

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 April 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 13TH APRIL 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/86958514217?pwd=C4Fybw0GuHZmpw5G942FY2qOtTTW3Y.1>

Meeting ID: 869 5851 4217

Passcode: 761489

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 13TH APRIL 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:

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 **9th March 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 4th March 2026 (Attached hereto*)

(b) Meeting held on 1st April 2026 (Attached hereto*)

(ii) Personnel Committee

Meeting held on 24th March 2026 (Attached hereto*)

(ii) Finance & General Purposes Committee

Meeting held on 25th March 2026 (Attached hereto*)

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

To consider final bank reconciliations for February 2026, 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.

- Post Project Review Report to follow at conclusion of 12 months' defect liability period

17. COUNCIL MEETING DATES 2026-27 (Encs*):

To approve draft schedule of Town Council meeting dates for the 2026-27 Civic Year.

18. RE-ESTABLISHMENT OF NEW ROMNEY TRADERS' ASSOCIATION (Encs*):

To consider proposal to support the re-establishment of a New Romney Trader's Association (See report attached hereto*)

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. (Clerk to report)

20. EXCLUSION OF PUBLIC AND PRESS:

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

21. ON-GOING MATTERS:

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

- Maude Community Centre (formerly CHSPN) s106 Agreement

22. PERSONNEL MATTERS:

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

- Near Miss Data Breach

23. LAND AND TENANCY MATTERS:

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

24. CONCLUSION OF PRIVATE SESSION:

To consider concluding private session, if appropriate.

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

Town Clerk – 7th April 2026

AGENDA ITEM 4

COUNTY COUNCILLOR REPORT – NRTC FULL COUNCIL MTG 13TH APRIL 2026.

- Not Available

AGENDA ITEM 5

DISTRICT COUNCILLOR REPORT – NRTC FULL COUNCIL MTG 13TH APRIL 2026

- Not available – to follow

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MINUTES
of
A Meeting of New Romney Town Council
Held in the Assembly Rooms, New Romney
on Monday 9th March 2026
Commencing at 6.45pm

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

Town Ward:

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

Coast Ward:

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

In Attendance:

Town Clerk - Mrs C Newcombe
Mayor's Chaplain

IN THE CHAIR

The Mayor – Councillor J Rivers

The Chairman advised that it was not possible to live-stream the meeting due to a technical issue and the Mayor's Chaplain then led the Council in prayer.

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

557/2025-26 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted, as follows:

Councillor L Phillips - due to work commitments
Councillor S Hodges - for personal reasons

558/2025-26 DISPENSATION TO PARTICIPATE

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

559/2025-26 DECLARATIONS OF INTEREST

@6.48PM 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: 570/2025-26 refers)

560/2025-26 **REPORT OF THE KENT COUNTY COUNCILLOR**

The written reports of the KCC Councillor were duly received and noted.

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561/2025-26 **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.

562/2025-26 **ADJOURNMENT OF MEETING**

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

563/2025-26 **PUBLIC QUESTIONS**

None.

564/2025-26 **RE-CONVENING OF MEETING**

Not applicable.

565/2025-26 **MINUTES**

The Chairman presented the minutes of the **Full Council Meeting** held on **9th February 2026**, copies of which had been previously circulated to all Councillors, and it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Davies

RESOLVED – that the minutes of the Full Council Meeting held on 9th February 2026 be approved and signed as a true and correct record.

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

The Chairman subsequently signed the afore-mentioned minutes.

566/2025-26 **MAYOR'S REPORT AND COMMUNICATIONS**

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

567/2025-26 **TOWN CLERK'S REPORT**

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

MEETING OF FULL COUNCIL – 9TH MARCH 2026
TOWN CLERK'S REPORT

Actions completed since the Full Council meeting held on 9th February 2026

None.

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Further Matters of Report

- 1) Following a recent hire of the Maude Community Centre Hall for an 18th birthday party, it was necessary to retain the damage/ excessive cleaning deposit. As a result, and since further enquiries are being received regarding 16th / 18th birthday parties, the Council will be requested to consider its policy on hire of the Maude CC Hall for such events going forward. (Agenda Item 21 refers)

Town Clerk

2nd March 2026

568/2025-26 **STANDING ORDER NO.14**

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

@6.58PM the Mayor's Chaplain left the meeting.

569/2025-26 **STANDING COMMITTEES**

(i) Councillor Terry presented the minutes of the **Planning & Environment Committee** meeting held on **4th February 2026**, which were duly received and noted.

(ii) Councillor Rivers presented the minutes of the **Health & Wellbeing Committee** meeting held on **10th February 2026**, which were duly received and noted.

570/2025-26 **RFO'S FINANCIAL REPORT FOR 2025-26**

The RFO presented bank reconciliations for the month of **January 2026**, which were duly received and noted and it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that the finance report for the month of January 2026 be hereby received and approved, as below:

New Romney Town Council Current Year		
Bank - Cash and Investment Reconciliation as at 31 January 2026		
Confirmed Bank & Investment Balances		
<u>Bank Statement Balances</u>		
31/01/2026	Nat West Current A/c	500.00
31/01/2026	Unity Trust A/c	68,989.89
31/01/2026	Lloyds Bank Business A/c	173,568.43
31/01/2026	Nat West Business Reserve A/c	66,061.14
31/01/2026	Petty Cash	25.51
31/01/2026	Corporate Card	0.00
31/01/2026	Lloyds Bank I/A Online Saver	405,277.49
		714,422.46
<u>Other Cash & Bank Balances</u>		
		10,453.00
		724,875.46
<u>Unpresented Payments</u>		
		1,722.52
		723,152.94
<u>Receipts not on Bank Statement</u>		
		0.00
		723,152.94
<u>Closing Balance</u>		
<u>All Cash & Bank Accounts</u>		
1	Nat West Current A/c	500.00
2	Unity Trust Current A/c	68,989.89
3	Lloyds Bank Business A/c	173,568.43
4	Nat West Business Reserve A/c	66,061.14
5	Petty Cash	25.51
6	Corporate Card	-1,722.52
7	Lloyds Bank I/A Online Saver	405,277.49
	Other Cash & Bank Balances	10,453.00
	Total Cash & Bank Balances	723,152.94

571/2025-26 COUNCIL REPRESENTATIVES REPORTS

None.

572/2025-26 CAPITAL PROJECTS REPORT

None.

573/2025-26 REVIEW OF FINANCIAL REGULATIONS & POLICY DOCUMENTS

(i) Having duly received and noted the Clerk's report regarding proposed amendments to Financial Regulations for reasons of clarity, to revise numbering and to take account of NALC recommendations, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that (i) it be hereby confirmed that the Town Council has undertaken a review of its Financial Regulations and (ii) noting revisions to Financial Regulations as appended to the meeting agenda, amended Financial Regulations be hereby approved and adopted with immediate effect, as presented.

(ii) Having duly reviewed financial policy documents, as below:

- Schedule of Payments Approved in Advance for Financial Year 2026-27
- Annual Investment Guidance, Investment Strategy and Investment Plan 2026-27
- Risk Management Statement 2025-26
- Statement of Intent for 2026-27

It was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Houston

RESOLVED UNANIMOUSLY – that the afore-mentioned reviewed policy documents be approved as presented and adopted with immediate effect, subject to the Town Clerk updating the projected PWLB loan capital balance as at end of 2026-27 financial year within the Investment Plan 2026-27 and reporting that figure thereafter to the Council.

574/2025-26 **RE-APPOINTMENT OF INTERNAL AUDITOR**

It was:

PROPOSED BY: Councillor Peacock

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that (i) the on-going Town Council appointment of Mr Lionel Robbins as Internal Auditor for 2026-27 and beyond be hereby formally confirmed and (ii) the Council’s satisfaction as to the independence and competence of the appointed Internal Auditor be also formally confirmed.

575/2025-26 **NRTC STRATEGIC PLAN 2023-27**

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

576/2025-26 **STANDING ORDER 11 – MOTIONS MOVED ON NOTICE**

Having duly considered the motion put in respect of the condition of the bridleway route from Dunes Road, Greatstone to Church Lane, New Romney, it was:

PROPOSED BY: Councillor Peacock

SECONDED BY: Councillor Rev Cn McLachlan

RESOLVED UNANIMOUSLY – that a formal communication be sent on behalf of the Town Council to the Kent County Council Cabinet Member responsible for PROW’s (Public Rights of Way) to request that remedial surfacing works be prioritised in respect of the bridleway running between Dunes Road, Greatstone and Church Lane, New Romney.

577/2025-26 **HIRE OF MAUDE COMMUNITY CENTRE**

Having duly considered recent issues in respect of 16th to 18th birthday parties held at the Maude Community Centre hall, it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Hiscock

– that no bookings for the Maude Community Centre hall shall be accepted in respect of parties for 16 to 20 year olds inclusive

Voting ensued, the result of which was as below:

FOR: 2

AGAINST: 11

The motion was , therefore, lost and it was then:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Peacock

RESOLVED – that no bookings for the Maude Community Centre hall shall be accepted in respect of parties for 16 to 18 year olds inclusive.

Nb: Voting was as below:

FOR: 12

AGAINST: 1

578/2025-26 **CINQUE PORTS CONFEDERATION CORPORATE POSTERS**

Having duly considered information required for production of a Cinque Ports Confederation sponsored corporate tourism poster for New Romney, it was:

PROPOSED BY: Councillor Houston

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that (i) the Town Crest for New Romney shall be incorporated into the New Romney Tourism Poster; (ii) Councillor Thomas shall be hereby authorised to draft a brief history of New Romney for the associated QR code information, and (iii) photographer, Sue Pilcher, shall be requested to provide a suitable photograph for the New Romney poster.

579/2025-26 **EXCLUSION OF PUBLIC AND PRESS**

@8.00PM having duly considered the nature of matters to be discussed, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Carr

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

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

580/2025-26 **ON-GOING MATTERS**

The Clerk provided a brief verbal update regarding a claim for a s106 uplift payment that currently remains outstanding. It was confirmed that the Town Council's solicitor had been instructed in accordance with a previous resolution of Full Council but that it was not possible for the Council's solicitor to act on the instruction due to there now being a potential conflict of interest. The Clerk advised that she would continue to follow this matter up with the District Council.

581/2025-26 **PERSONNEL MATTERS**

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

582/2025-26 **LAND AND TENANCY MATTERS**

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

583/2025-26 **CONCLUSION OF PRIVATE SESSION**

@8.07PM it was:

PROPOSED BY: Councillor Rev Cn McLachlan

SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY that the private session be hereby Concluded.

The Chairman thanked those present for their attendance and the meeting concluded **@ 8.07PM.**

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 March 2026 meeting of Full Council

1. Thursday 12th March – Romney Marsh Rotary Club Talk. *
2. Thursday 26th March – JAM Launch at St. Bride's Church, Fleet Street, London. * *
3. Saturday 28th March – Opening Easter Market @ Maude Community Centre. *

* Accompanied by the Mayoress.

* Accompanied by the Deputy Mayor

MEETING OF FULL COUNCIL – 9TH MARCH 2026 TOWN CLERK'S REPORT

Actions completed since the Full Council meeting held on 9th March 2026

- 1) A formal communication was sent on behalf of the Town Council to the Kent County Council Cabinet Member responsible for PROW's (Public Rights of Way) to request that remedial surfacing works be prioritised in respect of the **bridleway running between Dunes Road, Greatstone and Church Lane, New Romney**. No response has, as yet, been received thereto.
- 2) **Terms and Conditions of Hire** in respect of the **Maude Community Centre** have been updated to reflect the Council's decision to prohibit parties for 16 to 18 year olds inclusive.
- 3) Relevant parties have been contacted regarding production of a **Cinque Ports Poster for New Romney**.

Further Matters of Report

- 1) An **unauthorised vehicle** has been left in the parking area inside the **Church Lane Allotment Gardens**. Notices have been posted on the vehicle to advise that the vehicle must be removed or it will be necessary for the Council to take action to remove and dispose of same.

Town Clerk
2nd April 2026

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MINUTES

of

**A Meeting of the Planning and Environment Committee
Held in the Assembly Rooms, Church Approach, New Romney
on 4th March 2026
Commencing at 6:45pm**

PRESENT:

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

In the Chair: Councillor K Terry

In Attendance: Planning Clerk - Miss S Walmsley
Members of public - 1

542/2025-26 **APOLOGIES FOR ABSENCE**

None.

543/2025-26 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been received.

544/2025-26 **DECLARATIONS OF INTEREST**

None.

546/2025-26 **ADJOURNMENT OF MEETING**

At 6:50pm it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the meeting be adjourned to allow for a period of public session not exceeding 15 minutes.

547/2025-26 **PUBLIC QUESTIONS**

A member of the public presented information in respect of an application in agenda item 9.

548/2025-26 **RE-CONVENING OF MEETING**

At 6:57PM it was:

PROPOSED BY: Councillor Houston

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the meeting reconvene.

549/2025-26 MINUTES

Minutes of the Meeting Held on 4th February 2026

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The Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 4th February 2026**, a copy of which had been previously circulated to all Councillors.

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

PROPOSED BY: Councillor Carey

SECONDED BY: Councillor Davies

RESOLVED – that the Minutes of the Planning and Environment Committee Meeting held on 4th February 2026 be approved and signed as a true and correct record.

Councillor O’Hare abstained as she was not present at the meeting.

The Chairman subsequently signed the afore mentioned minutes.

550/2025-26 PLANNING CLERK’S REPORT

The Planning Clerk’s report, which included information about residents issues with the Victoria Road West development, confirmation of submittal of NRTC comments to KCC for the claimed addition to the definitive map of public rights of way and the invitation to comment on proposed changes to public rights of way were duly received and noted.

551/2025-26 SCHEDULE OF PLANNING APPLICATIONS

It was:

PROPOSED BY: Councillor Coe

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, as detailed below:

Application No

Location and Description

(i) [25/2320/FH](#)

Erection of a detached two-storey dwelling on land adjacent Dutch House.

Dutch House, Coast Road,
Littlestone, New Romney, TN28 8DH

RECOMMENDATION

Recommend Refusal – NRTC object to this application due to it contravening HB1 and HB10. The application does not

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make a positive contribution to its location and surroundings. It does not respect existing buildings with regard to size, layout, scale, proportions, massing, form and density. It does not enhance and is not in keeping with the other buildings within this conservation area. It does not respond to the character and appearance of the area. The plot proposed to be developed does not take into account the scale, layout and spacing of all the other buildings in the conservation area.

NRTC support the comments and concerns raised by the Environment Agency.

The 1990 Shepway Conservation Area Policy states in recommendation C that the District Council will not normally grant planning permission for development or infill development, as any such proposal is likely to affect significantly the special character which exists in the locality .

NRTC have authorised the Clerk to call in the application.

Voting:

For Application:

0

Against Application:

5

Abstained:

2

(ii) [26/0261/FH](#)

Works to tree subject to TPO No.5 of 1994, comprising of T1 sycamore fell to ground level.

Toorak, 159 Littlestone Road, Littlestone, New Romney, TN28 8QB

RECOMMENDATION

No objection

Voting:

For Application:

7

Against Application:

0

Abstained:

0

(iii) [26/0218/FH](#)

Variation of condition 2 (approved plans) of planning permission [21/0747/FH](#) to allow for amended roof height, addition of dormer windows, solar

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panels and configuration of units R9, R10, R11, R12, R13 and reconfiguration of the bin store and addition of a water tank to improve amenity access on the site.

Sandbanks, Coast Road, Littlestone, TN28 8RA

RECOMMENDATION

Voting:

For Application:

Against Application:

Abstained:

No Objection

7

0

0

(iv) [26/0302/FH](#)

Retrospective erection of an outbuilding.

67 Dunes Road, Greatstone, New Romney, TN28 8SN.

RECOMMENDATION

Voting:

For Application:

Against Application:

Abstained:

No objection – with the condition that the house is not to be split into two separate dwellings in the future.

6

1

0

(v) [AP-6773](#)

Appeal: appeal against refusal of [25/2116/FH](#) – Replace existing InPost (parcel locker) with the installation of two InPost units.

17-19 Dunes Road, Greatstone, TN28 8SS.

Planning Inspectorate Number: 6005228

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

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

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

If you wish to make comments, or modify/withdraw your previous representation, you can do so online at: <https://appeal-planning-decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference>.

The Planning Inspectorate will no longer accept interested party comments by email - only through the link above.

RECOMMENDATION

NRTC are reiterating the original support given to the application and support the applicant with the appeal. NTRC do not believe it contravenes HB1. It is a very useful resource to the community and supports both residents and local businesses.

Voting:

For Application:	7
Against Application:	0
Abstained:	0

552/2025-26 **SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

553/2025-26 **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 1st February 2026, the 12th February 2026, the 15th February 2026 and the 22nd February 2026 were duly received and noted.

554/2025-26 **ENVIRONMENTAL MATTERS**

The Kent & Medway Air Quality Forecast for Wednesday 4th March 2026 which had previously been circulated to all Committee members was duly received and noted.

555/2025-26 **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.

556/2025-26 **STRATEGIC PLAN 2023-2027**

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The Strategic plan 2023-2027 was received and noted. No action thereon was currently taken.

The chairman thanked the committee, and the meeting concluded at **7:48PM.**

Minutes prepared by the Planning Clerk.

MINUTES
of
A Meeting of the Planning and Environment Committee
Held in the Assembly Rooms, Church Approach, New Romney
on 1st April 2026
Commencing at 6:45pm

PRESENT:

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

In the Chair: Councillor S O'Hare

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

595/2025-26 **APOLOGIES FOR ABSENCE**
Councillor Terry for personal reasons.

596/2025-26 **DISPENSATION TO PARTICIPATE**
No new applications for Dispensation to Participate had been received.

597/2025-26 **DECLARATIONS OF INTEREST**
None.

598/2025-26 **ADJOURNMENT OF MEETING**
It was not necessary to adjourn the meeting.

599/2025-26 **PUBLIC QUESTIONS**
None received.

600/2025-26 **RE-CONVENING OF MEETING**
Not applicable.

601/2025-26 **MINUTES**
Minutes of the Meeting Held on 4th March 2026

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting** Held on **4th March 2026**, a copy of which had been previously circulated to all Councillors.

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

PROPOSED BY: Councillor Carey
SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that the Minutes of the Planning and Environment Committee Meeting held on 4th March 2026 be approved and signed as a true and correct record.

The Chairman subsequently signed the afore mentioned minutes.

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602/2025-26 **PLANNING CLERK'S REPORT**

The Planning Clerk's report, which included information about changes to the Planning Portal service, information about parking restriction changes to Coast Drive and The Parade and the approval of Planning application 25/1502/FH for the demolition of the boiler houses at Dungeness A Power Station were duly received and noted.

603/2025-26 **SCHEDULE OF PLANNING APPLICATIONS**

It was:

PROPOSED BY: Councillor Coe

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, as detailed below:

Application No

Location and Description

(i) [26/0387/FH/TCA](#)

5 St Lawrence Court, Victoria Street, New Romney, TN28 8DE.

Works to tree in a conservation area comprising of T1 Maple, pollard 3.5 metres back to bare knuckles.

RECOMMENDATION

No objection.

Voting:

For Application:

5

Against Application:

0

Abstained:

0

(ii) [26/0409/FH/TCA](#)

Mulberry House, Lions Road, New Romney, TN28 8HA.

Works to tree in conservation area comprising of T1 White Cherry fell to ground level.

RECOMMENDATION

No objection.

Voting:

For Application: 5
Against Application: 0
Abstained: 0

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(iii) [26/0283/FH](#)

Land adjoining 16 Cherry Gardens,
Littlestone, TN28 8QR.

Reserved matters application relating to
access, appearance, layout, Scale, and
landscaping of outline permission
23/0801/FH and Details pursuant to
conditions 8,13, 15, 16, 17, 18 and 20.

RECOMMENDATION

**No objection- However, condition 8 and
18 needs to be addressed with the
Internal Drainage Board and there are
concerns that there are no EV parking
points although they are featured in their
design.**

Voting:

For Application: 3
Against Application: 1
Abstained: 1

(iv) [26/0452/FH](#)

50 The Churchlands, New Romney,
TN28 8LE.

Proposed single storey rear extension.

RECOMMENDATION

No objection.

Voting:

For Application: 5
Against Application: 0
Abstained: 0

(v) [26/0218/FH](#)

Sandbanks, Coast Road, Littlestone,
TN28 8RA.

**This is a re-consultation following the
submission of additional details or a
change in circumstance. These are
detailed below:**

Change to description 26.03.2026

Variation of condition 2 (approved plans) of planning permission 21/0747/FH to allow for amended roof height, addition of dormer windows, solar panels, reconfiguration of Units R9, R10, R11, R12, R13 to increase no. of 2-bed units to 15, reconfiguration of the bin store, and addition of a water tank to improve

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amenity access on the site; and variation of condition 18 (additional windows/openings) of planning permission 21/0747/FH to allow for insertion of rooflight.

RECOMMENDATION

No objection

Voting:

For Application:

5

Against Application:

0

Abstained:

0

604/2025-26 **SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

605/2025-26 **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 1st March 2026, the 12th March 2026, the 15th March 2026 and the 22nd March 2026 were duly received and noted.

607/2025-26 **ENVIRONMENTAL MATTERS**

The Kent & Medway Air Quality Forecast for Wednesday 4th March 2026 which had previously been circulated to all Committee members was duly received and noted.

608/2025-26 **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.

609/2025-26 **STRATEGIC PLAN 2023-2027**

The Strategic plan 2023-2027 was received and noted. No action thereon was currently taken.

610/2025-26 **EDF ENERGY EIADR SCOPING REPORT FOR DUNGENESS B DECOMMISSIONING**

The report for EDF Energy's proposed decommissioning project was received and noted. No action thereon was currently taken.

611/2025-26

VICTORIA ROAD WEST DEVELOPMENT

Complaints were received from residents regarding the Victoria Road West development, FHDC responded promptly in response and has agreed with the developer that additional noise monitoring be undertaken. With monitoring information provided initially on a daily basis. As a result, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

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RESOLVED UNANIMOUSLY – that FHDC be contacted to thank them for their prompt response to residents’ concerns and to request monthly updates while the issue remains.

612/2025-26

REQUEST FOR LOCAL WATER TESTING PROGRAMME

The Town Council received a request to consider petitioning the community and asking Folkestone and Hythe District Council to commission a district wide water testing programme.

Having duly considered the afore mentioned, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that (a) The district Councillors for New Romney be Requested to put the matter to Folkestone and Hythe District Council to commission or coordinate a properly designed programme of water testing over time across Romney Marsh, including major open sewers, drains, watercourses, outfalls and other relevant locations. And use the evidence collected to take appropriate action.

And (b) The resident be informed of the action taken by NRTC.

The chairman thanked the committee, and the meeting concluded at **7:40PM.**

Minutes prepared by the Planning Clerk.

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MINUTES
Of
A Meeting of New Romney Town Council's Personnel Committee
Held in the Assembly Rooms, New Romney
on Tuesday 24th March 2026
Commencing at 10.00am

PRESENT: Councillors J Rivers, P Thomas, P Coe and K Terry

In the Chair: Councillor P Thomas

In Attendance: Town Clerk - Mrs C Newcombe

584/2025-26 **APOLOGIES FOR ABSENCE**

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

Councillor P Peacock - due to work commitments

585/2025-26 **DISPENSATION TO PARTICIPATE**

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

586/2025-26 **DECLARATIONS OF INTEREST**

None.

587/2025-26 **MINUTES**

Having duly considered the minutes of the Personnel Committee budget meeting held on 17th December 2025, copies of which had been previously circulated to Members of the Personnel Committee, it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Coe

RESOLVED – that the minutes of the Personnel Committee meeting held on 17th December 2025 be signed as a true and correct record.

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

The afore-mentioned minutes were signed by the Chairman.

588/2025-26 **CLERK'S REPORT**

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

589/2025-26 **FINANCIAL MATTERS**

The Personnel Budget Comparison Report for 2025-26 was duly received and noted.

590/2025-26 **EXCLUSION OF PUBLIC AND PRESS**

@10.02AM Having considered the nature of matters to be discussed under Agenda Item 8 and, in view of the fact that sensitive personal information that may identify one or more individuals was to be discussed, it was, in accordance with the Public Bodies (Admission to Meetings) Act 1960:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Terry

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

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

591/2025-26 **STAFF MATTERS****(i) Councillor / Staff Protocols**

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

(ii) Annual Review of Staff Absences

The Clerk's confidential report on staff absences during the 2025-26 financial year was duly received and noted, with no concerns arising.

592/2025-26 **SUCCESSION PLANNING**

The Clerk presented a detailed confidential report in respect of the need for succession planning to protect the Council from loss of experience, skills, knowledge and understanding as well as potential loss of GPC (General Power of Competence), which would limit the Council in its ability to continue to act in a proactive and progressive manner for the benefit of the Town and its residents, due to approaching retirement of key officers. The details of the report were discussed at length and any questions thereon were put and answered.

Having duly considered this matter and noting that the required Personnel Budget in respect of 2026-27 was formally approved by Full Council on 12th January 2026, it was:

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that (i) the Clerk be authorised to undertake all such actions as are required to facilitate internal re-organisation via creation of new Admin Clerk post (effective from 1st April 2026 or as soon as practicable thereafter) and transfer of staff member into that post via internal interview process and external recruitment process to fill vacated post; (ii) the proposed Succession Plan be hereby formally approved as presented:

- *2026 Appoint internally to role of Admin Clerk subject to successful internal interview (interview on premise of guaranteed promotion to post of Town Clerk in 2029 or at such time as the existing postholder confirms intention to step down, subject to successful completion of six-month probationary period in Admin Clerk post and completion of ILCA, FILCA and CILCA qualifications)*
- *Recruit replacement Clerical Team Member ;*
- *Town Clerk to commence training and support of Admin Clerk working towards ILCA and FILCA qualifications*
- *2027 continue training and support working towards CILCA qualification for Admin Clerk*
- *Recruit replacement Finance Clerk [2027 or appropriate time thereafter] subject to successful interview (interview on premise of guaranteed promotion to post of RFO / Deputy Clerk at such time as the existing postholder confirms intention to step down, subject to successful completion of six month probationary period in Finance Clerk post and completion of ILCA & FILCA qualifications)*
- *2028 continue training and support of Admin Clerk working towards completion of CILCA*
- *Commence training and support of Finance Clerk working towards completion of ILCA and FILCA*
- *2029 Town Clerk/Admin Clerk Job Swap implemented with on-going in-house support for new Town Clerk; Confirm salary points to be SP32 (Temporary salary) in re newly appointed Admin Clerk (with additional support and joint staff management obligations) @12 hours per week / SP42 newly appointed Town Clerk @22.5 hours per week*
- *2030 Admin Clerk salary point reduced to basic rate (with no additional support / management obligations) SP21* @12 hours per week*
- *2030 or any point thereafter RFO/ Finance Clerk Job Swap implemented; confirm salary points to be RFO SP29 / Finance Clerk SP25*

**Subject to formal salary scale review at time of next 5-yearly review*

(iii) the Clerk be authorised to issue formal notice of approved succession plan, including details of approved scheduled appointments, to relevant staff members following appointment of Admin Clerk in 2026 and Finance Clerk in 2027 (or any point prior or thereafter), subject to successful interview, and (iv) the Clerk’s confidential report in respect of Succession Plan be appropriately redacted and released in the redacted form into the public domain.

593/2025-26 **CONCLUSION OF PRIVATE SESSION**

@10.36AM it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that private session be hereby concluded.

594/2025-26 **INTERNAL STAFF REORGANISATION**

In light of the previously approved Internal Reorganisation and Succession Plan, it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that (i) the Clerk be authorised to undertake all such actions as are required to facilitate and implement an internal interview process with a view to appointing successful candidate to the post of Admin Clerk at the earliest opportunity with confirmed route for progression subject to successful completion of required qualifications; (ii) the confirmed contract basis for the aforementioned post shall be permanent appointment with no loss of salary point; (iii) the Clerk also be authorised to undertake all such actions as are required to facilitate and implement an external recruitment process with a view to appointing successful candidate at the earliest opportunity to back-fill vacant clerical post and (iv) the confirmed contract basis for the afore-mentioned post shall be 12-month temporary appointment with potential to become permanent, commencing at the bottom salary point on the relevant salary scale.

The Chairman thanked those present for their attendance and participation and the meeting then concluded **@10.40AM.**

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

Minutes prepared by the Town Clerk

Retirement Succession Planning – Discussion Paper

Background

New Romney Town Council should be aware that it is fast approaching the dates when both of its key officers will reach state pension age. The RFO will be of an age to receive state pension in 2029 and the Town Clerk in 2030. It is important, therefore, that the Council begins to engage in a succession planning exercise as soon as possible to ensure that it does not lose a whole wealth of experience, skills, knowledge and understanding overnight without having any opportunity to pass on this expertise to successive officer(s).

Whilst the RFO has indicated that, at the present time, she does not foresee that she will retire from her post immediately that she is in receipt of state pension, the Town Clerk is now considering her options with a view to retirement, so it is important to commence an internal staffing reorganisation process that will allow a route for staff promotion to Town Clerk in due course. However, the current Finance Clerk has indicated an intention to consider retiring in 2027. It would be sensible, therefore, when considering succession planning in respect of the post of Town Clerk, to also consider using the same model of succession planning for the replacement of RFO, noting the necessity within the near future to recruit for a replacement Finance Clerk – potentially with a view to appointing with a route to promotion to RFO in due course.

The current Town Clerk postholder is due to continue in post until she is in receipt of state pension in [REDACTED] but is most likely to consider submitting a request for flexible retirement from April 2029, which would provide a ‘step-down’ approach towards retirement. The immediate concern with such an arrangement may be that it will negatively impact Council finances. However, via internal staff reorganisation that will provide an existing member of the clerical team with the opportunity to develop into the Town Clerk role, this is not actually the case; it would, in fact, not only be cost effective but would also benefit the council significantly in other ways:

- Subject to approval of the draft budget for 2026-27, the cost of employing an additional part-time Admin Clerk in 2026-27 will already have been accounted for in any case due to the immediate necessity for increased clerical cover as a result of increasing workload which has already been acknowledged and accepted by the Personnel Committee; this appointment will provide an ideal opportunity for succession planning without further expenditure
- **A flexible retirement arrangement commencing in 2029-30 would make approximate cost savings related to salaries in the region of £4,500 over two years if the Clerk remains in employment for one further year (2030-31).**
- If, via internal reorganisation, the Admin Clerk post is filled on the basis of a guaranteed route to promotion, subject to achievement of required qualifications (CILCA) and successful completion of the six month probationary period in the role of Admin Clerk, the Council can avoid the very risky overnight loss of a wealth of skills, knowledge and understanding through a planned period of peer to peer training with a view to transferring the skills, knowledge and understanding to take over the post of Town Clerk with confidence and professionalism.
- In the same way, this period of internal peer to peer training can be managed alongside allocated study time and a requirement to undertake, first, the ILCA and FILCA qualifications and, then, the CILCA qualification that is necessary to allow the Town Council to retain the General Power of Competence. This is highly important as GPC enables the Council to engage in a wide range of activity that would not otherwise be possible without first searching through all of the legislation to understand whether there is a lawful basis upon which to undertake such

activity and, in some cases some business activity that the council would wish to engage in may simply not be permissible without GPC.

Likewise, the current RFO/Deputy Town Clerk postholder is due to continue in post until she is in receipt of state pension in [REDACTED] but, noting the indicated intention of the Finance Clerk to step down in 2027, it would be most sensible to take the same approach of planning a 'step-down' approach towards retirement by appointing a replacement Finance Clerk with a view to guaranteed promotion to RFO subject to achievement of required qualifications (ILCA and FILCA) and successful completion of the six-month probationary period in the role of Finance Clerk.

Once again, the immediate concern with such an arrangement may be that it will negatively impact Council finances. However, via internal staff planned promotion that will provide an existing member of the clerical team with the opportunity to develop into the RFO/Deputy Clerk role, this is not actually the case; it would, in fact, not only be cost effective but would also benefit the council significantly in other ways:

- The recruitment of a replacement Finance Clerk, when required, will not incur any additional expenditure; in fact, it will reduce payroll expenditure as a new employee would commence at the bottom of the pay scale, replacing a higher paid staff member; this appointment, therefore, if implemented with a view to guaranteed promotion to RFO / Deputy Clerk post subject to achievement of required qualifications (ILCA & FILCA) and successful completion of the six month probationary period in the role of Finance Clerk, will provide an ideal opportunity for succession planning without further expenditure
- **A flexible retirement arrangement commencing at such time as the RFO is ready to step down from the role into a lower paid post would make approximate cost savings related to salaries in the region of £800 over two years if the RFO / Deputy Clerk remains in employment for one further year.**
- If the Finance Clerk post is filled on the basis of a guaranteed route to promotion, subject to achievement of required qualifications (ILCA & FILCA), the Council can, once again, avoid the very risky overnight loss of a wealth of skills, knowledge and understanding through a planned period of peer to peer training with a view to transferring the skills, knowledge and understanding to take over the post of RFO / Deputy Town Clerk with confidence and professionalism and an agreed point in time.
- In the same way, this period of internal peer to peer training can be managed alongside allocated study time and a requirement to undertake the ILCA and FILCA qualifications that would support the development of a solid foundation of knowledge and understanding in respect of the financial legislation, regulations and procedures that must be adhered to when working in local government finance; the completion of studies and achievement of the aforementioned qualifications will also provide the basic knowledge and understanding required to act in the additional role of Deputy Town Clerk.

Due to a change in provision several years ago, LGPS (Kent) Pension Discretions now allow members to receive their pension benefits whilst continuing to work for the same employer. This is because it was recognised that the experience, skills, knowledge and understanding of key Council Officers was 'falling off a cliff edge' upon the retirement of those officers – leaving Councils with new employees who had to learn everything from scratch whilst endeavouring to support those councils with no background to any of the on-going work and with no knowledge or understanding of legislation, regulations and procedure. In allowing scheme members to take their pension benefits when due (or in some cases, prior to the due date) whilst continuing

to work for the same Council, this allows the Council to take advantage of the experience, skills, knowledge and understanding to support and fully equip a new or potential new post-holder to take over the role.

The ability of a scheme member to take advantage of 'Flexible Retirement' (ie to receive the LGPS pension whilst continuing in employment with the same Council) relies on two key factors:

- 1) The Council must have a policy in place regarding Flexible Retirement
- 2) The employee must either (i) reduce their hours or (ii) reduce their pay grade (or both if they so desire)

Some scheme members may wish to take advantage of Flexible Retirement prior to their official retirement date. This is also permitted by the LGPS, subject to the agreement of the employer and based on the two afore-mentioned factors. However, this would normally result in reduction in pension benefits for the employee. This can make it financially difficult for the employee to take advantage of this opportunity. In some cases, subject to the required policy being in place to identify the Council's stance on such aspect of 'Flexible Retirement', the Council can agree to 'no loss of pension benefits' on compassionate grounds and to ensure that they can mitigate the potential for sudden loss of experience, skills, knowledge and understanding in key roles. This would incur a cost to the Council, however, and would likely impact on Council finances.

The Town Council has recently adopted its Policy on Flexible Retirement, so this criteria has been met in considering the flexible retirement of the Town Clerk and / or RFO within an approved succession plan. As part of an approved succession plan, the Town Clerk and / or RFO would be expected to reduce pay grade or hours or both – so this criteria would also be met when considering the flexible retirement of the Town Clerk or RFO (at the relevant time) within an approved succession plan.

Current Position

New Romney Town Council's Personnel Committee has recently considered the need to appoint a further member of clerical staff in light of increasing workload relating to the new Maude Community Centre, the campaign for a local health centre, engagement in progressing the adopted Strategic Plan and Highways Improvement Plan, preparation for Local Government Reorganisation and other outside factors over which the Council has no control (eg on-going changes and developments in legislation and regulations such as data protection and online accessibility and the impending Martyn's Law, which will bring with it additional requirements relating to events on Town Council premises). In addition to this, as and when the impending Local Government Reorganisation is actually implemented (likely between 2027-28), further general administration is extremely likely to be required in respect of potential gained assets that will be subject of administrative management or simply in developing new and additional ways of working with the new Unitary Authority and, potentially, additional Area Committees.

There are already a number of administrative tasks that require additional man hours in order that they be regularly attended to (such as, maintaining the register of councillor interests, monitoring and actioning the disposal of documents in hard and electronic copy in accordance with the Council's adopted Data Protection and Retention Policies and Procedures and

undertaking the indexation and binding of formal council minutes, for instance) and the Town Clerk's role is likely to evolve further and quickly over the next one to two years into an even more strategic role, overseeing the team implementing the day to day work of the Council, whilst engaging in the more strategic tasks (policy and strategy reviews, financial planning, implementation of relevant procedure, drafting of strategic reports and policy documents etc). The clerk is likely to need further general administrative support to enable the focus of the role to remain on strategic and managerial tasks and not to be side-tracked by day to day communications and basic admin tasks.

The Personnel Committee already resolved to appoint an additional part-time Member of the Clerical Team in the role of Admin Clerk to provide the afore-mentioned additional clerical support with effect from 1st April 2025, subject to adequate budgetary provision first having been approved by the Town Council for 2026-27. The required budgetary provision was, in fact, approved by Full Council on 12th January 2026, therefore, the recruitment process can commence with a view to putting an additional member of personnel in place with effect from 1st April 2026 as envisaged.

However, if the Council is going to expand the clerical team anyway, it is my professional opinion, based on knowledge of existing employees' abilities and work ethic that the preferred option would be to implement an internal reorganisation (with the agreement of the relevant employee) whereby [REDACTED] is transferred into the newly created role of Admin Clerk – via a formal interview process which could establish the premise of guaranteed promotion to the post of Town Clerk at the point in time when the current postholder is ready to step down, subject to successful completion of a six month probationary period in the new Admin Clerk role and completion of, first, the ILCA & FILCA qualifications and, then, the CILCA qualification.

The Council would, in such case, advertise externally to recruit a replacement [REDACTED] [REDACTED] and a new recruit can be quickly trained to take over the duties of [REDACTED]

This would provide an opportunity to implement a succession plan that could involve the Admin Clerk working closely with the Town Clerk to provide the additional admin support that the Clerk will require going forward as well as dealing with the day to day administration of the Council, including the recently added clerical burden created with the newly delivered Maude Community Centre. In addition to this, peer to peer training can commence with a view to eventual promotion of the Admin Clerk into the role of Town Clerk.

The new post of Admin Clerk is now fully funded within the approved 2026-27 Town Council budget and can be appointed from 1st April 2026 as envisaged and as a result of the currently very heavy burden of work within the clerical team. The subsequent implementation of a succession plan involving the development and promotion of the new Admin Clerk will not require any additional funding from 2027-28 over and above the routine annual incremental salary rises and nationally approved annual pay rises that the Council is required to budget for as a matter of course. Furthermore, the appointment of a replacement [REDACTED] will then actually slightly reduce the Council's payroll bill as the post will be filled by a new employee on a lower salary point.

The current Finance Clerk postholder has indicated an intention to aim to retire in 2027. At this point in time, it would be prudent to recruit a replacement with the intention of implementing the same succession plan as described above ie to recruit through an interview process that could establish the premise of guaranteed promotion to RFO & Deputy Town Clerk at such time as the current postholder is ready to step down, subject to successful completion of the six month probationary period in the role of Finance Clerk and the completion of the ILCA & FILCA qualifications. Again, it should be noted that at such time as the recruitment of a replacement Finance Clerk is undertaken, this will, in actual fact, slightly reduce the salary bill due to the new postholder commencing on a lower salary point.

Succession Plan (Town Clerk and RFO/Deputy Clerk Posts)

Via internal re-organisation, noting the recent approval of the 2026-27 Town Council Budget, a new role of Admin Clerk will have been created and fully funded with effect from 1st April 2026.

If this succession plan is approved and adopted, that appointment will have been filled via an internal interview process on the premise of guaranteed promotion to the role of Town Clerk, subject to successful completion of the six month probationary period in the role of Admin Clerk and subject to achieving ILCA & FILCA and then CILCA.

The appointed staff member can be supported by the current Town Clerk to complete the ILCA and FILCA qualifications and then the CILCA qualification during the course of the next three years. Gradually, during this same three year period, the Admin Clerk can become more involved in the strategic tasks undertaken by the Town Clerk, in a trainee capacity – initially primarily observational, then in a shared capacity and, eventually, in a supervised role, taking the Council into 2029

In 2029, the current Town Clerk post holder can engage in a ‘job swap’ with the Admin Clerk with a reduction in paid hours (suggest 12 hours per week) and a reduction in pay scale (commensurate with providing a further full year of in-house support to the new Town Clerk and retaining joint responsibility for line management to all staff for one further year to allow the new Town Clerk to focus fully on the work of the Council without the added burden of unsupported responsibility for staff management) in a stepped down approach to retirement, combined with early receipt of LGPS pension benefits at a reduced rate (due to loss of benefits incurred as a result of early receipt). Paid hours for the existing Admin Clerk, in the new role of Town Clerk, would be increased at this time – to 22.5 hours per week (subject to employee agreement at the initial Admin Clerk interview/appointment stage) to take on the increased level of administrative work associated with the Town Clerk role.

In 2030, the Admin Clerk (previous Town Clerk) paid salary point would then be reduced further - to the top of the scale for Admin Clerk (recognising significant experience of employee) - with the official end of in-house support and training for the new Town Clerk (albeit that, realistically, there will remain colleague support unofficially whilst the past Town Clerk chooses to remain in post as Admin Clerk, should the new Town Clerk wish to continue to seek support).

(Should the current Town Clerk decide to retire completely in 2030 or any time thereafter, then the Council will be in a financial position to recruit a new Admin Clerk at that time as this post will have already been accounted for within annual budgets. In such case, the Council's salary bill will, once again, reduce slightly due to a newly appointed staff member commencing on the bottom of the relevant pay scale as opposed to the top of the scale.)

The option for a job swap in 2029-30, may make a significant difference on the Town Clerk's decision as to whether to continue in Town Council employment for a further period until completely ready for retirement due to the reduced responsibility and work pressure and, in turn, this could provide the Council with an extended period of background support and advice for the new Town Clerk. In any case, even if the current Town Clerk, in the end, decides to fully retire in 2030, the replacement Town Clerk will have benefitted from significant long-term support and advice in preparation for taking on this role and throughout the first year in post and the Town Council will have ensured no loss of GPC and the ability to continue its high quality service provision and continued engagement in exciting new projects for the Town and its residents without fear of acting unlawfully or finding itself severely restricted in terms of its actions.

In 2027 (or at any point thereafter following the retirement of the current postholder), the Town Council will undertake an external recruitment process to appoint a replacement Finance Clerk. The interview process should establish the premise of guaranteed promotion to RFO/Deputy Clerk (subject to afore-mentioned provisions) at such time as the current postholder is ready to step down.

The appointed staff member can be supported by the current RFO / Deputy Clerk to complete the ILCA and FILCA qualifications during the course of the next two to three years. Gradually, during this same period, the Finance Clerk can become more involved in the higher level financial tasks undertaken by the RFO (annual budgeting / audit / insurance review and procurement, salaries etc) , in a trainee capacity – initially primarily observational, then in a shared capacity and, eventually, in a supervised role, continuing until such time as the current RFO / Deputy Clerk is ready to step down.

At this point in time, the current RFO / Deputy Clerk post holder can engage in a 'job swap' with the Finance Clerk with a reduction in paid hours (suggest current 15 hours per week) and a reduction in pay scale (top of Finance Clerk pay scale to reflect high level of experience). Working hours for the existing Finance Clerk, in the new role of RFO / Deputy Clerk, would be increased at this time – to 19.5 hours per week (subject to employee agreement at the initial Finance Clerk interview/appointment stage) to take on the increased level of financial administration and administrative support provision associated with the RFO / Deputy Clerk role.

Implementation of Proposed Succession Plan (Town Clerk & RFO / Deputy Clerk Posts):

2026-27:

Noting that NRTC has approved adequate budgetary provision for additional staff member (Admin Clerk 15hrs p/w at salary scale equivalent to Planning Clerk (SP18-SP21)* – to include 12 hours p/w core hours plus 3 hours p/w study/training time) ... take over all admin as identified in an approved Job Description – which may include admin relating to Maude

Community Centre and Assembly Rooms (bookings, caretaker time sheets, purchasing stock and damage/loss replacements etc) as well as a range of general admin tasks whilst also directly supporting Town Clerk with strategic level admin as well as assisting with organisation/implementation of any one-off NRTC events; Clerk to work closely with Admin Clerk; support through ILCA and FILCA training.
Advertise Planning Clerk externally.

**This scale can be reviewed when the next five-yearly pay scales review becomes due in four years' time.*

2027-28:

Town Clerk to support Admin Clerk through CILCA training and commence joint working on some strategic tasks (review of standing orders / financial regs and appendices; review of routine on-going risk assessments, for instance) as well as event planning for one off NRTC events.

Replacement Finance Clerk to be appointed via external recruitment process.
RFO to support new Finance Clerk through ILCA training and then FILCA training.

2028-29:

Town Clerk to support Admin Clerk to complete CILCA (if required) and engage in joint working on further strategic tasks (review of strategic plan, drafting of policies and reports / completion of AGAR, for instance) and commence shared clerking of Full Council meetings. Be prepared to offer additional salary point for achieving CILCA (budget).

RFO to engage in joint working with Finance Clerk on higher level financial tasks (annual audit process / monthly finance reports / rolling maintenance programme)

2029-30:

Existing Admin Clerk promoted fully to Town Clerk position: 22.5hrs per week.

Replacement Admin Clerk (Previous Town Clerk): Provide on-going training and support/advice to new Town Clerk and retain joint responsibility for all staff management while training Town Clerk in respect of admin, processes and procedures relating to this additional responsibility.

Existing Town Clerk swap into Admin Clerk role with drop to 12 paid hours per week at reduced salary point (Suggest equivalent to top of scale for Deputy Town Clerk role (SP32 – a drop of one full salary scale / 13 salary points in 2029) due to continued responsibility for in-house peer support provision and continued joint responsibility for staff management) .

Plus: Admin Clerk (Ex-Town Clerk) draw LGPS pension at reduced rate (Agreed Flexible Retirement in accordance with Policy)

Paid hours for new Town Clerk (Ex-Admin Clerk) increase from 15hrs to 22.5 hours with promotion to bottom of Town Clerk salary scale (SP42)

RFO to engage in joint working with Finance Clerk on further higher level financial tasks (end of year budget process / salaries / asset management).

2030:

Admin Clerk relinquish all peer support responsibilities as well as joint staff management responsibilities and salary reduced to top of relevant salary scale (reflecting significant employee experience) for Admin Clerk (SP21)*
12 hrs per week @ SP21

**Salary scale to be formally reviewed at time of next 5-yearly pay scale review.*

Finance Clerk to be promoted fully to the role of RFO / Deputy Clerk (from 2030 or any point in time prior to or thereafter subject to the existing postholder confirming her intention to step down) with working hours increased to 19.5hrs and salary increased to bottom of RFO scale (SP29)

RFO swap into Finance Clerk role with a reduction in working hours to 15 hours per week and a reduction in salary to top of Finance Clerk pay scale (to reflect significant experience) (SP25)

Fully funded Staffing Costs re new Admin Clerk appointment in 2026-27:

SP19 = £16.62ph @ 15 hours pw = £12,963.00 plus on-costs

Actions for Consideration:

Noting that the required Personnel Budget in respect of 2026-27 was formally approved by Full Council on 12th January 2026 :

- Authorise Clerk to undertake all such actions as are required to facilitate internal re-organisation via creation of new Admin Clerk post (effective from 1st April 2026 or as soon as practicable thereafter) and transfer of staff member into that post via internal interview process and external recruitment process to fill vacated [REDACTED] post
- Approve succession Plan (as below):
 - 2026 Appoint internally to role of Admin Clerk subject to successful internal interview (interview on premise of guaranteed promotion to post of Town Clerk in 2029 or at such time as the existing postholder confirms intention to step down, subject to successful completion of six month probationary period in Admin Clerk post and completion of ILCA, FILCA and CILCA qualifications)
 - Recruit replacement [REDACTED]
 - Town Clerk to commence training and support of Admin Clerk working towards ILCA and FILCA qualifications
 - 2027 continue training and support working towards CILCA qualification for Admin Clerk
 - Recruit replacement Finance Clerk subject to successful interview (interview on premise of guaranteed promotion to post of RFO / Deputy Clerk at such time as the existing postholder confirms intention to step down, subject to successful completion of six month probationary period in Finance Clerk post and completion of ILCA & FILCA qualifications)
 - 2028 continue training and support of Admin Clerk working towards completion of CILCA
 - Commence training and support of Finance Clerk working towards completion of ILCA and FILCA
 - 2029 Town Clerk/Admin Clerk Job Swap implemented with on-going in-house support for new Town Clerk; Confirm salary points to be SP32 (Temporary salary) in re newly appointed Admin Clerk (with additional support and joint staff management obligations) @12 hours per week / SP42 newly appointed Town Clerk @22.5 hours per week

- 2030 Admin Clerk salary point reduced to basic rate (with no additional support / management obligations) SP21* @12 hours per week
- 2030 or any point thereafter RFO/ Finance Clerk Job Swap implemented; confirm salary points to be RFO SP29 / Finance Clerk SP25
- Authorise Clerk to issue formal notice of approved succession plan, including details of approved scheduled appointments, to relevant staff members following appointment of Admin Clerk in 2026 and Finance Clerk in 2027 (or any point prior or thereafter), subject to successful interview

*Subject to formal salary scale review at time of next 5-yearly review

Post	2025-26	2026-27 Succession Plan Starting Point	2027-28	2028-29	Job Swap	2029-30	Job Swap	2030-31
Town Clerk	SP42 (22.5hrs) £32,420	SP43 (22.5hrs) £33,052	SP44 (22.5hrs) £33,840	SP45 (22,5hrs) £34,660	Admin Clerk	SP32 (12hrs) £13,850		SP21 (12hrs) £10,720
Admin Clerk		SP19 (15hrs) £12,963	SP20 (15hrs) £13,182 SP21* (15hrs) £13,400	SP22 (15hrs) £13,626	Town Clerk	SP42 (22.5hrs) £32,420		SP43 (22.5hrs) £33,050
Planning Clerk	SP18 (14hrs) £11,903	SP18**** (14hrs) £11,903	SP19 (14hrs) £12,099	SP20 (14hrs) £12,303		SP21 (14hrs) £12,958		SP21 (14hrs) £12,958
RFO/ Deputy Clerk	SP29 (19.5hrs) £20,949	SP30 (19.5hrs) £21,436	SP31 (19.5hrs) £21,953	SP32 (19.5hrs) £22,511		SP32 (19.5hrs) £22,511	Finance Clerk	SP25 (15hrs) £14,703
Finance Clerk	SP22 (15hrs) £13,626	SP23 (15hrs) £13,923	SP22** £13,626	SP23 (15hrs) £13,923		SP24 (15hrs) £14,313	RFO/ Deputy Clerk	SP29 (19.5hrs) £20,949
Total Salary Costs**	£78,898	£93,277	£94,700** £94,918*	£97,023		£96,052		£92,380

*Increase of 1 salary point in recognition of CILCA qualification, if applicable

** Replacement Staff Member following staff retirement

*** All plus on costs (NI/LGPS); All based on current pay rates

Total decrease of approx. £1,000 on previous year basic salaries in 2029-30 (plus a reduction in LGPS on-costs in approx. overall amount of £2,850 as a result of non-payment of LGPS contributions re current Town Clerk at -£6,750 approx vs increased payment of LGPS contributions re incoming Town Clerk at +£3,900 approx)

(NB: The small reduction in basic salary costs in 2029-30 would also result in a small reduction in employer's NI on-costs)

Decrease of approx. £3,700 on previous year salaries in 2030-31 (plus a reduction in LGPS on-costs in approx. amount of £3,000 as a result of non-payment of LGPS contributions re RFO at -£4,300 Approx. vs increased payment of LGPS contributions re incoming RFO at +£1,300 approx.)

(NB: The further reduction in basic salary costs in 2023-31 would also result in a further reduction in employer's NI on-costs).

Total salaries-related savings in 2029 and 2030: Approx £10,550 plus further savings in respect reduced employer's NI contributions due to reduced basic salary costs.

Town Clerk
20 January 2026

MINUTES
of
**A Meeting of New Romney Town Council's
Finance and General Purposes Committee
Held in the Assembly Rooms on
Wednesday 25th March 2026 commencing at 6.45pm**

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

In Attendance:

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

IN THE CHAIR: Councillor P Thomas

595/2025-26 **APOLOGIES:**

The Clerk advised that no apologies had been received.

596/2025-26 **DISPENSATION TO PARTICIPATE**

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

597/2025-26 **DECLARATIONS OF INTEREST**

@6.46PM Councillor Hiscock declared a Personal Interest in Town Council finance reports due to her employment of a contractor who is also employed by the Town Council.

598/2025-26 **ADJOURNMENT OF MEETING**

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

599/2025-26 **PUBLIC QUESTIONS**

None.

600/2025-26 **RE-CONVENING OF MEETING**

Not applicable

601/2025-26 **MINUTES**

The Chairman presented the Minutes of the **Finance & General Purposes Committee Meeting** held on **21st January 2026**, a copy of which had been previously circulated to all Councillors and it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Rev Cn McLachlan

RESOLVED – that the minutes of the Finance & General Purposes Committee Meeting held on 21st January 2026 be approved and signed as a true and correct record.

Councillor Hiscock abstained from voting as she was not in attendance at the meeting.

The Chairman subsequently signed the Minutes.

602/2025-26 **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 Coe

SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY – that, the afore-mentioned detailed schedule of Payments Approved under Financial Regs, SPAA and/or Delegated Authority, in the sum of £89,705.74 exc. VAT, be received and noted and identified cost centres be approved.

(iii) Card Machine Charges

Consideration was given to the matter of bank charges incurred when receiving payment by cards, either in person or over the phone. Following due consideration it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Carey

RESOLVED that – all associated bank charges in relation to payments made by card either in person or over the phone be passed on to the payee.

603/2025-26 **RFO'S REPORT**

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

RFO's Report – F&GP Meeting on 25th March 2026**Actions completed since the F&GP Committee meeting held on 21st January 2026:**

1. Following their confirming acceptance of the award, the payment of grant funding to John Armitage Memorial Trust (JAM) has been made (*Minute Ref: 492-2025-26 refers*).
2. An order was placed in respect of tree works at Fairfield Road Recreation Ground (*Minute Ref: 493/2025-26 refers*).

Other Matters of Report:

3. Notification of changes to fees & charges has been received from Unity Trust bank (Available to peruse at the Town Hall by appointment or on the Town Council website alongside the agenda*).
4. Notification of changes the FSCS limit has been received from Unity Trust bank (Available to peruse at the Town Hall by appointment or on the Town Council website alongside the agenda*).
5. Notification of reduction in interest rates has been received from NS&I (Available to peruse at the Town Hall by appointment or on the Town Council website alongside the agenda*).

This concludes my report – RFO 17th March 2026

604/2025-26 **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

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

605/2025-26 **STRATEGIC PLAN 2023-27**

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

606/2025-26 **GRANT FUNDING /DONATIONS**

Having duly considered the Grant Funding request received from New Romney Country Fayre it was:

PROPOSED BY: Councillor Peacock

SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY – that grant funding in the sum of £1202.40, to be funded from the 2026/27 Grants/Donations Budget, be awarded to the New Romney Country Fayre.

607/2025-26 **QUOTATIONS**

(i)

Annual Roof and Rainwater Goods Inspections (2026-27)

Consideration was given to the 2026-27 roof and rainwater goods inspections for New Romney Town Council properties and it was:

(a)

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY- that due to the specialised nature of the said inspections, Standing Orders be waived to allow consideration of the single quotation sought.

(b)

PROPOSED BY: Councillor Rev Cn McLachlan

SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY - that (i) the quotation received in respect of 2026-27 Annual Roof and Rainwater Goods Inspections for Town Council properties, as detailed below:

Town Hall – £1100.00 (exc VAT)

Town Hall House – £230.00 (exc VAT)

Assembly Rooms – £430.00 (exc VAT)

Maude Community Centre – £650.00 (exc VAT)

Maude Community Centre Annexe – 225.00 (exc VAT)

be approved and funded from the 2026-27 relevant departmental budgets; (ii) the RFO be authorised to settle all relevant invoices, when received, having first ascertained that all is in order.

The Contract was, therefore, awarded to B E Ames Ltd.

(ii)

Weed Killing/Herbiciding.

Consideration was given to the weed killing/herbiciding contract for the Maude CC playing fields and it was:

PROPOSED BY: Councillor Rev Cn McLachlan

SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY - that (i) the quotation received in respect of a Three Year Contract for Weed Spraying at the Maude CC Playing Fields, in the sum of £935.00 per year (exc VAT), be approved and funded from the relevant departmental budget and (ii) the RFO be authorised to settle all relevant invoices, when received, having first ascertained that all is in order.

The contract was, therefore, awarded to Weed Management.

(iii)

Pressure Washer

Consideration was given to the purchase of a Pressure Washer for the purpose of cleaning commemorative benches and other assets belonging to New Romney Town Council and it was:

PROPOSED BY: Councillor Hiscock

SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that (i) Option A – purchase of a Honda Evolution GX160, in the sum of £719.00 (exc. VAT), be approved and funded from the Play and Miscellaneous Equipment Reserve Fund and (ii) the RFO be authorised to settle all relevant invoices, when received, having first ascertained that all is in order.

The order is to be placed with Lawn and Power.co.uk

608/2025-26 **TOWN SIGNAGE.**

Consideration was given to the provision of Town Signage in accordance with Objective TC-21 of the Strategic Plan and it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Davies

RESOLVED – that (i) the provision of one sign comprising of an oak post with a metal sign on top, to be sited in Town Square, be approved and ii) Designs to be sought and presented to F & GP at a future meeting.

609/2025-26 **MCC ANNEXE – IMBERT ROOM**

Consideration was given to the current hiring arrangements of the MCC Annexe Imbert Room and it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Rev Cn Mclachlan

RECOMMENDED- that Full Council investigate the adaptation of the current lease to the existing lessee to waive New Romney Town Council's rights to hire the Imbert Room to third parties and to rescind the 20% contribution to utility charges. To retain the name of the Imbert Room.

610/2025-26 **EXCLUSION OF PUBLIC AND PRESS:**

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

611/2025-26 **LAND AND TENANCY MATTERS**

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

612/2025-26 **CONCLUSION OF PRIVATE SESSION**

Not applicable.

The Chairman thanked the Councillors for their attendance and the meeting then concluded **at 19.50**

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

New Romney Town Council Current Year

Bank - Cash and Investment Reconciliation as at 28 February 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2026	Nat West Current A/c	500.00
28/02/2026	Unity Trust A/c	69,098.42
28/02/2026	Lloyds Bank Business A/c	133,451.88
28/02/2026	Nat West Business Reserve A/c	65,828.12
28/02/2026	Petty Cash	260.57
28/02/2026	Corporate Card	0.00
28/02/2026	Lloyds Bank I/A Online Saver	405,495.12

674,634.11

Other Cash & Bank Balances

10,453.00

685,087.11

Unpresented Payments

372.39

684,714.72

Receipts not on Bank Statement

0.00

Closing Balance

684,714.72

All Cash & Bank Accounts

1	Nat West Current A/c	500.00
2	Unity Trust Current A/c	69,098.42
3	Lloyds Bank Business A/c	133,451.88
4	Nat West Business Reserve A/c	65,828.12
5	Petty Cash	260.57
6	Corporate Card	-372.39
7	Lloyds Bank I/A Online Saver	405,495.12
	Other Cash & Bank Balances	10,453.00
	Total Cash & Bank Balances	684,714.72

AGENDA ITEM 16

CAPITAL PROJECTS REPORT

Post Project Review Report to follow at conclusion of 12 months' defect liability period.

COUNCIL MEETING DATES 2026-27



NEW ROMMEY TOWN COUNCIL **DATES FOR FULL COUNCIL AND COMMITTEE MEETINGS** **11th MAY 2026 TO 23rd JUNE 2027 inclusive**

2026

Monday	11th May	STATUTORY ANNUAL COUNCIL MEETING @ 6.45pm
Tuesday	19 th May	Health and Wellbeing Committee @ 10.00am
Wednesday	20 th May	Planning & Environment Committee
Wednesday	27 th May	F&GP Committee
Monday	8 th June	FULL COUNCIL
Wednesday	17 th June	Planning & Environment Committee
Wednesday	24 th June	Personnel Committee @10.00am
Monday	13 th July	St Martins Field Charity @ 6.00pm (inc Budget)
Monday	13 th July	FULL COUNCIL
Wednesday	15 th July	Planning & Environment Committee
Wednesday	22 nd July	F&GP Committee
Monday	10 th August	FULL COUNCIL
Wednesday	12 th August	Planning & Environment Committee
Tuesday	1 st September	Health and Wellbeing Committee @10.00am (inc Budget)
Monday	14 th September	FULL COUNCIL
Wednesday	16 th September	Planning & Environment Committee
Wednesday	23 rd September	F&GP Committee
Wednesday	30 th September	Personnel Committee @10.00am
Monday	12 th October	FULL COUNCIL
Wednesday	14 th October	Planning & Environment Committee (inc Budget)
Wednesday	21 st October	Personnel Committee (Budget Meeting)
Monday	26 th October	F&GP Committee (Budget)
Monday	9 th November	FULL COUNCIL
Tuesday	17 th November	Health and Wellbeing Committee @ 10.00am
Wednesday	18 th November	Planning & Environment Committee
Wednesday	25 th November	F&GP Committee
Monday	14 th December	St Martins Field Charity @:6.00pm
Monday	14 th December	FULL COUNCIL
Wednesday	16 th December	Personnel Committee @10.00am
Wednesday	16 th December	Planning & Environment Committee

2027

Monday	11 th January	FULL COUNCIL
Wednesday	13 th January	Planning & Environment Committee
Wednesday	20 th January	F&GP Committee
Monday	8 th February	FULL COUNCIL
Tuesday	9 th February	Health and Wellbeing Committee @ 10.00am
Wednesday	17 th February	Planning & Environment Committee
Monday	8 th March	FULL COUNCIL
Wednesday	10 th March	Planning & Environment Committee

Wednesday	17 th March	Personnel Committee @10.00am
Wednesday	24 th March	F&GP Committee
Monday	12 th April	FULL COUNCIL
Wednesday	14 th April	Planning & Environment Committee
Wednesday	21 st April	ANNUAL TOWN MEETING @ 7.00pm
MONDAY	10 th May	STATUTORY ANNUAL COUNCIL MEETING (Provisional)
Tuesday	18 th May	Health and Wellbeing @ 10.00am (Provisional)
Wednesday	19 th May	Planning & Environment (Provisional)
Wednesday	26 th May	F&GP (Provisional)
Monday	14 th June	St Martins Field Charity @ 6.00pm (inc Budget) (Provisional)
Monday	14 th June	FULL COUNCIL (Provisional)
Wednesday	16 th June	Planning (Provisional)
Wednesday	23 rd June	Personnel Committee @10.00am (Provisional)

PER CIVIC YEAR

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

2026

Late Spring Bank Holiday	-	25 th May
Summer Bank Holiday	-	31 st August
Remembrance Sunday	-	8 th November
Christmas/Boxing Day Holiday	-	Friday 25 th , Monday 28 th December

2027

New Year's Day	-	Friday 1 st January
Easter	-	Friday 26 th March - Monday 29 th March
Early May Bank Holiday	-	Monday 3 rd May

Notes to above

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

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

RE-ESTABLISHMENT OF NEW ROMNEY TRADERS' ASSOCIATION

Briefing Note: Establishment of a New Romney Traders Association (NRTA)

1. Purpose

The New Romney Traders Association (NRTA) is proposed as a voluntary, self-supporting network for businesses operating within the **Town and Coastal Wards of New Romney**.

Its purpose is to bring local traders together to collaborate, share information, and collectively represent their interests to key stakeholders.

2. Vision

A thriving, resilient, and well-connected local business community that supports the vitality of New Romney's High Street and wider trading areas.

3. Aims and Objectives

The NRTA will:

- **Promote Collaboration**
 - Encourage traders to work together for mutual benefit.
 - Foster a supportive local business network.
 - **Strengthen Representation**
 - Act as a collective voice to:
 - New Romney Town Council
 - Folkestone & Hythe District Council
 - Trade bodies and local stakeholders
 - Put forward coordinated requests, concerns, and proposals.
 - **Support the Local Economy**
 - Champion initiatives that increase footfall and local spend.
 - Support the sustainability and vibrancy of the High Street and coastal trading areas.
 - **Share Information and Intelligence**
 - Enable appropriate sharing of business-related information, including:
 - Local trends and opportunities
 - Crime prevention updates (e.g. CCTV images where lawful and appropriate)
 - Promote safer trading environments.
 - **Encourage Engagement**
 - Build stronger relationships between traders and local authorities.
 - Provide a platform for discussion, ideas, and joint initiatives.
-

4. Membership

- Open to all traders and businesses within the **Town and Coastal Wards of New Romney**.
- **Free to join** – ensuring accessibility and inclusivity.
- Participation is voluntary, with members able to engage at a level that suits their business.

5. Role of New Romney Town Council

New Romney Town Council will:

- **Lead the initial formation** of the Association.
- Provide **administrative support** during setup.
- Consider making available a **meeting venue** for occasional gatherings.
- Act as an **enabler**, not a controller, ensuring the Association remains trader-led over time.

6. Governance and Structure (Initial Proposal)

- Informal structure during initial phase.
- Potential for future development into:
 - Elected Chair / Coordinator
 - Small steering group of traders
- Light-touch approach to ensure flexibility and ease of participation.

7. Meetings and Communication

- Occasional meetings (e.g. quarterly or as required).
- Use of digital communication channels (e.g. email group / messaging platform) to:
 - Share updates quickly
 - Circulate information and opportunities

8. Early Priorities

- Establish membership and contact list.
- Identify key issues affecting traders (e.g. footfall, parking, safety).
- Develop initial engagement with District Council and other partners.
- Explore quick-win initiatives to support the High Street and coastal areas.

9. Benefits

- Stronger collective voice for local traders.
- Improved communication and coordination.
- Increased resilience through shared support.
- Enhanced promotion and protection of New Romney's trading areas.

10. Next Steps

- Approval in principle by New Romney Town Council to support the establishment of a Traders Association.
- Invitation issued to local traders.

- Convene inaugural meeting.

Conclusion

The New Romney Traders Association represents a practical, low-cost, and collaborative approach to supporting local businesses. By enabling traders to work together and engage more effectively with stakeholders, the initiative will help sustain and enhance the economic vitality of New Romney.

Proposal:

Noting the importance of a strong, collaborative local business community in supporting the economic vitality of New Romney's High Street and wider trading areas within the Town and Coastal Wards, and recognising the value of providing a structured but flexible forum through which local traders can:

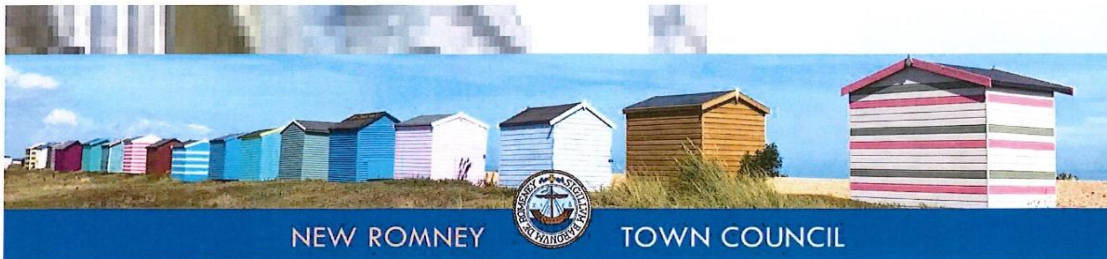
- Work together for mutual benefit.
- Share information and intelligence (where lawful and appropriate).
- Present a collective voice to local authorities, trade bodies, and other stakeholders.

NRTC Resolves –

- (i) To support the establishment of the **New Romney Traders Association (NRTA)** as a voluntary, trader-led group open to all businesses within the Town and Coastal Wards, with **free membership** by:
 - Leading the **initial formation and facilitation** of the NRTA.
 - Providing **light-touch administrative support**, where required, during its setup phase.
 - Offering a **suitable meeting venue** for occasional meetings at a charity / not-for-profit rate, subject to availability.
- (ii) That NRTC will not exercise any direct control over the NRTA but will act as an **enabler and partner** to the NRTA, which will itself operate as an **independent, trader-led body**
- (iii) To authorise the Town Clerk, in consultation with the Chairman, to:
 - Issue invitations to local traders.
 - Arrange and publicise an **inaugural meeting**.
 - Prepare a sample draft framework or terms of reference for consideration by participating traders.
- (iv) That a brief update report shall be brought back to Council following the inaugural meeting, outlining:
 - Level of engagement.
 - Initial priorities identified by traders.
 - Any further support required from the Town Council.

Cllr. John Rivers, Chairman - New Romney Town Council
March 2026

STRATEGIC PLAN 2023-2027



STRATEGIC PLAN

2023 - 2027

New Romney Town Council



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

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

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

3. Recreation & Amenities

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

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

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4. Health & Wellbeing

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

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

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5. Town & Community

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

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

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5. Town & Community

To support local businesses and encourage economic development in New Romney

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

5. Town & Community

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

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

5. Town & Community

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

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

5. Town & Community

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

Objectives	Committee	Start	Complete
TC 15: Complete and publicise (via NRTC website/social media and leaflets) the Town Trail	F&GP	2024-25	COMPLETED Installation of Town Trail completed; Leaflets received And distributed.
TC 16: Develop a Policy for utilisation of The Cinque Ports brand	Full Council	2024-25 2026-27	Re-scheduled & Commenced: Clerk to adapt existing Policy for NRTC. Cinque Ports Crest to be added to all 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:

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New Romney Town Council

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