

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

6th January 2026

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 12TH JANUARY 2026 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 12TH JANUARY 2026 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).

- Not Available

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 **15th December 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) Personnel Committee

Meeting held on 17th December 2025 (Enclosed herewith*)

(ii) Planning & Environment Committee

Meeting held on 7th January 2025 (To follow*)

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

To consider final payments and receipts and bank reconciliations for November 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:

(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 – Not available*

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

17. PRECEPT REQUIREMENT 2026-27 (Encs):

To approve the New Romney Town Council Precept Requirement for 2026-27 and any other associated actions as may be required.

18. CONCLUSION OF EXTERNAL AUDIT FOR 2024-25 (Encs*):

(i) To formally acknowledge conclusion of external audit for 2024-25

(ii) To receive and note audited AGAR and take any such action thereon as may be deemed necessary.

19. NRTC STRATEGIC PLAN 2023-27:

To receive and note the New Romney Town Council Strategic Plan 2023-27 with latest updates and take any such action thereon as may be deemed appropriate.

20. EVENTS WORKING PARTY:

(i) To appoint an Events Working Party to assist Town Council Staff with planning, organisation, implementation and manning of Town and Civic events when called upon to do so.

21. EXCLUSION OF PUBLIC AND PRESS:

To consider exclusion of public and press in accordance with Standing Order No.34 (a), which states that *'in view of the special and confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded [from the meeting] and they are instructed to withdraw'* due to the fact that the following agenda items relate to legal matters.

22. ON-GOING MATTERS:

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

- Maude Community Centre (formerly CHSPN) s106 Agreement

23. PERSONNEL MATTERS:

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

24. LAND AND TENANCY MATTERS:

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

25. CONCLUSION OF PRIVATE SESSION:

To consider concluding private session, if appropriate.

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

Town Clerk – 6th January 2026

AGENDA ITEM 4

COUNTY COUNCILLOR REPORT – NRTC FULL COUNCIL MTG 12TH JANUARY 2026.

Not Available.

DISTRICT COUNCILLOR REPORT – NRTC FULL COUNCIL MTG 12TH JANUARY 2026

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

Planning and Licensing Committee – 1 meeting 16/12/25.

FHDC Member Briefing/Training - 3 Sessions 16/12/25, 22/12/25 and 6/1/26.

FHDC Planning and Licensing Committee meetings – 16/12/25.

There was one New Romney Planning application that was approved unanimously.

25/1818/FH - Spencer Exchange, Mountfield Industrial Estate, New Romney

Erection of a small commercial building to house a local internet exchange & battery storage system, an overhanging car port from the building to provide shelter for a double dual EV rapid public charging station, renewable Solar PV system to the roof of the building / carport & the installation of a new 37m telecommunications mast for local broadband.

FHDC Member Briefing and Training.

We had an all Members briefing on:

The planning application (25/0542/FH) for a 16MW solar farm at Land Opp Marten Farm, St. Mary's Road, Romney Marsh, – 6/1/26.

We had Planning Committee Members briefing on:

Imperial Hotel & Hythe Golf Club Development – 16/12/25.

Solar Farms – 22/12/25.

Local Resident Concerns.

I am currently dealing with 2 planning/enforcement cases, a number of housing issues, highways issues, parking, Pentland site traffic issues, homeless resident and tree maintenance issues.

FHDC Council Updates.

Council budget consultation

Residents have the opportunity to comment on Folkestone & Hythe District Council's budget strategy for 2026/27.

Setting out initial plans for general spending and income generation priorities, the documents also set out valuable economic context and a timetable for delivering a balanced budget.

The key points include:

- Approximately £20m to be spent on key services including street cleansing, the household waste and recycling service, maintaining parks and open spaces, social housing and environmental protection in 2026/27

- Capital projects totalling £55m across the district over the five-year period leading to 2030/31

- **A 2.99% increase of the district council's proportion of council tax (equivalent approximately 17p per week for a Band D property).** Fees and charges for non-statutory services have also been revised, largely in line with inflation

Those wishing to comment on the proposed approach have until midday on Friday 30 January 2026 to share their views.

Youth Forum

A new group of students is helping shape the district's future as members of the council's youth forum. Young people from The Beacon, Brockhill Park, EKC Folkestone Junior College, Folkestone School for Girls, The Harvey Grammar School and The Marsh Academy visited the Civic Centre in December. The group learned about local government and discussed a variety of topics including solar farms, the refurbishment of the Lower Leas Coastal Park play area and the council's use of social media.

Support for community

District councillors agreed at the end of last year to reaffirm the council's commitment to local volunteers and community groups supporting residents. There was unanimous support for a motion brought to full council to continue to back the services helping people with cost of living issues.

Councillors also agreed that a letter should be sent to Kent County Council calling for decisions to abolish or scale down its discretionary emergency schemes be reversed.

Severe Weather Emergency Protocol (SWEP)

Due to the wet and cold weather over Christmas and New Year, the council operated SWEP for more than two weeks. The council delivers SWEP in line with national guidance from Homeless Link.

Accommodation is provided for rough sleepers in severe weather (extreme heat as well as cold, wind, rain or snow) and it is also an opportunity to engage with hard to reach groups and signpost them to appropriate support services.

Opportunities for new ventures in 2026

Space is available at the Bouverie House Business Centre in Folkestone.

The shared workplace in Folkestone town centre offers 24/7 access, reliable broadband and options for virtual offices, dedicated desk co-working space and meeting room hire.

A café/concession at the new Changing Tides Coastal Centre building in Coast Drive, Greatstone is being advertised for rent.

The location has been developed by Folkestone & Hythe District Council to boost tourism in the area and features 93 new beach huts alongside the coastal centre.

Attendance at FHDC meetings.

I have been asked about my attendance at FHDC meetings, so I have included my own attendance figures, along with those of Cllr Wimble, for completeness. (All data is taken directly from FHDC minutes, as recorded on the FHDC website –updated 23/12/25).

Note: Absent means did not attend meeting and did not give apologies.

Councillor Thomas.

Council/Committee	Possible	Actual	Apols	Absent	%
Full Council	24	23	1	0	96%
Planning & Licensing Comm.	36	35	1	0	97%
Overview & Scrutiny Comm.	6	5	1	0	83%
OSC Finance & Resources S/Comm.	3	3	0	0	100%
Oportunitas	3	3	0	0	100%
OSC – Otterpool T & F Group	1	1	0	0	100%
OVERALL	73	70	3	0	96%

Councillor Wimble

Council/Committee	Possible	Actual	Apols	Absent	%
Full Council	24	20	2	2	85%
Audit & Governance Committee	12	4	1	7	33%
OVERALL	36	24	3	9	67%

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.

Organisation	Reason	Grant Allocation	Remaining
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
Light Up New Romney	Street entertainment for LUNR Parade	£400	£1,550

Strange Cargo	Support for Marsh Academy students to participate in Charivari festival 2026.	£150	£1,400
JAM on the Marsh	Marsh Academy and St Nicholas Academy students to participate in JAM on the Marsh 2026.	£400	£1,000

FHDC Councillor Paul Thomas – 6th January 2026

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MINUTES
of
A Meeting of New Romney Town Council
Held in the Assembly Rooms, New Romney
on Monday 15th December 2025
Commencing at 6.45pm

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

Town Ward:

Councillors: P Carey, J Davies, Rev Cn S McLachlan and
S Hodges

Coast Ward:

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

In Attendance:

Deputy Town Clerk	-	Mrs C T Morris
Mayor's Chaplain		

IN THE CHAIR

The Mayor – Councillor J Rivers

The Mayor's Chaplain led the Council in prayer.

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

405/2025-26 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted, as follows:

Councillor W D Wimble	-	for personal reasons
Councillor L Phillips	-	for personal reasons

406/2025-26 DISPENSATION TO PARTICIPATE

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

407/2025-26 DECLARATIONS OF INTEREST

@6.49PM Councillor Hiscock declared a Personal Interest in respect of Town Council finance reports due to her employment of a contractor who is also employed by the Town Council. (Minute Ref: 418/2025-26 refers)

408/2025-26 **REPORT OF THE KENT COUNTY COUNCILLOR**

The report of the KCC Councillor was not available on this occasion.

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409/2025-26 **REPORTS OF THE DISTRICT COUNCILLORS**

FHDC Councillor Thomas' report, which included details of meetings attended, updates regarding current District Council business and the latest position in respect of seawater quality, as well as details of grant funding awarded to date, was duly received and noted, with questions thereon having been put and answered.

410/2025-26 **ADJOURNMENT OF MEETING**

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

411/2025-26 **PUBLIC QUESTIONS**

None.

412/2025-26 **RE-CONVENING OF MEETING**

Not applicable.

413/2025-26 **MINUTES**

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

PROPOSED BY: Councillor O'Hare

SECONDED BY: Councillor Davies

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

NB: Councillor Hodges abstained from voting as she had not been present at the afore-mentioned meeting.

The Chairman subsequently signed the afore-mentioned minutes.

@ 7.11PM The Mayor's Chaplain left the meeting.

414/2025-26 **MAYOR'S REPORT AND COMMUNICATIONS**

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

415/2025-26 **TOWN CLERK'S REPORT**

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

MEETING OF FULL COUNCIL – 15TH DECEMBER 2025

TOWN CLERK'S REPORT

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

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1) A response to enquiries regarding potential for future conversion of the **old toilet block on The Greens** has been received from Natural England. Regrettably, the outcome is that a planning application would have to be submitted 'at risk', with Natural England as a statutory consultee – and it is only at that time that any impact on the SSSI would be considered and Natural England would either support or object to the application as a result. (See communications attached hereto for information.)

Additional Items of Report:

2) The **notice of conclusion of external audit**, which should have been received and publicised by end of September 2025, is currently still awaited by the Town Council.

3) The Chairman of the Council, together with the Town Clerk and the RFO, met with Folkestone & Hythe District Council Officers with a remit for management of District Council estate to further discuss the **transfer of the Station Road Play Area to the Town Council**. It was a positive meeting and it is hoped that this transfer will be effected in the near future.

Town Clerk

8th December 2025

416/2025-26 **STANDING ORDER NO.14**

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

417/2025-26 **STANDING COMMITTEES**

(i) Councillor Thomas presented the minutes of the **Personnel Committee** budget meeting held on **26th November 2025**, which were duly received and noted.

(ii)

(a) Councillor Terry presented the minutes of the **Planning & Environment Committee** meeting held on **5th November 2025**, which were duly received and noted.

(b) Councillor Terry presented the minutes of the **Planning & Environment Committee** meeting held on **3rd December 2025**, which were duly received and noted.

(iii)

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

(b) Councillor Peacock presented the Minutes of the **Finance & General Purposes Committee** budget meeting held on **8th December 2025**, which were duly received and noted and it was:

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PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the recommendation of the Finance & General Purposes Committee, regarding closure of toilets, as identified under minute reference 402/2025-26(i)(a), be ratified.

(iv) Councillor Rivers presented the Minutes of the **Health & Wellbeing Committee** budget meeting held on **25th November 2025**, which were duly received and noted and it was:

(a)

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Rev Cn McLachlan

RESOLVED UNANIMOUSLY – that the recommendation of the Health & Wellbeing Committee, regarding support for a proposed community health centre, as identified under minute reference 367/2025-26(ii)(1), be ratified.

(b)

PROPOSED BY: Councillor Rev Cn McLachlan

SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY – that the recommendations of the Health & Wellbeing Committee, regarding lobbying for issue of an implementation plan and public engagement in respect of a new local health centre, as identified under minute reference 367/2025-26(ii)(2&3), be ratified.

418/2025-26 **RFO'S FINANCIAL REPORTS FOR 2025-26**

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

PROPOSED BY: Councillor Peacock

SECONDED BY: Councillor Coe

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

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

	Receipts:	Payments:
NatWest Current Account	£1,255.02	£1,255.02
Unity Trust Current Account:	£1,462.14	£928.25

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Lloyds Bank Business Account:	£37,701.43	£184,243.92
NatWest Business Reserve Account:	£770.80	£541.42
Petty Cash:	£0.00	£116.33
Lloyds Bank Corporate Card:	£827.41	£1,260.54
Lloyds Bank Instant Access O/L Saver:	£150,242.05	£0.00
NSIB:	£0.00	£0.00

419/2025-26 **COUNCIL REPRESENTATIVES REPORTS**

None.

420/2025-26 **CAPITAL PROJECTS REPORT**

None.

421/2025-26 **REPAIRS TO TOWN HALL HOUSE WINDOWS**

Consideration was given to the urgent requirement for repair of Town Hall House 1st floor front elevation windows. It was:

(a)

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY that – due to health and safety concerns and risk to the fabric of a Grade II Listed Building, Standing Orders be waived to consider the single quotation sought.

(b)

PROPOSED BY: Councillor O'Hare

SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY that - (i) the quotation received in respect of repairs to Town Hall House 1st floor front elevation windows, in the sum of £6,800.00 exc VAT, be approved; (ii) this to be funded from the Building Repair & Restoration Reserve Fund and (iii) the RFO be authorised to settle all relevant invoices, when received, having first ascertained that all is in order.

The Contract was, therefore, awarded to BE Ames Ltd.

422/2025-26 **NRTC STRATEGIC PLAN 2023-27**

The Town Council's adopted Strategic Plan for 2023-27, with latest updates, was duly received and noted.

423/2025-26 **KALC COMMUNITY AWARDS 2026**

Having duly considered potential Town Council nominations for the 2026 KALC Community Award Scheme, it was:

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PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that Louise Douglas, Team Leader from Light Up New Romney, be nominated by the Town Council for a 2026 KALC Community Award*.

*Councillor Rivers to provide the required supporting statement for the aforementioned nomination.

424/2025-26 **DATA CONTROLLER AND DATA PROCESSOR AGREEMENT**

Having duly considered the draft Data Controller and Data Processor Agreement, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY – that the Data Controller and Data Processor Agreement, be approved as presented and adopted with immediate effect.

425/2025-26 **COMMUNITY ART PROJECT**

Having duly considered support for a community art project, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Rev Cn McLachlan

RESOLVED – that support for community art project be provided by way of providing the Assembly Rooms, free of charge, as a venue for a workshop.

Councillor Carey voted against this proposal and requested that his vote be recorded.

426/2025-26 **NEW ROMNEY FOOTBALL CLUB REQUEST**

Having duly considered the request from New Romney Football Club to relocate advertising boards at the Station Road Sports Field, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Rev Cn McLachlan

RESOLVED – that the request from New Romney Football Club to relocate advertising boards at the Station Road Sports Field, be declined.

427/2025-26 **EXCLUSION OF PUBLIC AND PRESS**

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

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428/2025-26 **ON-GOING MATTERS**

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

429/2025-26 **PERSONNEL MATTERS**

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

430/2025-26 **LAND AND TENANCY MATTERS**

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

431/2025-26 **CONCLUSION OF PRIVATE SESSION**

Not applicable.

The Chairman thanked those present for their attendance and the meeting concluded **@ 7.49PM.**

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

Minutes prepared by the Deputy Town Clerk

MAYOR'S CIVIC FUNCTION LIST

Events attended since the November 2025 meeting of Full Council

1. Sunday 4th January – Blessing of the Sea: Margate *

* Accompanied by the Mayoress.

* Accompanied by the Deputy Mayor

Cllr John Rivers

MEETING OF FULL COUNCIL – 12TH JANUARY 2026 TOWN CLERK'S REPORT

Actions completed since the Full Council meeting held on 15th December 2025

None.

Further Items of Report:

- 1) The audited AGAR for 2024-25 was received on 19th December 2025 (during the period of office closure) and was published on the Town Council website on Monday 5th January 2026, this being the first working day following the office closure. The **Notice of Conclusion of Audit** was also published online and in the Town Hall window on 5th January 2026 and a Facebook message was posted to advise the public of this action and to explain that the lateness of publication was due to Mazars' lateness in concluding the external audit and issuing the output documents to the Town Council.
- 2) Following discussion with the relevant FHDC Officer regarding **transfer of Station Road Play Area** to New Romney Town Council and as a result of further negotiation regarding the term of any associated Lease Agreement, the District Council has now agreed that the transfer can proceed on the same basis as previously discussed (ie incorporating an identified area for use as an overflow car park for the Maude Community Centre) but with a longer 99 year lease term applicable. Information has also been provided regarding s106 monies which it may be possible to allocate to any refurbishment project, subject to meeting identified criteria.
The Clerk will now make arrangements to progress and complete this transfer, subject to formal approval of the Deed of Transfer by the Town Council when it is available.

Town Clerk

6th January 2026

MINUTES
Of
A Meeting of New Romney Town Council's Personnel Committee
Held in the Assembly Rooms, New Romney
on Wednesday 17th December 2025
Commencing at 10.00am

PRESENT: Councillors P Thomas, P Coe, P Peacock and K Terry

In the Chair: Councillor P Thomas

In Attendance: Town Clerk - Mrs C Newcombe

432/2025-26 **APOLOGIES FOR ABSENCE**

Apologies from Councillors not present at the meeting were duly received and noted as below:

Councillor J Rivere - who was unwell

433/2025-26 **DISPENSATION TO PARTICIPATE**

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

434/2025-26 **DECLARATIONS OF INTEREST**

None.

435/2025-26 **MINUTES**

Having duly considered the minutes of the Personnel Committee budget meeting held on 26th November 2025, copies of which had been previously circulated to Members of the Personnel Committee, it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY – that the minutes of the Personnel Committee budget meeting held on 26th November 2025 be signed as a true and correct record.

The afore-mentioned minutes were signed by the Chairman.

436/2025-26 **CLERK'S REPORT**

The Clerk's report regarding personnel matters was duly received and noted.

437/2025-26 **FINANCIAL MATTERS**

The Clerk advised that there was no updated Personnel Budget Comparison Report for 2025-26 on this occasion due to the close proximity of the recent budget-setting meeting.

438/2025-26 **STAFF JOB DESCRIPTIONS**

(i) Having duly reviewed all existing staff job descriptions and having considered amendments thereto, it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that all existing staff Job Descriptions be updated to include all amendments as presented, noting the requirement for some re-numbering following amendment.

(ii) Having duly considered a draft job description for an additional role of Admin Clerk, it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY – that the staff Job Description for a role of Admin Clerk be hereby approved as presented.

439/2025-26 **EXCLUSION OF PUBLIC AND PRESS**

@10.08AM Having considered the nature of matters to be discussed under Agenda Item 8 and, in view of the fact that sensitive personal information that may identify one or more individuals was to be discussed, it was, in accordance with the Public Bodies (Admission to Meetings) Act 1960:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Peacock

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

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

440/2025-26 **STAFF MATTERS**

(i) Councillor / Staff Protocols

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

(ii) Staff Appraisal Process

The Staff Appraisal Process Output Report was duly received and noted by those present. Having duly considered outcomes identified therein, it was:

(a)

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that (i) in light of the fact that all staff had met or exceeded satisfactory expectations, the payment of all annual salary increments due as at 1st April 2026 be hereby approved, where applicable and that (ii) in recognition of the Parish Caretaker's additional responsibility in the role of Team Leader, the payment of one additional salary point at such time as the top of the relevant salary scale has been reached be hereby approved as a 'Personal Responsibility Point'*.

**A 'Personal Responsibility Point' is not transferable in such case as the post of Parish Caretaker is subsequently filled by a different / new staff member.*

(b)

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Peacock

UNANIMOUSLY RECOMMENDED – that the Town Council establish a councillor Events Working Party to assist Council Staff with the planning, organisation and manning of Town/Civic events.

(iii) Planning Clerk Appointment

Having duly considered the current temporary status of the Planning Clerk post and having noted that a probationary period had been successfully completed and the current post-holder had integrated well into the clerical team with no matters of concern, it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that, in light of the Planning Clerk's successful completion of a probationary period and integration into the clerical team, a permanent contract be awarded with effect from the end date of the current fixed-term contract, with remuneration commencing at the current salary point within the salary scale for the Planning Clerk post and with one incremental salary point rise with effect from 1st April 2026.

(iv) Mayor's Secretary Appointment

Having duly considered the current temporary status of the Mayor's Secretary / Clerical Assistant post and having noted that a probationary period had been successfully completed and the current post-holder had integrated well into the clerical team with no matters of concern, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY – that, in light of the Mayor's Secretary / Clerical Assistant's successful completion of a probationary period and integration into the clerical team, a permanent contract be awarded with effect from the end date of the current fixed-term contract, with remuneration commencing at the current salary point within the salary scale for the Mayor's Secretary / Clerical Assistant post and with one incremental salary point rise with effect from 1st April 2026.

441/2025-26 **CONCLUSION OF PRIVATE SESSION**

@10.20AM it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that private session be hereby concluded.

The Chairman thanked those present for their attendance and participation and the meeting then concluded **@10.20AM**.

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

New Romney Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 November 2025

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
30/11/2025	Nat West Current A/c	500.00	
30/11/2025	Unity Trust A/c	219,069.36	
30/11/2025	Lloyds Bank Business A/c	45,654.67	
30/11/2025	Nat West Business Reserve A/c	66,146.24	
30/11/2025	Petty Cash	45.78	
30/11/2025	Corporate Card	0.00	
30/11/2025	Lloyds Bank I/A Online Saver	504,689.50	
			836,105.55
<u>Other Cash & Bank Balances</u>			
			10,453.00
			846,558.55
<u>Unpresented Payments</u>			
			599.06
			845,959.49
<u>Receipts not on Bank Statement</u>			
			0.00
<u>Closing Balance</u>			
			845,959.49
<u>All Cash & Bank Accounts</u>			
1	Nat West Current A/c	500.00	
2	Unity Trust Current A/c	219,069.36	
3	Lloyds Bank Business A/c	45,654.67	
4	Nat West Business Reserve A/c	66,146.24	
5	Petty Cash	45.78	
6	Corporate Card	-599.06	
7	Lloyds Bank I/A Online Saver	504,689.50	
	Other Cash & Bank Balances	10,453.00	
	Total Cash & Bank Balances		845,959.49

LAAG - LYDD AIRPORT UPDATE 2025

Little has changed at the airport with developments at competing airports being of more consequence as these proposed changes will further erode the commercial attraction of Lydd – the government's approval of a second runway at Gatwick in September and RiverOak Strategic Partners, the owner of Manston Airport, finally overcoming legal opposition to its plans to create an air cargo hub at Manston Airport in May 2024. The new Manston facility is planned to be opened in 2028.

The question remains – how long will the owners of Lydd Airport be prepared to incur not inconsequential annual losses? Accumulated losses now amount to over £30m with the latest (2024) reported annual loss being £1.63m. Lydd Airport and its associated companies, Lydd Golf Club and Driving Range Ltd and Fal Aviation Ltd only survive because of the financial support from the [REDACTED] clan through the British Virgin Island based ultimate holding company, Lydd Holdings Ltd.

Interestingly this holding company to date had been owned by [REDACTED] assumed to be the father of the three younger [REDACTED] now associated with the group companies. He was also the personality we dealt with during our campaign. In March 2025, 100% of Lydd Holdings Ltd shares were transferred in equal portions to his three sons. [REDACTED] resigned from all the associated group companies (Lydd Airport Ltd, Lydd Golf Club and Driving Range Ltd, Fal Aviation UK Ltd) in May 2025.

Management changes invariably result in changes.

Airport Activity

CAA statistics show that there were 5 passengers for the whole of 2024 (all in December) with some improvement in 2025 with 18 passengers (assuming 2024 figures for November and December as data is not available). There was also an 11% increase in the number of movements in 2025 to 28,986 (again assuming 2024 figures for November and December), although the figures are still below the record 2022 level for the last 10 years. Note, flights in and out represent two movements. Activity remains dominated by private light aircraft and helicopters from the search and rescue service.

Financial Performance

For the year to December 2024, Lydd Airport (Lydd Airport Ltd) produced a loss of £1.626m compared to a loss of £0.977m in 2023 (£0.77m adjusted) after a period of falling losses, although it is possible the loss in 2024 is magnified by the loss on the sale of an investment property. The employment tribunal dispute continues with a possibility of further cash outflows. Following the resignation of [REDACTED] [REDACTED] joined the board, resulting in two outsiders on the five-man board.

Elsewhere, Lydd Golf Club and Driving Range Ltd produced a profit of £29,000 in 2024, while FAL Aviation produced a £22,500 loss. All the above companies were only signed off as going concerns because of the backing of the [REDACTED] clan through their holding company, Lydd Holdings Ltd.

Copy of Report provided by Councillor J Hiscock

CAPITAL PROJECTS REPORT

(i) Maude Community Centre Project Update Report

Not available on this occasion due to a Post-Project Review Meeting and preparation of finalised costs being currently awaited.

(ii) Maude Community Centre Project Financial Update Report

Not available on this occasion due to a Post-Project Review Meeting and preparation of finalised costs being currently awaited.

New Romney Town Council

Full Council Meeting 12th January 2026

Agenda Item 17: Precept 2026-27

Fees and charges for 2026-27 were considered and approved by the Finance and General Purposes Committee (See minutes of Finance & General Purposes Committee Budget Meeting held on Monday 8th December 2025, previously circulated to all Councillors).

The **Draft Budget for 2026-27** recommended by the Finance and General Purposes Committee for consideration by Full Council is as follows:

Committee	£
F&GP Committee	217,610.00
Personnel Committee	291,013.00
Planning Committee	250.00
Health & Wellbeing Committee	250.00
Total Budgetary Requirements for 2026-2027	509,123.00

2026-27 Budget Implications	£
Town Council Draft Budget Requirement	509,123.00
Draft Precept Requirement for Consideration	509,123.00

Capital Projects:

There currently remains one on-going approved large-scale capital project, as detailed below:

Maude Community Centre Project: This project is a large-scale project which has now been delivered but is currently in the 12 month snagging period prior to payment of any final retention sum to the contractor. Prior to the end of this snagging period a project review meeting will be held with the Project Management Team.

Other Projects: Any further “one-off” projects during 2026-27, including those identified within the NRTC Strategic Plan 2023-27, will need to be funded via grant funding, s106/CIL monies or from any Reserve Funds that have been put in place for the specified purposes. In my capacity as Proper Officer, and supported by the Council’s appointed Responsible Financial Officer, I would, as usual, re-iterate my advice that the Council does not make use of General Reserves to fund non-emergency projects, except whereby the ring-fenced sum (£30,000.00) previously identified for potentially supporting delivery of the Maude Community Centre (formally CHSPN) project may be required. (Final details of General Reserves utilised for the afore-mentioned project to be determined following payment of final retention sum and receipt of final cashflow report.) The purpose of General Reserves

being to provide funding in an emergency and at such time as there are no other Reserve Funds or other possible sources of funding available. It should be noted that it is necessary to endeavour to retain General Reserves in excess of the amount of 50% of the annual Council running costs (but not in excess of 12 months' running costs) in order that the Town Council could continue to operate for a full six months in such emergency circumstance as may wipe out its available funds until such time as the next precept instalment is payable.

NRTC Reserves

Budget comparisons to date indicate that the Budget for 2025-26 may, in fact, not have been fully utilised by the end of the current financial year, resulting in a very small underspend in the 2025-26 budget. This small underspend will be absorbed into General Reserves at year end, following which the Council may consider, if deemed appropriate, whether to vire any amount into other ring-fenced reserve Funds or whether to leave those funds in General Reserves.

Precept:

The above-detailed budget figures result in a **precept requirement of £509,123.00**, which is an **increase of £79,561.00** on last year's precept, to be approved by Full Council.

In the main, over and above the inflationary increase in costs to the Council, this increase represents the impact of staffing and running costs associated with the recent delivery of the Maude Community Centre as well as provision for an additional part-time clerical staff member to mitigate increased office workload which is currently impacting all office staff – and which has potential to increase further in 2026-27 and beyond as a result of the impending Local Government Reorganisation.

The impact of the Town Council's Precept requirement (being the amount that is required to meet the difference between budgeted income and expenditure) on local Council Tax payers, is calculated by dividing the Precept requirement by the average Band D Council Tax Base, as advised by Folkestone & Hythe District Council. The Tax Base is the total number of properties in New Romney from Band A to Band H averaged out to Band D equivalent properties.

The impact of this precept on local tax payers is an increase of 17.1% on the average Band D Council Tax (based on 2026-27 provisional Tax Base figures supplied by the District Council) which is, in 'real terms' an increase of £23.91 per annum / £1.99 per month / £0.46 per week.

NB: Whilst the revised Tax Base figures for 2026-27 are currently provisional, it is not possible to await confirmed figures as the District Council meeting at which the figures will be confirmed is not scheduled to take place until after the deadline for submission of Precept Demands. However, the District Council view is generally that, at this stage, it would not be aware of any reason as to why they should be materially altered at that meeting.

The tables below show the impact of this year's changes in cost to local council tax payers:

Current Precept (2025-26)	£429,562.00	
Tax Base (Band D Equiv)	3,077.06	
Average Council Tax Charge for Town Council Element	£139.60	

Proposed Precept (2026-27)	£509,123.00	Precept Increase: 18.5%
Using Revised Tax Base (2026-27)	3,113.69	
Average Council Tax Charge for Town Council Element	£163.51	<u>Impact on local Tax Payers:</u> Average Band D Council Tax Increase = 17.1% <u>Real Terms Impact on Local Tax Payers:</u> (£23.91 per annum £1.99 per calendar month / £0.46 per week)

In real terms, the increase on the average Band D Property Council Tax Bill in the amount of £0.46 per week represents less than one-fifth of the price of a single cup of coffee per week or less than the price of one average priced cup of coffee per month in any local coffee chain.

With the above in mind and noting that it is important that the aspirations of the Council for the Town are funded in order that they can be delivered, the Council should approve the budget and output precept requirement at the proposed level.

The routine press release identifying the NRTC Precept requirement and Council Tax increase for 2026-27 should highlight the strategic planning that has been undertaken by the Council and the necessity to fund such plans for the benefit of the Town and its community as well as staffing implications and running costs associated with the recent delivery of the Maude Community Centre and the potential for further increased workload as a result of the impending Local Government Reorganisation, which has required appropriate financial planning to be able to provide adequate staffing levels within the clerical team.

It should be noted that it continues to remain possible that the Council Tax Capping regime may be applied in the near future. This will mean that if capping is applied and the Town Council precept requirement exceeds the capped increase, a referendum and all its associated costs would be triggered.

In my capacity as Proper Officer and supported by the Council's appointed Responsible Financial Officer, it is my recommendation, therefore, that the Council does, indeed, prepare itself adequately for the full impact of the financial challenges that lie ahead during the forthcoming financial year by setting a realistic budget and approving the associated precept demand, as detailed above. If the Council does not make appropriate financial provision at the current time, it may at some point in the future, find itself creating a significant financial shortfall if council tax capping is applied to Town and Parish Councils as it may no longer be able to make adequate increases to mitigate any annual shortfall that may build up without triggering a referendum, which comes at significant expense and which may fail in allowing the Council to adequately increase its precept anyway. The impact of this scenario would then be a situation whereby the Council must begin to consider cutting services, reducing improvement projects and / or closing facilities provided to local residents.

In light of the above report, and having given due consideration to the wide range of financial issues relating to Town Council business, I would make the following recommendations:

Recommended Actions:

(i) Confirm and approve the Town Council net budget requirement for 2026-27 in the amount of £509,123.00

(ii) Confirm and approve a precept requirement for 2026-27 in the amount of £509,123.00

(iii) Authorise the Town Clerk and / or RFO to submit the formal precept demand to Folkestone and Hythe District Council by the due deadline and, in consultation with the Chairman of the Council, to issue an associated press release.

Town Clerk

06/01/2026

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not fully explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 1	For any statement to which the response is 'no', has an explanation been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations been published where required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of any difference between Box 7 and Box 8 been provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

NEW ROMNEY TOWN COUNCIL

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During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

04/02/2025 04/06/2025

Person who carried out the internal audit

LIONEL ROBBINS

Signature of person who carried out the internal audit

Date

04/06/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

NEW ROMNEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

23/06/25

and recorded as minute reference:

104 | 2025-26(11)(a)

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

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Section 2 – Accounting Statements 2024/25 for

NEW ROMNEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	2,342,134	3,255,551	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	374,894	396,952	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,099,791	879,387	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	150,835	176,031	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	59,895	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	410,433	2,773,831	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	3,255,551	1,522,133	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	3,267,130	1,709,716	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,675,257	3,509,237	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,000,000	992,306	The outstanding capital balance as at 31 March of all loans from third parties (including PVLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

03/06/2025

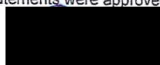
I confirm that these Accounting Statements were approved by this authority on this date:

23/06/2025

as recorded in minute reference:

104 / 2025 - 26(1)(b)

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

New Romney Town Council

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

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

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

Not Applicable.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

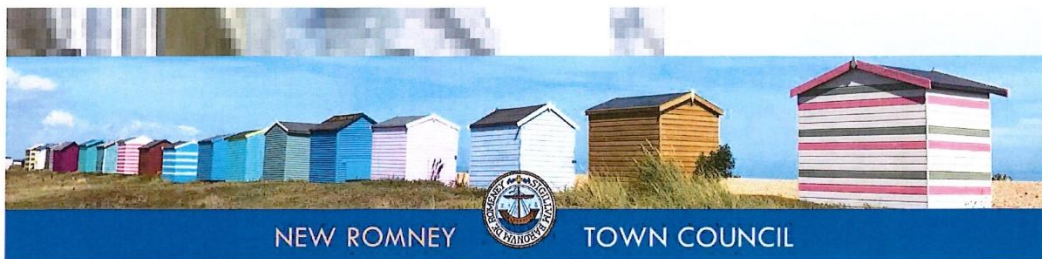
19 December 2025

Annual Governance and Accountability Return 2024/25 Form 3
Local Councils, Internal Drainage Boards and other Smaller Authorities*

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AGENDA ITEM 19

STRATEGIC PLAN 2023-2027



STRATEGIC PLAN

2023 - 2027

New Romney Town Council



Contents

- 3 Foreword
- 4 Our Strategy
- 6 Financial Management
- 7 Planning, Highways & Environment
- 10 Recreation & Amenities
- 12 Health & Wellbeing
- 13 Town & Community

Foreword

Welcome to New Romney Town Council's Strategic Plan. The Plan describes the Council's vision, what we are trying to achieve during the current Term of Office and what our objectives and key priorities are between now and 2027.



*The Right Worshipful the Mayor of New Romney,
Councillor John Rivers
July 2023*

The Strategic Plan explains clearly to Councillors, staff, residents, businesses, and our partners exactly what the Council aims to achieve between now and the next election. New Romney Town Council is an ambitious Council and, as Members, we are all committed to helping make New Romney, Littlestone and Greatstone (*now called 'New Romney' in this report*) a better place to live, work and visit.

This document will help to ensure that the Council continues to focus on delivering excellent, value for money services for the Town and its residents.

This Strategic Plan sets out the Council's overall vision - which is to continually work on improving the quality of life for all residents, improving our local environment, conserving and promoting the Town's heritage and retaining financial security.

The overarching Strategy is underpinned by 11 Corporate Priorities supported by 52 Key Objectives. The Corporate Plan will be reviewed annually and updates on the Council's achievements will be reported at the Annual Town Meeting.

The Council will ensure that adequate resources (financial, staffing, training, equipment etc) are made available to achieve the Objectives detailed within this Plan.

New Romney Town Council Strategic Plan

To continually work on improving the quality of life for all residents, improving our local environment, conserving and promoting the Town's heritage and retaining financial security.

Our overarching Strategy is underpinned by the following:

- 5 Areas of Focus
- These include 13 Strategic Priorities
- These are supported by 53 Key Objectives
- Each Objective will be progressed and monitored by the relevant Council Committee

1. *Financial Management*

- To develop and manage a sustainable budget which maximises use of Town Council assets, optimises revenue streams and provides optimum spending opportunities whilst maintaining financial security and recognising the impact on residents

2. *Planning, Highways & Environment*

- To ensure that New Romney (see above) can develop economically whilst safeguarding its natural environment
- To optimise the ability for people and goods to move around the Town safely and in a more environmentally friendly manner
- To keep New Romney clean and pleasant for residents and visitors alike

3. *Recreation & Amenities*

- To optimise and encourage the use of all local sports, play and exercise facilities
- To maintain and improve a range of amenities and services to support a good quality of life in New Romney's Wards

4. *Health & Wellbeing*

- To develop and maintain a community infrastructure in New Romney that nurtures a safe, supportive and inclusive place to live, work and visit

5. *Town & Community*

- To develop and maintain a community infrastructure in New Romney that nurtures a safe, supportive and inclusive place to live, work and visit
- To support local businesses and economic development in New Romney
- To effectively communicate, consult and engage with our residents, partners, employees, local businesses, visitors and other public sector organisations (eg local authorities, health and education)
- To make sure that New Romney continues to attract tourists to the area
- To actively promote the arts and culture in New Romney
- To maintain and improve a range of amenities and services to support a good quality of life in New Romney

1. Financial Management

To develop and manage a sustainable budget which maximises use of Town Council assets, optimises revenue streams and provides optimum spending opportunities whilst maintaining financial security

Objectives	Committee	Start	Complete
FM1: Review and update Rolling Maintenance Plan to assist in Maintaining optimum property values of NR properties	F&GP	2023-24	Commenced: Review and Update by Finance Officers currently in hand. Updated document to be presented to F&GP Committee By end March 2026
FM2: Undertake review of revenue streams and develop a plan to optimise income with which to support longer-term spending options whilst retaining financial security. To investigate funding and grants available to the Town Council	F&GP	2023-24 2026-27	Not Yet Commenced: Deferred to 2026-27 Due to take into Account potential Impact of Local Government Reorganisation

2. Planning, Highways & Environment

To ensure New Romney can develop economically whilst safeguarding its natural beauty

Objectives	Committee	Start	Complete
PHE 1: Carry out a wants / needs survey re local new build developments to understand local housing needs and the impact on the Town from new developments with a vision of using the data to influence local planning outcomes	Planning & Environment	2023-24	Commenced: Train and Explain Public Engagement To be organised in 2026 to educate Public about the Planning Process Prior to ensuing Consultation Questionnaire.
PHE 2: Develop and adopt a Policy Statement / Planning Protocol identifying the Town Council's commitment to preserving local open spaces	Full Council	2023-24	COMPLETED – POLICY APPROVED & ADOPTED SEPT 2024

2. Planning, Highways & Environment

*To ensure New Romney remains
a clean and pleasant place to
live, work and visit*

Objectives	Committee	Start	Complete
PHE 3: Establish a process by which NRTC receives regular feedback re local air quality monitoring	Planning & Environment	2023-24	COMPLETED Information being Received Routinely on annual Basis.
PHE 4: Complete the upgrade of NRTC waste disposal contracts and waste receptacles at New Romney Town Hall and Assembly Rooms to facilitate waste recycling	F&GP	2024-25	COMPLETED Re-cycling bins in-Situ at Town Hall and waste disposal contract upgraded for re-cycling collection
PHE 5: Complete Area Action Plans for all NRTC open spaces linked to the adopted Environment Policy	Planning & Environment	2024-25	OVERDUE Clarification Required to be Sought from Working Party Chairman
PHE 6: Re-distribute trees from NRTC tree nursery for planting appropriately around the parish	Planning & Environment	2025-26 2026-27	Re-scheduled Awaiting growth to Adequate maturity.
PHE 7: Identify potential areas of NRTC Land for re-wilding and consult local residents on proposals	Planning & Environment	2025-26 2026-27	Re-Scheduled To take into Consideration Land assets following LG Reorganisation
PHE 8: Investigate potential for Supporting local up-cycling and re-cycling projects and organisations	Planning & Environment	2026-27	COMPLETED Implemented by KCC at Mountfield Road Recycling Centre

2. Planning, Highways & Environment

To optimise the movement of people and goods around the Town safely and in a more environmentally friendly manner

Objectives	Committee	Start	Complete
PHE 9: Identify and secure funding to implement the New Romney Parish Highways Improvement Plan	Planning & Environment	<u>2023-27</u>	PHASE 1 COMPLETED Phase 2 Commenced CIL funds to be allocated By F&GP Committee ON-GOING
PHE 10: Implement 20MPH zones within the Parish as identified within the New Romney Parish Highways Improvement Plan	Planning & Environment	<u>2023-27</u>	PHASE 1 COMPLETED PHASE 2 IN HAND CIL funds to be allocated By F&GP Committee ON-GOING
PHE 11: Implement improvements to junction of Ashford Road / New Romney High Street as identified within the New Romney Parish Highways Improvement Plan	Planning & Environment	2024-25	Commenced: Works approved by Kent Highways and identified in Pentland Homes Improvements to Highways in vicinity of residential development ON-GOING
PHE 12: Continue negotiations with FHDC Re adopting one of the two town centre car parks with a vision of utilising revenue to support funding of local improvements	Full Council	2025-26	Commenced: In discussion Under LG Reorganisation Programme ON-GOING
PHE 13: Lobby Government and KCC for improved local public transport. Investigate links with other Councillors (Parish, District, and County) to consider a Community Bus service with links to hospitals and other major sites/venues	Full Council	2023-24	COMPLETED – COMMUNITY TRANSPORT SERVICE IN PLACE

*To optimise and encourage use of
all Town Council sports, play and
exercise facilities*

Objectives	Committee	Start	Complete
RA 1: Provide more varied outdoor play equipment for children	Full Council	2024-25 2026-27	Re-Scheduled Town Clerk / RFO To prepare Consultation with St. Nicholas Academy Spring 2026
RA 2: Seek and secure funding to expand the New Romney Skate Park	Full Council	2025-26	Put on hold – Consider following Local Government Reorganisation
RA 3: Complete adoption of Station Road Area and secure funding to upgrade the equipment on the rear half of the site	Full Council	2024-25	Commenced: In discussion Under LG Reorganisation Programme ON-GOING

3. Recreation & Amenities

To maintain and improve a range of amenities and services to support a good quality of life in New Romney

Objectives	Committee	Start	Complete
RA 4: Provide picnic benches at Perimeter of St Martin's Field	F&GP	2024-25	Paused: Put on hold due To police advice Re anti-social Behaviour
RA 5: Replace planters around perimeter of St Martin's Field with self-watering planters	F&GP	2024-25	COMPLETED – PLANTERS IN PLACE
RA 6: Prepare a development plan and secure funding to upgrade The Greens as a Destination Coastal Park for play and recreation (eg addition of petanque strip, crazy golf, themed adventure playground, further picnic benches)	Full Council	2025-26 2026-27	Re-scheduled – To be considered Following Local Government Reorganisation
RA 7: Seek and secure funding or loan/ Lease project to provide a NRTC Caretaker van to improve safety and efficiency in maintaining Town Council lands and premises	Full Council	2024-25	COMPLETED – VAN PURCHASED
RA 8: Deliver the completed Community Hall, Sports Pavilion and Nursery project	Full Council	2025-26	COMPLETED – MAUDE COMMUNITY CENTRE NOW OPEN
RA 9: Refurbish or replace railings at The Greens, Littlestone and install inset safety barriers at all pedestrian access points	Full Council	2025-26	Commenced Refurbishment on-going (Posts and rails being replaced in accordance with condition priority)

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4. Health & Wellbeing

To develop a community infrastructure in New Romney that nurtures a safe, supportive and inclusive place to live, work and visit

Objectives	Committee	Start	Complete
HW 1: Provide Dementia Awareness training for all New Romney Town Council Members and Staff	Full Council	2023-24	COMPLETED Several rounds of Training provided
HW 2: Complete all remaining criteria to be accredited as a Dementia Friendly Council	Full Council	2023-24	Commenced: Clerk to review remaining criteria ON-GOING
HW 3: Continue adaptations to New Romney Town Hall and Assembly Rooms to make them more dementia friendly (upgrade Town Hall lighting / repaint door frames in both buildings in contrasting colour in line with rolling maintenance programme)	F&GP	2024-25	Commenced: Décor-related change Undertaken in line With rolling maintenance programme ON-GOING
HW 4: Support Primary Care Network with sharing of healthcare communications and provision of additional building space for delivery of healthcare services	Health & Wellbeing	2024-25	COMPLETED: Health & Wellbeing Committee established and opportunities for assisting with communicating local healthcare matters discussed via this committee ON-GOING
HW 5: Expand links on NRTC website to include details of more local support organisations	Health & Wellbeing	2024-25	COMPLETED: Additional appropriate links to local support organisations added to NRTC website as they are identified ON-GOING

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5. Town & Community

To develop a community infrastructure in New Romney that nurtures a safe, supportive and inclusive place to live, work and visit

Objectives	Committee	Start	Complete
TC 1: Lobby Government/KCC/Kent Police to re-establish a visible local police presence and to retain KCC Community Wardens	Full Council	2023-24	OUTDATED – WITHDRAWN KCC Community Wardens Team stood down prior to adoption of this Strategic Plan; named Kent Police Officer for local area already established
TC 2: Create disabled parking bay(s) on NRTC land at the end of The Greens, Littlestone to improve accessibility of this open recreational space	Full Council	2026-27	
TC 3: Provide funding support for the retention of local youth club provision	F&GP	2025-26	WITHDRAWN – No youth club to Support financially
TC 4: Organise a Community Service event to publicise what is on offer to local residents in terms of volunteer support and services	Health & Wellbeing	2024-25 2026-27	Re-scheduled and Amended: NRTC to man a table at RMCH Community Service Event to promote NRTC as source of Resident support
TC 5: Establish a Youth Council to engage and respond to the needs of local young people	Full Council	2024-25	Commenced: Youth Council Constitution adopted. ON-GOING – TO BE RE-VISITED

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5. Town & Community

To support local businesses and encourage economic development in New Romney

Objectives	Committee	Start	Complete
TC 6: Install an electronic information board in the Town Centre area to promote the Town and advertise local businesses with a vision of generating additional revenue from advertising	F&GP	2025-26	WITHDRAWN – Not viable as Existing competition In High Street (2 already in Place)
TC 7: Develop a plan for increased use of St. Martin's Field, and the Greens, for community events with a long term vision of establishing a community events calendar (eg to include annual community picnic, annual Armed Services Day event, annual Pride event etc) or a New Romney Festival Week	Full Council	2024-25 2026-27	Re-scheduled and Amended – Increase existing events To include Annual Community Picnic Commencing Spring 2027

5. Town & Community

To effectively communicate, consult and engage with our residents, partners, employees, local businesses, visitors and the public sector (eg local authorities, health and education)

Objectives	Committee	Start	Complete
TC 8: Return Council meetings to the Town Hall Council Chamber and revert to Monday evening meetings to reduce clashes with District Council meetings	Full Council	2023-24	COMPLETED Council Chamber Available for meetings – Regular use hindered by lack of heating; in hand
TC 9: Routinely publish links to details of local planning applications on NRTC social media	Planning & Environment	2023-24	COMPLETED On-going practice now established to highlight local planning apps via NRTC social media
TC 10: Establish a policy of submitting regular monthly articles for publication in Romney Marsh Community Ad magazine which is delivered directly to every local household	Full Council	2023-24	COMPLETED Policy of utilising monthly Community Ad publication for publicising NRTC activity established and implemented
TC 11: Create video recordings of all Civic Services and Ceremonies for publication on Town Council social media to increase civic engagement	Full Council	2024-25	COMPLETED Commenced with Recordings of D-Day 80 events posted on NRTC social media. ON-GOING
TC 12: To establish other social media means by which we make the Council more accessible and engaging	Full Council	2024-25	COMPLETED Options investigated & not feasible at present

5. Town & Community

To effectively communicate, consult and engage with our residents, partners, employees, local businesses, visitors and the public sector (eg local authorities, health and education)

Objectives	Committee	Start	Complete
TC 13: Re-instate Town Centre NRTC noticeboard in High Street	F&GP	2024-25	COMPLETED Noticeboard Installed in High Street
TC 14: Develop and adopt Policy Statement that places an expectation on Town Council Members to attend Civic Services and Ceremonies / Town Council events to (i) demonstrate commitment to the Town and its residents and (ii) engage with members of the community and increase visibility of the Council	Full Council	2024-25	COMPLETED – POLICY APPROVED & ADOPTED

5. Town & Community

To make sure that New Romney continues to attract tourists to the area

Objectives	Committee	Start	Complete
TC 15: Complete and publicise (via NRTC website/social media and leaflets) the Town Trail	F&GP	2024-25	COMPLETED Installation of Town Trail completed; Leaflets received And distributed.
TC 16: Develop a Policy for utilisation of The Cinque Ports brand	Full Council	2024-25 2026-27	Re-scheduled & Commenced: Clerk to adapt existing Policy for NRTC. Cinque Ports Crest to be added to all forms/docs and press/publicity materials
TC 17: Replace Town signage at entry points to the Town ('Welcome' gates with crest / reference to 'Ancient Cinque Port Town')	Planning & Environment F&GP/ Full Council	2024-25 2026-27	Re-scheduled & Commenced: Cost estimates sought - provision subject to CIL funding availability
TC 18: Prepare a Business Plan for potential provision of a summer tourist road train	Full Council	2025-26	WITHDRAWN – Not feasible at the current time; staff focus on Local Government Reorganisation
TC 19: See RA6 (P11) Upgrade of The Greens as a Destination Coastal Park	Full Council	2025-26 2026-27	Re-scheduled To consider following Local Government Reorganisation

5. Town & Community

To promote the arts and culture in New Romney

Objectives	Committee	Start	Complete
TC 20: Actively promote established local events on NRTC website and social media (eg JAM on the Marsh, New Romney Country Fayre, Light Up New Romney)	Full Council	2023-24	COMPLETED All established local events are Actively promoted via NRTC website and social media page
TC 21: Install a Town Sign in the Town Centre/historic centre of the Town to Identify with the Town's history	Full Council	2024-25	Commenced: Cost estimates sought

5. Town & Community

To maintain and improve a range of amenities and services to support a good quality of life in New Romney

Objectives	Committee	Start	Complete
TC 22: Lobby FHDC to re-develop the Disused play area in Dagleish Close	Full Council	2025-26	WITHDRAWN Outdated due to FHDC Play Strategy
TC 23: Undertake a post-community hall project review of NRTC buildings use	F&GP	2026-27	Commenced; Project review meetin Date currently being Arranged with project Management team
TC 24: Install 2x Town benches (currently In storage) in New Romney High Street	F&GP	2024-25	COMPLETED – 2X BENCHES NOW IN SITU
TC 25: Re-develop the toilet block on The Greens, Littlestone, to provide a café facility with external public toilet(s) and generate revenue to support local improvements	Full Council	2026-27	Commenced: Discussion opened With Interested party and Natural England

Contact

For more information, or if you have any questions regarding the Corporate Plan, please contact:

Town Clerk
Tel: 01797 362348
Email: town.clerk@newromney-tc.gov.uk

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

www.newromney-tc.gov.uk



New Romney Town Council

EVENTS WORKING PARTY

Noting staff comments raised during the annual appraisal process regarding the increased level of workload associated with any Civic or Town event, often at very busy times within the office, it was agreed to request that an Events Working Party be established.

This working party would be formed of a number of Councillors who would be willing to assist Town Hall Staff with the entire process involved in delivering any Civic or Town event, including planning, organising, implementing and manning.

Members of the Working Party would be invited to attend any initial event planning meeting at such time as one may take place and would then be involved throughout.

This Working Party would not be called upon on a regular basis – but when any non-routine / larger-scale event is to be planned and delivered.

Town Clerk

6th January 2026

END