 34
27/03/2025		FPO	50.00			4360	275	50.00	Site 2
						327	0	-50.00	Site 2
						6000	275	50.00	Site 2
28/03/2025	Castle Water	D/D 4	5.00	5.00		500			P/Ledger Electronic Payment
28/03/2025	Veolia ES (UK) plc	D/D 5	74.50	74.50		500			Veolia - T.H. Waste
31/03/2025	Trooli Ltd	D/D 6	48.00	48.00		500			Trooli- Broadband
31/03/2025	Kent Association of Local Coun	FPO 27	2,244.00	2,244.00		500			P/Ledger Electronic Payment
31/03/2025	Zurich Town & Parish	FPO 28	7,730.56	7,730.56		500			Zurich Insurance
31/03/2025	EcoHeat PH Ltd	FPO 29	314.00	314.00		500			EcoHeat-A Rooms-R&M
31/03/2025	F&HDC	FPO	50.00			4385	275	50.00	F&HDC - Civ/Ch Event
Total Payments for Month			400,312.29	380,949.48	0.00			19,362.81	
Balance Carried Fwd			17,929.45						
Cashbook Totals			418,241.74	380,949.48	0.00			37,292.26	

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New Romney Town Council 2024/25

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Cashbook 4

User: 6880.T.MORRIS

Nat West Business Reserve A/c

For Month No: 12

Receipts for Month 12

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 :		65,337.03					65,337.03	
Banked: 04/03/2025		550.00						
AUTO TRANS	Nat West Current A/c	550.00			200		550.00	AUTO TRANSFER
Banked: 05/03/2025		669.00						
AUTO TRANS	Nat West Current A/c	669.00			200		669.00	AUTO TRANSFER
INTEREST Banked: 31/03/2025		70.31						
INTEREST	National Westminster	70.31			1080	275	70.31	Nat West - Interest
Total Receipts for Month		1,289.31	0.00	0.00			1,289.31	
Cashbook Totals		66,626.34	0.00	0.00			66,626.34	

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Cashbook 4

User: 6880.T.MORRIS

Nat West Business Reserve A/c

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
18/03/2025	Nat West Current A/c	AUTO TRANS	203.14			200		203.14	AUTO TRANSFER
19/03/2025	Nat West Current A/c	AUTO TRANS	10.80			200		10.80	AUTO TRANSFER
21/03/2025	Nat West Current A/c	AUTO TRANS	181.36			200		181.36	AUTO TRANSFER
31/03/2025	Nat West Current A/c	AUTO TRANS	75.00			200		75.00	AUTO TRANSFER
Total Payments for Month			470.30	0.00	0.00			470.30	
Balance Carried Fwd			66,156.04						
Cashbook Totals			66,626.34	0.00	0.00			66,626.34	

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New Romney Town Council 2024/25

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Cashbook 5

User: 6880.T.MORRIS

Petty Cash

For Month No: 12

Receipts for Month 12

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 :		46.11					46.11	
Banked: 11/03/2025		300.00						
CPT	Lloyds Bank Business A/c	300.00			210		300.00	Petty Cash
Total Receipts for Month		300.00	0.00	0.00			300.00	
Cashbook Totals		346.11	0.00	0.00			346.11	

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New Romney Town Council 2024/25

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Cashbook 5

User: 6880.T.MORRIS

Petty Cash

For Month No: 12

Payments for Month 12

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>
10/03/2025	Sainsbury's	P/C 50	20.75		3.46	4384	275	17.29	Sainsbury's - Commonwealth Day
						323	0	-17.29	Sainsbury's - Commonwealth Day
						6000	275	17.29	Sainsbury's - Commonwealth Day
13/03/2025	Post Office	P/C 51	130.00			4370	275	130.00	Post Office - Stamps
20/03/2025	Cheap Jacks	P/C 52	7.99		1.33	4380	275	6.66	Cheap Jacks - Stationer
25/03/2025	MFG	P/C 53	9.37		1.56	4355	275	7.81	MFG - Strimmer/Mower Fuel
Total Payments for Month			168.11	0.00	6.35			161.76	
Balance Carried Fwd			178.00						
Cashbook Totals			346.11	0.00	6.35			339.76	

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Cashbook 6

User: 6880.T.MORRIS

Corporate Card

For Month No: 12

Receipts for Month 12

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: 31/03/2025	1,017.20						
D/D	Unity Trust Current A/c	1,017.20			205		1,017.20	Corporate Card
Total Receipts for Month		1,017.20	0.00	0.00			1,017.20	
Cashbook Totals		1,017.20	0.00	0.00			1,017.20	

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New Romney Town Council 2024/25

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Cashbook 6

User: 6880.T.MORRIS

Corporate Card

For Month No: 12

Payments for Month 12

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>
Balance Brought Fwd :			1,014.20					1,014.20	
03/03/2025	Lloyds Bank	FEE	3.00			4305	275	3.00	Lloyds Bank - Fee - TM
Total Payments for Month			3.00	0.00	0.00			3.00	
Balance Carried Fwd			0.00						
Cashbook Totals			1,017.20	0.00	0.00			1,017.20	

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New Romney Town Council 2024/25

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Cashbook 7

User: 6880.T.MORRIS

Lloyds Bank I/A Online Saver

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,840,463.95					1,840,463.95	
INTEREST	Banked: 10/03/2025	2,334.83						
INTEREST	Lloyds Bank	2,334.83			1080	275	2,334.83	Lloyds Bank - Interest
					337		2,334.83	Lloyds Bank - Interest
					6001	275	-2,334.83	Lloyds Bank - Interest

Total Receipts for Month	2,334.83	0.00	0.00	2,334.83
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Cashbook Totals	1,842,798.78	0.00	0.00	1,842,798.78
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Date: 23/04/2025

New Romney Town Council 2024/25

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Cashbook 7

User: 6880.T.MORRIS

Lloyds Bank I/A Online Saver

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
11/03/2025	Lloyds Bank Business A/c	TFR	250,000.00			210		250,000.00	T/F Lloyds OL/IA to Current
11/03/2025	Lloyds Bank Business A/c	TFR	50,000.00			210		50,000.00	T/F Lloyds OL/IA to Current
18/03/2025	Lloyds Bank Business A/c	TFR	50,000.00			210		50,000.00	T/F Lloyds OL/IA to Current
Total Payments for Month			350,000.00	0.00	0.00			350,000.00	
Balance Carried Fwd			1,492,798.78						
Cashbook Totals			1,842,798.78	0.00	0.00			1,842,798.78	

AGENDA ITEM 15

Appointment of NRTC Representatives on Outside Bodies for 2025-26

Schedule of 2024-25 Representatives for information:

Organisation	Town Council Representative 2024-25
Steward for Damian Collins MP	Cllr K Terry , Cllr P Coe (Res)
Town / Coast Ward Councillor Surgery Attendants	Cllr K Terry, Cllr A Meredith, Cllr W D Wimble Replaced with Councillor Rota
Emergency Contacts for Folkestone & Hythe District Council	Town Mayor – Cllr J Rivers Deputy Mayor – Cllr P Coe
Floodline Contacts for Environment Agency	Cllr P Thomas, Cllr J Rivers, Cllr J Hiscock, Cllr P Carey
Kent Association of Local Councils	Cllr J Rivers, Cllr P Coe
Lydd Airport Consultative Committee	Cllr P Coe, Cllr J Davies
Dungeness Site Stakeholder Group	Cllr P Coe, Cllr W D Wimble, Cllr A Meredith
NHS / South Kent Coast Clinical Commissioning Group	Cllr J Rivers, Cllr J Hiscock
Southlands Almshouse Trust	Cllr P J Coe
Confederation of Cinque Ports	Town Mayor – Cllr J Rivers, Town Clerk – Mrs C Newcombe Cinque Ports Champion – Cllr Rev Cn S McLachlan
Romney Marshes Area Internal Drainage Board	Cllr P Coe, Cllr J Hiscock
Environment Agency	Cllr P Coe, Cllr J Hiscock
New Romney Allotment Association	Cllr J Hiscock, Cllr A Meredith
Romney Marsh Forum	Cllr J Hiscock, Cllr W D Wimble
New Romney in Bloom	Vacant
Mayoral Representative	No permanent representative – appointed as and when required at the discretion of the Mayor

CAPITAL PROJECTS REPORT

(i) Maude Community Centre Project Update Report

The Maude Community Centre Project is now very close to completion. The annex building was formally handed over in early April 2025 and Seashells Nursery is fully settled into the new facility, with the exception of the secure outdoor play area which is currently being surfaced with bonded rubber crumb. The lease has been engrossed by the tenant and the Town Council and has been returned to the solicitor for execution and registration with Land Registry.

For clarity, since a query was raised regarding the status of the Annex tenant's Ofsted registration, the Town Council is in receipt of a copy of the Ofsted registration certificate for its records.

The Main building, comprising Community Hall and Sports Pavilion is undergoing the final fix and the development of the car parking area and soft landscaping is underway. It is anticipated that the snagging process will take place on 5th June 2025, followed by the official handover of the main building and the site as a whole on 17th June 2025.

Furniture and furnishings are on order and will then be installed following handover, in readiness for the official opening week, which has been scheduled to commence on Friday 18th July 2025.

Provision of the Maude Community Centre signage, which incorporates a bespoke designed logo for this brand new facility, is currently in hand and it is anticipated that the signage will be in place prior to the official opening week. The installation and year one monitoring of an exterior defibrillator and installation of an exterior trauma / bleed kit at the site is also currently being pursued with a view to installation prior to official opening of the Maude Community Centre.

Talks are on-going with two companies regarding supply and installation of EV charging points and it is hoped that this matter can be progressed to ensure installation (in accordance with the planning condition) as soon as possible, albeit that this may be after the official opening of the Maude Community Centre.

Due to budget constraints, the soft landscaping will initially be restricted to the planting of trees and laying of mulch and it is anticipated that the Town Council will seek to enlist volunteer assistance via New Romney in Bloom and New Romney Scouts to undertake the small planting and to provide the bug hotels that are required in the planting design.

Immense thanks go to the Roger De Haan Charitable Trust, which, it can now be confirmed, has very generously awarded a grant of £26,500 to the Town Council to enable the purchase of furniture and furnishings that will ensure the project is completed to the envisaged standard. Thanks also go to those local residents who have responded to recent letters to seek confirmation that their kind donations to the project may be retained and used to offset final project costs, noting the re-design of the project since donations were received.

Full details of confirmed opening week events will be issued in the coming weeks and events will be individually publicised.

Following the official opening of the Maude Community Centre, the Project Steering Group will be involved in a post-project review, to be organised by the Synergy Team. The output report will be presented to the Town Council before the Council is then requested to formally stand down the Steering Group.

Town Clerk

2nd June 2025

(ii) Maude Community Centre Project Financial Update Report



FINANCIAL REPORT NR 13

THE MAUDE COMMUNITY CENTRE

at

NEW ROMNEY TOWN COUNCIL

for

New Romney Town Council

13 May 2025

Project Ref: 14032

THE MAUDE COMMUNITY CENTRE

FINANCIAL REPORT

Report Nr.13


NOTES/ COMMENTS

Date: 13 May 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 A further award of three weeks has now been granted due to delays with the UKPN meter and connection works, and the additional S278 Highways Works requested by KCC.
- 4 The revised Contract Completion date has been extended to 19th June 2025.
- 5 The Annex building has been handed over to the Nursery for occupation.
- 6 Five formal Contract Instructions have been issued to date
- 7 Potential variations currently awaiting instruction will be identified in Appendix B together with associated costs
- 8 Adjustment of Provisional Sum expenditure (excluding Contingency) will be identified in Appendix C
- 9 Key changes in the since the last report include:
 - Confirmation of instruction for security shutter to Pavilion entrance
 - Reduction to soft landscaping - threes / mulch only
 - Allowance for acoustic measures added back
- 10 The combined further effect of variations, anticipated variations and provisional sum expenditure in the intervening period is shows a small increase in costs of circa £2,500.
- 11 In line with reporting from last period, we have excluded any remaining contingency monies, and the cost report now only shows projected construction costs and Fees.
- 12 The fourteenth 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				Report No: 13
Employers Agent Synergy Construction & Property Consultants LLP 8 / 9 Faraday Road Guildford GU1 1EA				Date of Issue: 13-May-25
Contractor Kent Structures Ltd Unit 6, The Glenmore Centre Moat Way, Ashford TN24 0TL				Reference: SY14032
Contract Dates:	Possession: 29-Apr-24	Completion 28-Apr-25	Extended to: 19-Jun-25	Contract dated: 06-Mar-24
Contract Period (in weeks)	Total Weeks 59	Weeks elapsed 54	Weeks Remaining 5	
CONTRACT SUM Less Contingency Related Allowances				£3,291,506 £0 £3,291,506
EMPLOYER'S AGENT INSTRUCTIONS: Actual as Appendix A				
Anticipated as Appendix B				
PROVISIONAL SUMS : See Appendix C				
CLAIMS 30 working days claimed and authorised by EA				
Sub-total				£3,412,761
Employer contingency remaining £0				£0
ANTICIPATED FINAL COST OF MAIN CONTRACT WORKS				£3,412,761
ADDITIONAL CLIENT ITEMS: See Appendix D				£0
PROFESSIONAL FEES: - See Appendix E				£120,005
Sub-total				£3,532,766
VALUE ADDED TAX (on construction costs and all fees except planning fee)				EXCLUDED
ANTICIPATED TOTAL FINAL COST OF WORKS				£3,532,766
Delays and Extension of Time				
Delays notified by Contractor to Employers Agent 30 days				
Extension of Time Granted by Employers Agent 30 days				
Extended date for Completion 19-Jun-25				
				Approved by: Signed:
Date:				13/05/2025

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		£696
	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
CI Nr. 5	1. Omit Provisional Sum for Additional External Works	See Provisional Sums	
	2. Proceed with additional S278 Highway Works	See Provisional Sums	
	3. Provide foul drain to bin store	See Provisional Sums	
	4. Proceed with additional parking spaces to meet Planning	See Provisional Sums	
	5. Install fencing and hoop barriers	See Provisional Sums	
	6. Proceed with drop down shower seats etc		£719
	7. provide EV charger for NRTC use	See Provisional Sums	
	8. Proceed with new kitchen to Annex	See Provisional Sums	
	9. Proceed with new kitchen to Community Hall	See Provisional Sums	
	10. Proceed with new kitchen to Pavilion	See Provisional Sums	
	11. Proceed with design for new soft landscaping	See Provisional Sums	
	Carried forward	£0	£18,646

APPENDIX B - POTENTIAL VARIATIONS AWAITING INSTRUCTION

[illegible]

14032 Maude Community Centre Cost Report Nr 13

B / 1

APPENDIX C - PROVISIONAL SUMS

Item	Brief Description	Tender allowance	Omit	Add
	<u>PROVISIONAL SUMS</u>			
	<u>Employer Provisional Sums for Defined Works</u>			
A	Boot cleaning area	£7,500	(£7,500)	£0
B	Additional client fit out: Notice boards etc	£5,000	(£5,000)	£0
C	Building external signage	£3,000		
D	Additional acoustic measures	£25,000	(£25,000)	£15,000
E	Additional external works	£50,000	(£50,000)	
	Foul drain to bin store			£2,486
	Additional S278 highways works			£37,012
	Vehicle entrance barrier			£6,339
	Extension of car park for additional spaces			£7,665
	Site fencing excluding hoop protectors			£8,476
	1200 high fencing in lieu of hoops			£3,600
	Soft planting and landscape			£5,305
	EV Charging points including infrastructure			£2,800
	Additional EOT costs for UKPN and S278 delays			£8,000
	Additional delays due to S278 suspension			£8,000
	Additional drainage works required by LA			£14,059
	<u>Contractor Included Provisional Sums</u>			
F	Kitchen / bar fit out & reception desks			
	Annex kitchen	£7,500	(£7,500)	£7,811
G	Pavilion - ground floor kitchen and bar	£10,000	(£10,000)	£18,902
H	Pavilion - first floor kitchen, bar and servery	£10,000	(£10,000)	£21,240
I	Annex reception and counter	£3,500	(£3,500)	£0
J	Incoming mains services supplies	£40,000	(£40,000)	£44,000
K	Covered cycle canopy and bike racks	£15,000	(£15,000)	£16,155
	Employer Contingencies		See Summary	
	Carried forward	£176,500	(£173,500)	£226,849

APPENDIX D - CLIENT DIRECT COSTS

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

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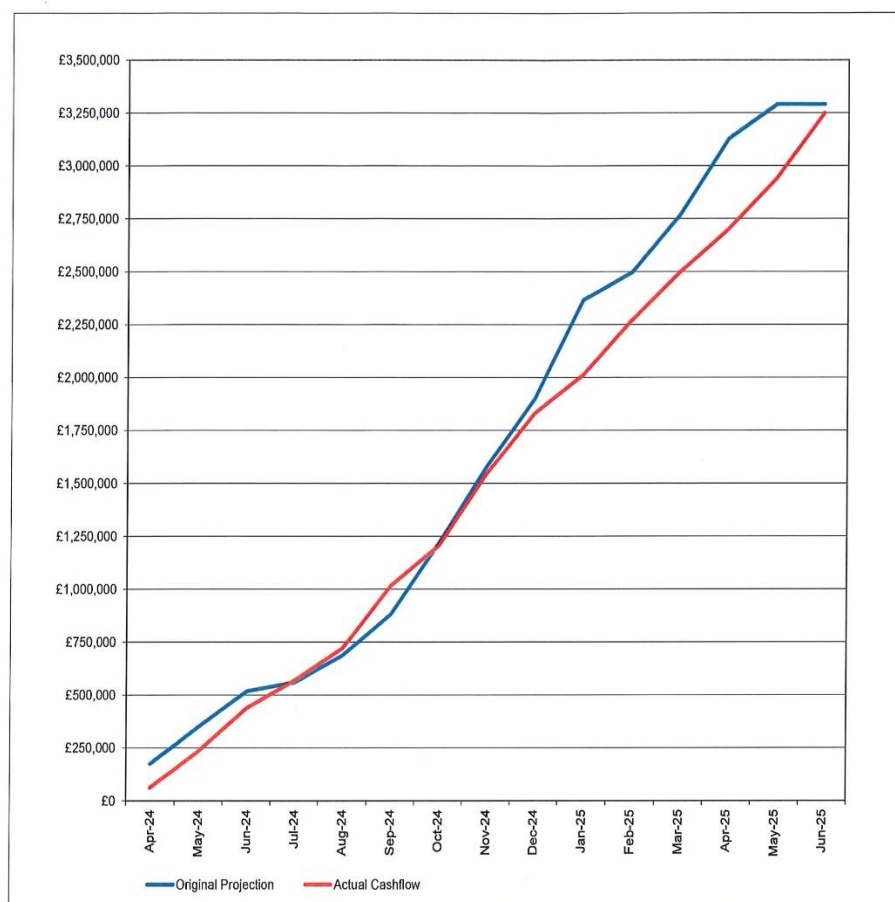
APPENDIX E - PROFESSIONAL AND OTHER FEES

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APPENDIX F - PROJECT CASHFLOW



ORIGINAL PROJECTION							ACTUAL CASHFLOW / REVISED PROJECTION				
	Val Due Date	Gross Projection	Retention	Nett	Previous	Monthly Payment	Gross value	Retention	Nett	Previous	Monthly Payment
1	15-Apr-24	£175,000	-£5,250	£169,750	£0	£169,750	£62,599	-£1,878	£60,721	£0	£60,721
2	13-May-24	£350,000	-£10,500	£339,500	£169,750	£169,750	£233,170	-£6,995	£226,175	£60,721	£165,454
3	13-Jun-24	£518,989	-£15,570	£503,419	£339,500	£163,919	£438,608	-£13,158	£425,450	£226,175	£199,275
4	15-Jul-24	£560,432	-£16,813	£543,619	£503,419	£40,200	£568,359	-£17,051	£551,308	£425,450	£125,858
5	13-Aug-24	£687,540	-£20,626	£666,914	£543,619	£123,295	£719,680	-£21,590	£698,090	£551,308	£146,782
6	13-Sep-24	£881,995	-£26,460	£855,535	£666,914	£188,621	£1,017,301	-£30,519	£986,782	£698,090	£288,692
7	14-Oct-24	£1,219,229	-£36,577	£1,182,652	£855,535	£327,117	£1,205,636	-£36,169	£1,169,467	£986,782	£182,685
8	13-Nov-24	£1,581,424	-£47,443	£1,533,981	£1,182,652	£351,329	£1,546,868	-£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	£2,497,955	-£74,939	£2,423,016	£2,200,535	£222,481
13	14-Apr-25	£3,129,024	-£93,871	£3,035,153	£2,687,196	£347,957	£2,699,416	-£66,453	£2,632,963	£2,423,016	£209,947
14	13-May-25	£3,291,506	-£49,373	£3,242,133	£3,035,153	£206,980	£2,939,032	-£72,932	£2,866,100	£2,632,963	£233,137
15	13-Jun-25	£3,291,506	-£49,373	£3,242,133	£3,242,133	£0	£3,250,000	-£48,750	£3,201,250	£2,866,100	£335,150
16	14-Jul-25	£3,291,506	-£49,373	£3,242,133	£3,242,133	£0	£3,410,382	-£51,156	£3,359,226	£3,201,250	£157,976
17	05-May-26	£3,291,506	£0	£3,291,506	£3,242,133	£49,373	£3,412,761	£0	£3,412,761	£3,201,250	£211,511
TOTAL						£3,291,506					£3,570,737

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

REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

Having duly considered the latest NALC Model Standing Orders (2025 update) and the latest NALC Model Financial Regulations (2025 update) and having made due comparison to New Romney Town Council's Standing Orders and Financial Regulations, all required amendments have been identified and added to ensure compliancy with latest legislation and to take account of NALC recommendations.

Please see NRTC Standing Orders and Financial Regulations (as amended in draft format) circulated to all Council Members and published online.

Recommended Action:

- **To approve and adopt all amendments to Standing Orders and Financial Regulations, as presented, with immediate effect.**

AGENDA ITEM 18

NRTC STRATEGIC PLAN 2023-27 (Encs*):

Objective RA7 of the Strategic Plan 2023-27 identifies the need to provide a caretaker van to better support the work of the Town Council's Parish Caretaking team.

Budget was allocated within the overall Town Council budget for 2025-26 for this provision, based on estimated costs of a year one leasing arrangement for an electric vehicle. However, with the impending Local Government reorganisation and potential transfer of additional assets to the Town Council, it is now not clear what size of van is likely to be required in the longer term. However, it is clear that a van is required to transport equipment around the Town to avoid the necessity for NRTC Parish Caretakers to continue to use their own vehicle(s) for this purpose, incurring additional wear and tear, mileage and potential damage to their personal vehicle(s), which is not an acceptable situation.

Currently, the Romney Marsh Community Hub is advertising two vans for sale at a price of £5,500.00 each. These are both diesel manual vehicles, with mileage of between approximately 80,000 and 90,000 miles (which, our Caretaking Team advise, is average for the age of the vehicles and not considered as high mileage in respect of a diesel vehicle). Whilst it is the aim for the Town Council to move towards the use of an electric vehicle, it is not the right time to do so at the moment as it is important to be able to establish what will be required in terms of size, for instance, as a result of additional workload and, therefore, increased transportation needs, as a result of Local Government reorganisation. The purchase of a reasonably priced second-hand vehicle would, therefore, be a good temporary solution until the Council is in a position to determine its longer term vehicle requirements.

Both members of the Parish Caretaking team, one of whom is a qualified mechanic, visited the Romney Marsh Community Hub to view the two vans and identified the preferred vehicle of the two. Having discussed the potential purchase of the preferred vehicle with the CEO of RMCH, it has been confirmed that, as the Town Council is a partner organisation, RMCH would accept £4,000.00 for the preferred vehicle and would reserve the vehicle for the Town Council until after its meeting on 9th June 2025 to allow this matter to be formally considered.

Recommended Action:

To **(i)** approve expenditure in the amount of up to £5,000.00 relating to purchase, tax and insurance – and any additional oncosts - of a caretaker van in accordance with Objective RA7 of the Strategic Plan 2023-27, to be purchased from the Romney Marsh Community Hub at a purchase price of £4,000.00; all costs to be funded from Caretaker Vehicle Budget 2025-26 And **(ii)** authorise the Clerk to complete the purchase transaction and associated actions to provide for a fully road legal vehicle to be used by the Parish Caretaking Team.

END

