

Folkestone Town Council



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Folkestone,
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AGENDA

Meeting: **Folkestone Town Council**
Date: **10 January 2019**
Time: **7.00 p.m.**
Place: **Town Council Chamber, 1/2 Guildhall Street, Folkestone**

To: **Town Councillors**

YOU ARE HEREBY SUMMONED to attend a meeting of the Folkestone Town Council on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the agenda which is not fully covered in these papers is requested to give notice prior to the meeting to the Town Mayor or Town Clerk.

J Childs
Town Clerk

Prayers

- 1. APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence.
- 2. DECLARATIONS OF INTEREST**
To receive any declarations of either personal or prejudicial interest that Members may wish to make.
- 3. MINUTES**
To receive the Minutes of the Extra-Ordinary Meeting of the Council held on 11th October 2018 and to authorise the Town Mayor to sign them as a correct record.

4. **PUBLIC QUESTIONS**
Up to 15 minutes shall be allowed for written public questions from registered electors to be put to the Council in accordance with the Council's approved Standing Orders.
5. **MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**
6. **MINUTES OF THE PLANNING COMMITTEE**
To receive the Minutes of the above Committee's meetings of the 30th August, 20th September, 11th October, 1st & 22nd November 2018.
7. **MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE**
To receive the Minutes of the above Committee's meeting of 23rd August & 18th October 2018.
8. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE**
To receive the Minutes of the above Committee's meeting of 7th August & 2nd October 2018.
9. **MINUTES OF THE GRANTS COMMITTEE**
To receive the Minutes of the above Committee's meeting of 16th August 2018.
10. **SCHEDULE OF MEETINGS FOR THE MUNICIPAL YEAR 2019/20**
The schedule of provisional meeting dates for 2019/20 is attached
11. **FTC/FHDC PARTNERSHIP WORKING**
The Town Clerk will provide an update following the meeting of the Partnership Working Group.
12. **FOLKESTONE TOWN COUNCIL BUDGET AND PRECEPT 2019/20**
Report C/19/242 concludes the budget making process for the Town Council's Precept requirements for 2019/20, recommended Precept £807,860.
13. **COASTAL COMMUNITIES FUND ROUND 5**
Following an application to the Coastal Communities Fund for a portfolio of projects, an invitation to the next stage of the application process has been received, submissions must be made by Monday 21st January 2019.
14. **STEP SHORT ARCH**
A request has been received that the Town Council take over ownership of the Arch at a date on or close to the centenary of the signing of the Treaty of Versailles, on 28th June 1919. See attached letter.

EXCLUSION OF PRESS AND PUBLIC

The press and public are to be excluded for the remainder of the meeting under Section 1, sub-section 2, of the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to

the public interest by reason of the confidential nature of the business.

15. CITIZENSHIP AWARDS

The Citizenship Awards Panel met on the 5th November 2018 to discuss nominations, notes attached. A resolution by 80% of councillors present is required to confer award.

16. DATE AND TIME OF NEXT MEETING

Thursday, 14th March 2019 at 7pm

Folkestone Town Council

MINUTES of the Extra Ordinary Meeting of the Town Council held at the Town Hall, Folkestone on Thursday, 11th October 2018 at 6 p.m.

PRESENT: Councillor Ann Berry – Town Mayor (in the Chair)

Councillors Danny Brook, John Collier, Peter Gane, Neil Jones, Jacqui Meade, David Monk, Carol Sacre, Martin Salmon, Richard Theobald, Sue Wallace, Richard Wallace, Pat West and Roger West.

In attendance: Jennifer Childs (Town Clerk) and Georgina Wilson (Admin Officer)

1546. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Emily Arnold, Claire Jeffrey, Mary Lawes.

Councillor Rodica Wheeler was absent.

1547. DECLARATIONS OF INTEREST

Councillor David Monk declared a personal interest in item 4 iii), he will speak on the item but not take part in any vote. Councillor Ann Berry also declared the same interest.

1548. MINUTES

The Council was asked to receive the Minutes of the Council Meeting held on 13th September 2018.

RESOLVED: That the Minutes of the Council Meeting held on 13th September 2018 be received.

Proposed: Councillor Roger West
Seconded: Councillor Sue Wallace
Voting: F:13, Ag:0, Ab:0

1549. MATTERS AND RESOLUTIONS FROM COMMITTEES

Community Services – 2nd October 2018

- i. Noted
- ii. Noted
- iii. Cllr David Monk gave some background information on the street lighting, costs of repairs and why the District Council were asking for a contribution towards the repairs.

RESOLVED: That Folkestone Town Council contribute £10,000 to fit the high-level power connections that supply electricity to the Christmas Lights in Guildhall Street and Sandgate Road.

Proposed: Councillor John Collier
Seconded: Councillor Neil Jones
Voting: F:12, Ag:0, Ab:1 – Cllr David Monk

Councillors felt there was a need for further investigations over the ownership of the street lights, the disconnect between local groups such as the Town Team, Town Centre Management etc and who benefits financially from the repaired lights and power in relation to the market.

1550. DATE AND TIME OF NEXT MEETINGS

Ordinary Council Meeting – Thursday 10th January 2018

The meeting ended at 6.20pm.

.....Town Mayor
10th January 2019

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 30th August 2018 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors John Collier, Neil Jones, Jacqui Meade, Carol Sacre and Richard Theobald.

OFFICER PRESENT: Georgina Wilson (Admin Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Richard Wallace and Roger West.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MEETING 9th August 2018

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 19th July 2018 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 9th August 2018 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Jacqui Meade

Seconded: Councillor Carol Sacre

Voting: F:5, Ag:0, Ab: 0

4. APPLICATIONS FOR PLANNING CONSENT, APPEALS, PLANS TO DEVELOPMENT CONTROL COMMITTEE AND LICENSING

Application no	Y18/0018/PA
Location	2 – 10 Queens House Guildhall Street
Proposal	Prior notification for the conversion of the existing offices (class B1A) to no.24 self-contained residential flats
Closing date	3 rd September 2018
FHDC Officer	Louise Daniels
Comment	Noted

Application no	Y18/0950/FH
Location	Ground Floor Business Premises 21 Grace Hill
Proposal	Change of use and conversion of ground floor from retail (class A1) to a self-contained flat (re-submission of Y16/0028/SH)
Closing date	29 th August 2018
FHDC Officer	Paul Howson
Comment	No objection subject to neighbours views

Application no	Y18/0972/FH
Location	52 Firs Lane

Proposal	Crown reduction of a cherry tree subject of tree preservation order no 6 of 1995
Closing date	3 rd September 2018
FHDC Officer	Jo Daniels
Comment	No objection
Application no	Y18/0983/FH
Location	41 Station Road
Proposal	Erection of a first floor extension to existing single-storey commercial building to provide 2no residential apartments with new access ramp and stair
Closing date	4 th September 2018
FHDC Officer	Katy Claw
Comment	No objection
Application no	Y18/0987/FH
Location	Pavilion Court Marine Terrace
Proposal	Section 73 application to vary condition 2 (approved plans) of planning application Y17/1195/SH to change the external cladding
Closing date	4 th September 2018
FHDC Officer	Louise Daniels
Comment	No objection
Application no	Y18/1001/FH
Location	14 Darlington Road
Proposal	Proposed installation of a dropped kerb to the front of the property along with the laying of hardstanding to the front garden to provide a driveway
Closing date	14 th September 2018
FHDC Officer	Isabelle Hills
Comment	No objection
Application no	Y18/1012/FH
Location	229 Shorncliffe Road
Proposal	Erection of a single storey side porch
Closing date	13 th September 2018
FHDC Officer	Isabelle Hills
Comment	No objection
Application no	Y18/1028/FH
Location	Flat 1 2 Albion Villas
Proposal	Listed building consent for internal alterations to form an enlarged kitchen area, works to include the removal of partition walls and central pier with associated steel and support works
Closing date	5 th September 2018
FHDC Officer	Katy Claw
Comment	No objection
Application no	Y18/1046/FH

Location 83 Dolphins Road
Proposal Erection of a single storey rear and side extension
Closing date 13th September 2018
FHDC Officer Isabelle Hills
Comment No objection

Application no Y18/0019/PA
Location 106 Cheriton Road
Proposal Determination as to whether the prior approval of the local planning authority is required under class O of the town and country planning (general permitted development) (England) order 2015 for the change of use of a building and any land within its curtilage from a use falling within class B1(A) (offices), to provide 6 dwellings
Closing date 11th September 2018
FHDC Officer Katy Claw
Comment Defer to views of Chief Planning Officer

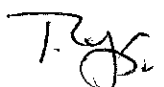
APPEAL

Application no Y17/0045/CM
Location 12a Metropole Court The Leas
Comment The Committee supports the views of the District Council

Application no Y17/0886/SH
Location Land adjoining 3 Millfield
Proposal Section 73 application to vary condition 2 (approved plans) of planning permission Y15/1164/SH (erection of a terrace of 3 x three-storey town houses) for a change in position of the building and a change to the eave detail to plot c
Closing date 13th September 2018
FHDC Officer Lisette Patching
Comment The Committee adheres to its previous comment

Application no Y17/1445/SH
Location 162 Sandgate Road
Proposal Erection of pair of semi-detached houses with associated access and landscaping, following demolition of existing store and garage buildings
Closing date 13th September 2018
FHDC Officer Lisette Patching
Comment The Committee adheres to its previous views

Application no Y17/1505/SH
Location 11a Church Street
Proposal Change of use from offices (class B1) to provide 2 x 1 bed units and 1 x 2 bed units (class C3)
Closing date 14th September 2018
FHDC Officer Lisette Patching
Comment The Committee supports the view of the District Council



Application no Y18/0058/SH
Location Garden flat 40 Earls Avenue
Proposal Replacement UPVC windows to basement flat
Closing date 13th September 2018
FHDC Officer Lisette Patching
Comment No objection provided it is in keeping with the rest of the building

Application no Y18/0492/SH
Location 33 Cheriton Road
Proposal Change of use and conversion of ground floor from nursery (class D1) to self-contained residential flat (class C3)
Closing date 14th September 2018
FHDC Officer Lisette Patching
Comment As there are no neighbour objections the Committee adheres to its previous views

5. PREMISES LICENCE

Reference Wk/201823477
Premise Folkestone Pride The Leas
Description Folkestone Pride event on The Leas on 8 September (one occasion per year)
Activities Live music 1430 1630, recorded music 1415 2000, performance of dance 1830 2030, anything similar 1415 1930, alcohol on & off 1400 1900
Closing date 29th August 2018
Comment Noted

Reference WK/201825903
Premise Crystal Clear (UK) Ltd 57-59 Canterbury Road
Application New premise
Description Retail of engraved bottles for gifts/presentations (port/gin) – not to sell to passing trade
Closing date 19th September 2018
Comment No objection

6. AGENDA ITEMS FOR NEXT MEETING

No items were put forward.

7. DATE OF NEXT MEETING

Thursday 20th September 2018


..... Chairman
20th September 2018

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 20th September 2018 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors John Collier, Neil Jones, Jacqui Meade, Carol Sacre, Richard Theobald, Richard Wallace and Roger West.

OFFICER PRESENT: Liz Timmins (Marketing and Communications Officer)

1. APOLOGIES FOR ABSENCE

No apologies were received.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MEETING 30th August 2018

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 30th August 2018 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 30th August 2018 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor R West

Seconded: Councillor J Meade

Voting: F:7, Ag:0, Ab: 0

4. APPLICATIONS FOR PLANNING CONSENT, APPEALS, PLANS TO DEVELOPMENT CONTROL COMMITTEE AND LICENSING

Application no	Y18/0859/FH
Location	Advertising hoarding adjoining 5 Black Bull Road
Proposal	Erection of a block of 8 residential apartments
Closing date	20 th September 2018
FHDC Officer	Beth Lennon
Comment	No objection

Application no	Y18/0901/FH
Location	56 Risborough Lane
Proposal	Installation of a dropped kerb to front of property onto an unclassified road along with retrospective permission for the installation of a driveway to front of property
Closing date	4 th October 2018
FHDC Officer	Isabelle Hills
Comment	No objection



Application no	Y18/0921/FH
Location	25 St Johns Church Road
Proposal	Change of use from single dwelling (class C3) to a house in multiple occupation (class C4)
Closing date	27 th September 2018
FHDC Officer	Katy Claw
Comment	No objection
Application no	Y18/0942/FH
Location	8 Trinity Crescent
Proposal	Conditions monitoring application for the discharge of conditions 1, 2, 3 and 4 of planning permission Y17/1428/SH (roof level extensions to flat E, no 8 Trinity Crescent and flat 12, no 10 Trinity Crescent)
Closing date	26 th September 2018
FHDC Officer	Isabelle Hills
Comment	Object – historic features in a conservation area should be retained as per the original application.
Application no	Y18/0969/FH
Location	8 Cheriton Place
Proposal	Change of use from language school to house of multiple occupancy with 14 units (resubmission of planning application Y17/0645/SH)
Closing date	19 th September 2018
FHDC Officer	Louise Daniels
Comment	Object – We maintain our previous objection
Application no	Y18/1027/FH
Location	10 Trinity Crescent
Proposal	Removal of condition 2 of planning permission SH/83/1121 (conversion of hotel into 15 self-contained and 2 non-contained self-catering studio holiday apartments) to allow unrestricted use as self-contained apartments
Closing date	27 th September 2018
FHDC Officer	Katy Claw
Comment	Object – It has not been demonstrated that the units are suitable for permanent occupation.
Application no	Y18/1043/FH
Location	Land opposite Action Carpets Park Farm Road
Proposal	Variation of conditions 2 (drawings), 11 (bus stops) and 12 (shared footway) of planning permission Y18/0066/SH for the redevelopment of the site to provide a hotel (4,979 sqm gia) (use class C1), restaurant and café floorspace (847 sqm gia) (use class A3) and two ‘drive through’ units (total 451 sqm gia) together with a new vehicular and pedestrian access from Park Farm Road, parking, servicing and all hard and soft landscaping. The alterations are to enable the restaurants (A3)

to be removed from the hotel building as well revisions to the footprint, external appearance and siting of the approved buildings, and alterations to the car parking, vehicular circulation, pedestrian access and landscaping

Closing date 2nd October 2018
FHDC Officer David Campbell
Comment No objection

Application no Y18/1050/FH
Location 15 Hardwick Road
Proposal Variation of conditions 2 and 3 of planning permission Y17/0827/SH to enable replacement roof finish with clay plan tiles and bonnet hips

Closing date 28th September 2018
FHDC Officer Paul Howson
Comment No objection

Application no Y18/1085/FH
Location Church & Dwight UK Ltd Bowles Well Gardens
Proposal Erection of a sprinkler tank and pump house for units 3 and 4
Closing date 21st September 2018
FHDC Officer Beth Lennon
Comment No objection

Application no Y18/1099/FH
Location The Look Out Crete Road West
Proposal Erection of a single storey rear extension following demolition of existing conservatory, together with installation of cladding and slate roof tiles and other external alterations to dwelling and outbuilding
Closing date 28th September 2018
FHDC Officer Paul Howson
Comment No objection

Application no Y18/1101/FH
Location 68 Dolphins Road
Proposal Erection of a first floor side extension above existing garage and single storey rear extension
Closing date 24th September 2018
FHDC Officer Isabelle Hills
Comment No objection

Application no Y18/1104/FH
Location 11 Varne Road
Proposal Erection of single storey rear extension following removal of existing sun room along with first floor rear extension to infill existing stepped elevation
Closing date 24th September 2018
FHDC Officer Isabelle Hills
Comment No objection



Application no Y18/1112/FH
Location The Stadium Aldridge Road
Proposal Retrospective application for erection of height restriction barrier to car park entrance
Closing date 1st October 2018
FHDC Officer Alexander Kalorkoti
Comment No objection

Application no Y18/1121/FH
Location Holy Trinity Church Sandgate Road
Proposal Works to trees situated within a conservation area comprising of felling of two red horse chestnuts (T4 and T6) and one cherry (T5), followed by the replanting of three new trees
Closing date 28th September 2018
FHDC Officer Jo Daniels
Comment No objection – Provided replaced trees are of substantial size and mature species.

Application no Y18/1126/FH
Location 104 Sandgate Road
Proposal Installation of roller shutter to shopfront entrance
Closing date 8th October 2018
FHDC Officer Alexander Kalorkoti
Comment No objection

Application no Y18/1150/FH
Location 55 Ashley Avenue
Proposal Laying of hardstanding to front of property to provide off street parking along with the installation of a dropped kerb onto an unclassified road
Closing date 1st October 2018
FHDC Officer Isabelle Hills
Comment No objection

AMENDED

Application no Y18/0906/FH
Location Dance Easy Studio 19 The Bayle
Proposal The erection of a three-storey block of six self-contained flats, including a new community room to the ground floor, together with the provision of a rear refuse store, following demolition of the existing dance hall and garage (resubmission of planning refusal no Y16/1391/SH)
Closing date
FHDC Officer Julian Ling
Comment Object – We object as our previous comments have not been taken into account.

Application no Y18/0901/FH
Location 56 Risborough Lane
Proposal Installation of a dropped kerb to front of property onto an unclassified road along with retrospective permission for the installation of a driveway to front of property
Closing date 4th October 2018
FHDC Officer Isabelle Hills
Comment No objection

Application no Y18/1126/FH
Location 104 Sandgate Road
Proposal Installation of roller shutter to shopfront entrance
Closing date 8th October 2018
FHDC Officer Alexander Kalorkoti
Comment No objection

5. PREMISES LICENCE

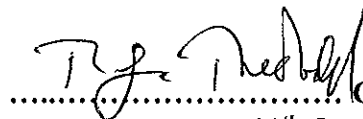
Reference WK/201826631
Premise Harbour Inn 24-26 Harbour Street
Description Gastro pub with focus on food
Activities Alcohol on sales and recorded music
Closing date 24th September 2018
Comment No objection

6. AGENDA ITEMS FOR NEXT MEETING

No items were put forward.

7. DATE OF NEXT MEETING

Thursday 11th October 2018


..... Chairman
11th October 2018

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 11th October 2018 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors John Collier, Neil Jones, Jacqui Meade, Carol Sacre, Richard Theobald, Richard Wallace and Roger West.

OFFICER PRESENT: Georgina Wilson (Admin Officer)

1. APOLOGIES FOR ABSENCE

No apologies were received.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MEETING 20th September 2018

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 20th September 2018 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 20th September 2018 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Roger West

Seconded: Councillor Richard Wallace

Voting: F:7, Ag:0, Ab: 0

4. APPLICATIONS FOR PLANNING CONSENT, APPEALS, PLANS TO DEVELOPMENT CONTROL COMMITTEE AND LICENSING

Application no	Y18/0742/FH
Location	Church & Dwight UK Ltd Bowles Well Gardens
Proposal	Use of land for the siting of a portacabin for use as an office for a temporary period of a year
Closing date	30 th October 2018
FHDC Officer	Beth Lennon
Comment	No objection

Application no	Y18/0862/FH
Location	Flat 5a 14 Earls Avenue
Proposal	Replacement UPVC windows
Closing date	22 nd October 2018
FHDC Officer	Katy Claw
Comment	No objection

Application no	Y18/0966/FH
Location	18 St Georges Road

Proposal	Installation of rear dormer window and associated loft conversion, including installation of x2 velux windows to front roof slope
Closing date	29 th October 2018
FHDC Officer	Isabelle Hills
Comment	No objection subject to neighbours' views
Application no	Y18/1054/FH
Location	Trugym West Terrace
Proposal	Installation of replacement main entrance doors
Closing date	12 th October 2018
FHDC Officer	Alexander Kalorkoti
Comment	No objection
Application no	Y18/1096/FH
Location	Land opposite Chipchase Lodge, St Stephens Way
Proposal	Erection of a detached dwelling with associated parking (resubmission of application Y17/1297/SH)
Closing date	12 th October 2018
FHDC Officer	Louise Daniels
Comment	Object – we agree with the comments of Sandgate Council
Application no	Y18/1127/FH
Location	5 – 6 Lennard Road
Proposal	Change of use from C2 (residential care home) to C1 (guest house) with no external alterations
Closing date	10 th October 2018
FHDC Officer	Beth Lennon
Comment	No objection
Application no	Y18/1157/FH
Location	6 Foord Road South
Proposal	Change of use of lower ground floor level from commercial to B1 together with the installation of two additional windows
Closing date	18 th October 2018
FHDC Officer	Beth Lennon
Comment	No objection
Application no	Y18/1165/FH
Location	Quain Court Sandgate Road
Proposal	Re-pollard to previous pollarding points of two sycamores situated within a conservation area
Closing date	15 th October 2018
FHDC Officer	Jo Daniels
Comment	No objection
Application no	Y18/1170/FH
Location	Enbrook Risborough Lane
Proposal	Various pruning works to one bay (T1); one holly (T6) and one yew (T8), all subject of tree preservation order no 4 of 2002

Closing date	15 th October 2018
FHDC Officer	Jo Daniels
Comment	No objection
Application no	Y18/1179/FH
Location	37 Phillip Road
Proposal	Erection of a single storey rear extension including rear decking, following removal of existing conservatory
Closing date	12 th October 2018
FHDC Officer	Katy Claw
Comment	No objection
Application no	Y18/1185/FH
Location	Workshop Rear 31 St Winifred Road
Proposal	Change of use and conversion of builders store to a dwelling to include alterations and extensions together with an increase in height and installation of associated fenestration, including two front dormer windows and two rear dormer windows
Closing date	15 th October 2018
FHDC Officer	Katy Claw
Comment	Object – windows overlooking neighbours
Application no	Y18/1189/FH
Location	97 Sandgate Road
Proposal	Display of externally illuminated fascia sign
Closing date	19 th October 2018
FHDC Officer	Piran Cooper
Comment	No objection
Application no	Y18/1200/FH
Location	76 Shorncliffe Road
Proposal	Change of use 76 Shorncliffe Road from boarding school residential accommodation to 6 two bedroom flats and 1 one bedroom flat including 7 off street parking spaces
Closing date	23 rd October 2018
FHDC Officer	Beth Lennon
Comment	No objection
Application no	Y18/1204/FH
Location	7-9 Bouverie Place Shopping Centre Alexandra Gardens
Proposal	Retrospective application for display of internally illuminated fascia sign
Closing date	30 th October 2018
FHDC Officer	Alexander Kalorkoti
Comment	No objection
Application no	Y18/1271/FH
Location	9 Castle Mews

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Proposal Crown reduction of a holm oak situated within a conservation area comprising a reduction in height of 2 metres and a reduction of lateral limbs by a maximum of 1 metre

Closing date 30th October 2018

FHDC Officer Jo Daniels

Comment No objection – subject to Tree Officer

Town and Country Planning Act 1990
 The Folkestone & Hythe (Land at Somerset Barracks, North Road)
 Tree Preservation Order No: 7 of 2018
 Noted

AMENDED

Application no Y18/0629/FH
 Location 3 Clifton Crescent
 Proposal Change of use from care home to residential flats comprising 1 no. studio, 1 no. 1 bed flat, 8 no. 2 bed flats, and 1 no. 3 bed flat (11 total). Reconfiguration of internal layout, extend basement terrace area, repair façade, existing roof and dormers and replace all windows

Closing date 12th October 2018

FHDC Officer Katy Claw

Comment Object – unless adequate affordable housing is provided

Application no Y18/0630/FH
 Location 3 Clifton Crescent
 Proposal Listed building consent for reconfiguration of internal layout, extend basement terrace area, repair façade, existing roof and dormers and replace windows

Closing date 12th October 2018

FHDC Officer Katy Claw

Comment Object – unless adequate affordable housing is provided

5. PREMISES LICENCE

Reference WK/201829682
 Premise Jam Jar 39 Tontine Street
 Type of Application Variation
 Description Add live and recorded music. Change opening times and add seasonal timings. Remove condition to allow drinking on tables outside

Opening Hours Sunday – Thursday: 10.00 till 23.30, Friday – Saturday: 10.00 till 2.00

Activities Alcohol sales on and off – live music – recorded music – late night refreshment

Closing date 25 October 2018

Comment Object to the proposed time change, music and outside seating. We have reports of noise and unruly behaviour.

6. AGENDA ITEMS FOR NEXT MEETING

No items were put forward.

7. DATE OF NEXT MEETING

Thursday 1st November 2018

.....*N FOWES*..... Chairman
1st November 2018

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Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 1st November 2018 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors John Collier, Neil Jones (Chair), Jacqui Meade, Richard Wallace and Roger West

OFFICER PRESENT: Toni Brenchley (Corporate and Civic Services Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Richard Theobald and Carol Sacre.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MEETING 11th October 2018

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 11th October 2018 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 11th October 2018 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor John Collier
Seconded: Councillor Jacqui Meade
Voting: F:5, Ag:0, Ab: 0

4. APPLICATIONS FOR PLANNING CONSENT, APPEALS, PLANS TO DEVELOPMENT CONTROL COMMITTEE AND LICENSING

Application no	Y18/0023/PA
Location	39 Bouverie Square
Proposal	Determination as to whether the prior approval of the local planning authority is required under class O of the Town and Country Planning (general permitted development) (England) order 2015 for the change of use of a building and any land within its curtilage from a use falling within class B1(A) (offices), to provide 5 apartments
Closing date	9 th November 2018
FHDC Officer	Beth Lennon
Comment	Noted

Application no	Y18/1010/FH
Location	8 Trinity Crescent
Proposal	Variation of condition 2 of planning permission Y17/1428/SH (roof level extensions to flat E, no 8 Trinity Crescent (as permitted Y14/1301/SH) and flat 12, no 10 Trinity Crescent (as per LDC Y15/0442/SH), including infilling of redundant lift



	shaft, additional access staircase to flat 16 and creating additional habitable space at third and fourth floor levels of both flats) to enable the insertion of front and rear dormers
Closing date	12 th November 2018
FHDC Officer	Alexander Kalorkoti
Comment	No objection
Application no	Y18/1105/FH
Location	2 Cliff Road
Proposal	Erection of a single new dwelling with associated parking
Closing date	12 th November 2018
FHDC Officer	Alexander Kalorkoti
Comment	No objection
Application no	Y18/1206/FH
Location	Tesco Stores Ltd Cheriton High Street
Proposal	Change of use of 9 parking spaces to hand car wash and valet operation including the erection of an associated cabin and canopy
Closing date	14 th November 2018
FHDC Officer	Beth Lennon
Comment	No objection
Application no	Y18/1207/FH
Location	Tesco Stores Ltd Cheriton High Street
Proposal	Display of five non-illuminated fascia signs and six non-illuminated free-standing signs
Closing date	8 th November 2018
FHDC Officer	Beth Lennon
Comment	No objection
Application no	Y18/1213/FH
Location	83 Surrenden Road
Proposal	Erection of detached summer house in rear garden and conversion of existing detached garage to additional kitchen
Closing date	7 th November 2018
FHDC Officer	Isabelle Hills
Comment	No objection
Application no	Y18/1224/FH
Location	Church & Dwight UK Ltd Bowles Well Gardens
Proposal	Installation of up to 1300 photo-voltaic solar panels
Closing date	9 th November 2018
FHDC Officer	Beth Lennon
Comment	No objection
Application no	Y18/1231/FH
Location	28 The Bayle
Proposal	Listed building consent for damp-proofing of the basement to create additional living space, removal of non-original stud

wall at first floor to form larger bathroom, opening up of fireplaces and other minor internal alterations

Closing date 31st October 2018
 FHDC Officer Katy Claw
Comment No objection

Application no Y18/1239/FH
 Location 1-18 Harvey Place Rendezvous Street
 Proposal Replacement of existing windows to white UPVC double glazing

Closing date 31st October 2018
 FHDC Officer Katy Claw
Comment No objection

Application no Y18/1241/FH
 Location 33 Julian Road
 Proposal Proposed 2no semi-detached houses each with 3-4 bedrooms following demolition of existing garage block

Closing date 30th October 2018
 FHDC Officer Louise Daniels
Comment No objection

Application no Y18/1246/FH
 Location 112 Shorncliffe Road
 Proposal Erection of two semi-detached dwellings

Closing date 15th November 2018
 FHDC Officer Alexander Kalorkoti
Comment No objection subject to the view of the Tree Officer

Application no Y18/1252/FH
 Location Former Rotunda Amusement Park Marine Parade
 Proposal Reserved matters application relating to access, appearance, landscaping, layout and scale of plot b being details pursuant to outline application Y17/1099/SH (section 73 application for the removal of condition 41 and the variation of conditions 4, 6, 7, 15, 16, 18, 21, 23, 25 and 37 and 42 of planning permission Y12/0897/SH (outline planning application with all matters reserved for the redevelopment of the harbour and seafront to provide a comprehensive mixed use development comprising up to 1000 dwellings (C3), up to 10,000 square metres of commercial floorspace including A1, A3, A4, A5, B1, D1 and D2 uses as well as seaports and beach sports facilities. Improvements to the beaches, pedestrian and cycle routes and accessibility into, within and out of the seafront and harbour, together with associated parking, accompanied by an environmental statement) to enable changes to the plot shapes, footprints, maximum height, changes to parameter plans, levels, parking arrangements, changes to how the sea and beach sports facilities are provided and alterations to the environmental statement). For the erection of buildings

between 4 and 8 storeys comprising 60 flats, 20 townhouses and 4 duplex flats, associated car and cycle parking and plant.

Closing date
FHDC Officer
Comments

Alexander Kalorkoti

In keeping with previous comments, the Committee supports in general terms the development but requires further clarification on the following issues prior to making a decision:

- i) Concern was expressed that there seems to be a lack of car parking. More detail is required.**
- ii) In light of the Grenfell tragedy, the Escape Strategy should be clarified, in particular with regard to disabled and elderly access.**
- iii) The height of 28.5 metres should be inclusive of air conditioning equipment and any fixtures and fittings on the roof.**
- iv) The air conditioning should be specified as to decibel levels and performance.**
- v) There should be a requirement that the green roofs are well maintained.**
- vi) The tidal licence for construction times be clarified, in particular regarding noise and activity before 8am and after 6pm.**

Observations:

i) Design and Access Statement – The numbering on the statement makes focus and comments on specific issues difficult. The lack of access to detail has affected the consultation process.

ii) The Committee considers that the boardwalk should remain open to the public in perpetuity.

iii) With regard to car park smoke ventilation, the Committee expressed concern about the importance of this function and trust the District is addressing these issues within the planning process.

iv) The Committee expressed concern regarding surface water and drainage requirements, as well as biodiversity and ecological enhancements and therefore support the comments made by KCC (SUDS) Local Flood Authority and the KCC Biodiversity Officer.

In particular, there is concern that the existing drainage and sewage system should be upgraded in capacity to cope adequately with the proposed increase in population.

vii) The Committee is concerned that the existing Marine Crescent residents parking scheme may not have enough capacity for the proposed development.

Application no	Y18/1277/FH
Location	33 Earls Avenue
Proposal	Change of use and conversion of part of the existing building (ground floor level) from D1 use to 1 x 2 bed self-contained flat (C3 use) and conversion of the third floor roof space to 1 x self-contained studio flat (C3 use), including the installation of dormers, together with the demolition of rear extension and garage and other external alterations (resubmission of Y18/0639/FH)
Closing date	12 th November 2018
FHDC Officer	Alexander Kalorkoti
Comment	No objection
Application no	Y18/1278/FH
Location	2 Charles Crescent
Proposal	Erection of a single storey front porch, and erection of a two-storey side extension to replace existing extension
Closing date	1 st November 2018
FHDC Officer	Isabelle Hills
Comment	No objection
Application no	Y18/1327/FH
Location	Channel View Crete Road East
Proposal	Erection of two storey side extension to create garage and garden room with first floor sitting room and terraced area (resubmission of Y17/1559/SH)
Closing date	13 th November 2018
FHDC Officer	Katy Claw
Comment	No objection
Application no	Y18/1348/FH
Location	38 Cheriton Road
Proposal	Conversion of existing dwelling to 4 apartments, along with the demolition of the existing lower ground and ground level extensions
Closing date	20 th November 2018
FHDC Officer	Beth Lennon
Comment	No objection
Application no	Y18/1349/FH
Location	Georgelle New Dover Road Capel le Ferne
Proposal	Crown reduce and crown lift of a Monterey cypress subject of tree preservation order no 9 of 2002
Closing date	14 th November 2018
FHDC Officer	Jo Daniels
Comment	No objection

Application no Y18/1367/FH
Location 39 Grimston Avenue
Proposal 10% crown thin and crown clean of a cedar tree situated within a conservation area
Closing date 20th November 2018
FHDC Officer Jo Daniels
Comment No objection

5. PREMISES LICENCE

Reference WK/201831113
Premise Marleys Ground Floor Business Premises, 26-30 The Old High Street
Type of Application Variation
Description To increase opening hours of café and add live music
Opening Hours Extend opening to 08.00 all week (no licensable activities affected) and closing time by 30 minutes every day of week
Activities No change to sale on alcohol hours (alcohol is only served with food). Add live music 18.00-23.00 on Friday, 12.00-23.00 on Saturday and 12.00-21.00 on Sunday
Closing date 13th November 2018
Comment No objection and noted

6. AGENDA ITEMS FOR NEXT MEETING

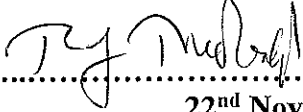
No items were put forward.

7. REVIEW OF LOCAL VALIDATION REQUIREMENTS

Councillors to submit individual comments by the deadline of 26th November.

8. DATE OF NEXT MEETING

Thursday 22nd November 2018


..... Chairman
22nd November 2018

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 22nd November 2018 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Neil Jones, Jacqui Meade, Carol Sacre, Richard Theobald and Richard Wallace.

OFFICER PRESENT: Liz Timmins (Marketing and Communications Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors John Collier and Roger West.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MEETING 1st November 2018

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 1st November 2018 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 1st November 2018 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor R. Wallace

Seconded: Councillor C. Sacre

Voting: F:5, Ag:0, Ab: 0

4. APPLICATIONS FOR PLANNING CONSENT, APPEALS, PLANS TO DEVELOPMENT CONTROL COMMITTEE AND LICENSING

Application no	Y18/0024/PA
Location	38 Bouverie Square
Proposal	Determination as to whether the prior approval of the Local Planning Authority is required under class O of the Town and Country Planning (general permitted development) (England) order 2015 for the change of use of a building and any land within its curtilage from a use falling within class B1(A) (offices), to provide 5 apartments
Closing date	5 th December 2018
FHDC Officer	Louise Daniels
Comment	Noted

Application no	Y18/1081/FH
Location	9 Clifton Crescent
Proposal	Erection of storage shed (resubmission of Y17/1454/SH)
Closing date	22 nd November 2018
FHDC Officer	Alexander Kalorkoti
Comment	No objection – subject to neighbours' views

Application no	Y18/1131/FH
Location	1 St Marys Walk Broadfield Road
Proposal	Various pruning works to one horse chestnut (T1), one poplar (T2), one sycamore (T3) and one beech (T4), all subject of tree preservation order no 6 of 2008
Closing date	26 th November 2018
FHDC Officer	Jo Daniels
Comment	No objection
Application no	Y18/1167/FH
Location	3 Castle Hill Avenue
Proposal	Replacement UPVC windows to flats 1, 2, 3 and 4
Closing date	29 th November 2018
FHDC Officer	Katy Claw
Comment	No objection
Application no	Y18/1311/FH
Location	Folkestone Police Station Bouverie Road West
Proposal	Replacement of existing boundary fencing and vehicle and pedestrian gates with 2.4 metre high fencing, pedestrian gate and new vehicle access gate
Closing date	26 th November 2018
FHDC Officer	Isabelle Hills
Comment	No objection
Application no	Y18/1323/FH
Location	Flat 4 12 Radnor Park Avenue
Proposal	Subdivision of lower ground floor flat into one flat and one bed sit, together with erection of single storey rear extension
Closing date	5 th December 2018
FHDC Officer	Alexander Kalorkoti
Comment	No objection
Application no	Y18/1328/FH
Location	130 – 132 Foord Road
Proposal	Change of use from workshop (class B2) at ground floor level and associated land to residential, in association with the use of the whole building as a single dwelling house (class C3) together with single storey infill and extension to the rear, including replacement balustrading to balcony
Closing date	27 th November 2018
FHDC Officer	Beth Lennon
Comment	No objection
Application no	Y18/1347/FH
Location	76 Shorncliffe Road
Proposal	Section 73 application for variation of condition 2 of planning permission Y15/0564/SH (Change of use and conversion to a mixed use of Chapel and community use, living

accommodation for religious order, with guest accommodation, and construction of a detached single storey building for use as a pre-school for a maximum of 20 children, together with creation of two self-contained flats and the demolition of existing extensions, erection of fire escape, fenestration changes, erection of 1.8m high mesh fencing) to allow re-orientation of the pre-school building to front onto St Marys Drive along with an additional entrance gate, changes to the internal layout of the pre-school building and an increase in its width by 300mm and moving the 5 approved parking spaces closer towards Ravenlea Road

Closing date 23rd November 2018
FHDC Officer Beth Lennon
Comment No objection – subject to observations of Highways

Application no Y18/1354/FH
Location 45 Brockman Road
Proposal Change of use from 6 bed HMO (class C4) to 8 bed HMO (sui generis) along with the installation of 4 UPVC windows
Closing date 27th November 2018
FHDC Officer Beth Lennon
Comment Object – Some of the rooms are too small and the toilet facilities are inadequate and too near to the kitchen.

Application no Y18/1360/FH
Location Pier Head Lighthouse Folkestone Harbour Harbour Approach Road
Proposal Retention of painted text artwork (poem) on west facing elevation for a temporary period of three years
Closing date 5th December 2018
FHDC Officer Alexander Kalorkoti
Comment No objection

Application no Y18/1361/FH
Location Pier Head Lighthouse Folkestone Harbour Harbour Approach Road
Proposal Listed building consent for the retention of painted text artwork (poem) on west facing elevation for a temporary period of three years
Closing date 5th December 2018
FHDC Officer Alexander Kalorkoti
Comment No objection

Application no Y18/1379/FH
Location Flat 5 63 Earls Avenue
Proposal Replacement of 7 white single glazed casement wooden windows and sills with white double glazed conservation aluminium windows

Closing date	23 rd November 2018
FHDC Officer	Katy Claw
Comment	No objection
Application no	Y18/1389/FH
Location	Unit A West Park Farm North Retail Park Park Farm Road
Proposal	Change of use from Class A1 (retail) to class D2 (24 hour gymnasium) with the installation of a new entrance door
Closing date	5 th December 2018
FHDC Officer	Beth Lennon
Comment	No objection
Application no	Y18/1416/FH
Location	The Old Gas Works Site Ship Street
Proposal	Planning application for art installation from Folkestone Triennial 2014 – Green Light
Closing date	3 rd December 2018
FHDC Officer	Isabelle Hills
Comment	Object – The land should be decontaminated before any future plans are implemented. Cllr Richard Wallace voted against the objection
Application no	Y18/1422/FH
Location	5 Grimston Avenue
Proposal	Rolling consent to undertake a crown reduction of a bay tree situated in a conservation area comprising a reduction in height by 3 metres and a reduction of lateral branches by 2 metres, to be undertaken once every two years for a maximum period of 10 years
Closing date	3 rd December 2018
FHDC Officer	Jo Daniels
Comment	No objection – The Committee felt the reduction was excessive but defers to the view of the Tree Officer
Application no	Y18/1445/FH
Location	The Firs Firs Lane
Proposal	Listed building consent for the removal of the existing UPVC fire door, the installation of an additional door on the south elevation and internal alterations in association with change of use to a single dwelling
Closing date	11 th December 2018
FHDC Officer	Beth Lennon
Comment	No objection
Application no	Y18/1448/FH
Location	51 Wear Bay Crescent
Proposal	Proposed replacement of front entrance porch/sun lounge extension, following removal of the existing
Closing date	10 th December 2018
FHDC Officer	Isabelle Hills

Comment **No objection**

AMENDED

Application no Y18/1043/FH
Location Land opposite Action Carpets Park Farm Road
Proposal Variation of conditions 2 (drawings), 11 (bus stops) and 12 (shared footway) of planning permission Y18/0066/SH for the redevelopment of the site to provide a hotel (4,979 sqm gia) (use class C1), restaurant and café floorspace (847 sqm gia) (use class A3) and two ‘drive through’ units (total 451 sqm gia) together with a new vehicular and pedestrian access from Park Farm Road, parking, servicing and all hard and soft landscaping. The alterations are to enable the restaurants (A3) to be removed from the hotel building as well as revisions to the footprint, external appearance and siting of the approved buildings, and alterations to the car parking, vehicular circulation, pedestrian access and landscaping.
Closing date 28th November 2018
FHDC Officer David Campbell
Comment **Object – in view of KCC Highways objection, comments dated 14/11/18 in which he refers to his comments dated 08/09/18.**

5. PREMISES LICENCE

Reference WK201833803
Premise Morrisons Temporary Store 148 Cheriton Road
Type of Application Grant
Description Temporary store to be erected on existing supermarket carpark
Opening Hours 0600 – 0000 Monday to Sunday
Activities Alcohol off sales as opening hours
Closing date 7th December 2018
Comment **No objection to erection of the store but restrict alcohol sales to 06.00-23.00 in line with Tesco Express.**

6. FORMER ROTUNDA SITE – Y18/1252/FH

The Committee received and noted the correspondence from the F&HDC Planning Officer.

RESOLVED: The Committee is unable to come to a decision on this application due to the lack of detail, including the response from the F&HDC Planning Officer.

The Committee would like to request that the Town Clerk write to the F&DC Planning Officer to ask him to meet with Committee members as a matter of urgency. The meeting will need to take place before the next Planning Committee Meeting on the 12th December preferably by the 7th December 2018.

The observations in the minutes of 1 November 2018 are now comments on

application Y18/1252/FH with some additions (in italic).

- i) **Design and Access Statement – The numbering on the statement makes focus and comments on specific issues difficult. The lack of access to detail has affected the consultation process. *Sections 5.1 and 5.3 were omitted on the public consultation documents (pages 46&48).***
- ii) **The Committee considers that the boardwalk should remain open to the public in perpetuity.**
- iii) **With regard to car park smoke ventilation, the Committee expressed concern about the importance of this function and trust the District is addressing these issues within the planning process.**
- iv) **The Committee expressed concern regarding surface water and drainage requirements, as well as biodiversity and ecological enhancements and therefore support the comments made by KCC (SUDS) Local Flood Authority and the KCC Biodiversity Officer.**

In particular, there is concern that the existing drainage and sewage system should be upgraded in capacity to cope adequately with the proposed increase in population.

- v) **The Committee is concerned that the existing Marine Crescent residents parking scheme may not have enough capacity for the proposed development.**
- vi) ***The Planning application Y17/1099/SH agreed by F&HDC, section 73 clearly states that this building was given permission 7 storeys, not 8.***
- vii) ***That the development has never applied for a variation to move the coastal path, this needs to be done as a matter of urgency.***


Proposed: Councillor J. Meade
Seconded: Councillor Richard Wallace
Voting: F:5, Ag:0, Ab: 0

7. AGENDA ITEMS FOR NEXT MEETING

- Seafront Development

8. DATE OF NEXT MEETING

Wednesday 12th December 2018 at 18.30 – Please note the day and time of this meeting.


..... Chairman
12th December 2018

FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 23 August 2018 at 7.00 p.m.

PRESENT: Councillors D Brook (Chairman), J Collier, P Gane, N Jones, J Meade, M Salmon, R Theobald and R Wheeler.

OFFICERS PRESENT: J Childs (Town Clerk) and P Cross (Finance Officer).

1226. APOLOGIES FOR ABSENCE

Apologies were received from Councillor D Monk.

1227. DECLARATIONS OF INTEREST

There were no declarations of interest.

1228. MINUTES

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 14 June 2018 and to receive and note the Minutes of the Personnel Sub-Committee held on 26 April 2018.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 14 June 2018 be received and signed as a correct record.

Proposed: Councillor R Theobald

Seconded: Councillor R Wheeler

Voting: F:7 Ag:0, Ab:1

RESOLVED: That the Minutes of the meeting of the Personnel Sub-Committee held on 26 April 2018 be received and noted as a correct record.

Proposed: Councillor P Gane

Seconded: Councillor R Wheeler

Voting: F:8 Ag:0, Ab:0

1229. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments for the period 1 June 2018 to 31 July 2018.

RESOLVED: That the Schedule of Payments for the period 1 June 2018 to 31 July 2018 be approved.

Proposed: Councillor P Gane

Seconded: Councillor M Salmon

Voting: F:8, Ag:0, Ab:0

1230. BUDGET MONITORING STATEMENT 2018/19

The budget monitoring statement to 31 July 2018 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 July 2018 be approved.

Proposed: Councillor J Collier
Seconded: Councillor R Theobald
Voting: F:8, Ag:0, Ab:0

1231. CCTV – THE BAYLE

The Town Clerk confirmed that two CCTV cameras would be installed in The Bayle, subject to permissions being granted. This would cost approximately £7,000 and would be met from the CCTV Maintenance Reserve. St Eanswythe’s School was not able to pay the running costs of around £10 per year, as they are not legally allowed to use their budget on anything that does not directly benefit the children.

RESOLVED: That the Town Council agrees to cover the running costs of the CCTV camera at St Eanswythe’s School.

Proposed: Councillor P Gane
Seconded: Councillor R Theobald
Voting: F:8, Ag:0, Ab:0

1232. GENERAL DATA PROTECTION REGULATION

The Town Clerk confirmed that there had been a breach of the General Data Protection Regulation relating to data that the Council holds for serving Councillors. Upon identification of the breach, Councillors were informed as soon as possible and an apology was issued. The Information Commissioner’s Office was notified and deemed that no further action was required. Council staff have been reminded of the importance of being diligent when preparing documents containing any personal data.

1233. WARD GRANTS

A list of ward grants approved by the Town Clerk from 1 June to 31 July 2018 was provided for the Committee’s information and duly noted.

1234. WARD GRANT BALANCES 2018/19

A list of ward grant balances available to each Councillor at 3 August 2018 was provided for the Committee’s information and duly noted.

1235. DATE OF NEXT MEETING

Thursday, 18 October 2018

Chairman.....

Date.....

FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 18 October 2018 at 7.00 p.m.

PRESENT: Councillors D Brook, J Collier, P Gane, N Jones, J Meade, D Monk (Chairman), M Salmon and R Wheeler.

OFFICERS PRESENT: J Childs (Town Clerk) and P Cross (Finance Officer).

1236. APOLOGIES FOR ABSENCE

Apologies were received from Councillor R Theobald.

1237. DECLARATIONS OF INTEREST

There were no declarations of interest.

1238. MINUTES

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 23 August 2018 and to receive and note the Minutes of the Personnel Sub-Committee held on 23 August 2018.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 23 August 2018 be received and signed as a correct record and that the Minutes of the meeting of the Personnel Sub-Committee held on 23 August 2018 be received and noted.

Proposed: Councillor P Gane

Seconded: Councillor N Jones

Voting: F:8 Ag:0, Ab:0

1239. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments for the period 1 August 2018 to 30 September 2018. The Town Clerk confirmed that the rental agreement with the Silver Screen Cinema was a non-repairing lease and the Council was therefore responsible for maintenance.

RESOLVED: That the Schedule of Payments for the period 1 August 2018 to 30 September 2018 be approved.

Proposed: Councillor R Wheeler

Seconded: Councillor M Salmon

Voting: F:8, Ag:0, Ab:0

1240. BUDGET MONITORING STATEMENT 2018/19

The budget monitoring statement to 30 September 2018 was received by the Committee. The overspend on the Armed Forces Day budget was queried. The Town Clerk advised that some of the funding had been raised from external organisations. However, the reserve had now been used up and if the Council wishes the event to continue on its present scale it would need to consider increasing the budget.

RESOLVED: That the Budget Monitoring Statement to 30 September 2018 be approved.

Proposed: Councillor J Meade

Seconded: Councillor P Gane

Voting: F:8, Ag:0, Ab:0

1241. BUDGET 2019/20 – POTENTIAL GROWTH ITEMS

At the Extraordinary Council meeting of 11 October 2018, it was agreed that Folkestone Town Council will contribute £10,000 to fit the high-level power connections that supply electricity to the Christmas Lights in Guildhall Street and Sandgate Road.

RESOLVED: That the Town Council's contribution of £10,000 for the electricity supply to the Christmas Lights in Guildhall Street and Sandgate Road be taken from the New Services Reserve.

Proposed: Councillor J Collier

Seconded: Councillor P Gane

Voting: F:7, Ag:0, Ab:1

Councillors had received requests from residents for the expansion of CCTV cameras. The Town Clerk confirmed that there was funding available in the CCTV Reserve for new cameras. Councillors should advise the Town Clerk of specific areas which they consider require CCTV so that she can get quotations and present to Council for consideration.

Councillors should advise the Town Clerk of any other potential growth items as soon as possible so that they can be considered at the budget meeting in December.

1242. APPROVAL OF ACCOUNTS 2017/18

The Committee noted that the external auditor had approved the Folkestone Town Council Accounts and Annual Return for 2017/18 without qualification.

1243. WARD GRANTS

A list of ward grants approved by the Town Clerk from 1 August to 30 September 2018 was provided for the Committee's information and duly noted.

1244. WARD GRANT BALANCES 2018/19

A list of ward grant balances available to each Councillor at 1 October 2018 was provided for the Committee's information and duly noted.

1245. DATE OF NEXT MEETING
Thursday, 13 December 2018

Chairman..... T. J. Conz

Date..... 13/12/2018

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Council offices, The Town Hall, 1 – 2 Guildhall Street, Folkestone on Tuesday 7th August 2018 at 7pm.

Present: Councillors A Berry, E Arnold, J Collier, P Gane, M Lawes, C Sacre, S Wallace, P West and R West (Chair)

In attendance: Vicky Deakin – Communities and Events Officer

990. APOLOGIES FOR ABSENCE

There were no apologies for absence.

991. DECLARATIONS OF INTEREST

There were no declarations of interest.

992. MINUTES

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 5th June 2018 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting 5th June 2018 be received and signed as a correct record.

Proposed: Cllr J Collier
Seconded: Cllr S Wallace
Voting: F:9, Ag:0, Ab:0

993. CHRISTMAS LIGHTING REPORT

The Committee considered Report CS/18/234 and after much debate it was

RESOLVED: That the following Christmas lighting installations are carried out as the festive scheme for 2018/19:

The roundabout at the junction of Castle Hill Avenue and Sandgate Road. This site has 4no. Trees. The existing lights need to be serviced and broken lights replaced.
Approximate Cost Millennium £460 test & inspect + £1200 repair **£1660**

Majestic Parade, Sandgate Road O/S Abbeywell Vets. This site has 2no. Trees. The existing lights to be serviced and broken lights replaced.
Approximate Cost £230 test + £100 lights repaired Millennium **£330**

The Precinct area between Bouverie Place and West Cliff Gardens has 4no large lighting columns that also incorporate banners. It is proposed to keep the existing Star Motifs fitted within the areas normally used for banners, Millennium Test & Inspect @ £27 x 3 (£81), install & remove @ £155 x 3 (£465) Stress Test @ £55 x 3
£711



To test and certify 82 no. anchor bolts @ £34 per anchor bolt – ceiling of lights + motifs £2788

To electrical test and repair Town Hall light curtains - £120 + £1000 repair £1200

To electrical test @ £27 and install @ £155 X 17 no. braids in Cheriton £3094

To electrical test and install, take down and store 5 no. across street displays in Town Centre £3125

To electrical test, inspect and report on 6 no. ceiling of lights in Rendezvous/Church Street/Sandgate Rd - @ £120 X 6 = £720 + repairs budget of £2000 £2720

Install lights on Town Centre Christmas Tree £1000

To install, take down and store swags on Town Hall £250

Attendance at events @ approx. £550 per event £1100

Millennium New

Cheriton High St – 7 tree motifs :

- test & inspect @ £27 x 7 (£189)
- install infrastructure (clock, rco, enclosure + 5m cable) @ £325 x 7 (£2275)
- install/remove flat to building @ £165 x 7 (£1155) Millennium £3619

Lumalite Existing

£5572

Cheriton Trees 2018 (£5572) & 2019 (£5572) contract

Blachere New

Existing plus additional 4 Cheriton Columns with Braided Lights and remaining braids to be installed throughout the Town Centre once sites identified further to KCC and F & HDC reports with Banner Arms removed as appropriate.

£19,800

7no. Trees on Sandgate Road to be installed with Christmas lights as follows:

- 2no. Trees located on Sandgate Road O/S Papas Fish Bar to have broken lights removed and replaced with new. Power to be supplied by Papas Fish Bar.
- 1no. Tree located on Sandgate Road O/S Brookers (123) to have any broken lights removed and replaced with new. Power to be supplied by Brookers
- 1no Tree located on Sandgate Road O/S Recruitment Solutions to have any broken lights removed and replaced with new. Power to be supplied by Recruitment Solutions or Landau



- 2no Trees located on Sandgate Road O/S The Wishing Well & Motifs to have any broken lights removed and replaced with new. Power to be supplied by Motis
- 1no Tree located on Sandgate Road O/S Landau to have any broken lights removed and replaced with new. Power to be supplied by Landau

£4,675

(Providing £6,000 is received from Sandgate Road businesses no later than 5pm on Wednesday 22nd August)

Total: £51,644

Contingency (£644)

Proposed: Cllr J Collier
 Seconded: Cllr P Gane
 Voting: F:7, Ag:0, Ab:2

994. FOLKESTONE MUSEUM MANAGER REPORT

The Committee were asked to receive and note report CS/18/233.

RESOLVED: That the Museum Report be received, noted and a vote of thanks be recorded for Jennifer Buchman, the Museum team and volunteers.

Proposed: Cllr P Gane
 Seconded: Cllr S Wallace
 Voting: F:9, Ag:0, Ab:0

995. COMMUNITIES AND EVENTS OFFICERS REPORT

The Committee were asked to receive and note report CS/18/235.

RESOLVED: That the Communities and events Officers Report be received, noted and a vote of thanks be recorded for Vicky Deakin.

Proposed: Cllr P Gane
 Seconded: Cllr J Collier
 Voting: F:9, Ag:0, Ab:0

996. YOUTH FESTIVAL OF REMEMBRANCE

The Town Council has financially supported the Youth Festival of Remembrance since it was established. At its meeting on 3rd October 2017 the Community Services Committee resolved: *'That FTC wishes to support local cadets in providing an opportunity for them to take part in an annual youth/cadet event with the Youth Festival of Remembrance to receive £2,000 annual funding from the Youth Facilities Budget to facilitate this with immediate effect'*.

The Committee currently has £2,000 earmarked in Youth Facilities and was asked if it wished to agree to a Service Level Agreement and release the funds from the 2018/19 budget.



RESOLVED: That an SLA be approved and the £2,000 funding earmarked in Youth Facilities be released from the 2018/19 budget.

Proposed: Cllr P Gane
Seconded: Cllr S Wallace
Voting: F:8, Ag:0, Ab:1

997. TREES

The Committee were asked to consider proposals for tree planting in 2018/19 further to the Tree Working Group meetings. The Committee were asked that any suggestions for trees in their wards are put forward at this committee meeting or before that in October when the Tree Planting Schedule will be finalised.

NOTED

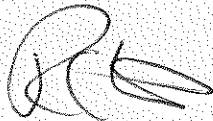
998. BUDGET

The Committee were asked to consider any proposals they wish to make for the Community Services Budget 2019/20 and to bring them forward at the next meeting on 2nd October 2018.

Cllr M Lawes raised the issue with lack of public toilets on The Stade and Cllr P Gane responded to ask that costs for this provision be investigated. Cllr J Collier suggested that a partnership meeting be called with F & HDC and an item regarding public toilet provision in Folkestone be included on the agenda.

NOTED

999. DATE OF NEXT MEETING – 2nd October 2018

A handwritten signature in black ink, appearing to be 'P. Gane', is written below the text.

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Council offices, The Town Hall, 1 – 2 Guildhall Street, Folkestone on Tuesday 2nd October 2018 at 7pm.

Present: Councillors A Berry, J Collier, P Gane, C Sacre (arrived at 7.05pm), S Wallace, P West and R West (Chair)

In attendance: Vicky Deakin – Communities and Events Officer

1000. APOLOGIES FOR ABSENCE

There were no apologies for absence. Councillor Emily Arnold was absent.

1001. DECLARATIONS OF INTEREST

There were no declarations of interest.

1002. MINUTES

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 7th August 2018 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED:

i) That the minutes of the meeting 7th August 2018 be received and signed as a correct record.

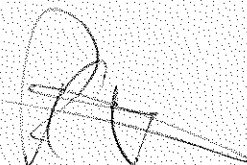
Proposed: Cllr P Gane
Seconded: Cllr A Berry
Voting: F:6, Ag:0, Ab:0

ii) That further to Folkestone Town Council having now received £4,750 from Sandgate Road businesses and a further £1,250 committed the order now be placed for 7no. Trees (as per Minute 993) on Sandgate Road to be installed with Christmas lights.

Proposed: Cllr P Gane
Seconded: Cllr A Berry
Voting: F:6, Ag:0, Ab:0

Councillor Carol Sacre arrived at this juncture.

iii) That the Town Clerk undertake further research to clarify what obligation Folkestone & Hythe District Council have in respect of street lighting provision under the Highways Act 1980 applicable to renewing the currently condemned columns in the pedestrianised area of the Town Centre.

 20.11.18

That confirmation of exactly how many columns require replacement and a breakdown of costs is sought identifying the charge for the element relating to an additional socket being installed to lighting columns for the sole use of the Town Council for Christmas lighting.

That this information be brought to an Extraordinary Council Meeting to be convened by the Town Clerk on Thursday 11th October at 6pm for consideration by all members further to an unequivocal assurance from Folkestone & Hythe District Council that, any work funded by Folkestone Town Council will be completed no later than 14 November 2018.

Proposed: Cllr P Gane
Seconded: Cllr J Collier
Voting: F:6, Ag:0, Ab:1

1003. FOLKESTONE MUSEUM REPORT

The committee was asked to receive and note Report CS/18/235.

RESOLVED: That Report CS/18/235 be received and noted.

Proposed: Cllr P Gane
Seconded: Cllr A Berry
Voting: F:6, Ag:0, Ab:1

1004. ALLOTMENTS

i) ANNUAL RENT REVIEW

The Committee was asked to receive and approve Report CS/18/238 with respect to allotment charges for 2019/20.

RESOLVED: That Report CS/18/238 be received and noted.

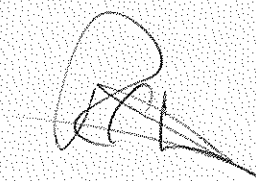
Proposed: Cllr P Gane
Seconded: Cllr A Berry
Voting: F:7, Ag:0, Ab:0

ii) ALLOTMENT RULES

The Committee was asked to receive and approve Allotment Rules v9 which include an additional item at 3.25 and amendments to comply with the General Data Protection Regulations.

RESOLVED: That Allotment Rules V9 be received and approved.

Proposed: Cllr P Gane
Seconded: Cllr A Berry
Voting: F:7, Ag:0, Ab:0

A handwritten signature in black ink, appearing to be 'P. Gane', is located in the bottom right corner of the page.

1005. TREES

Following suggestions from Councillors, Tree Wardens and members of the public; the Tree Working Group have compiled a draft tree planting schedule in partnership with KCC. The schedule includes proposals for planting throughout Folkestone Parks and Highways utilising the 2019/20 budget allocation of £10,000.

The committee were asked to consider the draft schedule and release the £10,000 budget.

RESOLVED: That the draft Schedule of Planting be approved and the earmarked £10,000 be released from the budget.

Proposed: Cllr P Gane
Seconded: Cllr A Berry
Voting: F:7, Ag:0, Ab:0

1006. FOLKESTONE YOUTH PROJECT – THE SHED URBAN WLDERNESS PROJECT

At its meeting on 16th August 2018 the Grants Committee resolved to award £1,000 to the Urban Wilderness Project. The applicants were referred to the Community Services Committee for the remainder of the funds totalling £1,028.

The committee were asked to consider if it wished to award and release the outstanding requirement from the Local Projects or Youth Facilities budget.

RESOLVED: That £1,028 be released from the Youth Facilities budget to support this project.

Proposed: Cllr P West
Seconded: Cllr S Wallace
Voting: F:7, Ag:0, Ab:0

1007. WINTER BEDDING PLANTING

The Committee were asked to consider if it wished to release £719.26 from the 2018/19 Flowerbed Budget to facilitate the supply, planting and maintenance of winter bedding by FHDC in the planters along Guildhall Street.

RESOLVED: That £719.26 be released from the 2018/19 Flowerbed Budget to facilitate the supply, planting and maintenance of winter bedding by FHDC in the planters along Guildhall Street.

Proposed: Cllr P Gane
Seconded: Cllr P West
Voting: F:7, Ag:0, Ab:0



1008. BUDGET 2019/20 – POTENTIAL GROWTH ITEMS

At this juncture the Committee were asked to consider proposals for possible growth items and non-recurring revenue expenditure for Community Services for next year. The Finance & General Purposes Committee will consider the full list of proposals put forward by all Committees at its meeting on 13 December 2018.

RESOLVED: That proposals will be brought to the next Community Services Committee meeting for consideration on 20th November 2018.

Proposed: Cllr P Gane
Seconded: Cllr P West
Voting: F:7, Ag:0, Ab:0

1009. DATE OF NEXT MEETING – 20 November 2018



.....Chairman

20 November 2018

FOLKESTONE TOWN COUNCIL

MINUTES of the Grants Committee meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 16 August 2018 at 6.30 p.m.

PRESENT: Councillors A Berry, R Theobald, R Wallace, P West and R Wheeler.

OFFICERS PRESENT: J Childs (Town Clerk), E Timmins (Marketing and Communications Officer).

87. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Claire Jeffrey and Mary Lawes.

88. APPOINTMENT OF CHAIRMAN

Nominations for the appointment of Chairman of the Grants Committee for 2018/19 were sought.

RESOLVED: That Councillor R Wheeler be appointed Chairman of the Grants Committee for the 2018/19 Municipal Year.

Proposed: Councillor P West

Seconded: Councillor R Theobald

Voting: F:4, Ag:0, Ab:0

Councillor R Wallace arrived at this juncture.

89. APPOINTMENT OF VICE CHAIRMAN

Nominations for the appointment of Vice Chairman of the Grants Committee for 2018/19 were sought.

RESOLVED: That Councillor P West be appointed Vice Chairman of the Grants Committee for the 2018/19 Municipal Year.

Proposed: Councillor R Wheeler

Seconded: Councillor R Theobald

Voting: F:5, Ag:0, Ab:0

90. DECLARATIONS OF INTERESTS

No declarations of interest were made.

91. MINUTES

The Committee was asked to receive and authorise the Minutes of the Grants Committee meeting held on 5 April 2018.

RESOLVED: That the Minutes of the meeting of the Grants Committee held on 5 April 2018 be received and signed as a correct record.

Proposed: Councillor P West

Seconded: Councillor R Theobald

Voting: F:5 Ag:0, Ab:0

92. REVIEW OF THE TERMS OF REFERENCE

The Committee reviewed the current Terms of Reference and made no changes.

RESOLVED: To adopt the current Terms of Reference.

Proposed: Councillor R Wheeler

Seconded: Councillor A Berry

Voting: F:5, Ag:0, Ab:0

93. REVIEW OF THE POLICY GUIDELINES

The Committee was asked to consider the policy guidelines for grants after a brief discussion the committee decided on the following changes.

RESOLVED:

To amend as follows:

Ward Grant Guidelines:

Item 5. to be changed to read ‘Applicants should normally apply for only one project during a financial year (1 April to 31 March).’

Item 15. to be changed to read ‘All ward grant applications require the support of the Ward Councillor before they can be considered by the Town Clerk.’

To add:

If the total grant you require from Folkestone Town Council is in excess of £1,000 then it is recommended that you fill in a Town Grant application form rather than a Ward Grant. If the grant is in excess of £1,000 you will be required to provide further financial information to the Ward Councillor.

Applications of funding cannot be accepted from Folkestone Town Council Members or persons associated² with them (to avoid any potential conflicts of interests).

² “Associated Person” means (either in the singular or in the plural): A family member or any other person or body with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or Any person or body who employs or has appointed you or such persons, any firm in which you or they are a partner, or any company of which you or they are directors; or Any person or body in whom you or such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or Any body in respect of which you are in a position of general control or management: exercising functions of a public nature; or directed to charitable purposes; or one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union).”

If the total grant you require from Folkestone Town Council is in excess of £250, the Council will only pay into individual accounts upon receipt on invoices.

To be included on the Ward Grant application form:

If the project applied for does not go ahead then the grant funds will need to be returned to the Council in full.

All grants applied for must be spent within 12 months of receipt.

Proposed: Councillor R Wheeler

Seconded: Councillor R Wallace

Voting: F:5, Ag:0, Ab:0

94. TOWN GRANT APPLICANTS

Representatives of the town grant applicants attended the meeting and answered questions from the Committee.

EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: The press and public were excluded for the remainder of the meeting under Section 1; sub-section 2 of the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business.

Proposed: Councillor R Wheeler

Seconded: Councillor A Berry

Voting: F:5, Ag:0, Ab:0

95. TOWN GRANT ASSESSMENT

Town Grant applications were assessed on merit against five categories by each Councillor. Scores were then accumulated and used as the basis for discussion.

RESOLVED: That the following town grants be approved:

Proposed: Councillor R Wheeler

Seconded: Councillor P West

Voting: F:5, Ag:0, Ab:0

Ref	Applicant	Purpose	Award
1	Community Donation Station	Stair Lift	Deferred
2	Folkestone Youth Project	The Shed Urban Wilderness	£1,000 *
3	Folkestone Rainbow Centre	Folkestone Churches Winter Shelter	£2,000

4	Custom Folkestone CIC	Locavore Garden	£1,500**
5	Hi Kent	Lip Reading Classes	£1,000
6	Folkestone Fringe	SALT - Festival of the Sea and Environment	£1,500
7	Grand Old Timer Rally	Prizes	£500**
8	Folkestone Festivals	Cake-Off On The Stade	£500
9	Harbour Chrurch	Folkestone Art Bike	£500
10	LAStheatre	Lovewright	£500
11	Pavement Pounders CIC	Folkestone Under Attack	£500

*To refer the applicant to the Community Services Committee for application for the remaining funds

** Receipts of payments to be provided

96. TOWN GRANT APPLICATION PROCESS - FEEDBACK

No feedback forms were received.

97. DATE OF NEXT MEETING

Thursday, 8 November 2018, at 6.30pm

Chairman... *P West*

Date.....

FOLKESTONE TOWN COUNCIL
SCHEDULE OF MEETING DATES 2019/20

(Please note that all meeting dates are provisional and may be subject to change and/or cancellation)

	Planning Committee (Thursday)	Community Services Committee (Tuesday)	Finance & General Purposes Committee (Thursday)	Grants Committee (Thursday) (6.30pm)	Personnel Sub-Committee (6.00pm)	Full Council
April 2019	18	2	25		25	
May 2019	16			23		Tuesday 14 (Annual Council) Tuesday 21 (Town Assembly)
June 2019	6, 27	4	13			13 (Extra 6.30pm)
July 2019	18					
August 2019	8, 29	6	22	15	22	
September 2019	19					12
October 2019	10, 31	1	17			
November 2019	21	19		7		14
December 2019	12		19 (Budget Meeting)			
January 2020	9, 30					16 (Precept Meeting)
February 2020	19*	4	20		20	
March 2020	12			26		19
April 2020	2, 22*	7	23			Tuesday 14 (Town Assembly)
May 2020	14					Tuesday 12 (Annual Council)

*Wednesday

This report will be made public on 3 January 2018

Folkestone
Town Council



Report Number **C/19/242**

To: Council
Date: 10 January 2019
Status: Public Report
Responsible Officer: Town Clerk

Subject: BUDGET AND PRECEPT 2019/20

SUMMARY:

This report concludes the budget-making process for 2019/20, making recommendations to enable the Council to set its Precept for 2019/20 and to notify the tax collecting authority in accordance with statutory legislation.

REASONS FOR RECOMMENDATIONS

The Council is asked to agree the recommendations set out below because:

1. The Council must approve its Precept for 2019/20 and notify the principal tax collecting authority in January 2019.
2. The approval of the budget makes provision for spending plans for next year.
3. The Town Council must make adequate provision to cover its liabilities and service growth proposals for 2019/20 and beyond.
4. The Town Council needs to provide for adequate reserves in the event of sudden unforeseen, or unplanned, expenditure demands.

RECOMMENDATIONS:

1. **To receive and note Report C/19/242**
2. **To approve the Town Council's budget for 2019/20 as set out in the attached Appendix.**
3. **To confirm the Precept for 2019/20 in accordance with the provisions in Sections 39, 41 and 50 of the Local Government Finance Act 1992.**
4. **To authorise the Town Mayor to sign the Precept demand on the District Council.**

Aims and Objectives – To comply with Best Practice and Quality Council legislation.

Financial Implications – The Town Council must ensure it has sufficient funds to carry out its proposed services.

Equal Opportunities – Equal access to services for all.

Environmental Impact – The environmental impact has been considered in the preparation of all budgets.

Background Documents: The following unpublished documents have been relied upon in the preparation of this report:

Data from the Folkestone Town Council's Financial System and budget working papers.

1. INTRODUCTION AND BACKGROUND

- 1.1 This report concludes the budget-making process for 2019/20.
- 1.2 At its last meeting on 13 December 2018 the Finance and General Purposes Committee considered Report F/18/241 which set out the Council's budget requirements for 2019/20, taking into account the approved growth items in the Appendix.
- 1.3 The Town Council must now determine its precept level and budget requirements for 2019/20, taking into account:-
 - i. Expenditure required in 2019/20 to carry out its functions
 - ii. Appropriate amounts for contingencies
 - iii. The need to provide adequate reserves
 - iv. Any expenditure incurred in 2018/19 not yet paid

2. REVENUE BUDGET 2019/20

- 2.1 The Town Council commenced its budget-making process by reviewing its aims and objectives and considering possible growth items and service enhancements for 2019/20 and beyond.
- 2.2 The appendix sets out the latest budget as amended by the Finance and General Purposes Committee, including the approved potential growth items.
- 2.3 The draft revenue budget for 2019/20 presently stands at £807,860 compared to the current year of £786,950 – an increase of £20,910 (2.7%).
- 2.4 The Principal Council has indicated that the property tax base will increase this year from 14,161.17 to 14,474.27.
- 2.5 Should the Council decide to precept the sum of £807,860 at the expected tax base level of 14,474.27, the Town Council's Band D tax would be £55.81p per year, an increase of £0.24p (0.4%).
- 2.6 The permitted level of spending under S137 is currently £7.86p per elector of Folkestone (electorate is 33,644), equal to £264,442 for 2019/20.

3. RESERVES AND PROVISIONS

- 3.1 The Town Council must maintain adequate reserves and provisions to cover unforeseen expenditure and possible emergencies.
- 3.2 The list of Reserves and Provisions at the time of publication is shown below:-

FOLKESTONE TOWN COUNCIL RESERVES AND PROVISIONS

	Balance at 31.12.18 £
General Reserve	130,082
Earmarked Reserves & Provisions:	
Balancing Pond Maint. Reserve	40
New Services Reserve	87,599
Tree Planting Reserve	6,273
Museum/Heritage Reserve	190,042
Tourism Reserve	4,735
Ward Grants Reserve	16,480
FTC Election Fees	18,834
Salt Bins	6,313
Leas Flowerbeds	2,549
Anti-Litter Campaign	2,000
CCTV Equip/Maint.	60,127
Prov. for Outstanding Invoices	6,470

4. CONCLUSION

- 4.1 The Town Council must determine its budget and precept requirements to fund expenditure for 2019/20 and beyond. The Council is therefore required to agree and confirm its spending plans for next year. Subject to any further changes in growth or service transfers, the Town Council's proposed precept for 2019/20 is £807,860.

PROPOSED GROWTH ITEMS 2019/20

COMMUNITY SERVICES

Service	Project	Expenditure Code	Existing Budget	Recurring Revenue Growth	Non-Recurring Revenue Growth	Total Growth Items
Tourist Information/Visitor Services	Weekend Security	4895-301	£10,000	£2,500		£2,500
Local Projects	Baseball Event	4850-301	£3,500		£2,000	£2,000
Parks, Gardens, Rees - Flowerbeds	Flowerbeds - Connaught Road/Cheriton Road	4878-301	£31,500	£1,000		£1,000
TOTAL				£3,500	£2,000	£5,500

OTHER

Service	Project	Expenditure Code	Existing Budget	Recurring Revenue Growth	Non-Recurring Revenue Growth	Total Growth Items
Contribution to Air Show	Red Arrows	4906-301	£0	£4,000		£4,000
TOTAL				£4,000	£0	£4,000

GRAND TOTAL

£7,500

£2,000

FOLKSTONE TOWN COUNCIL - DRAFT BUDGET 2019/2020

CODE	ACTUAL EXPENDITURE/INCOME 2017/2018	BASE BUDGET 2018/2019	ESTIMATED OUTTURN 2018/2019	ADJUSTED BASE BUDGET 2019/2020	INFLATION	RECURRING REVENUE GROWTH 2019/2020	NON-REC'NG GROWTH ITEMS 2019/2020	BUDGET 2019/2020
	£	£	£	£	£	£	£	£
101	ADMINISTRATION							
4001	SALARIES, PENSIONS & NI	324,715	371,200	365,000	389,000			389,000
4005	AGENCY STAFF		0	12,000	0			0
4006	TRAINING (Staff)	1,640	3,000	2,500	2,500			2,500
4009	ADVERTISING FOR STAFF	520	0	0	0			0
4010	EQUIPMENT/FURNITURE NEW	1,194	2,000	2,000	2,000			2,000
4012	INTERVIEW EXPENSES	0	0	0	0			0
4013	BANK CHARGES	283	500	500	500			500
4021	PRINTING	200	500	500	500			500
4022	STATIONERY	636	1,000	1,000	1,000			1,000
4024	PHOTOCOPYING	1,880	1,800	1,800	1,800			1,800
4025	POSTAGE	648	1,800	1,800	1,800			1,800
4026	TELECOMMUNICATION SERVICES	2,790	2,650	2,650	2,650	50		2,700
4060	ICT SUPPORT	26,487	6,250	6,250	6,250	100		6,350
4070	MISCELLANEOUS SUBSCRIPTIONS	234	260	260	260			260
4071	CINQUE PORT FEDERATION SUB	250	250	250	250			250
4072	SOCIETY OF LOCAL COUNCIL CLERKS	456	460	460	460			460
4073	KENT ASSOC. OF LOCAL COUNCILS	1,973	2,050	2,050	2,050			2,050
4080	PUBLIC TRANSPORT & CAR PARKS	93	200	250	200			200
4103	SUBSISTENCE ALLOWANCES	149	250	200	250			250
4104	CAR ALLOWANCES (Staff)	1,368	1,500	1,500	1,500			1,500
4105	CAR ALLOWANCES (Volunteers)	0	100	100	100			100
4712	ACCOUNTANCY SUPPORT	524	550	550	550			550
4720	TO ALLOTMENTS ADMINISTRATION (4503)	-4,300	-4,100	-4,100	-4,100			-4,100
	TOTAL ADMIN. EXPENDITURE	361,541	392,020	397,320	409,320	150	0	409,470
1190	INVESTMENT INTEREST	-354	-100	-100	-100			-100
1199	OTHER INCOME	-1,000	0	0	0			0
	TOTAL ADMIN. INCOME	-1,354	-100	-100	-100	0	0	-100
	NET ADMIN. EXPENDITURE/INCOME	360,187	391,920	397,220	409,220	150	0	409,370
102	DEMOCRATIC COSTS							
4007	TRAINING/CONFERENCE EXPS (Cllrs.)	265	500	500	500			500
4081	CAR ALLOWANCES (Cllrs.)	30	100	100	100			100
4950	FTC REFLECTION FEES	11,766	0	0	0			0
4951	FOLK TO REFLECTIONS	10,200	10,200	10,200	10,200			10,200
	TOTAL DEMOCRATIC COSTS EXP.	22,281	10,800	10,800	10,800	0	0	10,800

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2019/2020

CODE	ACTUAL EXPENDITURE/INCOME 2017/2018	BASE BUDGET 2018/2019	ESTIMATED OUTTURN 2018/2019	ADJUSTED BASE BUDGET 2019/2020	INFLATION	RECURRING REVENUE GROWTH 2019/2020	NON-RECURRING GROWTH ITEMS 2019/2020	BUDGET 2019/2020
103	MAYORALTY							
4011	CLOTHING & UNIFORMS	245	600	600				600
4170	REGALIA - NEW	987	1,000	1,000				1,000
4171	REGALIA - REPAIR & MAINT.	223	400	400				400
4180	MAYOR'S INSTALLATION (Annual Meeting)	840	1,100	1,200				1,200
4181	REMEMBRANCE EVENTS	1,362	1,400	1,500				1,500
4182	CANADA DAY	2,056	2,300	2,550				2,550
4183	WILLIAM HARVEY COMMEMORATION	513	600	630				630
4184	HOLOCAUST DAY	292	300	300				320
4185	CINQUE PORT WARDEN	0	100	100				100
4248	COVER FOR CIVIC DRIVER	0	1,000	500				1,000
4250	PETROL	438	500	500				500
4251	MTC/SERVICE/REPAIRS - EXTERNAL	170	150	150				150
4252	CAR INSURANCE	450	700	700				700
4253	CIVIC VEHICLE - GEN. CONTRIBS.	3,053	3,100	3,050				3,100
4255	MAYOR'S EXPENSES MAY-MAR	5,281	5,490	5,490				5,490
4256	MAYOR'S EXPENSES APR-MAY	982	1,100	400				1,100
4257	FOLKETAPLES REMEMBRANCE EVENTS	0	0	0				0
4258	MISCELLANEOUS EVENTS (MAYORALTY)	772	6,000	6,000				0
4259	ARMED FORCES DAY	11,780	3,800	3,800				3,800
4260	BURMA STAR (VJ DAY)	480	480	520				530
4261	NORMANDY VETERANS	220	300	320				320
	TOTAL MAYORALTY EXPENDITURE	30,144	30,420	29,360		0	0	25,010
1005	OTHER INCOME (MAYORALTY)	-14,923	0	0				0
	TOTAL PREMISES INCOME	-14,923	0	0		0	0	0
	NET PREMISES EXPENDITURE/INCOME	15,221	30,420	29,360		0	0	25,010
201	PREMISES							
4501	BUILDING REPAIRS/MAINT	4,617	14,000	14,000				14,000
4509	CLEANING	7,944	8,000	9,000				9,000
4602	RATES	20,062	21,000	20,520				21,000
4603	PWLB CAPITAL REPAYMENTS	20,364	19,500	21,100				21,100
4604	PWLB INTEREST REPAYMENTS	18,938	19,800	18,200				18,200
4615	SERVICES, HEATING & LIGHTING	9,524	8,000	8,500				8,500
4617	SUNDRIES	3,021	4,000	4,000				4,000
4620	HIRE OF FACILITIES (inc. Garage)	4,639	4,500	4,500				4,500
	TOTAL PREMISES EXPENDITURE	89,109	98,800	99,820		0	0	100,300

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2019/2020

CODE	ACTUAL EXPENDITURE/ INCOME	BASE BUDGET 2018/2019	ESTIMATED OUTTURN 2018/2019	ADJUSTED BASE BUDGET 2019/2020	INFLATION	RECURRING REVENUE GROWTH 2019/2020	NON-REC'NG GROWTH ITEMS 2019/2020	BUDGET 2019/2020
1010	RENTAL INCOME	-16,070	-15,820	-15,820				-15,820
1020	PWLB INCOME	0	0	0				0
	TOTAL PREMISES INCOME	-16,070	-15,820	-15,820	0	0	0	-15,820
	NET PREMISES EXPENDITURE/INCOME	73,039	84,200	84,680	0	0	0	84,680
301	SERVICES							
4030	NEWSLETTERS	20	500	500				500
4031	MISCELLANEOUS INSURANCES (inc. Heritage)	8,722	9,300	9,500				9,500
4503	ALLOTMENTS - ADMINISTRATION	4,300	4,100	4,100				4,100
4504	ALLOTMENTS - PFR MAINTENANCE	2,154	3,000	3,000				3,000
4505	ALLOTMENTS - TKL MAINTENANCE	3,865	3,000	3,000				3,000
4840	MAINTENANCE OF BEACON	25	250	250				250
4850	LOCAL PROJECTS	0	3,500	3,500			2,000	5,500
4851	NOTICE/INFORMATION BOARDS	0	2,000	2,000				2,000
4875	WARD GRANTS	19,800	19,800	19,800				19,800
4876	TOWN GRANTS	34,216	35,000	35,000				35,000
4878	PARKS, GARDENS & RECS - FLOWERBEDS	35,795	31,500	31,500		1,000		32,500
4879	CHRISTMAS LIGHTING	59,163	51,000	53,000				51,000
4880	CHRISTMAS FESTIVITIES	12,756	12,000	12,000				12,000
4881	YOUTH FACILITIES	7,479	11,600	11,600				11,600
4884	PARKS, GARDENS & RECS - TREES	10,000	10,000	10,000				10,000
4888	PROV. FOR A CLEANER ENVIRONMENT	0	0	0				0
4890	PARK BENCHES	-28	200	200				200
4891	LITTER BINS, BOLLARDS & RAILINGS	1,316	4,000	4,000				4,000
4895	TOURIST INFORMATION/VISITOR SERVICES	5,387	10,000	10,000		2,500		12,500
4900	MAINTENANCE OF PUBLIC CLOCKS	0	500	500				500
4901	MAINTENANCE OF MEMORIALS	1,000	6,000	7,700				2,500
4903	TELEPHONE BOX	184	150	150				150
4904	CCTV MONITORING	28,920	27,000	25,000	500			25,500
4905	CCTV MAINTENANCE	27,129	9,000	9,000				9,000
4999	CONTRIBUTION TO AIR SHOW	0	0	0		4,000		4,000
4999	CONTINGENCY	914	5,000	5,000				3,000
	TOTAL SERVICES EXPENDITURE	263,117	258,800	251,100	500	7,500	2,000	251,100
1002	ALLOTMENT RENTS PFR	-4,774	-4,950	-4,950				-4,950
1003	ALLOTMENT RENTS TKL	-4,649	-4,700	-4,700				-4,700
1004	OTHER INCOME (SERVICES)	-2,733	0	0				0
	TOTAL SERVICES INCOME	-12,156	-9,900	-9,650	0	0	0	-9,650
	NET SERVICES EXPENDITURE/INCOME	250,961	248,900	241,450	500	7,500	2,000	251,450

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2019/2020

CODE	ACTUAL EXPENDITURE/ INCOME 2017/2018	BASE BUDGET 2018/2019	ESTIMATED OUTTURN 2018/2019	ADJUSTED BASE BUDGET 2019/2020	INFLATION	RECURRING REVENUE GROWTH 2019/2020	NON-REC'G GROWTH ITEMS 2019/2020	BUDGET 2019/2020
401	FEES							
4713	CONSULTANT'S FEES	0	0	0				0
4714	EXTERNAL AUDIT FEES	2,400	2,000	2,000	50			2,050
4715	LEGAL & INTERNAL AUDIT FEES	777	1,500	1,500				1,500
4717	CARD RECEIPT FEES	368	650	700				700
	TOTAL FEES	3,545	4,150	4,200	50	0	0	4,250
402	MUSEUM/HERITAGE							
5006	M/H TRAINING	6	700	700				700
5007	M/H SUBSCRIPTIONS	49	450	450				450
5009	M/H ADVERTISING FOR STAFF	549	0	530				0
5010	M/H EQUIPMENT/FURNITURE	1,261	700	400				400
5011	M/H EXHIBIT REPAIRS	0	0	200				200
5012	M/H HISTORIC COSTUMES	25	250	250				250
5030	M/H MATERIALS	1,772	1,000	1,500				1,500
5031	M/H PUBLICITY & PROMOTION	5,769	500	1,000				1,000
5032	M/H EVALUATION	75	500	500				500
5033	M/H LEAFLETS/PUBLICATIONS	4,554	1,000	1,000				1,000
5036	M/H MERCHANDISE	2,845	2,000	2,000				2,000
5040	M/H SERVICES	5,248	1,000	4,500				1,500
5041	M/H EVENTS	0	5,000	5,000				5,000
5042	M/H EXHIBITIONS	0	2,000	3,000				4,000
5043	M/H EDUCATION RESOURCES	0	1,000	500				500
5044	M/H WORKSHOPS	0	0	0				4,000
5070	M/H VOLUNTEERS' EXPENSES	23	0	0				0
5090	M/H HOSPITALITY	658	510	500				500
5091	M/H PROFESSIONAL FEES	2,015	10,000	10,000				6,000
5092	MUSEUM ASSN. PROJECT	0	0	0				0
5099	CONT. TO MUSEUM/HERITAGE RESERVE	66,450	0	0				0
	<i>New Building Work:</i>							
6001	M/H SUBSTRUCTURE	0	0	0				0
6002	M/H SUPERSTRUCTURE	93,080	0	24,700				0
6003	M/H INTERNAL FINISHES	2,229	0	0				0
6004	M/H SERVICES, HEATING & LIGHTING	0	0	0				0
6005	M/H EXTERNAL WORKS	0	0	0				0
6006	M/H FACILITATING WORKS	700	0	0				0
6007	M/H GENERAL FITTINGS/FURNISHING	34,527	0	500				0
6008	M/H MAIN CONTRACTORS' PRELIMS. (15%)	0	0	0				0
	<i>Other Capital Work:</i>							
6010	M/H FIT OUT & DISPLAYS	173,382	0	0				0
6011	M/H FIT OUT PRELIMS. (15%)	0	0	0				0
6012	M/H WEBSITE / APP/IT	22,271	0	0				0
	<i>Equipment & Materials:</i>							
6020	M/H FOLK COLL'N CONSERVATION	4,245	25,000	20,000				0
6021	M/H MASTERS COLL'N CONSERVATION	0	15,000	5,000				0
6022	M/H MUSEUM MERCHANDISE (see 5035)	0	0	0				0
6023	M/H CATERING EQUIPMENT	0	0	0				0

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2019/2020

CODE	ACTUAL EXPENDITURE/ INCOME	BASE BUDGET 2018/2019	ESTIMATED OUTTURN 2018/2019	ADJUSTED BASE BUDGET 2019/2020	INFLATION	RECURRING REVENUE GROWTH 2019/2020	NON-REC'G GROWTH ITEMS 2019/2020	BUDGET 2019/2020
<i>Professional Fees</i>								
6030	M/H MUSEUM EXHIBIT DESIGN FEES	15,049	1,100	0	0	0	0	0
6031	M/H CDM-C	0	0	0	0	0	0	0
6032	M/H STRUCTURAL ENGINEER	0	0	0	0	0	0	0
6033	M/H M&E ENGINEER	1,930	0	0	0	0	0	0
6034	M/H QUANTITY SURVEYOR	5,655	0	0	0	0	0	0
6035	M/H PROJECT MANAGER	25,314	0	0	0	0	0	0
6036	M/H ARCHITECT/BUILDING SURVEYOR	4,030	0	0	0	0	0	0
6037	M/H PROFESSIONAL FEES (NEW WORKS)	0	0	0	0	0	0	0
6038	M/H CONTINGENCY	0	0	0	0	0	0	0
6039	M/H INFLATION	0	0	0	0	0	0	0
	TOTAL MUSEUM/HERITAGE EXPENDITURE	473,711	79,680	29,500	0	0	0	29,500
1030	M/H INCOME	-11,412	-1,700	-500				-500
1031	M/H KCC CASH CONTRIBUTION HERITAGE	-3,000	-4,000	0				0
1032	M/H SDC CASH CONTRIBUTION TOURISM	0	0	0				0
1033	M/H HLF GRANT	-327,065	-65,000	-4,000				-4,000
1034	M/H TRANSFERS FROM RESERVES	-66,450	-3,000	0				0
1035	M/H RETAIL SALES	-3,033	-1,200	-2,000				-2,000
1036	M/H VISITOR DONATIONS	-607	-700	-700				-700
	TOTAL MUSEUM/HERITAGE INCOME	-413,567	-72,600	-7,200	0	0	0	-7,200
	NET MUSEUM/HERITAGE EXPENDITURE/INCOME	60,144	7,080	22,300	0	0	0	22,300
SUMMARY								
	TOTAL EXPENDITURE	1,243,448	881,230	830,230	700	7,500	2,000	840,430
	TOTAL INCOME	-458,070	-97,970	-32,570	0	0	0	-32,570
	NET TOTAL	785,378	783,260	797,660	700	7,500	2,000	807,860
1176	PRECEPT	-764,750	-785,950	-797,660				-807,860
	TRANSFER TO/(FROM) RESERVES	-30,604						0
	NET (SURPLUS) / DEFICIT	-10,176	-3,690	0				0
						BUDGET INCREASE		20,910
						PRECEPT INCREASE		20,910
						%		2.7



STEP SHORT

Remembering the Soldiers of the
Great War
and Folkestone's part in their Journey



Patrons

The Earl of Radnor

Admiral of the Fleet the Lord Boyce KG, GCB, OBE, DL

Sir Roger De Haan CBE, DL

Chairman: Damian Collins MP

Damian Collins MP
Chairman, Step Short
Miniver House,
Canterbury Road, Elham,
Kent. CT4 6UG

Jennifer Childs
The Town Clerk
Folkestone Town Council
1-2 Guildhall St,
Folkestone CT20 1DY

1st January 2019

Dear Jennifer

On behalf of the Directors of Step Short Folkestone Limited, I am writing regarding the long-term future of the Step Short memorial arch on The Leas in Folkestone.

Step Short was founded in 2008 in order to commemorate the national and international significance of the contribution of Folkestone and its people to the Allied cause during the First World War. In particular, the town's harbour was responsible for the movement of ten million soldiers, from all around the world, to and from the western front, between 1914 and 1918. In the years after the war, the Slope Road which ran from The Leas to the harbour, and down which so many of these soldiers marched to the ships waiting to take them to France, was renamed the Road of Remembrance.

The Road of Remembrance was central to Step Short's plans to commemorate the centenary of the outbreak of the First World War, on 4th August 2014. Funds were raised from a great number of private donors, and public bodies, to support the building of the Step Short Memorial Arch, standing on The Leas, and close to the top of the Road of Remembrance. It was opened by His Royal Highness Prince Harry, on 4th August 2014, and was regarded by the government as one of the leading community led events in the country, dedicated to commemorating the centenary of the outbreak of the war.

Since then, the Arch has played a central role in Folkestone's commemoration of other significant centenaries connected to the First World War; in particular the memorial services to remember those who gave their lives at Gallipoli in 1915, the Battle of the Somme in 1916, the Battle of Passchendaele in 1917, and halting the great German offensive on the western front in July 1918. In addition to these, the Arch has been used for very many services of commemoration and acts of personal remembrance to family ancestors.

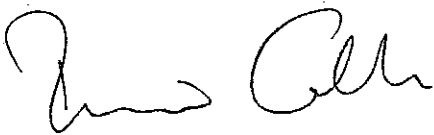
Now that we have marked the centenary of the Armistice, on 11th November 1918 when the fighting on the western front ended, we believe that it is time for us to consider what the future of the Arch should be. Ultimately, we believe that the Arch should belong to the people of Folkestone, and would like to ask formally whether the Town Council would consider at its next meeting, whether or not it would be prepared to take on the ownership of the Arch.

The site of the arch is held by Step Short on a 99-year underlease at a rent of £1, granted by Folkestone and Hythe District Council. The District Council itself has a long-term lease on this land granted from the Folkestone Estate, and the underlease made to Step Short by the Council, was done so with the consent of the Folkestone Estate. I have consulted the Folkestone Estate on whether or not they would be agreeable to the transfer of the ownership of the Arch to Folkestone Town Council, should the council give its approval for this to happen, and they have indicated that this is something they would be keen to support.

Should the Council accept our proposal, Step Short would like to propose that the Arch be formally handed over to the Town at a date on or close to the centenary of the signing of the Treaty of Versailles, on 28th June 1919; the act that officially ended the state of war between Germany and the Allies.

I would of course be happy to meet with you to discuss this in further detail if that would be helpful.

Kind regards

A handwritten signature in black ink, appearing to read 'Damian Collins'. The signature is fluid and cursive, with the first name 'Damian' written in a larger, more prominent script than the last name 'Collins'.

Damian Collins