

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

1st September 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 8TH SEPTEMBER 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 8TH SEPTEMBER 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:

To receive the report of the County Councillor for Romney Marsh (who is requested to provide a written copy of the report ahead of the meeting for publication within the electronic meeting agenda).

5. REPORTS OF FOLKESTONE & HYTHE DISTRICT COUNCILLORS (Encs*):

To receive the reports of the District Councillors for New Romney (who are each requested to provide a written copy of the relevant report ahead of the meeting for publication within the electronic meeting agenda).

6. ADJOURNMENT OF MEETING:

To consider formal adjournment of the meeting of the Council for a maximum period of fifteen minutes to allow for an allocated public session.

7. PUBLIC QUESTIONS:

Members of the public may put questions to the Chairman of the Council for a period of fifteen minutes regarding matters to do with the town of New Romney and its coastal areas of Littlestone and Greatstone, including items on the agenda. Any Councillors who have declared an "Other Significant Interest" in matters to be discussed at this meeting will also have the opportunity to speak within the session set aside for public participation, in accordance

with the Town Council's Code of Conduct Item 5(3)(b), which reads as follows:

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

8. RE-CONVENING OF MEETING:

To formally re-convene the meeting of the Council.

9. MINUTES (Encs*):

To approve the minutes of the **Full Council Meeting** held on **11th August 2025** (Attached hereto*).

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

To receive and note the report of the Mayor:

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

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

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

12. STANDING ORDER No.14:

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

13. STANDING COMMITTEES (Encs*):

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

(i) Planning & Environment Committee

Meeting held on 13th August 2025 (Attached hereto*)

(ii) Health & Wellbeing Committee

Meeting held on 2nd September 2025 (To follow, if available)

14. RFO'S FINANCIAL REPORTS FOR 2025-26 (Encs*):

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

15. COUNCIL REPRESENTATIVES' REPORTS:

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

16. CAPITAL PROJECTS REPORT (Encs*):

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

- Maude Community Centre Project

(ii) To receive and note the Maude Community Centre Project Financial Update Report, if available. (Not available*)

17. REVIEW OF NRTC STRATEGIC PLAN:

To review progress against the Town Council's adopted Strategic Plan 2023-27. (Updated Strategic Plan published separately)

18. UPDATE OF NRTC WEBSITE AND GOV.UK DOMAIN (Encs*):

To receive and note the Chairman's report regarding requirements for update of the Town Council's website provision and gov.uk domain and take any such action as may be deemed appropriate thereon.
(Chairman's report to follow)

19. COUNCILLOR SURGERIES (Encs*):

To consider alternative provision for monthly Councillor Surgeries.

20. 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.

21. 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

22. 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.

- Code of Conduct complaint

23. 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.

24. 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 – 1st September 2025

AGENDA ITEM 4

COUNTY COUNCILLOR REPORT – NRTC FULL COUNCIL MTG 18th SEPTEMBER 2025.

Report Awaited.

DISTRICT COUNCILLOR REPORT – NRTC FULL COUNCIL MTG 8th SEPTEMBER 2025.

Since my last NRTC Full Council report I have attended the following FHDC Council meetings.

I attended the Ukraine Flag raising ceremony at the FHDC Civic Centre on Sunday 24th August, to celebrate Ukraine Independence Day.

FHDC Full Council – No meetings in August.

Overview and Scrutiny Committee – No meetings in August.

Finance and Resources Scrutiny Sub-Committee – No meetings in August.

Director of Oportunitas – No meetings in August.

Planning and Licensing Committee – 1 meeting – 12/8/25.

Nuclear Legacy Advisory Forum (NuLEAF) - No meetings in August.

FHDC /Joint Parish Council meeting member – No meetings in August.

Chairman of Romney Marsh Partnership – Teams catch up with FHDC Officers.

Southern Water – Folkestone, Hythe & Romney Marsh Steering Group meeting on 12th August 2025.

FHDC Planning – Design Codes meeting – 6/8/25.

FHDC Planning and Licensing Committee meetings.

There were no planning applications for New Romney at this meeting.

FHDC Planning – Design Codes meeting – 6th August 2025.

The FHDC Planning Committee were provided with an outline of the proposed Design Code changes and were briefed on the establishment of a Design Code Panel, with membership taken from FHDC residents.

If you are interested in being part of this panel, details can be found on the FHDC website.

FHDC Licensing Sub-Committee – 19th August 2025.

This meeting considered an application for a Review of a premises licence under Part 3 section 51 of the Licensing Act 2003 made on behalf of Kent Police, in respect of Littlestone Store, 41 Littlestone Road, Littlestone, TN28 8LN. The Licensing Sub-Committee was to determine the outcome for the application. The decision was as follows:

The Chair, Councillor Cooper, said : We considered issuing the warning & other restrictions, however, based upon previous failures since the inception of the licence, we're not adequately satisfied that the recently implemented changes would protect children from harm, and have decided to revoke the licence.

Rural England Prosperity Fund Panel.

The Rural England Prosperity Fund (REPF) Grant Scheme is now open for applications!

This fund is designed to support local growth and productivity, improve rural services and enhance community well-being across eligible areas across rural England (see link below for more information on eligible areas).

If you are a rural business seeking to diversify your income, develop new products or upgrade your facilities, this fund may be able to help. Similarly, it could be the right fund for your community organisation if you want to improve local infrastructure or facilities that benefit local people and the local economy. The fund has been designed to be very broad ranging with the expectation that applicants will come forward with pioneering and exciting projects. If your project aligns with these goals, this could be a fantastic opportunity to secure funding for your initiatives!

To find out more about the fund, eligibility criteria and how to apply, please visit the dedicated section on Folkestone Works:

[Rural England Prosperity Fund 2025 - Folkestone Works](#)

As funding must be spent by early next year, we encourage interested applicants to submit an Expression of Interest as soon as possible, as these funds are limited. For any initial questions or to submit an expression of interest, please visit the Folkestone Works website for detailed guidance.

FHDC Green Grant Scheme

The four grant applications from New Romney were successful namely:

The Marsh Academy

Sensory garden project - grant award £609.48

RHDR New Romney and Dungeness Stations

Solar PV & battery storage systems – grant award £20,000.00

Romney Marsh Community Hub Community

Repair & skills hub - grant award £10,000.00

Romney Hythe & Dymchurch Railway

LED lighting & PIR sensors at New Romney/Dymchurch stations – grant award £4,852.00

Southern Water – Folkestone, Hythe & Romney Marsh Steering Group meeting on 12th August 2025.

The Littlestone results were as follows.

Littlestone					
Date/Time	Result (ml)	Spill/leakage	Rainfall within 5 (miles)	Wind direction	PRF in place?
29/06/2025 13:41	790 IE 800 EC	No spill	Rainfall 127/06	South West	No
17/07/2025 14:52	64 IE 260 EC	No spill	No rainfall	South/slack	No
25/07/2025 11:43	520 IE 890 EC	No spill	Rainfall 127/06	South	No

The relevant slides for New Romney and Littlestone have been sent to NRTC Clerk for inclusion on the NRTC website and Facebook page.

Folkestone and Hythe District Council – Communications.

Shape design in the district

An invitation to become a member of a new community panel helping to shape a new design code for the district has been issued.

The code sets out specific requirements for new development and the council wants it to reflect local knowledge about character and preferences e.g. street design, building materials, parking and bin storage. Those interested in joining are asked to complete a brief online application form or email planning.policy@folkestone-hythe.gov.uk for more information.

Panel members will be invited to attend an in-person workshop at a Folkestone location on the morning of Sunday 28 September 2025, with a second to follow in the afternoon of Saturday 29 November 2025.

Consultation

Proposed changes to the council tax reduction scheme in the district are being consulted on.

The proposal improves the support offered to working age, low-income households from April 2026 in response to the rise in the cost of living. It will also help make significant savings in administrative costs.

The adjustments would be as follows – band one: 75% support increasing to 100%; band two: 55% support increasing to 75%; band three: 35% support increasing to 50%; band four: 22% support increasing to 25%. Visit the council's website before 3pm on 26 October 2025 for further details and to take part in the public consultation. Printed versions can be made available on request by calling 01303 853000.

Romney Marsh Partnership – Catch up with FHDC Officers.

Romney Marsh Visitor Centre (RMVC).

We have a follow up meeting at The Nest with the FHDC Romney Marsh Partnership Officer and The Nest team on 4th September, to look at the next stages of supporting this new venture.

Coastal Destination Project Update.

Following the mis-leading information recently printed in a local publication, I thought it would be prudent to present the facts regarding this project and its history.

This scheme was originally proposed by FHDC Operations Lead Specialist [REDACTED] and supported by FHDC Cabinet Member, [REDACTED] in Cabinet Paper C/21/13 on 7th June 2021. The scheme suggested three potential sites as per section 3.3 of the Cabinet report.

3.3 Three primary sites have been identified, namely; Coast Drive Car Park, Fisherman's Beach and St Mary's Bay Car Park.

The Cabinet paper recommended that only Coast Drive Car Park scheme should be taken forward and this was agreed by the Cabinet.

As stated in the FHDC Press Statement on 19th June 2024,

"Amendments were made to the application following feedback from statutory consultees, nearby residents and the local planning authority".

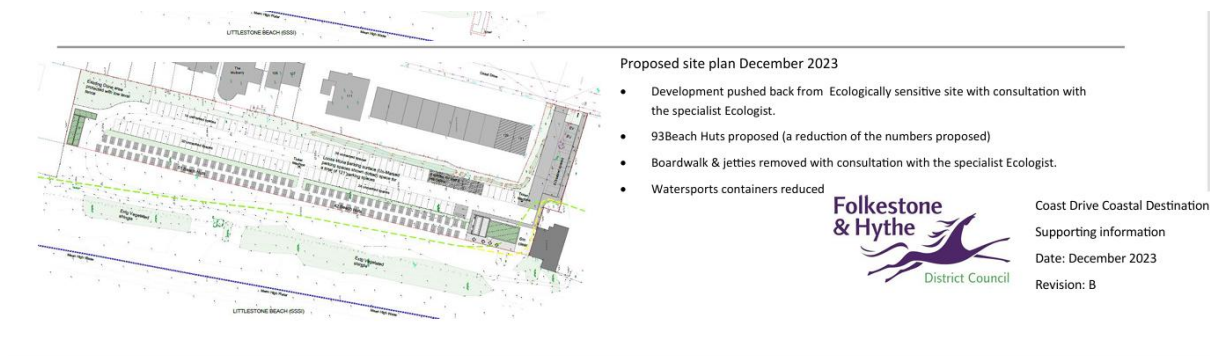
The local publication stated in in August 2025:

"The Beach Huts would likely have been completed 18 months ago had it not been for an objection by the local Sea Cadets, who use part of the Coast Drive site. Their complaint, made during the planning phase, led to the entire layout being scrapped and the huts awkwardly repositioned into the middle of the car park".

This is just not true.

The Planning Application 22/2100/FH was prepared on 7th December 2022, by FHDC. The Sea Cadets presented their concerns on 10th February 2023 and a revised scheme was proposed on 30th June 2023. However, the changes only related to the orientation and location of the Visitor Hub but did reduce the number of beach huts to 93.

(see Design and Access Statement in planning application files).



The delays to the scheme and Beach Hut/Boardwalk layouts came from Natural England, who did not reply (as a Statutory Consultee) until December 2023. The Habitats Regulations Assessment was not completed until 20th December 2023.

Natural England did not provide an updated response until 16th February 2024 and required additional changes, additional planning conditions and conditions on the operating times of the whole site.

The FHDC Planning Committee approved the Planning Application, 22/2100/FH on 18th June 2024, with the additional planning conditions required by Natural England, the Statutory Consultee.

Local Resident Concerns.

I am currently dealing with 6 planning/enforcement cases, a number of housing issues, highways issues and surface drainage/waste-water (sewage) issues.

I am pleased that following an intervention by the Planning Enforcement Team and Conservation Officer, Costa Coffee/New Inn in New Romney High Street is now being refurbished in line with the recommendations from the Enforcement Officer.

Ward Grant Applications.

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

<i>Organisation</i>	<i>Reason</i>	<i>Grant Allocation</i>	<i>Remaining</i>
New Romney Country Fayre	Biggest free event on Romney Marsh and a Community Event Revitalising Community Spirit.	£500	£2,2,500
Strange Cargo	Support for Charivari Community Carnival.	£150	£2,350
New Romney In Bloom	Support for work in West Street, Car Park, New Romney	£150	£2,200
Strange Cargo	Support for Marsh Academy students to take part in Charivari Carnival.	£100	£2,100
Litter Picking Watch Romney Marsh	Purchase of materials and PPE for graffiti removal around the Marsh	£150	£1,950

FHDC Councillor Paul Thomas – 2nd September 2025

MINUTES
of
A Meeting of New Romney Town Council
Held in the Assembly Rooms, New Romney
on Monday 11th August 2025
Commencing at 6.45pm

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

Town Ward:

Councillors: J Davies, P Carey and L Phillips

Coast Ward:

Councillors: P Thomas, P Coe, J Hiscock, K Terry, A Meredith
and P Peacock

In Attendance:

Town Clerk - Mrs C Newcombe

IN THE CHAIR

The Mayor – Councillor J Rivers

The Mayor's Chaplain was not present, having conveyed apologies for absence prior to the meeting.

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

169/2025-26 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted, as follows:

Councillor J Houston	-	for personal reasons
Councillor E Carr	-	for personal reasons
Councillor W D Wimble	-	for personal reasons
Councillor Rev Cn S McLachlan	-	for personal reasons
Councillor S Hodges	-	for personal reasons
Councillor S O'Hare	-	due to a work commitment

170/2025-26 DISPENSATION TO PARTICIPATE

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

171/2025-26 **DECLARATIONS OF INTEREST**

@6.45PM Councillor Hiscock declared a Personal Interest in respect of Town Council finance reports due to her employment of a contractor who is also employed by the Town Council. (Minute Ref: 182/2025-26 refers)

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172/2025-26 **REPORT OF THE KENT COUNTY COUNCILLOR**

The report of the KCC Councillor, which included details of activity undertaken under the portfolio of Cabinet Member for Environment, was received and noted.

173/2025-26 **REPORTS OF THE DISTRICT COUNCILLORS**

FHDC Councillor Thomas' report, which included details of meetings attended, updates regarding current District Council business and the future of the Romney Marsh Visitor Centre, as well as details of grant funding awarded to date, was duly received and noted.

174/2025-26 **ADJOURNMENT OF MEETING**

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

175/2025-26 **PUBLIC QUESTIONS**

None.

176/2025-26 **RE-CONVENING OF MEETING**

Not applicable.

177/2025-26 **MINUTES**

The Chairman presented the minutes of the **Full Council Meeting** held on **14th July 2025**, copies of which had been previously circulated to all Councillors, and it was:

PROPOSED BY: Councillor Carey

SECONDED BY: Councillor Meredith

RESOLVED UNANIMOUSLY – that the minutes of the Full Council Meeting held on 14th July 2025 be approved and signed as a true and correct record.

The Chairman subsequently signed the afore-mentioned minutes.

178/2025-26 **MAYOR'S REPORT AND COMMUNICATIONS**

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

179/2025-26 **TOWN CLERK'S REPORT**

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

MEETING OF FULL COUNCIL – 11th AUGUST 2025

TOWN CLERK'S REPORT

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

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- 1) New Romney Town Council comments regarding **proposals for a solar farm development** on Romney Marsh were duly submitted to SSE Renewables.
- 2) The **official opening of the Maude Community Centre** took place on Friday 25th July 2025 followed by a very successful and well-attended week of public engagement events.

Additional Items of Report:

- 1) Notice has been served on Folkestone & Hythe District Council in respect of the **Second Funds Transfer** (as defined in the s106 Deed) following receipt of the Certificate of Practical Completion relating to the Maude Community

Town Clerk

4th August 2025

180/2025-26 **STANDING ORDER NO.14**

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

181/2025-26 **STANDING COMMITTEES**

(i) Councillor Terry presented the minutes of the **Planning & Environment Committee** meeting held on **16th July 2025**, which were duly received and noted.

(ii) The minutes of the **Finance & General Purposes Committee** meeting held on **30th July 2025** were not yet available.

182/2025-26 **RFO'S FINANCIAL REPORTS FOR 2025-26**

The RFO presented final payments and receipts and final bank reconciliation for the month of **May 2026**, which were duly received and noted.

It was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Terry

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

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

	Receipts:	Payments:
NatWest Current Account	£1,562.47	£1,562.47
Unity Trust Current Account:	£58,266.14	£1,962.33
Lloyds Bank Business Account:	£249,191.40	£314,891.37
NatWest Business Reserve Account:	£1,277.06	£343.47
Petty Cash:	£300.00	£172.23
Lloyds Bank Corporate Card:	£408.64	£138.13
Lloyds Bank Instant Access Saver:	£1,727.11	£220,000.00
NSIB:	£0.00	£0.00

183/2025-26 **COUNCIL REPRESENTATIVES REPORTS**

None.

184/2025-26 **CAPITAL PROJECTS REPORT**

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

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

185/2025-26 **TENANCY AGREEMENT**

Having duly considered requested amendment to length of lease in respect of The Maude Community Centre Ground Floor Sports Pavilion, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED – to (i) formally approve the issue of a 10-year fixed-term lease agreement relating to the Maude Community Centre Ground Floor Sports Pavilion, as presented with identified amendments*; to be officially signed and sealed with the Town Seal as a legal deed and (ii) authorise the Clerk to undertake all actions as may be required to effect the completion and exchange of the afore-mentioned deed.

*Agreed amendments to include break clauses at 12 months as well as five years and to identify approved rent charges, as below:

Year One: £120 per month

Year Two: £200 per month

Year Three: £280 per month

Year Four (and subsequent years): Annual increase in line with inflation

It was also:

PROPOSED BY: Councillor Peacock

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – That the Clerk, in consultation with the Chairman of the Council and the Chairman of the Maude Community Centre Project Steering Group, be authorised to issue a press release detailing provisions put in place for the New Romney sports clubs as well as associated time-scales.

186/2025-26 **EXCLUSION OF PUBLIC AND PRESS**

@7.11PM having duly considered the nature of matters to be discussed, it was:

PROPOSED BY: Councillor Peacock

SECONDED BY: Councillor Terry

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

The two members of public left the meeting at that time.

187/2025-26 **ON-GOING MATTERS**

The Clerk provided a brief verbal update on a matter relating to a s106 Agreement pertaining to the Maude Community Centre project. This information was duly received and noted.

188/2025-26 **PERSONNEL MATTERS**

The Clerk provided a brief verbal update regarding appointment of a caretaker / cleaner to be based at the Maude Community Centre.

189/2025-26 **LAND AND TENANCY MATTERS**

The Clerk confirmed that there was nothing to report under this agenda item.

190/2025-26 **CONCLUSION OF PRIVATE SESSION**

@7.15PM it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY that the private session be hereby Concluded.

The Chairman thanked those present for their attendance and the meeting concluded **@7.15PM**.

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 August 2025 meeting of Full Council

1. Thursday 14th August 2025 – Rotary Club Talk *
2. Friday 15th August 2025 – VJ Day Commemoration Service *
3. Sunday 24th August 2025 – Littlestone Emergency Services Day *
4. Friday 5th September 2025 – Big Cat Sanctuary *

* Accompanied by the Mayoress.

MEETING OF FULL COUNCIL – 8TH SEPTEMBER 2025 TOWN CLERK'S REPORT

Actions completed since the Full Council meeting held on 11th August 2025

- 1) The clean copy of the lease for the Maude Community Centre Ground Floor Sports Pavilion, as amended in accordance with the recent resolution of the Town Council, is currently awaited from the Town Council's solicitor. The associated press release regarding issue of the afore-mentioned lease will be duly published following exchange and completion.

Additional Items of Report:

- 1) Additional information has, this week, been requested from the external auditor due to the fact that the Council's income or expenditure exceeded £2 million in 2024-25. The required information has been submitted to the auditor, as requested.

Town Clerk

1st September 2025

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MINUTES
of
A Meeting of the Planning and Environment Committee
Held in the Assembly Rooms, Church Approach, New Romney
on 13th August 2025
Commencing at 6.45pm

PRESENT:

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

In the Chair: Councillor K Terry

In Attendance: Planning Clerk - Miss S Walmsley
Members of public - x 2

191/2025-26 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Cllr J Houston – who was unwell.

192/2025-26 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been received.

193/2025-26 **DECLARATIONS OF INTEREST**

No declaration of interest had been received.

194/2025-26 **ADJOURNMENT OF MEETING**

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

195/2025-26 **PUBLIC QUESTIONS**

None received.

196/2025-26 **RE-CONVENING OF MEETING**

Not applicable.

197/2025-26 **MINUTES**

Minutes of the Meeting Held on 18th June 2025

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 18th June 2025**, a copy of which had been previously circulated to all Councillors.

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

PROPOSED BY: Councillor O'Hare

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that the Minutes of the Planning and Environment Committee Meeting held on 18th June 2025 be approved and signed as a true and correct record.

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Minutes of the Meeting held on 16th July 2025

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 16th July 2025**, a copy of which had been previously circulated to all Councillors.

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

PROPOSED BY: Councillor O'Hare

SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that the Minutes of the Planning and Environment Committee Meeting held on 16th July 2025 be approved and signed as a true and correct Record.

198/2025-26 **PLANNING CLERK'S REPORT**

The Planning Clerk's report, which included information about submitted NRTC comments to the Licensing Authority for Premise Licence review PR202507-120012 and notification of TPO no.3 of 2025 were duly received and noted.

199/2025-26 **SCHEDULE OF PLANNING APPLICATIONS**

It was

PROPOSED BY: Councillor Davies

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:

Application No

Location and Description

(i) [25/1133/FH](#)

55 St Nicholas Road, New Romney,
TN28 8PU

Works to trees the subject of TPO No. 10 of 1999
T1 Scots Pine tree to ground level.

RECOMMENDATION

No objection

Voting:

For Application:

6

Against Application:

0

Abstained:

0

(i) [25/0946/FH](#)

Ashley House, Ashford Road, New Romney, TN28 8TD

Proposed single storey side and rear extension and associated external works.

RECOMMENDATION**Voting:****For Application:****No objection****6****Against Application:****0****Abstained:****0**(ii) [25/1216/FH/TCA](#)

Sandhills, Coast Road Littlestone, New Romney , TN28 8QZ

Works to trees situated in a Conservation Area, comprising of 9 conifers', reduce back all branches by approx. 3-4 metres.

RECOMMENDATION**Voting:****For Application:****No objection****6****Against Application:****0****Abstained:****0**(iii) [25/1195/FH](#)

Romney Hard, Coast Road, Littlestone, TN28 8QZ

Erection of detached Dwelling.

RECOMMENDATION**Voting:****For Application:****CLlrs in favour of the design but object on the grounds of the Environment Agency's flood concerns.****0****Against Application:****6****Abstained:****0**

200/2025-26 [SCHEDULE OF LICENCE APPLICATIONS](#)

There were no licence applications for consideration.

201/2025-26 **FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/
DECISIONS/MATTERS**

A schedule of delegated decisions of Folkestone & Hythe District Council Planning Department for the periods ending of 20th July 2025, 27th July 2025 and 3rd August 2025 were duly received and noted.

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202/2025-26 **ENVIRONMENTAL MATTERS**

The Kent & Medway Air Quality Forecast for Wednesday 13th August 2025 which had previously been circulated to all Committee was duly received and noted.

203/2025-26 **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 BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY - that the Planning Clerk contact the resident who enquired reference hedgehog signage and suggest she contact KCC directly with her request and provide the evidence required to KCC.

204/2025-26 **LAND ADJACENT TO ALLOTMENT GARDENS**

The Planning and Environment Committee received a request from the Finance and General Purposes Committee to investigate the ownership and liability of the land adjacent to where the drainage ditch has been filled in next to the Allotment Gardens and as a result it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor O'Hare

RESOLVED UNANIMOUSLY- that Councillor Carey along with the Planning Clerk will complete a Land Registry enquiry search and progress is to be reported at the next Planning and Environment Committee meeting.

205/2025-26 **VICTORIA ROAD WEST POSTAL APPLICATION**

The Planning and Environment Committee received a request from Persimmon Homes to approve the suggested street names required for the VRW development and as a result it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY- that the agreed names were Phoenix, Caisson, Breakwater, Mulberry, Bombardon, Overlord and Ramsey.

206/2025-26 **PENTLAND HOMES NAMING SCHEDULE**

The Planning and Environment Committee received a request from Pentland Homes to approve the suggested names for the new phase of development on Ashford Road and as a result it was:

PROPOSED BY: Councillor O'Hare

SECONDED BY: Councillor Davies

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RESOLVED UNANIMOUSLY – that the agreed names were Blackstone, Broomhill, Fawkenhurst, Hope, Oswaldstone and Agney.

207/2025-26 **VICTORIA ROAD WEST TRO REVIEW**

The Planning and Environment Committee received an email from Persimmon Homes with a proposed updated TRO for the VRW west development, which was duly received and noted, and as a result it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that the Planning Clerk respond to persimmon homes that NRTC are in agreement with the proposed temporary TRO and the drop kerb.

The chairman thanked the committee, and the meeting concluded **@ 7:30PM.**

Minutes prepared by the Planning Clerk.

New Romney Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 June 2025

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
30/06/2025	Nat West Current A/c	500.00
30/06/2025	Unity Trust A/c	163,701.58
30/06/2025	Lloyds Bank Business A/c	31,770.79
30/06/2025	Nat West Business Reserve A/c	63,202.86
30/06/2025	Petty Cash	227.81
30/06/2025	Corporate Card	0.00
30/06/2025	Lloyds Bank I/A Online Saver	852,986.46
		1,112,389.50
<u>Other Cash & Bank Balances</u>		
		10,453.00
		1,122,842.50
<u>Unpresented Payments</u>		
		1,617.00
		1,121,225.50
<u>Receipts not on Bank Statement</u>		
		0.00
<u>Closing Balance</u>		
		1,121,225.50
<u>All Cash & Bank Accounts</u>		
1	Nat West Current A/c	500.00
2	Unity Trust Current A/c	163,701.58
3	Lloyds Bank Business A/c	31,770.79
4	Nat West Business Reserve A/c	63,202.86
5	Petty Cash	227.81
6	Corporate Card	-1,617.00
7	Lloyds Bank I/A Online Saver	852,986.46
	Other Cash & Bank Balances	10,453.00
	Total Cash & Bank Balances	1,121,225.50

Date: 06/08/2025

New Romney Town Council Current Year

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Cashbook 1

User: T.MORRIS

Nat West Current A/c

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		500.00					500.00	
FP CREDIT	Banked: 02/06/2025	550.00						
FP CREDIT	BABYSEASHELLS LTD	550.00			1010	215	550.00	Baby Seashells - C Hall - Rent
	Banked: 04/06/2025	217.47						
AUTO TRANS	Nat West Business Reserve A/c	217.47			215		217.47	AUTO TRANSFER
FP CREDIT	Banked: 04/06/2025	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: 18/06/2025	54.02						
AUTO TRANS	Nat West Business Reserve A/c	54.02			215		54.02	AUTO TRANSFER
	Banked: 30/06/2025	2,132.65						
AUTO TRANS	Nat West Business Reserve A/c	2,132.65			215		2,132.65	AUTO TRANSFER
Total Receipts for Month		3,623.14	0.00	-13.50			3,636.64	
Cashbook Totals		4,123.14	0.00	-13.50			4,136.64	

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Date: 06/08/2025

New Romney Town Council Current Year

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Cashbook 1

User: T.MORRIS

Nat West Current A/c

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/06/2025	Nat West Business Reserve A/c	AUTO TRANS	550.00			215		550.00	AUTO TRANSFER
04/06/2025	Nat West Business Reserve A/c	AUTO TRANS	669.00			215		669.00	AUTO TRANSFER
17/06/2025	EDF Energy - A-4BC718AD	D/D	79.04	79.04		500			Purchase Ledger DDR Payment
17/06/2025	EDF Energy - A473728D3	D/D 2	138.43	138.43		500			Purchase Ledger DDR Payment
18/06/2025	Castle Water Ltd	D/D 1	14.80	14.80		500			Castle-T.H. - Water
18/06/2025	Castle Water Ltd	D/D 2	7.59	7.59		500			Castle-Gms Fountain-Water
18/06/2025	Castle Water Ltd	D/D 3	31.63	31.63		500			Castle-Ass Rms - Water
30/06/2025	Nat West	CHARGES	75.00			4305	275	75.00	Nat West - Bank Charge
30/06/2025	EDF - Energy A-B92B4781	D/D 4	2,057.65	2,057.65		500			EDF-MCC-Electricity
Total Payments for Month			3,623.14	2,329.14	0.00			1,294.00	
Balance Carried Fwd			500.00						
Cashbook Totals			4,123.14	2,329.14	0.00			1,794.00	

Date: 06/08/2025

New Romney Town Council Current Year

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Time: 10:10

Cashbook 2

User: T.MORRIS

Unity Trust Current A/c

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		122,377.23					122,377.23	
CREDIT Banked: 10/06/2025		43,061.34						
CREDIT HMRC		43,061.34			105		43,061.34	HMRC - VAT M1
Total Receipts for Month		43,061.34	0.00	0.00			43,061.34	
Cashbook Totals		165,438.57	0.00	0.00			165,438.57	

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Cashbook 2

User: T.MORRIS

Unity Trust Current A/c

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
09/06/2025	Three	D/D	40.78	40.78		500			Three-Mobile/Hub-phones
16/06/2025	Corporate Card	TRANSFER	138.13			220		138.13	Corporate Card
17/06/2025	Castle Water Ltd	D/D 2	69.68	69.68		500			Castle-Gms Toilets-Water
26/06/2025	Folkestone & Hythe District Co	D/D 3	1,482.40	1,482.40		500			P/Ledger Electronic Payment
30/06/2025	UTB	FEE	6.00			4305	275	6.00	UTB - Fee
Total Payments for Month			1,736.99	1,592.86	0.00			144.13	
Balance Carried Fwd			163,701.58						
Cashbook Totals			165,438.57	1,592.86	0.00			163,845.71	

Date: 06/08/2025

New Romney Town Council Current Year

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Cashbook 3

User: T.MORRIS

Lloyds Bank Business A/c

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		37,004.58					37,004.58	
FPI Banked: 03/06/2025		71.98						
	Sales Recpts Page 464	71.98	71.98		100			Sales Recpts Page 464
500140 Banked: 03/06/2025		249.84						
	Sales Recpts Page 467	249.84	249.84		100			Sales Recpts Page 467
BGC Banked: 05/06/2025		28.94						
BGC NSIB		28.94			1080	275	28.94	NSIB - Interest
Banked: 09/06/2025		300,000.00						
TRANSFER	Lloyds Bank I/A Online Saver	300,000.00			225		300,000.00	T/F - Lloyds IA OL to Lloyds
FPI Banked: 09/06/2025		59.86						
	Sales Recpts Page 465	59.86	59.86		100			Sales Recpts Page 465
FPI Banked: 09/06/2025		210.00						
FPI		210.00			560		210.00	Plot 12A
FPI Banked: 09/06/2025		48.72						
	Sales Recpts Page 466	48.72	48.72		100			Sales Recpts Page 466
FPI Banked: 09/06/2025		100.00						
FPI	Persimmon Homes	100.00			566		100.00	Persimmon - A/R Deposit
FPI Banked: 17/06/2025		157.44						
	Sales Recpts Page 468	157.44	157.44		100			Sales Recpts Page 468
FPI Banked: 17/06/2025		62.48						
	Sales Recpts Page 469	62.48	62.48		100			Sales Recpts Page 469
500141 Banked: 17/06/2025		124.92						
	Sales Recpts Page 470	124.92	124.92		100			Sales Recpts Page 470
FPO Banked: 18/06/2025		-124.92						
	Sales Recpts Page 459	-124.92	-124.92		100			Sales Recpts Page 459
FPO Banked: 18/06/2025		-74.94						
	Sales Recpts Page 460	-74.94	-74.94		100			Sales Recpts Page 460
FPO Banked: 18/06/2025		-124.92						
	Sales Recpts Page 461	-124.92	-124.92		100			Sales Recpts Page 461
FPO Banked: 18/06/2025		-124.92						
	Sales Recpts Page 462	-124.92	-124.92		100			Sales Recpts Page 462
FPO Banked: 18/06/2025		-124.92						
	Sales Recpts Page 471	-124.92	-124.92		100			Sales Recpts Page 471
Banked: 23/06/2025		50,000.00						
TRANSFER	Lloyds Bank I/A Online Saver	50,000.00			225		50,000.00	T/F - Lloyds IA OL to Lloyds
FPI Banked: 24/06/2025		124.92						
	Sales Recpts Page 472	124.92	124.92		100			Sales Recpts Page 472
FPO Banked: 25/06/2025		-124.92						

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New Romney Town Council Current Year

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Cashbook 3

User: T.MORRIS

Lloyds Bank Business A/c

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 463	-124.92	-124.92		100			Sales Recpts Page 463
Total Receipts for Month		350,539.56	200.62	0.00			350,338.94	
Cashbook Totals		387,544.14	200.62	0.00			387,343.52	

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New Romney Town Council Current Year

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Cashbook 3

User: T.MORRIS

Lloyds Bank Business A/c

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/06/2025	Trooli Ltd	D/D 1	48.00	48.00		500			P/Ledger Electronic Payment
03/06/2025	Trooli Ltd	D/D 2	55.00	55.00		500			P/Ledger Electronic Payment
03/06/2025	Kent County Council	D/D 3	181.10	181.10		500			KCC - Printers/Copiers
03/06/2025	MPR IT Solutions Ltd	D/D 4	617.69	617.69		500			MPR- Credit IT Support
03/06/2025	Rolfes DIY LLP	D/D 5	160.30	160.30		500			P/Ledger Electronic Payment
04/06/2025	Business Stream	D/D 6	51.71	51.71		500			Business Stream-T.H.-Water
09/06/2025	British Gas	D/D 7	43.34	43.34		500			British Gas-Ass Rms-Gas
09/06/2025	Folkestone & Hythe District Co	D/D 8	175.00	175.00		500			P/Ledger Electronic Payment
09/06/2025	Folkestone & Hythe District Co	D/D 9	720.00	720.00		500			P/Ledger Electronic Payment
09/06/2025	Kent Structures Ltd	FPO 1	100,000.00	100,000.00		500			P/Ledger Electronic Payment
09/06/2025	Kent Structures Ltd	FPO 2	100,000.00	100,000.00		500			P/Ledger Electronic Payment
09/06/2025	Steve Marsh Designs Ltd	FPO 4	4,205.40	4,205.40		500			Steve Marsh-MCC-Signage
10/06/2025	Kent Structures Ltd	FPO 3	79,765.10	79,765.10		500			P/Ledger Electronic Payment
10/06/2025	EcoHeat PH Ltd	FPO 5	110.00	110.00		500			Ecoheat-T.H.-Safety Inspection
10/06/2025	M Coleman Arborocultural Servi	PO 6	476.40	476.40		500			M.Coleman-Grns-GM
10/06/2025	Hags-Smp Limited	FPO 7	638.59	638.59		500			Hags-Play&Gym R&M
10/06/2025	PPL PRS Ltd	FPO 8	209.38	209.38		500			PPL PRS-Grns-Licence
12/06/2025	Guy Hollaway Architects	FPO 9	2,100.00	2,100.00		500			Holloway-MCC-Architect Fees
12/06/2025	SALARIES	FPO	11,316.04			4000	100	7,752.88	SALARIES - M3
						4005	100	3,356.81	SALARIES - M3
						4020	100	153.02	SALARIES - M3
						4364	275	53.33	SALARIES - M3
17/06/2025	Lloyds Bank	PAY	21.47			4305	275	21.47	Lloyds Bank - Service Charges
18/06/2025	Kent Pension Fund	FPO	3,691.97			4000	100	2,383.71	KPF - M2
						4005	100	1,272.42	KPF - M2
						4020	100	35.84	KPF - M2
18/06/2025	HMRC	FPO	2,867.54			4000	100	1,854.27	HMRC - M2
						4005	100	1,013.27	HMRC - M2
18/06/2025	Castle Water	D/D	17.76	17.76		500			Castle-MaudeCC-Water
18/06/2025	The Confederation of Cinque Po	FPO 11	400.00	400.00		500			Confed-Cinque Ports-Subs
18/06/2025	Lionel Robbins	FPO 12	315.00	315.00		500			Lionel Robbins- Internal Audit
18/06/2025	Romney Marsh Community Hub	FPO 13	4,000.00	4,000.00		500			RMCH-GF66 EJU
18/06/2025	Royal Mail Group Ltd	FPO 14	119.88	119.88		500			Royal Mail-Response Plus
18/06/2025	Smith of Derby Ltd	FPO 15	2,366.64	2,366.64		500			Smith of Derby-Clock Autowind
23/06/2025	PWLB	D/D	29,947.45			4310	275	3,998.65	PWLB - Capital repayment no. 3
						4311	275	25,948.80	PWLB - Interest

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New Romney Town Council Current Year

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Cashbook 3

User: T.MORRIS

Lloyds Bank Business A/c

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
25/06/2025	Aquaheat Ashford Ltd	FPO 16	101.64	101.64		500			repayment no.3
25/06/2025	EK Fire Protection Ltd	FPO 17	2,076.00	2,076.00		500			Aquaheat-T/H-Boiler Service
25/06/2025	Euroloos Limited	FPO 18	318.88	318.88		500			EK Fire-L&P-MCC
25/06/2025	Mayland Consult Ltd	FPO 19	987.50	987.50		500			Euroloos-Sports Fld-Portalos
25/06/2025	MPR IT Solutions Ltd	FPO 20	512.40	512.40		500			Mayland -MCC-Prof Fee:
25/06/2025	Synergy CPC LLP	FPO 21	5,151.60	5,151.60		500			MPR-Voip System
25/06/2025	Zurich Town & Parish	FPO 22	1,758.89	1,758.89		500			Synergy-MCC-QS Fees
27/06/2025	British Gas	D/D 10	68.18	68.18		500			Zurich- Inspection Contract
30/06/2025	Trooli Ltd	D/D 11	48.00	48.00		500			British Gas-T.H. Gas
30/06/2025	Trooli Ltd	D/D 13	55.00	55.00		500			P/Ledger Electronic Payment
30/06/2025	Veolia ES (UK) plc	D/D 14	74.50	74.50		500			P/Ledger Electronic Payment
Total Payments for Month			355,773.35	307,928.88	0.00			47,844.47	Veolia-Waste
Balance Carried Fwd			31,770.79						
Cashbook Totals			387,544.14	307,928.88	0.00			79,615.26	

Date: 06/08/2025

New Romney Town Council Current Year

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Cashbook 4

User: T.MORRIS

Nat West Business Reserve A/c

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		64,327.02					64,327.02	
Banked: 02/06/2025		550.00						
AUTO TRANS	Nat West Current A/c	550.00			200		550.00	AUTO TRANSFER
Banked: 04/06/2025		669.00						
AUTO TRANS	Nat West Current A/c	669.00			200		669.00	AUTO TRANSFER
INTEREST Banked: 30/06/2025		60.98						
INTEREST	Nat West	60.98			1080	275	60.98	Nat West - Interest
Total Receipts for Month		1,279.98	0.00	0.00			1,279.98	
Cashbook Totals		65,607.00	0.00	0.00			65,607.00	

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Date: 06/08/2025

New Romney Town Council Current Year

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Cashbook 4

User: T.MORRIS

Nat West Business Reserve A/c

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/06/2025	Nat West Current A/c	AUTO TRANS	217.47			200		217.47	AUTO TRANSFER
18/06/2025	Nat West Current A/c	AUTO TRANS	54.02			200		54.02	AUTO TRANSFER
30/06/2025	Nat West Current A/c	AUTO TRANS	2,132.65			200		2,132.65	AUTO TRANSFER
Total Payments for Month			2,404.14	0.00	0.00			2,404.14	
Balance Carried Fwd			63,202.86						
Cashbook Totals			65,607.00	0.00	0.00			65,607.00	

Date: 06/08/2025

New Romney Town Council Current Year

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Cashbook 5

User: T.MORRIS

Petty Cash

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		284.63					284.63	
Banked:		0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		284.63	0.00	0.00			284.63	

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Cashbook 5

User: T.MORRIS

Petty Cash

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/06/2025	Post Office	P/C 008	5.00			4370	275	5.00	Post Office - Postage
10/06/2025	Spar	P/C 009	10.00			4320	275	10.00	Spar - Mobile Top-up - SD
23/06/2025	Sainsbury's	P/C 10	32.25			4384	275	32.25	Sainsbury's - MCC/VE 80 Events
						323	0	-32.25	Sainsbury's - MCC/VE 80 Events
						6000	275	32.25	Sainsbury's - MCC/VE 80 Events
26/06/2025	Post Office	P/C 011	9.57			4370	275	9.57	Post Office - Postage
Total Payments for Month			56.82	0.00	0.00			56.82	
Balance Carried Fwd			227.81						
Cashbook Totals			284.63	0.00	0.00			284.63	

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Cashbook 6

User: T.MORRIS

Corporate Card

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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Banked: 16/06/2025		138.13						
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TRANSFER	Unity Trust Current A/c	138.13			205		138.13	Corporate Card
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Total Receipts for Month		138.13	0.00	0.00			138.13	
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Balance Carried Fwd		1,617.00						
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Cashbook Totals		1,755.13	0.00	0.00			1,755.13	
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Cashbook 6

User: T.MORRIS

Corporate Card

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :			135.13					135.13	
02/06/2025	Zoom	CORP CARD	155.88		25.98	4325	275	129.90	Zoom - Subscription
02/06/2025	Lloyds Bank	FEE	3.00			4305	275	3.00	Lloyds Bank -Fee - TM
04/06/2025	Amazon	CORP CARD	173.00		28.85	4140	230	144.15	Amazon - The Greens - R&M
08/06/2025	Pegasus Industrial Ltd	CORP CARD	119.17		19.92	4140	230	99.25	Pegasus - The Greens - R&M
10/06/2025	Amazon	CORP CARD	65.99		11.00	4361	221	54.99	Amazon - MCC - Scissors Mop
10/06/2025	Penguin Ltd	CORP CARD	56.98		9.50	4125	221	47.48	Penguin - Toilet Rolls
10/06/2025	Amazon	CORP CARD	19.50		3.25	4361	221	16.25	Amazon - Mops/buckets
10/06/2025	Discounted Cleaning Supplies	CORP CARD	19.50		3.25	4361	221	16.25	Discount Clean - Mops/buckets
10/06/2025	Amazon	CORP CARD	12.61		2.10	4130	200	10.51	Amazon - First Aid Supplies
16/06/2025	Amazon	CORP CARD	17.52		2.92	4384	275	14.60	Amazon - MCC/VE Day 80
						323	0	-14.60	Amazon - MCC/VE Day 80
						6000	275	14.60	Amazon - MCC/VE Day 80
16/06/2025	Amazon	CORP CARD	36.67		6.12	4361	221	30.55	Amazon - MCC - Cleaning Mats
16/06/2025	Amazon	CORP CARD	5.49		0.92	4361	221	4.57	Amazon - Dustpan
18/06/2025	Amazon	CORP CARD	19.91		3.32	4380	275	16.59	Amazon - P&S - A4 Paper
18/06/2025	Amazon	CORP CARD	19.91		3.32	4380	275	16.59	Amazon - P&S - A4 Paper
18/06/2025	Amazon	CORP CARD	19.91		3.32	4380	275	16.59	Amazon - P&S - A4 Paper
18/06/2025	Amazon	CORP CARD	19.91		3.32	4380	275	16.59	Amazon - P&S - A4 Paper
18/06/2025	Amazon	CORP CARD	19.91		3.32	4380	275	16.59	Amazon - P&S - A4 Paper
20/06/2025	Pegasus Industrial Ltd	CORP CARD	14.78		2.46	4140	230	12.32	Pegasus - The Greens - R&M
23/06/2025	CJ Wildbird Foods Ltd	CORP CARD	399.99		66.67	4361	221	333.32	CJ Wildbird - MCC - Bug Hotel
23/06/2025	CJ Wildbird Foods Ltd	CORP CARD	359.99		60.00	4361	221	299.99	CJ Wildbird - MCC - Bug Hotel
25/06/2025	Safety First Display Ltd	CORP CARD	20.20		3.40	4361	221	16.80	Safety First - MCC - Signage
26/06/2025	Amazon	CORP CARD	40.18		6.70	4360	275	28.49	Amazon - Frames
						4361	221	4.99	Amazon - MCC - Signage
Total Payments for Month			1,620.00	0.00	269.64			1,350.36	
Cashbook Totals			1,755.13	0.00	269.64			1,485.49	

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Cashbook 7

User: T.MORRIS

Lloyds Bank I/A Online Saver

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		1,201,534.76					1,201,534.76	
INTEREST	Banked: 09/06/2025	1,451.70						
INTEREST	Lloyds Bank	1,451.70			1080	275	1,451.70	Lloyds Bank - Interest
					337		1,451.70	Lloyds Bank - Interest
					6001	275	-1,451.70	Lloyds Bank - Interest
Total Receipts for Month		1,451.70	0.00	0.00			1,451.70	
Cashbook Totals		1,202,986.46	0.00	0.00			1,202,986.46	

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Cashbook 7

User: T.MORRIS

Lloyds Bank I/A Online Saver

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
09/06/2025	Lloyds Bank Business A/c	TRANSFER	300,000.00			210	300,000.00	T/F - Lloyds IA OL to Lloyds
23/06/2025	Lloyds Bank Business A/c	TRANSFER	50,000.00			210	50,000.00	T/F - Lloyds IA OL to Lloyds
Total Payments for Month			350,000.00	0.00	0.00		350,000.00	
Balance Carried Fwd			852,986.46					
Cashbook Totals			1,202,986.46	0.00	0.00		1,202,986.46	

CAPITAL PROJECTS REPORT

(i) Maude Community Centre Project Update Report

The Maude Community Centre has been open now for a whole month and booking enquiries are being regularly received. The facility has already accommodated its first wedding reception and bookings taken include a regular exercise class and regular choir rehearsals, as well as a meeting and a conference and several family parties / receptions.

The clean copy of the lease for the ground floor sports pavilion is currently still awaited from the solicitor. In the interim, the sports clubs have been provided with access to the facilities for training and matches via ad hoc hire based on the approved sports club hire rates.

The two public EV charging units have now been installed in the car park and, having now set up an account with Voltshare – the intermediary company between customer and council – the charging units are now available for use.

The planting of the front beds is currently in hand and it is anticipated that the first phase of planting will commence within the coming few weeks.

There are still some snagging issues being dealt with – Kent Structures have, this week, sent out contractors to install / replace a number of locks and keys and to test the capabilities of the harness cable for working at height to ensure its safety.

A date has now been set for a formal project review meeting; this has been scheduled to take place on 16th October 2025, following which the output report will be presented to Full Council and the Council will then be formally requested to stand down the Project Steering Group.

Town Clerk – 4th August 2025

(ii) Maude Community Centre Project Financial Update Report

Not available on this occasion due to the close proximity of the scheduled Post-Project Review Meeting and preparation of finalised costs.

AGENDA ITEM 17

REVIEW OF NRTC STRATEGIC PLAN 2023-27

Updated Strategic Plan Document supplied separately.

UPDATE OF NRTC WEBSITE AND GOV.UK DOMAIN

Executive Summary: Digital Governance & Compliance for NRTC

The 2025 Practitioners' Guide introduces Assertion 10: Digital and Data Compliance. This requires all councils to adopt an IT policy, operate from a council-owned domain, and ensure websites meet WCAG 2.2AA accessibility standards. For NRTC, it is essential to maintain credibility.

Key Requirements

Maintain a formal IT Policy (covering email, devices, data, websites, and cybersecurity).

Operate from an NRTC-owned domain (.gov.uk).

Ensure website compliance with WCAG 2.2AA and publish an Accessibility Statement.

Why This Matters

Legal compliance with GDPR, FOI, (and AGAR 2025/26 requirements).

Credibility as a town council.

Reduced risks from cyber attacks, data breaches, and reputational damage.

Operational continuity through secure, shared systems.

Accessibility and inclusion for all communities.

Next Steps for NRTC

1. Formally maintain and publish an IT Policy (reviewed annually).
2. Secure **.gov.uk** domain for emails and website.
3. Audit the website for WCAG 2.2AA compliance.
4. Provide training and guidance to member councils.
5. Achieve compliance.

Good digital governance is not optional, it is essential. By acting now, NRTC will protect its reputation, strengthen trust, and show clear leadership.

Cllr John Rivers

Requirements for a .gov.uk Domain (Parish & Town Councils)

1. Website & Accessibility

- Mandatory compliance with WCAG 2.2AA accessibility standards.
- The domain must be used for both the council's website and email (not email only).
- An up-to-date Accessibility Statement must be published.

2. Email Usage

- Clerk (and other officials) must use domain-based email (e.g. clerk@yourparishcouncil.gov.uk).
- Free/public email services (Gmail, Hotmail, Yahoo, Outlook.com, etc.) must not be used for council business.
- No forwarding of **.gov.uk** emails to insecure accounts outside the domain.

3. Security & GDPR

- Website hosting must include a valid SSL certificate (https://).
- Council must maintain GDPR-compliant policies and practices for data handling.
- An up-to-date Privacy Policy must be published on the website.

4. Administration & Governance

- Contact details of the domain administrator (clerk or nominated officer) must be accurate and kept up to date with the registrar (Central Digital and Data Office: CDDO).
- The council must notify the registrar/CDDO when the domain is no longer in use.

5. Legal & Publishing Duties

- Councils must meet other statutory requirements, including:
 - Transparency Code obligations (e.g. publication of spending, AGAR, councillor details, agendas & minutes).
 - Practitioners' Guide compliance (including Assertion 10: Digital & Data Compliance from 2025/26).

Best practice:

- Secure a **.gov.uk** domain for both website and email.
- Use role-based email accounts (e.g. clerk@, chair@, admin@, councillors@).
- Regularly review accessibility, privacy, and security arrangements.

Cllr John Rivers

COUNCILLOR SURGERIES

Subsequent to the discussion paper put before the Council by Councillor Terry in regard to the future of New Romney Town Council Councillor Surgeries, which was deferred for further review by Councillor Terry before being re-presented, the Maude Community Centre opening week took place during which time opening events included daily community coffee mornings. It was evident from comments received that local residents enjoyed the coffee mornings, particularly the social aspect, and several enquired whether these could become a regular event.

Councillor Terry is now of the opinion that, as opposed to her previous proposals for change in regard to Councillor Surgeries, a much simpler solution would be to combine a regular monthly community coffee morning with a monthly Councillor surgery at the Maude Community Centre.

A number of Councillors who hosted the opening week coffee mornings have indicated that they would be willing to attend and host monthly coffee mornings (along with any further volunteer Members who would like to join them either on a regular basis or from time to time) and, at the same time, make themselves available to talk with any residents who would like to raise an issue or ask a question.

The coffee mornings would be low cost – the only outgoings required would be for hot beverages and biscuits - and a very small charge can be levied for refreshments to recoup some of those outgoings if deemed appropriate – and would provide a friendly and sociable environment within which local residents can liaise with their local councillors if they so wish or simply enjoy meeting with other local residents for a short time once a month. This type of event, whilst being a daytime event, would actually provide improved access to local Councillors for those residents who often do not engage with IT, social media or telephone methods of communication for whatever reason, whilst those alternative communication methods remain in place in order to contact Council Members for the many residents who are willing and able to utilise them.

Recommended Actions:

To approve the move to a combined Community Coffee morning / NRTC Councillor Surgery to be held monthly in the Maude Community Centre on the first Friday morning of each calendar month (10.00am – 12.00 noon) and hosted by NRTC Members, with sundry refreshment costs to be funded from the Miscellaneous Expenses Budget.

END