

Cinque Port Town of New Romney



Mrs C. Newcombe
Town Clerk

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

Tel: New Romney 01797 362348

Ref: CN/3005

2nd February 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 9TH FEBRUARY 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 in person.

Members of Public are also welcome to observe this meeting live via Zoom using the meeting invitation link below:

Join Zoom Meeting
<https://us06web.zoom.us/j/86977191386?pwd=o07XrUWBVadVAgLGgj0f5coRzp2vZQ.1>

Meeting ID: 869 7719 1386
Passcode: 058657

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 Member of Public who has submitted a question to be put to the Council in Public Session must attend the meeting in person or request that the question be put by the Town Clerk. A question cannot be put to the Council by any Member of Public remotely joining the meeting live via Zoom.

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

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

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

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

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

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

4. What will happen at the Council meeting?

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

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

THE LAWS OF LIBEL AND SLANDER

- These laws are very strict.
- If, in public, you say something about a person that is not true, even if you believe it to be true, you may be sued and have to pay compensation. Therefore, you need to be very careful about any criticism you wish to make of people in any written submission.
- Councillors are able to speak more freely and bluntly while in Council or Committee meetings than members of the public.
- You, as a member of the public, do not have the same protection.

**FULL COUNCIL MEETING
MONDAY 9TH FEBRUARY 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).

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 **12th January 2026** (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

- (a) Meeting held on 7th January 2026 (Attached hereto*)
- (b) Meeting held on 4th February 2026 (To follow*)

(ii) Finances & General Purposes Committee

Meeting held on 21st January 2026 (Attached hereto*)

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

To consider final bank reconciliations for December 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. LITTLESTONE BATHING WATER:

To receive a brief presentation from Southern Water Bathing Water Partnership Manager regarding plans for Littlestone Bathing Water and ask any questions thereon.

18. REVIEW OF STANDING ORDERS (Encs*):

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

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

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. MAUDE COMMUNITY CENTRE ALARM MONITORING SERVICE (Encs*):

To consider quotation to remove alarm monitoring device from panel and cancel monitoring subscription when due (See Clerk's report).

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 – 2nd February 2026

AGENDA ITEM 4

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

Not Available.

AGENDA ITEM 5

DISTRICT COUNCILLOR REPORT – NRTC FULL COUNCIL MTG 9TH FEBRUARY 2026

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

FHDC Full Council – 1 meeting 28/1/26.

Planning and Licensing Committee – 1 meeting 20/1/26.

Overview and Scrutiny Committee – 1 meeting 27/1/26.

OSC - Finance and Resources Scrutiny Sub-Committee – 2 meetings 15/1 & 3/2/26.

Oportunitas – None.

FHDC and Joint Parish Council meeting – 22/1/26.

Nuclear Legacy Advisory Forum (NuLEAF) - None.

FHDC Member Briefing/Training - 3 Sessions 6/1, 13/1 and 28/1/26.

Rural England Prosperity Fund Panel – None.

Southern Water – Folkestone, Hythe & Romney Marsh Steering Group – 26/1/26.

Folkestone and Hythe District Council meetings.

28/1/26 - FHDC –Full Council meeting.

There were three main agenda items.

Council Tax Reduction Scheme 2026/27.

The report recommended the adoption of a replacement Council Tax Reduction scheme for 2026/2027, which is to be implemented with effect from 1 April 2026. This is because the Local Government Finance Act 1992 requires a local authority to have approved a scheme for the provision of Council Tax Support in 2026/27 by 11 March 2026. Changes are a response to the withdrawal of funding from Kent County Council to provide additional support to the lowest income and most vulnerable households.

The Council voted in favour of increasing the Council Tax Reduction for the most vulnerable families from 75% to 100%.

I spoke and voted in favour of this proposal.

Refresh of the Council's Children, Young People and Vulnerable Adults Safeguarding Policy 2025-2030

The children, young people and vulnerable adults safeguarding policy of the Council has been updated. The policy will run for a 5-year period rather than its usual 2-year period to enable some stability as LGR takes shape.

Report to Council on a decision made in accordance with the constitution's call-in and urgency rule

The constitution provides that, when an urgent decision is made by the Cabinet or Cabinet Member, for which any delay in implementation, likely to be caused by the call-in process, would seriously prejudice the Council's or public interest, then the 'Call-in Rules of Procedure', Part 6.3, rules 1-6 do not apply. Decisions, taken as a matter of urgency, must be reported to the next available meeting of the Council, together with the reasons for urgency.

The link to the meeting is shown below.

<https://folkestone-hythe.moderngov.co.uk/mgCommitteeDetails.aspx?ID=122>

FHDC Planning and Licensing Committee meetings – 20/1/26.

There was only one item relevant to Romney Marsh.

25/0542/FH - Land Opp Marten Farm, St. Mary's Road, Romney Marsh, TN29

Construction of a solar farm including solar photovoltaic panel arrays to generate electricity, with ancillary substations, inverters, perimeter stock fencing and gates, CCTV, lighting, access tracks, landscaping and other associated works.

I provided my questions to the officers ahead of the meeting and asked twenty-five questions on various aspects including the benefits (which I believe were hugely overstated), drainage, soil compaction, fire & rescue, design& access, Highways and solar road map (2024).

The proposal was to support the Officers recommendation to Approve the application and the committee voted 8 For and 4 Against the approval.

I voted Against the application, however, I did manage to get a further condition on soil compaction added to the conditions list.

The link to the meeting is shown below.

<https://folkestone-hythe.moderngov.co.uk/mgCommitteeDetails.aspx?ID=439>

Overview and Scrutiny Committee – 27/1/26.

The meeting agenda included the following items:

Strategic Approach to Sports & Leisure

The report provided an overview of the strategic approach being taken in relation to sport and leisure provision for Member consideration and feedback.

This included the lack of swimming provision in the District: use of land available at Martello Lakes for sport, leisure, community use: Request for capital grant of £2.4M to enable the reopening of the swimming pool at Folkestone Sports Centre: A £6M project to refurbish Hythe Pool.

Along with my fellow Marsh Councillors, I did argue for the strategy to include swimming provision on Romney Marsh, preferably at the Marsh Academy.

Controlled Parking Zone (CPZ Policy)

The report outlined proposed changes to the initiation, implementation, and administration of Controlled Parking Zones (CPZs) as set out in the new policy framework document .

Folca - Update and Folca 2 Business Case

The Folca report will be presented to Cabinet on the 11th of February 2026. The Overview and Scrutiny Committee were invited to comment on the draft report and provide feedback to support Cabinet in their decision making.

Cabinet Member updates

See link to the meeting below.

<https://folkestone-hythe.moderngov.co.uk/mgCommitteeDetails.aspx?ID=437>

Special Meeting - OSC Finance & Resources Scrutiny Sub-Committee – 15/1/26.

There was only one agenda item.

Budget 2026/27 - Growth & Savings.

This included the following:

2025/26 Growth and Savings report incl Rev_HRA_Capital .

GF Revenue bids 2026/27.

2026/27 Capital New Bids ,

HRA Revenue and Capital 2026/27.

See link to the meeting below.

<https://folkestone-hythe.moderngov.co.uk/mgCommitteeDetails.aspx?ID=504>

OSC Finance & Resources Scrutiny Sub-Committee – 3/2/26.

This meeting included the Quarter 3 financial reports and the 2026/27 budget details (see agenda items below)..

Draft General Fund Revenue Budget Monitoring Report - 3rd Quarter (Q3) 2025/26

Draft General Fund Capital Programme Budget Monitoring - 3rd Quarter (Q3) 2025/26

Draft Housing Revenue Account Budget Monitoring - 3rd Quarter (Q3) 2025/26

Draft Housing Revenue Account Revenue And Capital Original Budget 2026/27

Draft General Fund Budget and Council Tax Resolution 2026-27

Update to the General Fund Medium Term Capital Programme 2026 27

Draft Investment Strategy 2026/27

Draft Capital Strategy 2026/27 And Minimum Revenue Provision Statement 2026/27

Draft Treasury Management Strategy 2026-27

See link to the meeting below.

<https://folkestone-hythe.moderngov.co.uk/ieListDocuments.aspx?CId=504&MId=5620>

FHDC Member Briefing and Training.

We had a Members briefing on:

Local Government Reorganisation from former CEO of Cumbria CC – 13/1/26.

Solar Farm Overview – 6/1/26.

We had Members training on:

Councillor Safety – 28/1/26.

Southern Water – Briefing with SW Director of Innovation & Environment – 26/1/26.

This meeting was called by the Southern Water Director of Innovation and Environment, to update us on the results from 2025/26 bathing water season, the analysis of the results and the actions/additional monitoring for the 2026/27 bathing season.

Local Resident Concerns.

I am currently dealing with 5 planning/enforcement cases, a number of housing issues, highways issues, parking, Council Tax and support for homeless person.

Attendance at FHDC meetings.

I have been asked about my attendance at FHDC meetings,

(All data is taken directly from FHDC minutes, as recorded on the FHDC website).

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

Councillor Thomas.

Council/Committee	Possible	Actual	Apologetic	Absent	%
Full Council	25	24	1	0	96%
Planning & Licensing Comm.	37	36	1	0	97%
Overview & Scrutiny Comm.	7	6	1	0	86%
OSC Finance & Resources S/Comm.	5	5	0	0	100%
Oportunitas	3	3	0	0	100%
OSC – Otterpool T & F Group	1	1	0	0	100%
OVERALL	78	75	3	0	96%

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
Romney Marsh Community Hub	Signage for the Marsh Bee service and outdoor equipment for the Hub on the Beach.	£845.84	£154.16

FHDC Councillor Paul Thomas – 2nd February 2026

AGENDA ITEM 9

167

MINUTES of

A Meeting of New Romney Town Council Held in the Assembly Rooms, New Romney on Monday 12th January 2026 Commencing at 6.45pm

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

Town Ward:

Councillors: P Carey, J Davies, L Phillips and W D Wimble

Coast Ward:

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

In Attendance:

Town Clerk	-	Mrs C Newcombe
Responsible Financial Officer	-	Mrs C T Morris
Mayor's Chaplain		
Members of Public	-	2

IN THE CHAIR

The Mayor – Councillor J Rivers

The Mayor's Chaplain led the Council in prayer.

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

456/2025-26 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted, as follows:

Councillor Rev Cn S McLachlan	-	for personal reasons
Councillor S Hodges	-	for personal reasons
Councillor E Carr	-	due to work commitments

457/2025-26 DISPENSATION TO PARTICIPATE

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

458/2025-26 DECLARATIONS OF INTEREST

@6.47PM Councillor Hiscock declared a Personal Interest in respect of Town Council finance reports due to her employment of a contractor who is also employed by the Town Council. (Minute Ref: 469/2025-26 refers)

All Councillors present declared a DPI (Disclosable Pecuniary Interest) in respect of the setting of the Annual Precept, stating that they had Dispensation to participate and vote in respect of this matter.

459/2025-26 **REPORT OF THE KENT COUNTY COUNCILLOR**

The report of the KCC Councillor, which had been circulated separately to Council Members and published separately under the meeting agenda on the Town Council website due to late receipt, was received and noted.

460/2025-26 **REPORTS OF THE DISTRICT COUNCILLORS**

FHDC Councillor Thomas' report, which included details of meetings attended, updates regarding current District Council business, attendance data and details of grant funding awarded to date, was duly received and noted.

461/2025-26 **ADJOURNMENT OF MEETING**

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

462/2025-26 **PUBLIC QUESTIONS**

None.

463/2025-26 **RE-CONVENING OF MEETING**

Not applicable.

464/2025-26 **MINUTES**

The Chairman presented the minutes of the **Full Council Meeting** held on **15th December 2025**, copies of which had been previously circulated to all Councillors, and it was:

PROPOSED BY: Councillor Davies
SECONDED BY: Councillor Hiscock

RESOLVED – that the minutes of the Full Council Meeting held on 15th December 2025 be approved and signed as a true and correct record.

NB: Councillors Phillips and Wimble abstained from voting as they had not been present at the afore-mentioned meeting.

The Chairman subsequently signed the afore-mentioned minutes.

465/2025-26 **MAYOR'S REPORT AND COMMUNICATIONS**

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

466/2025-26 **TOWN CLERK'S REPORT**

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

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

467/2025-26 **STANDING ORDER NO.14**

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

468/2025-26 **STANDING COMMITTEES**

- (i) Councillor Thomas presented the minutes of the **Personnel Committee** meeting held on **17th December 2025**, which were duly received and noted.
- (ii) The minutes of the **Planning & Environment Committee** meeting held on **7th January 2026**, which were not yet available.

469/2025-26 RFO'S FINANCIAL REPORT FOR 2025-26

The RFO presented bank reconciliations for the month of **November 2025**, which were duly received and noted and it was:

PROPOSED BY: Councillor Peacock
SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that the finance report for the month of November 2025 be hereby received and approved, as below:

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>		
<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

470/2025-26 COUNCIL REPRESENTATIVES REPORTS

A brief update from Lydd Airport Action Group regarding airport activity and financial performance was duly received and noted.

471/2025-26 CAPITAL PROJECTS REPORT

None.

472/2025-26 PRECEPT REQUIREMENT 2026-27

Having duly considered the draft budgetary requirement and resulting Precept requirement for 2026-27, and having noted that the proposed Budget requirement and output Precept requirement had been vigorously debated by the Finance and General Purposes Committee, it was:

(i)

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Wimble

RESOLVED UNANIMOUSLY – that New Romney Town Council’s net budget requirement for 2026-27, in the amount of £509,123.00, be hereby confirmed and approved.

(ii)

PROPOSED BY: Councillor Wimble
SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that New Romney Town Council’s Precept requirement for 2026-27, in the amount of £509,123.00 be hereby confirmed and approved.

(iii)

PROPOSED BY: Councillor Hiscock
SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that the Town Clerk and / or the RFO be authorised to submit the formal Precept demand to Folkestone & Hythe District Council by the due deadline and, in consultation with the Chairman of the Council, to issue an associated press release.

The Cost Breakdown relating to the Town Council’s approved Net Budget and output Precept Requirement for 2026-27 compared to the previous year was as below:

	2025/26	2026/27
Net Budget / Annual Precept	£429,562.00	£509,123.00
Band D Council Tax Charge	£139.60 per year	£163.51 per year Increase of £23.91 per year £1.99 per month £0.46 per week
Cost Breakdown		
Gross Expenditure	£415,257.00	£497,676.00
Income	£37,845.00	£46,653.00
Net Expenditure	£377,412.00	£451,023.00
Addition to Ring-Fenced Reserves (required for specified purposes)	£52,150.00	£58,100.00
Council Tax Requirement (Precept)	£429,562.00	£509,123.00

473/2025-26 CONCLUSION OF EXTERNAL AUDIT FOR 2024-25

Having duly noted the significant delay in receiving the Notice of Conclusion of Limited Review (External Audit) from the Government's appointed External Auditors, it was:

(i)

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY – that conclusion of external audit for 2024-25 be hereby formally acknowledged.

(ii)

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the audited AGAR (Annual Governance and Accountability Return) be hereby received and noted and that it be formally confirmed that no output points of note were identified thereon and no resultant actions were, therefore, required.

474/2025-26 NRTC STRATEGIC PLAN 2023-27

The Town Council's adopted Strategic Plan for 2023-27, with latest updates, was duly received and noted and, in light of a recent resolution of the Planning and Environment Committee to request that Objective PHE5 be withdrawn from the Strategic Plan 2023-27 as there were currently no environmental actions required at any Town Council open space, it was:

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

RESOLVED – that Objective PHE5 be hereby withdrawn from the Town Council's adopted Strategic Plan 2023-27.

475/2025-26 EVENTS WORKING PARTY

The Town Council considered a staff request to form an Events Working Party to assist Town Council Staff with planning, organisation, implementation and manning of Town and Civic events, as required and it was:

PROPOSED BY: Councillor Peacock
SECONDED BY: Councillor Meredith

RESOLVED UNANIMOUSLY – that an Events Working Party be hereby established, with terms of reference being to assist Town Council Staff with planning, organisation, implementation and manning of Town and Civic Events when called upon to do so. The afore-mentioned Working Party Members for the 2026-27 civic year to be Councillors Rivers, Coe, Thomas, Carey, Peacock, Meredith and Phillips.

476/2025-26 EXCLUSION OF PUBLIC AND PRESS

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

477/2025-26 ON-GOING MATTERS

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

478/2025-26 PERSONNEL MATTERS

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

479/2025-26 LAND AND TENANCY MATTERS

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

480/2025-26 CONCLUSION OF PRIVATE SESSION

Not applicable.

The Chairman thanked those present for their attendance and the meeting concluded **@ 7.29PM.**

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 January 2026 meeting of Full Council

1. Monday 26th January – Opening 3G Pitch: The Marsh Academy *

* Accompanied by the Mayoress.

* Accompanied by the Deputy Mayor

MAYOR'S COMMUNICATION LIST

Communications received since the January 2026 meeting of Full Council

1. Email from The Community Hub:

Subject: Memory Cafe Christmas Party

"Good Morning John

I thought I would send you a brief report and some pictures from the Christmas party for the Memory cafes we were able to hold thanks to the grant you gave us.

The party was held at St Peter's Church in Greatstone, all of the cafes come together for this event (New Romney, St Mary's Bay, Dymchurch and Greatstone), we had 35 attendees, plus volunteers, staff and the Seaside Singers.

All of the food was provided by JK's kitchen and the entertainment was provided by the Seaside Singers.

Without the support of local councils, we would not be able to hold events such as these which are so important to the community who attend and value the activity.

I have attached some pictures from the day.

Many thanks"

2. Email from The British Normandy Memorial:

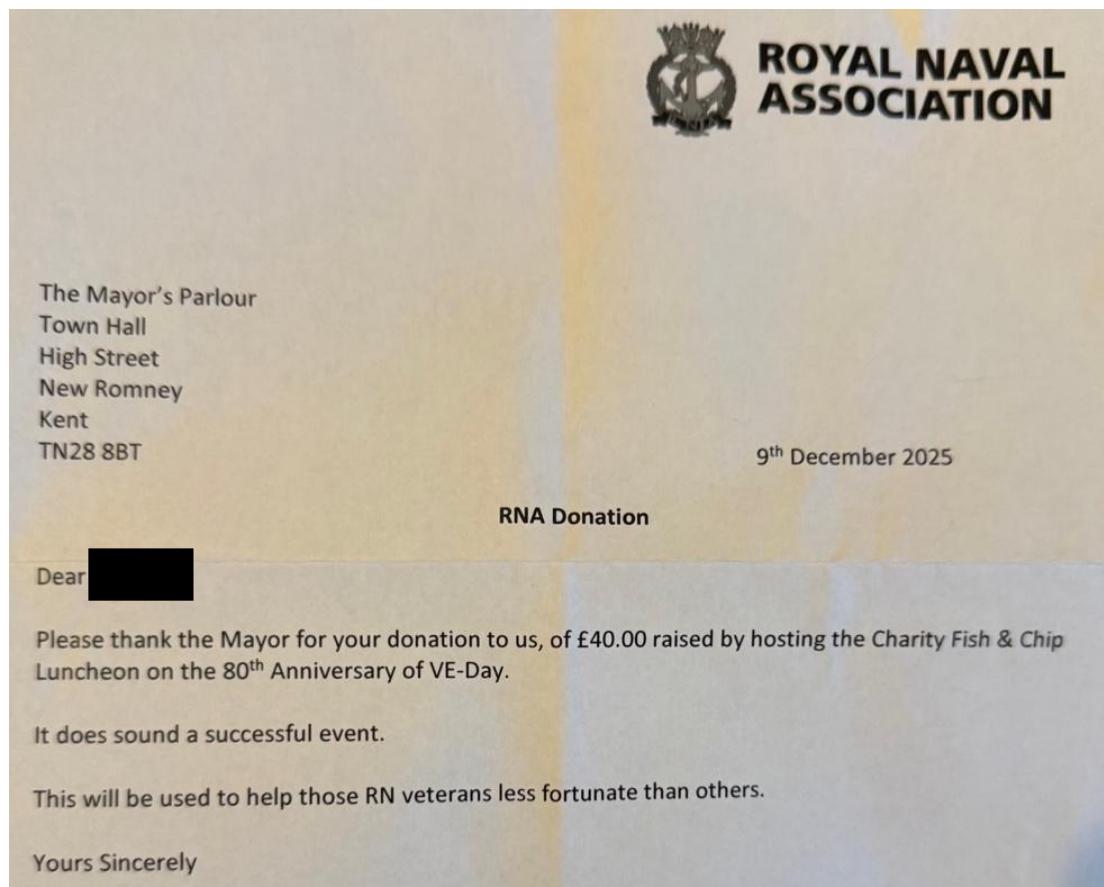
Subject: British Normandy Memorial

"I'm writing to acknowledge safe receipt and thank you for the cheque for £40.00 to the Normandy Memorial Trust which you sent to the Warwick Square, London address several weeks ago, the money having been raised from a charity fish and chip lunch on the 80th anniversary of D-Day.

Please accept my apologies for the delay in contacting you: I have been away since before Christmas and I'm just catching up with correspondence.

With thanks and good wishes to you and Councillor Rivers, Mayor of New Romney."

3. Letter from the Royal Naval Association:



AGENDA ITEM 11

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

Actions completed since the Full Council meeting held on 12th January 2026

- 1) The Town Council's **Precept requirement for 2026-27**, in the amount of £509,123.00, was duly submitted to Folkestone & Hythe District Council by the due deadline.

Regrettably, the Council subsequently received a communication from the District Council's accountant to advise that due to policy decision made on 10th December 2025 to increase Council tax support for the most vulnerable from 75% to 100% – which was not communicated to Town and Parish Councils at that time (or indeed until after Precept Demands had been submitted) – the calculated impact of the New Romney Town Council Precept on Band D council tax bills will now increase by approximately £2.00 per annum. The Town Council was offered a deadline by which it could re-submit a precept demand in order to mitigate this increase. However, the deadline was such that there was not even time to send a legal summons out to Councillors to call an especial meeting at which to adjust the precept requirement (ie it was not possible to issue an agenda for a meeting with three clear days' notice), noting that this is a decision that can only lawfully be made by the Full Council.

The Town Council's extreme disappointment at this situation was duly conveyed to the District Council, together with a request that it formally notes the necessity to convey important information such as the aforementioned policy decision that would increase any financial impact on local tax-payers in a timely manner so that a similar situation is not repeated in the future.

It is of note that no response to that communication has been received.

Additional Items of Report:

- 1) The Town Clerk is delighted to have been nominated by KALC to attend the **King's Royal Garden Party** at Buckingham Palace on 12th May 2026 in recognition of long service and support to New Romney Town Council. It will be a great honour and a pleasure to attend.

Town Clerk
2nd February 2026

AGENDA ITEM 13

163

MINUTES of

**A Meeting of the Planning and Environment Committee
Held in the Assembly Rooms, Church Approach, New Romney
on 7th January 2026
Commencing at 6:45pm**

PRESENT:

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

In the Chair: Councillor K Terry

In Attendance: Planning Clerk - Miss S Walmsley
Members of public - 0

442/2025-26 APOLOGIES FOR ABSENCE

Cllr Coe – personal reasons.

443/2025-26 DISPENSATION TO PARTICIPATE

No new applications for Dispensation to Participate had been received.

444/2025-26 DECLARATIONS OF INTEREST

Cllr Terry declared a personal interest – Follows the applicant of Planning Application 25/2279/FH on social media.

445/2025-26 ADJOURNMENT OF MEETING

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

446/2025-26 PUBLIC QUESTIONS

None received.

447/2025-26 RE-CONVENING OF MEETING

Not applicable.

448/2025-26 MINUTES

Minutes of the Meeting Held on 3rd December 2025

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 3rd December 2025**, a copy of which had been previously circulated to all Councillors.

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

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Carey

RESOLVED UNANIMOUSLY – that the Minutes of the Planning and Environment Committee Meeting held on 3rd December 2025 be approved and subsequently signed as a true and correct record.

164

449/2025-26 PLANNING CLERK'S REPORT

The Planning Clerk's report, which included the request for the removal of PHE 5 from the Strategic plan and notification of TPO No.13 of 2025 was duly received and noted.

450/2025-26 SCHEDULE OF PLANNING APPLICATIONS

It was

PROPOSED BY: Councillor O'Hare

SECONDED BY: Councillor Davies

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

Application No **Location and Description**

(i) [25/2155/FH](#) 17 High Street, New Romney, TN28 8BN

Listed Building Consent for bricking up 2no windows in rear of property.

RECOMMENDATION **Recommend Refusal - due to the possible harm to the listed buildings character, fabric and detailing damaging original features.**

Voting:

For Application: 0

Against Application: 5

Abstained: 0

(i) [25/2178/FH](#) 17 High Street, New Romney, TN28 8BN

Withdrawn by Applicant

(ii) [25/2177/FH](#) 17, High Street, New Romney, TN28 8BN

Change of use of part ground floor to a flat.

RECOMMENDATION **No objection with the conditions that the Flat cannot be sold separately to the retail property and that it cannot be made into additional dwellings.**

Voting:

For Application: 5
Against Application: 0
Abstained: 0

165

(iii) [25/2279/FH](#) 109-111 Coast Drive, Greatstone,
TN28 8NR

Part single Storey front extension, internal
remodelling, rear bi fold doors plus first floor
terrace area.

RECOMMENDATION **No objection**

Voting:

For Application: 5
Against Application: 0
Abstained: 0

451/2025-26 **SCHEDULE OF LICENCE APPLICATIONS**

It was reported that New Premise Licence – application refence: PR202512-126749 was received for Littlestone Convenience Store. It was noted that under Delegated Authority due to lack of time, NRTC recommended to reject the application due to the protection of children from harm. It was rejected by FHDC as a non-valid representation due to there being no evidence and it is a new applicant.

452/2025-26 **FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/ DECISIONS/MATTERS**

A schedule of delegated decisions of Folkestone & Hythe District Council Planning Department for the periods ending of the 30th November 2025, the 7th December 2025, the 18th December 2025 and the 21st December 2025 were duly received and noted.

453/2025-26 **ENVIRONMENTAL MATTERS**

The Kent & Medway Air Quality Forecast for Wednesday 7th January 2026 which had previously been circulated to all Committee was duly received and noted.

454/2025-26 **REPORTS FROM WORKING PARTIES**

The Parish Highway Improvement Plan working party report, which had been previously circulated to all Committee Members was received and noted, and as a result it was:

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that the Clerk is to prepare a press release for the promotion of the upcoming installation of 20MPH speed limit in Zones 1 and 2 of the PHIP and to request to the Town Clerk that it be published in the Village Magazine.

455/2025-26

STRATEGIC PLAN 2023-2027

The Strategic plan 2023-2027 was received and noted. No action thereon was currently taken, noting that committee was currently awaiting an update from Full Council regarding PHE 5.

166

The chairman thanked the committee, and the meeting concluded at **7:21PM.**

Minutes prepared by the Planning Clerk.

MINUTES
of
**A Meeting of New Romney Town Council's
Finance and General Purposes Committee
Held in the Assembly Rooms on
Wednesday 21st January 2026 commencing at 6.45pm**

PRESENT: Councillors J Rivers, P Thomas, J Davies, P Coe, K Terry, P Peacock, Rev Cn McLachlan

In Attendance:

RFO	-	Mrs C T Morris
Finance Clerk	-	Mrs J Field
Member of the Public	-	1

IN THE CHAIR: Councillor P Thomas

481/2025-26 APOLOGIES:

Apologies for absence were received and noted, as below:

Councillor J.Hiscock – For personal reasons.

482/2025-26 DISPENSATION TO PARTICIPATE

The RFO advised that no new Dispensations to Participate had been granted

483/2025-26 DECLARATIONS OF INTEREST

@ 18.46 PM Councillors Thomas, Rivers and Coe declared a Personal Interest in Agenda Item12 due to their being supporters of the organisation applying for grant funding.

484/2025-26 ADJOURNMENT OF MEETING

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

485/2025-26 PUBLIC QUESTIONS

None.

486/2025-26 RE-CONVENING OF MEETING

Not applicable

487/2025-26 **MINUTES**

(i) The Chairman presented the Minutes of the **Finance & General Purposes Committee Meeting** held on **19th November 2025**, a copy of which had been previously circulated to all Councillors and it was:

PROPOSED BY: Councillor Davies
SECONDED BY: Councillor Rivers

RESOLVED – that the minutes of the Finance & General Purposes Committee Meeting held on 19th November 2025 be approved and signed as a true and correct record.

Councillors Carey and Rev Cn McLachlan abstained from voting as they were not in attendance at the meeting.

The Chairman subsequently signed the Minutes.

(ii) The Chairman presented the Minutes of the **Finance & General Purposes Budget Committee Meeting** held on **8th December 2025**, a copy of which had been previously circulated to all Councillors and it was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Peacock

RESOLVED – that the minutes of the Finance & General Purposes Budget Committee Meeting held on 8th December 2025 be approved and signed as a true and correct record.

Councillors Thomas and Rev Cn McLachlan abstained from voting as they were not in attendance at the meeting.

The Chairman subsequently signed the Minutes.

488/2025-26 **FINANCIAL MATTERS**

(i) **2025/2026 Budget Comparison and Income & Expenditure reports**

The 2025/2026 Budget Comparison and Income and Expenditure Reports were received and noted.

(ii) **Schedule of Payments Approved under Financial Regs, SPAA and/or Delegated Authority**

The RFO presented the detailed schedule of Payments Approved under Financial Regs, SPAA and/or Delegated Authority. Following due consideration it was:

PROPOSED BY: Councillor Davies
SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that, the afore-mentioned detailed schedule of Payments Approved under Financial Regs, SPAA and/or Delegated Authority, in the amended sum of £51,505.26 exc. VAT, be received and noted and identified cost centres be approved.

(iii) Schedule of Fund Transfers

The Schedule of Transfers between Town Council Bank Accounts was received and noted.

489/2025-26 **RFO'S REPORT**

The RFO's report, which read as under, was received and noted:

RFO's Report – F&GP Meeting on 21st January 2026

Actions completed since the F&GP Committee meeting held on 19th November 2025:

1. £30,000.00 of 2025/2026 CIL receipts was allocated to support the Town Council's HIP Plan for Zones 1 & 2 (*Minute Ref: 356/2025-26 refers*). *NB: The invoice from KCC in respect of these works has been paid.*
2. The applicant from the informal tennis group has been advised that their grant funding request has been declined (*Minute Ref: 358/2025-26(i) refers*).
3. Following their confirming acceptance of the award, the payment of grant funding to Romney Marsh Community Hub – Memory Cafes has been made (*Minute Ref: 358-2025-26(ii)(a) refers*).
4. Following their confirming acceptance of the award, the payment of grant funding to Light Up New Romney has been made (*Minute Ref: 358/2025-26(iii) (b) refers*).
5. An order was placed in respect of a one-year service contract for the platform lift at the Maude Community Centre (*Minute Ref: 359/2025-26(i)(b) refers*).
6. An order was placed in respect of construction of a secure storage area at the Maude Community Centre (*Minute Ref: 359/2025-26(ii)(b) refers*).
7. An order was placed in respect of installation of internal door locks at the Maude Community Centre Annexe (*Minute Ref: 359/2025-26(iii)(b) refers*).
8. An order was placed in respect of extending the central heating system at the Town Hall (*Minute Ref: 359/2025-26(iv)(b) refers*).

Other Matters of Report:

The RFO verbally advised that the recent drainage works carried out at the allotments had proved successful.

This concludes my report – RFO 7th January 2026

490/2025-26 **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

The RFO presented her Community Infrastructure report, which was received and noted.

491/2025-26 **STRATEGIC PLAN 2023-27**

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

492/2025-26 **GRANT FUNDING /DONATIONS**

Having duly considered the Grant Funding request from John Armitage Memorial Trust (JAM). It was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED – that grant funding in the sum of £840.00, to be funded from the 2025/26 Grants/Donations Budget, be awarded to the John Armitage Memorial Trust (JAM).

493/2025-26 **QUOTATIONS**

Fairfield Road – Tree Works

Consideration was given to quotes received in respect to tree works at Fairfield Road Recreation Ground it was:

PROPOSED BY: Councillor Peacock

SECONDED BY: Councillor Rev Cn McLachlan

RESOLVED UNANIMOUSLY - that the quotation received in respect of Tree works at Fairfield Road Recreation Ground, in the sum of £850.00 exc VAT, (i) be approved and funded from the Tree inspection/surgery budget (ii) the RFO be authorised to settle all relevant invoices, when received, having first ascertained that all is in order.

The contract was awarded to M Coleman Arboricultural Services.

178

494/2025-26 **EXCLUSION OF PUBLIC AND PRESS:**

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

495/2025-26 **LAND AND TENANCY MATTERS**

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

496/2025-26 **CONCLUSION OF PRIVATE SESSION**

Not applicable.

The Chairman thanked the Councillors for their attendance and the meeting then concluded **at 19.22**

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

Minutes prepared by the Finance Clerk

AGENDA ITEM 14

New Romney Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 December 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2025	Nat West Current A/c	500.00
31/12/2025	Unity Trust A/c	68,352.51
31/12/2025	Lloyds Bank Business A/c	203,312.21
31/12/2025	Nat West Business Reserve A/c	66,038.20
31/12/2025	Petty Cash	247.29
31/12/2025	Corporate Card	0.00
31/12/2025	Lloyds Bank I/A Online Saver	405,010.29
		743,460.50

Other Cash & Bank Balances

10,453.00

753,913.50

Unpresented Payments

502.84

753,410.66

Receipts not on Bank Statement

0.00

753,410.66

Closing Balance

All Cash & Bank Accounts

1	Nat West Current A/c	500.00
2	Unity Trust Current A/c	68,352.51
3	Lloyds Bank Business A/c	203,312.21
4	Nat West Business Reserve A/c	66,038.20
5	Petty Cash	247.29
6	Corporate Card	-502.84
7	Lloyds Bank I/A Online Saver	405,010.29
	Other Cash & Bank Balances	10,453.00
	Total Cash & Bank Balances	753,410.66

AGENDA ITEM 16

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.

AGENDA ITEM 18

REVIEW OF STANDING ORDERS

Having duly considered the latest NALC Model Standing Orders (2025 update) and having made due comparison to New Romney Town Council's Standing Orders, there are no required amendments to ensure compliancy with latest legislation, regulations or proper procedure. However, one or two minor amendments and / or additions have been identified and inserted to for the sake of clarity, to revise numbering or to take account of NALC recommendations.

Please see below NRTC Standing Orders (as amended in draft format).

NB: The review of Financial Regulations will be considered at the next Full Council meeting.

Recommended Action:

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



NEW ROMNEY TOWN COUNCIL

STANDING ORDERS AND FINANCIAL REGULATIONS

(Identified Legal Requirements are highlighted in Bold)

Contents

Part One: Standing Orders

- SO1. Annual Town Meeting
- SO2. Meetings of New Romney Town Council
- SO3. The Statutory Annual Meeting of the Town Council
- SO4. Chairman of the Meeting
- SO5. Quorum
- SO6. Proper Officer
- SO7. Voting
- SO8. Order of Business, Annual Statutory Meeting
- SO9. Order of Business, Other Council Meetings
- SO10. Urgent Business
- SO11. Resolutions Moved on Notice
- SO12. Resolutions Moved without Notice
- SO13. Public Participation
- SO14. Questions
- SO15. Rules of Debate
- SO16. Closure
- SO17. Disorderly Conduct
- SO18. Right to Reply
- SO19. Alterations of Resolution
- SO20. Rescission of Previous Resolution
- SO21. Voting on Appointments
- SO22. Discussions and Resolutions Affecting Employees of the Council
- SO23. Resolutions on Expenditure

- SO24. Sealing of Documents
- SO25. Electronic Forms of Communication
- SO26. Committees
- SO27. Especial Meetings and Extraordinary Meetings
- SO28. Sub Committees
- SO29. Advisory Committees and Working Parties
- SO30. Presence of Non-Members of Committees and Sub Committee Meetings
- SO31. Interests
- SO32. Minutes of Council, Committee and Sub-Committee Meetings
- SO33. Candidates for Council Appointments
- SO34. Canvassing of and Recommendations by Members
- SO35. Inspection of Documents
- SO36. Unauthorised Activities
- SO37. Admission of the Public and Press to Meetings
- SO38. Management of Information and Confidential Business
- SO39. Responsibilities to Provide Information
- SO40. Responsibilities under Data Protection Legislation
- SO41. General Power of Competence
- SO42. Planning Applications
- SO43. Liaison with County and District Councillors
- SO44. Code of Conduct on Complaints
- SO45. **Financial Controls and Procurement**
- SO46. Variation, Revocation or Suspension of Standing Orders
- SO47. Revision of Standing Orders
- SO48. Standing Orders to be given to Members

PART ONE: STANDING ORDERS

Mandatory for Full Council Meetings	*
Mandatory also for Committee Meetings	**
Mandatory also for Committee and Sub-Committee Meetings	***

ANNUAL TOWN MEETING

1. **An Annual Town Meeting will be held at such place and at such time as the Council may direct to allow the Town Council to report to the electors of the New Romney Town and New Romney Coast Wards.**

MEETINGS OF NEW ROMNEY TOWN COUNCIL

2. (a) Meetings of the Council and its Standing Committees shall be held in each year on such dates and times and at such place as the Council may direct.
- (b)* **Meetings shall not take place in premises which, at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- (c)** **When calculating the three clear days for notice of a meeting to Councillors, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- (d)** **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- (e)*** **The minutes of a meeting shall record the names of Councillors present.**

THE STATUTORY ANNUAL MEETING

3. (a)* **In an election year the Statutory Annual Town Council Meeting shall be held at such place as the Council may direct and on or within 14 days following the day on which the new Councillors elected take office.**
- (b)* **In a year which is not an election year the Statutory Annual Town Council Meeting shall be held at such place and on such day in May as the Council may direct.**
- (c)* **If no other time is fixed, the Statutory Annual Town Council Meeting shall take place at 6pm.**

(d)* **In addition to the Statutory Annual Town Council Meeting, at least three other ordinary meetings shall be held in each year on such dates and times and at such place as the Council may direct.**

CHAIRMAN OF MEETING

4. (a) The New Romney Town Mayor will be the Chairman of New Romney Town Council Meetings and the Deputy Town Mayor will be the Vice-Chairman.

(b)* **The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the Statutory Annual Town Council Meeting until his/her successor is elected at the next Statutory Annual Meeting of the Council.**

(c)* **The Vice-Chairman of the Council, if any, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next Statutory Annual Meeting of the Council.**

(d)* **At every meeting other than the Annual Statutory Meeting the first business shall be to appoint a Chairman, if the Chairman and Vice-Chairman be absent, and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.**

(e)* **The Vice-Chairman or person presiding at a meeting will exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.**

(f)* **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may, in his/her absence, be done by, to or before the Vice-Chairman of the Council.**

(g)* **The Chairman of the Council, if present, shall preside at a Full Council meeting. If the Chairman is absent from a Full Council meeting, the Vice-Chairman of the Council, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a Full Council meeting, a Councillor as chosen by those Councillors present at the meeting shall preside at the meeting.**

QUORUM

5 (a)* **Six Members (1/3rd of Councillors) shall constitute a quorum for Full Council, but a Motion to suspend Standing Orders shall be not moved without written notice signed by eleven members (2/3^{rds} of Councillors).**

(b)*** **If a quorum (1/3 of Councillors but in no case less than three) is not present or if during a meeting the number of Councillors present (not counting those debarred by reason of a declared interest) falls below the quorum, the meeting shall be adjourned and business shall not be transacted at the meeting but shall be transacted at the next meeting or on such other day as the Chairman may fix.**

PROPER OFFICER

6. Where a statute, regulation or order confers function or duties on the Proper Officer of the Council, he/she shall be the Clerk or, in the Clerk's absence, the Deputy Clerk as nominated by the Council to undertake the work of the Clerk when absent:-

The Proper Officer shall:

- (a) Receive declarations of acceptance of office.
- (b) Receive and record notices disclosing interests at meetings and retain a copy of every Member's record of Disclosable Pecuniary Interests.
- (c) Receive and approve dispensation requests.
- (d) Receive and retain plans and documents.
- (e) **Sign notices or other documents on behalf of the Council.**
- (f) **Receive and retain copies of byelaws made by another local authority.**
- (g) Certify copies of byelaws made by the Council.
- (h) **Issue to Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit (provided the Councillor has consented to service by email) a signed summons to attend any meeting of the Council and its Committees, confirming the date, time, venue and agenda at least three clear days before for the meeting.**
- (i) **Give public notice in a conspicuous place of the date, time, venue and agenda of meetings of the Council and its Committees (provided that a public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**
- (j) **Convene a meeting of Full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy, in accordance with Standing Order 6(h) and Standing Order 6(i) above.**
- (k) Keep proper records for all Council meetings.
- (l) Act as the Responsible Financial Officer (RFO) in the absence of a separately appointed RFO unless otherwise directed by the Council.

- (m) **Facilitate inspection of Minute Books by local government electors.**
- (n) Arrange for legal deeds to be executed.
- (o) Retain custody of the seal of the Council which shall not be used without a resolution to that effect.
- (p) Manage access to information about the Council via the publication scheme and assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation in accordance with the Council's relevant policies and procedures.
- (q) Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.

VOTING

- 7. (a)*** **Subject to Standing Order 5(b), all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting thereon.**
- (b)* **Members shall vote by show of hands.**
- (c)* **If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it.** Such a request must be made before moving on to the next business.
- (d)*** (i) **Subject to (ii) and (iii) below the Chairman may give an original vote on any matter put to the vote and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.**
- (ii) **In an election year, if the current Chairman has been re-elected as a member of the Council, he/she shall preside at the Annual Meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**

In an election year, if the person presiding at the Annual Meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office he/she may not give an original vote in an election of Chairman but shall give a casting vote in the case of an equality of votes.

- (iii) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.**

ORDER OF BUSINESS: ANNUAL STATUTORY MEETING

8. **At each Statutory Annual Town Council Meeting, the first business shall be:-**

- a) **To elect a Chairman of the Council and Town Mayor for the ensuing year.**
- b) **To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
- c) **To elect a Vice-Chairman of the Council and Deputy Town Mayor for the ensuing year.**
- d) **To receive the Vice-Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
- e) **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
- f) **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**
- g) **In the ordinary year of an election, to formally declare eligibility to exercise the General Power of Competence (GPC), if applicable.**
- h) **To appoint the Town Mayor's Chaplain.**
- i) **To appoint the Council's Standing Committees.**
- j) **To determine the date, time and venue of the next ordinary meeting of the Town Council.**

... and shall thereafter follow the order set out in the Standing Order 9.

ORDER OF BUSINESS: OTHER COUNCIL MEETINGS

9. At all other Town Council meetings, after proceedings have been opened by Prayers and Apologies for Absence received, and after the first business – including Declarations of Interests, County and District Councillor Reports and the Public Participation session – has been completed, the order of business, unless the Chairman of the meeting otherwise decides on the ground of urgency, shall be as follows:

- a) **To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes shall be taken as read.**
- b) **After consideration, to approve the signature of the Minutes by the person presiding as a correct record.**

- c) **To deal with business expressly required by statute to be done.**
- d) To dispose of business, if any, remaining from the last meeting.
- e) To receive such reports and/or communications as the person presiding may wish to lay before the Council.
- f) To receive any such reports as the Proper Officer may wish to lay before the Council.
- g) To answer questions from Councillors.
- h) To receive and consider reports and minutes of Committees.
- i) To receive and consider financial reports and authorise payments.
- j) To receive and consider resolutions or recommendations in the order in which they have been notified.
- k) To authorise the sealing of documents.
- l) To consider any matters of a legal or sensitive nature.

URGENT BUSINESS

- 10. A motion to vary the order of business on the ground of urgency:
 - a) May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
 - b) shall be put to the vote without discussion.

RESOLUTIONS MOVED ON NOTICE

- 11. Except as provided by these Standing Orders, no resolution may be moved unless the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least six clear days before the next meeting of the Council. Clear days do not include the day of the notice or any Sunday, Public Holiday, Bank Holiday or the day of the meeting.
 - a) The Clerk shall date every Notice of Motion or recommendation when received by him/her, shall number each Notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every Member of the Council.
 - b) The Clerk shall insert in the summons for every meeting all Notices of Motion or recommendation properly given in the order in which they have been

received unless the Member giving a Notice of Motion has stated in writing that he/she intends to move at some later meeting or that he/she withdraws it.

- c) If a resolution or recommendation specified in the summons is not moved, either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- d) If the subject matter of a resolution comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Chairman, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- e) Every resolution or recommendation must be relevant to some subject over which the Council has power or duties or which affects its area.
- f) If the wording or subject of a proposed Motion is considered unclear in meaning, the Proper Officer shall reject it until it has been re-submitted in writing by the mover of the motion so that it can be understood to the Proper Officer at least 6 clear days before the next meeting of the Council. If the wording or subject of a proposed Motion is considered improper, the Proper Officer (Clerk) shall consult with the Chairman of the forthcoming meeting to consider whether the motion shall be included in the agenda.
- g) Subject to Standing Order 11(f) above, the decision of the Clerk as to whether or not to include the motion on the agenda shall be final.
- h) Motions rejected shall be recorded in a book for that purpose with explanations by the Proper Officer for their rejection.

RESOLUTIONS MOVED WITHOUT NOTICE

12. Resolutions dealing with the following matters may be moved without notice:

- (a) To appoint a Chairman of the meeting.
- (b) To correct an inaccuracy in the Draft Minutes.
- (c) To approve the Minutes.
- (d) To alter the order of business.
- (e) To proceed to the next business.
- (f) To close or adjourn the debate.
- (g) To refer a matter to a Committee.
- (h) To appoint a Committee or any Members thereof.
- (i) To adopt a report.
- (j) To authorise the sealing of documents.
- (k) To amend a Motion.
- (l) To give leave to withdraw a Motion or an amendment.
- (m) To extend the time limit for speeches.

- (n) To consider other than in Committee a question affecting an employee of the Council.
- (o) To exclude the press.
- (p) To exclude the public.
- (q) To exclude the public and press.
- (r) To silence or eject from the meeting a Council Member or member of the public named for disorderly conduct.
- (s) To give the consent of the Council where such consent is required by these Standing Orders.
- (t) **To suspend any Standing Order except those which are mandatory by law.**
- (u) To adjourn the meeting.

PUBLIC PARTICIPATION

13. A nominal 15 minute session within the agenda of all Council Meetings will be available:

- a) To allow any elector to address the meeting, make representations, answer questions or give evidence relating to any business to be transacted, for up to a maximum of 3 minutes.
- b) In accordance with Section 5(3) of the adopted code of conduct, to allow members of the Council who have an 'Other Significant Interest' in relation to any item of business to be transacted at that meeting to make representations, answer questions or give evidence relating to the business to be transacted, for up to a maximum of 3 minutes. An elector or a member of Council with an 'Other Significant Interest' in business to be transacted in closed session are not entitled to make representations, answer questions or give evidence during this session.
- c) At Full Council Meetings electors may speak on any topic or issue which has a bearing on any one or more inhabitants of either of the Wards of New Romney, regardless of the Council's power or lack of power, to act upon the topic or issue addressed.
- d) Electors may only speak on a topic or issue which falls within the terms of reference of the standing/sub-committee during that standing/sub-committee's public participation session.
- e) Electors wishing to speak at a meeting shall direct their comments/questions to the Chairman of the meeting.
- f) Electors should not expect any immediate response but if the Council can respond immediately it will do so.
- g) Electors shall, on request, be entitled to know, in general terms, whether the Town Council has power to act upon the topic or issue which they have, or will, address.

- h) Electors should not make insulting or offensive remarks to, or about, any person or identifiable group of persons, nor should anyone use intemperate language.
- i) If unable to make any immediate response to the addresses of the electors, the Chairman of the meeting will consider whether to:
 - (i) Propose that a topic or issue addressed by an elector be placed on the next agenda of the Town Council.
 - (ii) Propose that a topic or issue addressed by an elector be referred to a standing committee of the Town Council.
 - (iii) Direct that a written or oral response will be provided at a later date.

QUESTIONS

- 14. a) A Member may ask the Chairman any question concerning the business of the Council, providing that three days clear notice has been given.
- b) No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- c) A Member, with or without notice, may ask the Chairman of a Committee any question upon the proceedings of the Committee then before the Council, if the question is put before the Council's consideration of those proceedings is finished.
- d) Every question shall be put and answered without discussion.
- e) A person to whom a question has been put may decline to answer.

RULES OF DEBATE

- 15. a) No discussion shall take place upon the Minutes except upon their accuracy.
- b) Corrections to the Minutes shall be made by resolution at time of approval and recorded in the subsequent meeting minutes.
- c) A resolution or amendment shall not be discussed unless it has been proposed and seconded.
- d) A Member, when seconding a resolution or amendment, may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
- e) A Member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.

- f) No speech shall exceed three minutes, except by consent of the Chairman of the meeting.
- g) An amendment shall be either:
 - i) To leave out words.
 - ii) To leave out words and insert or add others.
 - iii) To insert or add words.
- h) An amendment shall not have the effect of negating the Motion before the Council.
- i) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- j) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- k) The mover of a resolution or of an amendment shall have a right of reply.
- l) A Member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or on an amendment, or on a point of order, or in personal explanation, or to move the closure.
- m) A Member may rise to make a point of order or a personal explanation. A personal explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood. A Member rising for these purposes shall be heard forthwith.
- n) A Motion or amendment may be withdrawn by the proposer without the consent of the Council, which shall be signified without discussion and no Member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused. If a Motion has been seconded, it may be withdrawn by the Proposer only with the consent of the Seconder.
- o) When a resolution is under debate no other resolution shall be moved except the following:
 - i) To amend the resolution.
 - ii) To proceed to the next business.
 - iii) To adjourn the debate.
 - iv) That the question be now put.
 - v) That a Member named be not further heard.
 - vi) That a Member named leaves the meeting.
 - vii) That the resolution be referred to a Committee.
 - viii) To exclude the public or the press or both.
 - ix) To adjourn the meeting.
 - x) To suspend a particular Standing Order except any which reflects mandatory, statutory or legal requirements (indicated in bold type).

- p) A Member shall raise their hand to signify their wish to speak.
- q) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- r) Members shall address the Chairman.
- s) If two or more Members raise their hands, the Chairman shall call upon one of them to speak and the others shall lower their hands until the speaker has concluded their speech or explanation or the Chairman has directed the speaker to conclude their speech or explanation.
- t) Whenever a Member speaks during a debate all other Members shall remain seated and silent.
- u) Whenever the Chairman speaks or stands all Members will remain seated and silent.

CLOSURE

- 16. At the end of any speech a Member may, without comment, move 'that the question be now put, that the debate be now adjourned', or 'that the Council do now adjourn'. If such Motion is seconded and if the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), he/she shall forthwith put the Motion. If the Motion 'that the question be now put' is carried, he/she shall call upon the mover to exercise or waive his/her right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

DISORDERLY CONDUCT

- 17. a) **All members must observe the Code of Conduct which has been adopted by the Council, a copy of which is annexed to these Standing Orders.**
- b) In respect of the entire meeting, no Member shall misconduct himself/herself at a Town Council meeting by persistently disregarding the ruling of the Chairman, by wilfully obstructing business or by behaving irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into disrepute, contempt or ridicule. If this Standing Order is ignored, the Chairman shall request such person(s) to moderate or improve their conduct.
- c) If, in the opinion of a Member, another Member has broken the provisions of paragraph b) of this Order and has disregarded the request of the Chairman to moderate or improve their conduct, the Chairman shall express that opinion to the Council and thereafter any Member may move that the Member named be no longer heard or that the Member named do leave the meeting and the

Motion, if seconded, shall be put forthwith and without discussion. (There is no longer a duty for a Member to report another Member for a suspected breach of the Code of Conduct).

- d) If either of the Motions mentioned in paragraph c) are disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.
- e) Any unacceptable comment (as deemed unacceptable by the relevant Council Officer and agreed to be so by the relevant Meeting Chairman*) is made about or directed at any Council Officer by any Councillor during the course of any formal meeting of the Council or any of its Committees, Sub-Committees or Working Parties will result in an immediate motion being put by the relevant Meeting Chairman* that said Councillor 'be no longer heard' and this action being formally recorded in the meeting minutes. Any subsequent recurrence of the above behaviour shall result in an immediate motion being put by the Meeting Chairman to suspend the meeting for a defined period. Thereafter, any recurrence of that behaviour SHALL result in an immediate motion being put by the Meeting Chairman to close the meeting and defer all remaining business to a future meeting.

*Chairman shall also be taken to mean Vice-Chairman in such circumstance as any unacceptable comment might be made about or directed at any Council Officer by the Chairman of the Meeting.

RIGHT OF REPLY

- 18. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed, the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A Member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

- 19. A Member may, with the consent of his/her seconder, move amendments to his/her own resolution.

RESCISSON OF PREVIOUS RESOLUTION

- 20. a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution the written notice whereof bears the name of at least SIX Members of the Council and is given to the Proper Officer in accordance with Standing Order 11, or by a resolution moved in pursuance of the report or recommendation of a Committee or, in light of new or additional information, a report of the Proper Officer.

b) When a special resolution has been disposed of, no similar resolution may be moved within a further six months.

VOTING ON APPOINTMENTS

21. a) When more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

b) In the case of voting on appointments, voting by a show of hands may be replaced with a ballot (paper vote), provided that the name of the Councillor voting is recorded on the paper vote.

MANAGEMENT OF EMPLOYEES OF THE COUNCIL AND DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

22. a) In every year, not later than the meeting at which the budgets for next year are settled, the Council shall review the pay and conditions of service of existing employees. See b) below.

b) If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service of any person employed by the Council, it shall not be considered until the Council or Committee (as the case may be) has decided whether or not the public shall be excluded. (See Standing Order **No 37**).

c) A matter personal to a member of staff that is being considered by a meeting of the Council or the Council's Personnel Committee or other Committee shall not be discussed except in closed session and is subject to Standing Order 38 (Management of Information).

d) Any Officer or Councillor responsible for all or part of staff management processes shall treat as confidential the written records of all meetings relating to performance, capabilities, absence, grievance or disciplinary matters.

e) Only any Officer with Line Management responsibilities (Town Clerk and Deputy Town Clerk) shall have access to staff records referred to in Standing Order 22(d) above.

RESOLUTIONS ON EXPENDITURE

23. Any resolution (which is moved otherwise than in pursuance of a recommendation of the F&GP Committee or of another Committee after recommendation by the F&GP Committee or in pursuance of recommendations made within an appropriately detailed finance report / business plan submitted by the Town Clerk and/or RFO (Responsible Finance Officer) and which, if carried, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any Committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any Committee affected by it shall consider whether it desires to report thereon, (and the F&GP Committee shall report on the financial aspect of the matters).

SEALING OF DOCUMENTS

24. (a) A document shall not be sealed / legal deed shall not be executed on behalf of the Council unless its sealing has been authorised by a resolution.

(b) **The Council's Common seal shall alone be used for sealing deeds required by law. It shall be applied by the Proper Officer in the presence of two Members who shall sign the document / deed as witnesses.**

ELECTRONIC FORMS OF COMMUNICATION

25. Emails, including any attached documents, used as an electronic form of business communication regarding any / all formal business of the Town Council are accepted by the Council to be authentic – whether or not a scanned / electronic signature is included therein - provided that the origin of such communication is evident.

The Town Council will not conduct formal business via any other means of electronic communication (SMS messaging, mobile phone applications, social media etc) albeit that it will routinely use social media and the Town Council website to disseminate information to the general public.

COMMITTEES

26. The Council may, at the Annual Meeting, appoint Standing Committees and may, at any other time, appoint such other Committees as necessary but subject to any statutory provision in that behalf –

(a) Membership of each and every existing Standing Committee shall be approved annually at the statutory 'Annual Meeting of the Town Council' (subject to membership of the Personnel Committee being deferred to the first Ordinary meeting of the Council if the maximum permitted membership requires that a vote is necessary to determine the makeup of the Personnel Committee). Any application for Committee membership shall thereafter be

considered at an appropriate ordinary meeting of the relevant Committee, having been listed as an agenda item for that meeting.

- (b) Shall not appoint any Member of a Committee so as to hold office later than the next Annual Meeting.
- (c) May at any time dissolve or alter the membership of a Committee.
- (d) **May appoint persons other than members of the Council to any Committee unless it is a committee that regulates and controls the finances of the Council. Unless the Council determines otherwise, all of the members of an Advisory Committee and any Sub-Committee of the Advisory Committee may be non-Councillors.**
- (e) Every Standing Committee shall observe the Terms of Reference agreed by the Council.
- (f) Except where ordered by the Council, in the case of a Committee, the quorum of a Committee shall be one-half of its members. Nominated Substitutes shall be permitted for meetings where the quorum is not met.
- (g) The Standing Orders on rules of debate (except those parts relating to speaking more than once) and the Standing Order on interests of Members in contracts and other matters shall apply to Committee meetings.
- (h) The Chairman and Vice-Chairman of Council shall be Members of every Standing Committee unless they signify that they do not wish to serve, except in the case of the Personnel Committee, membership of which is restricted in numbers in accordance with its Terms of Reference due to the special and confidential nature of its business.
- (i) A Chairman and Vice-Chairman of each Town Council Committee (Chairman alone in the case of the Personnel Committee) shall, in the first instance, be appointed by the relevant Committee at the first ordinary meeting of that Committee in each Civic Year and selected from the relevant approved Committee Membership.

Should any vacancy in respect of Committee Chairman or Vice-Chairman arise for any reason during the civic year, a replacement shall then be appointed by the relevant Committee at its next ordinary meeting before proceeding to any other business and noting the requirements of the adopted Leadership Policy.
- (j) Members shall vote by show of hands and, if a Committee Member so requests, there shall be a recorded vote.
- (k) **Chairman of Committees shall in any case of an equality of votes, have a second or casting vote.**

ESPECIAL MEETINGS AND EXTRAORDINARY MEETINGS

27. (a) The Chairman of the Council or of a Committee may summon a special meeting of the Council or relevant Committee at any time. A special meeting shall also be summoned on the requisition, in writing, of not less than half of the Members of that Committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

(b) **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

(c) **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, date, venue and agenda for such a meeting must be signed by the two Councillors.**

SUB-COMMITTEES

28. **Unless the Council determines otherwise, any Committee may appoint a Sub-Committee whose Terms of Reference and Members shall be determined by the Committee.**

(a) No Member of a Sub-Committee will be appointed so as to hold office later than the next Annual Meeting.

(b) Every Committee may at any time dissolve or alter the composition of the membership of a Sub-Committee.

(c) Every Committee may appoint persons other than members of the Council to a Sub-Committee.

(d) Every Sub-Committee shall observe the Terms of Reference agreed by the Committee.

(e) Except where ordered by the Council, the quorum of a Sub-Committee shall be one-half of its members. Nominated Substitutes shall be permitted for meetings where the quorum is not met.

(f) The Standing Orders on rules of debate (except those parts relating to speaking more than once) and the Standing Order on interests of Members in contracts and other matters shall apply to Sub-Committee meetings.

(g) The Chairman and Vice-Chairman of the Committee shall be Members of every Sub-Committee appointed by it unless they signify that they do not wish to serve.

- (h) Every Sub-Committee shall, at its first meeting, before proceeding to any other business, elect a Chairman and Vice-Chairman who both shall hold office until the next Annual Meeting of the Council.
- (i) Members shall vote by show of hands and, if a Sub-Committee Member so requests, there shall be a recorded vote.
- (j) **Chairmen of Sub-Committees shall in any case of an equality of votes, have a second or casting vote.**

ADVISORY COMMITTEES AND WORKING PARTIES

- 29. The Council may create Advisory Committees and Working Parties with or without recommendation from a Standing Committee whose name and number of members and the bodies to be invited to nominate members, shall be specified.
 - (a) The Clerk shall inform the members of each Advisory Committee or Working Party of the Terms of Reference of that Advisory Committee or Working Party.
 - (b) An Advisory Committee or Working Party may make recommendations and give notice thereof to the Parent Standing Committee and thus to Council.
 - (c) **Unless the Council determines otherwise, an Advisory Committee or Working Party may consist wholly or partly of persons who are not members of the Council.**
 - (d) Every Advisory Committee or Working Party shall observe the Terms of Reference agreed by the Council.

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE OR SUB-COMMITTEE MEETINGS

- 30. (a) A Member who has proposed a Motion which has been referred to any committee of which he/she is not a Member may explain his/her Motion to the committee but shall not vote.
- (b) Any Council Member shall, unless the Council has otherwise ordered, be entitled to be present as a spectator at the meetings of any Committee, Sub-Committee, Advisory Committee or Working Party of which he/she is not a member. No Council Member that is not a Member of a Committee or Sub-Committee is permitted to remain as a spectator during closed (confidential) session but are instead subject to Standing Order 36 along with members of the public and press.

INTERESTS

- 31. All Council Members are bound by the provisions of the Code of Conduct which has been adopted by the Town Council. The Code of Conduct identifies three types of

interest; Disclosable Pecuniary Interest, Other Significant Interest, Other Personal Interest. See Appendix 1 which includes definitions of interests.

A Councillor or Non-Councillor with voting rights who has a DPI (Disclosable Pecuniary Interest) or another Interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the Code on his/her right to participate and vote on that matter.

- (a) If a member has a Personal Interest as defined by the Code of Conduct (see Appendix 1) then he/she shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest, as required. An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting, shall be recorded in the minutes.
- (b) If a member who has declared a Personal Interest then considers the interest to be a 'Disclosable Pecuniary Interest' or an 'Other Significant Interest', he/she must withdraw from the room or chamber during consideration of the item to which the interest relates. In the case of an 'Other Significant Interest', he/she is able to address the meeting during the Public Participation session. (See Public Participation.)
- (c) Declaration of a 'Disclosable Pecuniary Interest' or an 'Other Significant Interest' should be recorded by the Town Clerk and the Member shall, unless an exemption applies or a dispensation has been issued, withdraw from the meeting; he/she must not seek to influence a decision about the matter. In the case of an 'Other Significant Interest', he/she is able to address the meeting during the Public Participation session. (See Public Participation.)
- (d) **Dispensation requests shall be made in writing and submitted to the Proper Officer as soon as possible before the meeting for which the dispensation is required.**
- (e) Dispensation to Participate in a meeting of the Town Council may be granted by the Town Clerk, on behalf of the Town Council. The decision of the Proper Officer is final.
- (f) **A dispensation may be granted in accordance with Standing Order 31(e) above if, having regard to all relevant circumstances, the following applies:**
 - (i) **Without the Dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - (ii) **Granting the Dispensation is in the interests of persons living in the Council's area or**
 - (iii) **It is otherwise appropriate to grant a dispensation.**

MINUTES OF COUNCIL, COMMITTEE AND SUB-COMMITTEE MEETINGS

32. The minutes of a meeting of Full Council, a Council Committee or Sub-Committee shall include an accurate record of the following:

- the time and place of the meeting;
- the names of councillors who are present and the names of councillors who are absent;
- interests that have been declared by councillors and non-councillors with voting rights;
- the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- if there was a public participation session; and
- the resolutions made.

CANDIDATES FOR COUNCIL APPOINTMENTS

33. If a candidate for any appointment under the Council is to his/her knowledge related to any member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk. Any candidate who fails to do so shall be disqualified from such appointment and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate Committee any such disclosure. Where a relationship to a Member is disclosed, Standing Order 31 shall apply as appropriate. The Clerk shall make known the purpose of this Standing Order to every candidate.

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

34. (a) Canvassing of Members of the Council or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Town Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.

(b) A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but nevertheless, a Member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

INSPECTION OF DOCUMENTS

35. A Member may, for the purposes of his/her duty as such (but not otherwise), inspect any document in possession of the Council or a Committee and, if copies are available, shall, on request, be supplied for the like purpose with a

copy, except in such case as the document relates to Town Council Personnel and, as such, is restricted to inspection by current Members of the Personnel Committee only, notwithstanding that any information contained therein which is protected under the Data Protection Act shall be excluded from such inspection.

- (a) **All Minutes kept by the Council and by any Committee, Sub-Committee, Advisory Committee or Working Party shall be open for the inspection of any Member of the Council.**
- (b) The Minutes of the Council, Committee or Sub-Committee shall be open to inspection by any local government elector of the parish without charge.

UNAUTHORISED ACTIVITIES

36. (a) No Member of the Council or of any Committee or Sub-Committee shall in the name of, or on behalf of, the Council:

- (i) Inspect any lands or premises which the Council has a right or duty to inspect;
- (ii) Issue orders, instructions, directions or approach outside bodies; unless authorised to do so by the Council.

(b) A register of Council or Standing Committee Authorities granted to Councillors by the Full Council for identified purposes shall be kept and reaffirmed annually. See Appendix 1(vi)(a).

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

37. (a)** **Meetings shall be open to the public and/or press unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons.**

(b) **The exclusion of the public and/or press from part or all of a meeting shall be by a resolution which shall give reasons for their exclusion:**

"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

*Press
Public
Public and Press*

be temporarily excluded and they are instructed to withdraw."

- (c)** **The Clerk shall afford to the Press reasonable facilities for taking their report of all or part of any proceedings at which they are entitled to be present.**
- (d)** **A member of the Press or Public who attends a Council meeting is Permitted to report on the Meeting whilst it is open to the public.**
To report means to:
 - **film, photograph or make an audio recording of the meeting;**
 - **use any other means for enabling persons not present to see or hear proceedings at the meeting as it takes place or later;**
 - **report or provide oral or written commentary about the Meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- (e)** **A person present at a meeting may not provide an oral report or oral Commentary about a meeting as it takes place without permission.**
- (f) If a member of the public interrupts the proceedings at any meeting the Chairman may, after warning, order that he/she be removed from the Council Chamber or that the part of the Chamber open to the public be cleared.

MANAGEMENT OF INFORMATION AND CONFIDENTIAL BUSINESS

38. (a) **The Council shall have in place and keep under review technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

(b) **The Council shall have in place and keep under review policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information shall be retained or if this is not possible the criteria used to determine that period (eg the Limitation Act 1980).**

(c) **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

(d) **Councillors, staff, the Council's contractors and agents shall not disclose to any person not a member of the Council confidential information or personal data without legal justification.**

(e) Any Member in breach of the provisions of paragraph (d) of this Standing Order may be removed from any Committee, Sub-Committee, Advisory Committee or Working Party of the Council by the Council.

RESPONSIBILITIES TO PROVIDE INFORMATION

39. (a) **In accordance with Freedom of Information legislation, the Council shall publish information in accordance with its Publication Scheme and respond to requests for information held by the Council.**
(b) **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

40. (See also Standing Order 37)
Responsibilities include but are not limited to the following:

- (a) The Council may appoint a Data Protection Officer.
- (b) **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her personal data.**
- (c) **The Council shall put in place a written policy for responding to and managing a personal data breach.**
- (d) **The Council shall keep a record of all personal data breaches, comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- (e) **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- (f) **The Council shall maintain a written record of its processing activities.**

GENERAL POWER OF COMPETENCE

41. (a) **Before exercising the General Power of Competence, a meeting of the Full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.**

(b) **The Council's period of eligibility begins on the date that the resolution under Standing Order 40 (a) above was made and expires on the day before the Statutory Annual Meeting of the Council that takes place in a year of ordinary elections.**

(c) **After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the Power of General Competence which was not completed before the expiry of the Council's preceding period of eligibility referred to in Standing Order 40 (b) above.**

PLANNING APPLICATIONS

42. (a) The clerk shall, as soon as it is received, ensure that a record of the following particulars of every planning application is notified to the Council:

- (i) The date on which it was received.
- (ii) The name of the applicant.
- (iii) The place to which it relates.

(c) The Clerk shall refer every planning application received to the Chairman of the Planning Committee or, in the Chairman's absence, to the Vice-Chairman.

LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

43. (a) A Schedule of Town Council Meetings shall be supplied to the District Councillors for the Town and Coast Wards of New Romney annually at the start of each Civic Year.
The District Councillors shall be requested annually at the start of each Civic Year to provide monthly in the last week of each calendar month, in order that the report be published with the ensuing meeting agenda for Full Council, an electronic report detailing activities they have been engaged in and meetings attended *in their capacity as a District Councillor* for the benefit of New Romney and/or its residents and details of any activities of the District Council that are relevant to or may have an impact on or be beneficial to New Romney and/or its residents.
An agenda for each Full Council meeting shall be sent, together with an invitation to attend, to the District Councillors for the Town and Coast Wards.

(b) A Schedule of Town Council Meetings shall be supplied to the County Councillor for the Division annually at the start of each Civic Year.
The County Councillor shall be requested annually at the start of each Civic Year to provide monthly in the last week of each calendar month, in order that the report be published with the ensuing meeting agenda for Full Council, an electronic report detailing activities they have been engaged in and meetings attended *in their capacity as a County Councillor* for the benefit of New Romney and/or its residents and details of any activities of the County Council that are relevant to or may have an impact on or be beneficial to New Romney and/or its residents.
An agenda for each Full Council meeting shall be sent, together with an invitation to attend, to the County Councillor for the Division.

CODE OF CONDUCT ON COMPLAINTS

44. (a) The Council shall deal with complaints of maladministration allegedly committed by the Council or by any Officer or Member in such manner as adopted by the Council except for those complaints which should be properly directed to the District Council Monitoring Officer for consideration.

- (b) Upon notification by the District Council that is dealing with a complaint that a Councillor or Non-Councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 37 (d) above, report this to the Council.
- (c) Where the notification in Standing Order 43 (a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council of this fact and the Deputy Town Clerk or another Officer in his/her absence shall be nominated by the Chairman to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, is to be taken in accordance with Standing Order 43 (e) below.
- (d) The Council may:
 - (i) provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - (ii) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- (e) **Upon notification by the District Council that a Councillor or Non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against him/her.**

Such action excludes disqualification or suspension from Office.

FINANCIAL CONTROLS AND PROCUREMENT

45. (a) The Council shall adopt Financial Regulations, which shall include detailed arrangements in respect of the following:

- (i) The keeping of accounting records and systems of internal controls
- (ii) The assessment and management of financial risks faced by the Council
- (iii) The work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually
- (iv) The inspection and copying of the Council's accounts and / or orders of payments by Councillors and local electors
- (v) Whether contracts with an estimated value below relevant government thresholds or due to special circumstances are exempt from a tendering process or procurement exercise

(b) Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.

APPLICATION, VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

46. (a) **Any or every part of the Standing Orders except those that incorporate mandatory or legal requirements (printed in *bold* type) may be suspended by resolution in relation to any specific item of business.**

(b) A resolution made by a Member permanently to add, vary or revoke a Standing Order (except any that incorporate mandatory or legal requirements) shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

(c) The decision of the Chairman of a meeting as to the application of Standing Orders at the meeting shall be final.

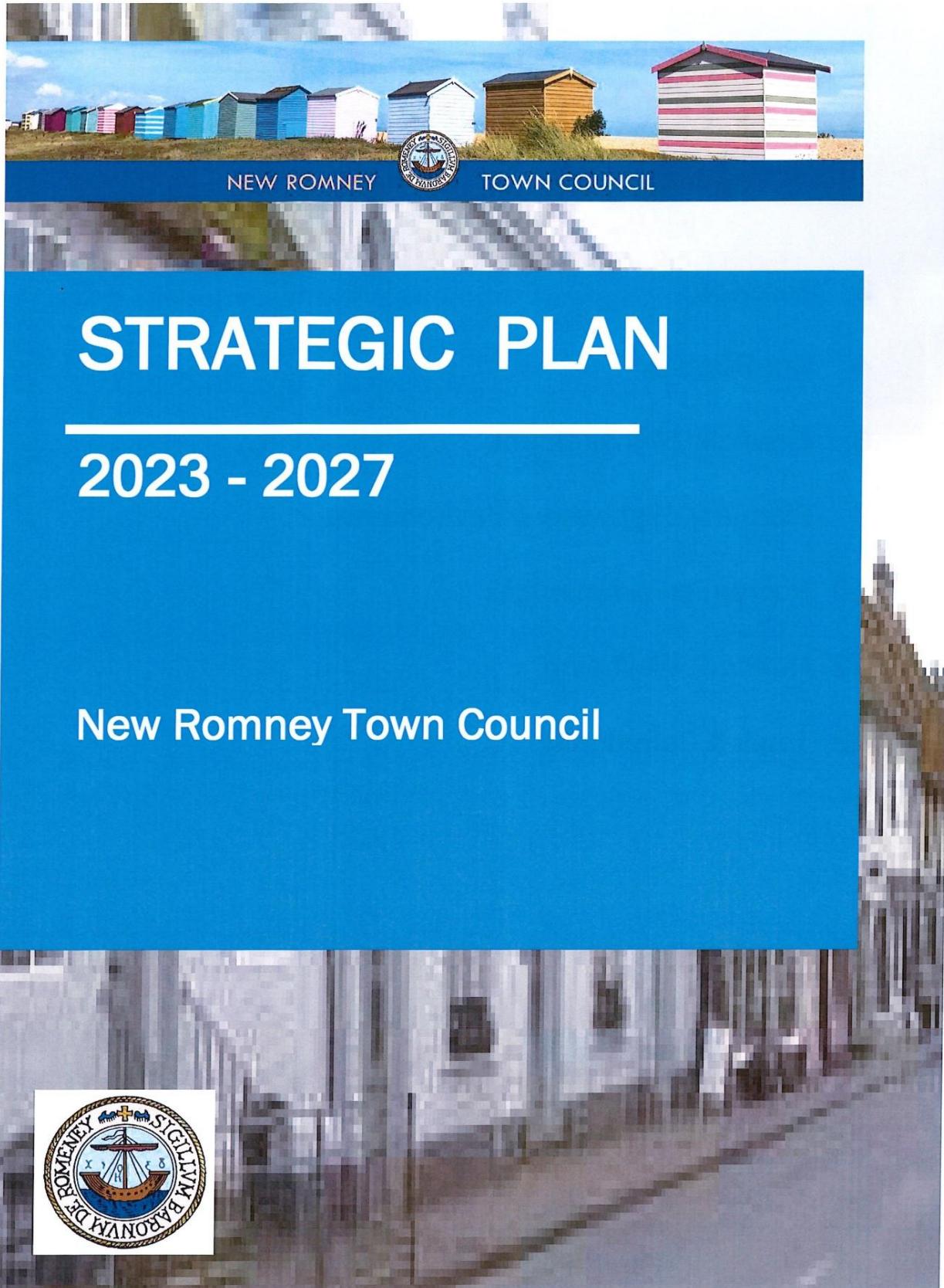
REVISION OF STANDING ORDERS

47. **It shall be the duty of the Council to review the Standing Orders of the Council. This should be undertaken annually to ensure that they are up to date and to confirm they remain correct. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirements for a consequential amendment to these Standing Orders.**

STANDING ORDERS TO BE GIVEN TO MEMBERS

48. A copy of these Standing Orders shall be given to each Member of the Town Council by the Clerk upon delivery to him/her of the Members Declaration of Acceptance of Office and written undertaking to observe the latest code of conduct adopted by the Council.

STRATEGIC PLAN 2023-2027



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	WITHDRAWN – See original document
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	<u>2024-25</u>	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	<u>2025-26</u>	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	<u>2023-24</u>	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)

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 changes 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

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

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 formal 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

AGENDA ITEM 20

MAUDE COMMUNITY CENTRE ALARM MONITORING SERVICE

There have been regular alarm fault signals or, occasionally, notifications of an alarm sounding at the Maude Community Centre every week since handover.

This has resulted in multiple calls and messages being received by the Clerk and the Parish Caretaker, not only during evenings and weekends but, most frequently, during the night.

There has never been any obvious reason for the alarm to be sounding when it has done so or for a fault to occur on the system – but the Council has been informed that it can be as minor as dust interfering with a sensor and the sensors have previously been checked and cleaned by the contractor that installed the system..

The primary purpose for an alarm is protection of life and, therefore, to alert users to vacate the building. If there was a fire at the Maude Community Centre during the night, the attendance of the Clerk or Caretaker, or even the calling of the fire service as a result of a telephone alert, would not prevent damage to the building itself (albeit one would anticipate that if the alarm is sounding during the night, a neighbour might also alert the fire service), thus, the important precaution of adequately insuring the facility.

The RFO has contacted the Council's insurer to ascertain if it is a requirement of the insurance policy that the alarm system is monitored and it has been confirmed that it is not a requirement.

If the alarm monitoring calls and messages were occasional, this would not be an issue. However, they are frequent and there can be multiple calls and messages during the course of a single night and often, they are to inform that there is not an alarm actually sounding, but there is a fault signal – which the caretaker re-sets on arrival at the building the next morning as a matter of course as they routinely check the alarm system.

The alarm monitoring company has provided a quotation to remove the monitoring device from alarm panel; the subscription would then be cancelled at time of renewal.

The Council is, therefore, requested to consider the quotation, as presented:

Service Quotation: SQ-2140

Date: 27th January 2026
This quote is valid until **28th Feb 2026**

Description: Monitoring Removal

Site Address: Maude Community Centre, Station Road, New Romney, Kent TN28 8LQ

Dear [REDACTED]

Thank you for giving us the opportunity to provide a quotation.

As discussed recently, please see below the works to be carried out at the above property.

- Remove and de-commission fire alarm monitoring device from the fire alarm control panel and cancel annual subscription (when due) from alarm receiving centre.

I trust this meets with your requirements, if you require any further information please do not hesitate to contact me.

Yours Sincerely,

[REDACTED]

Fire-Tech Systems Limited

Required Works

Description	Quantity
Labour Only - Standard Charge	1.00
Subtotal	£225.00
Total VAT	£45.00
Total	£270.00

END