

Folkestone Town Council



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Date of Publication: 6 November 2014

AGENDA

Meeting: **Folkestone Town Council**
Date: **13 November 2014**
Time: **7.00 p.m.**
Place: **Town Council Offices, 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 an Ordinary Meeting of the Council held on 18 September 2014 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.

Question received from Mr Kitson:

"My question is based on a number of facts of interest to the many people I know in Folkestone and visitors I have met, plus the attitude and performance of members of the Council who constantly claim that the town is booming, based by them on the Triennial which very few people can appreciate, particularly when they can't understand the information shown around the town. The Air Show which we may never see again in Folkestone, the Step Short Arch which is understood to have cost £500.00. Prince Harry of course and Yoko Ono. There are other one or two day activities when all put together have no effect on the future of Folkestone. The failure of the harbour developments is another proof of claims that produce nothing for the town. I hesitate to mention the opening of a certain new bar and the many shops that close weekly. As elected Councillors are not allowed to speak at meetings would you, as chair, explain what plans are to return Folkestone to the town it used to be?"

Question received from Mr Moulard: Reference, public questions 18th September 2014 – Five healthy trees wilfully destroyed location Harbour Street.

"Does Folkestone Town Council believe it is a sound decision to replace those trees in exactly the same site as the dead and diseased ones were taken out of as the general public were all led to believe! According to the Arboriculture Manager at Shepway District Council."

5. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

6. MINUTES OF THE PLANNING COMMITTEE

To receive the Minutes of the above Committee's meetings of 4th & 25th September.

7. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

To receive the Minutes of the above Committee's meeting of 21st August.

8. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

To receive the Minutes of the above Committee's meeting of 5th August.

9. MATTERS AND RESOLUTIONS FROM COMMITTEES

(items in bold italic have been brought forward for debate, remaining items to be noted)

i. Community Services Committee – October 2014

It was resolved that:

- Folkestone Town Council continues to display all flags as listed in the report CS/14/167 and at all other times only the Union flag and/or the Folkestone Flag will be flown.

- The Committee agreed in principle to the All Points West proposed monolith design and to incorporate the Town Trail within the scheme, provided that Folkestone Town Council has control over historical content and layout. That Councillor Ann Berry, as Vice Chairman of Step Short, will contact the Community Covenants representative at Shepway District Council to ensure that as funders for some of the information boards they will be happy with a change of design and incorporation into the KCC Scheme. The Committee agreed that the current budget provision for the Town Trail of £18,000 should be allocated to the aforementioned scheme with Kent County Council on condition that the £18,000 is dedicated to the provision of the 7 Town Trail boards. All Points West are to be asked to provide a proved scheme for erecting at least 3 of the boards by Feb 2015.
- To email all Councillors and ask if they would consider using Ward Grant money to fund some of the trees on the schedule to cover additional funds needed. The item will be brought back to the next Committee meeting on the 11th November 2014.
- The CCTV CS/14/168 report is reviewed and noted but the adoption of this policy be referred to the next Committee meeting on the 11th November 2014 subject to explanations/changes.
- The Committee agreed to the changes and additions to Allotment Rules Version 3 last updated September 2013 outlined in Report CS/14/169.
- Any balance remaining in the Community Services Budget will be used to offset the overspend in the Christmas Lighting and Festivities budget and any additional funding will be met from the New Services reserve. That the Shops that provisionally agreed to a Christmas Tree motif on their building are written to and thanked for their cooperation and interest. That the Christmas Lighting and Festivities budget is increased by £20,000 as recurring revenue growth for 2015/16.
- The Local Project's budget is increased by £5,000 as a non-recurring revenue growth for 2015/16.
- Councillor Emily Arnold arrange a meeting with the Shepway District Council Cabinet Member for Environment, Rory Love and Jeremy Chambers, Corporate Director, Central Services, to discuss the cost of the summer and winter bedding sponsored by Folkestone Town Council.
- The Committee agreed to continue to fund the Cricket coaching sessions and released £2,100 from the Youth Facilities Budget for this project.
- Councillors would respond independently to the consultation on the Community Warden Service provided by Kent County Council.
- The Committee agreed to authorise the Town Clerk to sign The Museum Artefact Loan Agreement.

ii. Finance and General Purposes Committee – October 2014

It was resolved that:

- The Town Clerk write to Shepway District Council stating that cameras not on the original list will not be taken on by the Town Council.
- Report F/14/170 be noted and approved and budget requirements for 2015/16 be discussed under the next item. Potential Growth Items - the recommendation for a budget of £35,000 for CCTV was noted.
- The Town Clerk write to NALC asking what happens if the outgoing Mayor refuses to use his/her casting vote to appoint a new Mayor. The response will be reported to the next meeting.
- The Town Clerk be given delegated authority to approve the ward grant for a Christmas Tree for All Souls Church.
- *The notice of motion that resolution 884 of 17th April 2014 be rescinded and monthly payments cease with immediate effect, be referred to Full Council and representatives of Folkestone Partnership be invited to attend and speak. That the two town grant applications from Folkestone Partnership be referred to the next Full Council meeting.* (Attached is a request for FTC to provide a representative to serve on the FTFCM management board and a request for funding for FTFCM).

10. PARTNERSHIP WORKING – RESOLUTIONS AND MATTERS TO BE RAISED WITH THE PRINCIPAL COUNCILS

To consider any matters which need to be raised at the next meeting of the Partnership Working Group.

Shepway District Council Cabinet and the Charity Trustees Board met on the 15th October and agreed that officers should commission the stage 2 work necessary for the proposed transfer of Folkestone Parks and Pleasure Grounds in its entirety to Folkestone Town Council.

11. APPOINTMENTS TO OUTSIDE BODIES

Town Team - Councillor Emily Arnold will provide an update on recent activities.

12. CASUAL VACANCY

A bi-election was held on 23rd October 2014 to fill the casual vacancy that occurred following the loss of Councillor George Bunting. Christian Bones the Conservative Party candidate was duly elected.

Members are asked to confirm the appointment of suitably qualified members to fill the conservative vacancies on the Finance & General Purposes Committee and the Personnel Sub-committee.

13. NOTICE OF MOTION

Notice of Motion from Councillor Peter Gane that Folkestone Town Council supports the residents in the implementation of a 20mph speed limit along Biggins Wood Road. The road is narrow and has many issues including parking. On one of the bends sits Harcourt Primary School. A recent questionnaire showed 70% of people were in favour.

The Town Clerk has received written notice bearing the names of not less than one-third of the Members of the Town Council in pursuance of Standing Orders 15 and 36a, that Councillor Salmon hereby moves a motion of recommendation, for the rescission of resolution 903 of 12th June 2014. Resolution 903 was that an October deadline in each financial year be set for the receipt of town grant applications.

14. SAFE AND SENSIBLE STREET LIGHTING

Following minute 1139 of 18th September where it was resolved that Folkestone Town Council has never supported KCCs blanket black-out and requests the reinstatement of streetlights whilst a more detailed consultation is carried out, KCCs response is attached.

15. THE QUALITY COUNCIL SCHEME

The Quality Council Scheme has undergone a complete overhaul during 2014 and is now a three stage qualification:

- Foundation which demonstrates that council meets the minimum requirements for operating lawfully and according to standard practice;
- Quality which demonstrates that council achieves good practice in governance, community engagement and council improvement;
- Quality Gold which demonstrates that council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The Town Council's existing quality status expires in December 2014 and to qualify under the new scheme, council must resolve that it meets the requirements of the scheme, prior to registering with NALC an intention to apply for award when the new scheme pilots in January 2015.

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.

16. FREEDOM OF THE TOWN

The Citizenship Awards Panel met on 12th March and requested Council consider a nomination to award a Freedom of the Town, Exempt Report C/14/174 is attached for consideration. A resolution by 80% of Councillors present is required to confer the award.

17. CINEMA

The Town Clerk will update Council regarding the lease negotiations.

18. FOLKESTONE HEART – PROFESSIONAL TEAM TENDERS

Evaluation Report is attached. Budget constraints and appointments are for noting.

19. DATE AND TIME OF NEXT MEETING

Thursday, 8 January 2015 (Precept)



Folkestone Town Council

MINUTES of the Meeting of the Town Council held at the Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 18th September 2014 at 7 p.m.

PRESENT: Councillor Alan North –Town Mayor (in the chair)

Councillors Emily Arnold, Lynne Beaumont, John Collier, Brian Copping, Anthony Dunning, Peter Gane, Paul Marsh, Richard Theobald, Sue Wallace, Richard Wallace, Rodica Wheeler and Roger West.

In attendance: Town Clerk - Jennifer Childs, Town Sergeant – Ian Bishop and Corporate Support Officer – Toni Brenchley

Prayers: Prayers were led by Reverend Mrs Rosemary Siebert for Peter Philips, the Town Sprucer for a speedy recovery, for Terry, Janet Andrews' brother who passed away suddenly and a one minute's silence was held for Councillor George Bunting who passed away peacefully in his sleep on 25th August 2014.

1128. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Ann Berry, Martin Salmon, Lee Walker and Pat West.

1129. DECLARATIONS OF INTEREST

Councillors Peter Gane and John Collier, in their role as Governors of Pent Valley, declared an interest in item 9 iii.

1130. MINUTES

The Council was asked to receive the Minutes of the Ordinary Meeting held on 10th July 2014 and authorise the Town Mayor to sign them as a correct record.

RESOLVED: That the Minutes of the Ordinary Meeting held on 10th July 2014 be approved and signed as a correct record by the Town Mayor.

Proposed: Councillor Rodica Wheeler

Seconded: Councillor Roger West

Voting: F:13, Ag:0, Ab:0

1131. PUBLIC QUESTIONS

Two questions had been received from members of the public.

i) The Mayor invited Mr Kitson to read his question.

The Mayor responded to Mr Kitson's question with the following points:

- The Councillors do not and cannot reply to public questions as it is not in FTC's constitution to allow them to respond.

- The events in Rotherham are a national disgrace, but unfortunately, as far as is known, there is no children's home in Folkestone and KCC are the governing body with the responsibility of social services and therefore looking after children's interests throughout Kent. The Mayor reassured Mr Kitson that he would write to KCC to ask about the protection and inspection taking place in the Folkestone area in relation to children in care and a copy of the response would be provided.
- The Mayor disagreed with Mr Kitson's opinion that Folkestone is becoming more and more run down as information indicates that the number of visitors coming to Folkestone is up with hotels currently 98% full. House prices in Folkestone are also at a premium due to high demand.

ii) The Mayor invited Mr Mouland to read his question.

Mr Mouland stated that he objected, as a 65 year old pensioner, to being intimidated by the Mayor in public in the street. The Mayor explained that he was making Mr Mouland aware that he would refuse to enter into a debate at tonight's meeting and could be escorted off the premises if he refused to follow policy.

The Mayor thanked Mr Mouland for his question and advised that the Arboricultural Manager at Shepway District Council has reported that the trees in question were dead and posed a significant threat to users of the site and were removed in early August. The stumps have been left high to prevent them from becoming a trip hazard and it is their intention to remove them and replant with new trees over the winter.

1132. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

The Town Mayor reported on attending several events including:

- Charivari Day Parade
- Lord Warden's Reception
- 'Help Our Wounded' Cycle Challenge
- War and Peace Revival Show
- Step Short Commemorations – unveiling of arch and torchlight parade
- Donkey Derby
- VJ Day commemorations
- Chairman of KCC's East Kent Area Reception
- Launch of Folkestone & Coastal Diabetes Group
- Prize giving events at Mundella Primary School, Folkestone School for Girls and Brockhill

The Town Mayor gave thanks to all the contractors, staff and Councillors who worked to ensure that all these significant events went ahead.

1133. MINUTES OF THE PLANNING COMMITTEE

The Chairman of the Planning Committee moved that the Council receive the Minutes of the Planning Committee's meetings of 19th March, 11th June, 2nd and 24th July and 14th August 2014.

RESOLVED: That the Minutes of the Planning Committee's meetings of 19th March, 11th June, 3rd and 24th July and 14th August 2014 be received and adopted.

Proposed: Councillor Richard Wallace

Seconded: Councillor Emily Arnold

Voting: F:12, Ag:0, Ab:1

1134. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

The Chairman moved that the Council receive the Finance and General Purposes Committee Minutes of 12th June 2014.

RESOLVED: That the Minutes of the Finance and General Purposes Committee Minutes of 12th June 2014 be received and adopted.

Proposed: Councillor Richard Theobald

Seconded: Councillor Rodica Wheeler

Voting: F:11, Ag:0, Ab:2

Debate took place on whether it is appropriate for Councillors to vote on receiving and adopting minutes of committee meetings that they are not a member of.

The Town Clerk and Councillor Richard Theobald explained that the fact that it is a true record has already been approved within the relevant committee and it comes to Full Council purely for final approval, or otherwise, of the resolutions made and also a means for councillors to be kept informed of the activities taking place by all committees.

1135. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

The Chairman of the Community Services Committee moved that the Council receive the Minutes of the Community Service Committee meeting held on 3rd June 2014.

RESOLVED: That the Minutes of Community Services Committee meeting held on 3rd June 2014 be received and adopted.

Proposed: Councillor Emily Arnold

Seconded: Councillor Sue Wallace

Voting: F:12, Ag:0, Ab:1

Councillor Brian Copping asked about the purpose of the Town Trail and Councillor Emily Arnold advised that it incorporated Information Boards placed around the area providing details of points of interest in Folkestone.

Discussion took place regarding a derelict building along Guildhall Street and the Mayor and Councillor Brian Copping agreed to discuss in detail at a later date.

It was proposed that a vote of thanks be given to staff involved in the organisation of the Torchlight Parade.

RESOLVED: A vote of thanks to staff involved in the Torchlight Parade.

Proposed: Councillor Roger West
Seconded: Councillor Lynne Beaumont
Voting: F:13, Ag:0, Ab:0

1136. MATTERS AND RESOLUTIONS FROM COMMITTEES

i. Community Services – June 2014

Councillors noted the resolutions and were asked to consider the request by the Remembrance Line Association that FTC research the implications of applying for a Community Asset Transfer for consideration by Full Council.

Councillor Sue Wallace raised the issue of the Muga on St Mary's Playing Field and explained that the main aim is to request support to try to save the Muga. The facility was initially given to the community to try to help combat anti-social behaviour and was funded by SDC and SEEDA and if KCC include it as part of the new school grounds the community would need to pay for its use at restricted times.

RESOLVED:

- **That FTC does not spend any officer time on the community asset bids for the Remembrance Line and the Muga on St Mary's Playing Field. SDC will provide necessary guidance if asked.**
- **That FTC asks SDC to find the owner of the Muga.**

Proposed: Councillor Peter Gane
Seconded: Councillor John Collier
Voting: F:13, Ag:0, Ab:0

Councillor Brian Copping highlighted that the issue surrounding flags, and when and what flags should be flown, had previously been addressed on many occasions. Councillors clarified that the report had been requested in order to consider any implications in flying the commonwealth flag.

ii. Finance and General Purposes Committee – June 2014

Councillors noted the resolutions and discussion took place on the revised Standing Orders, in particular the following new mandatory orders.

3v - Councillor Paul Marsh asked for clarification on whether this meant that providing the meeting started as quorate you could part way through suspend the meeting and then continue the meeting when it then became quorate.

The Town Clerk confirmed that the mandatory part of the standing order was that if the meeting became inquorate then the item effected could not be transacted and should be deferred to another meeting and then the meeting could continue.

3L – Councillor Paul Marsh asked that in a display of openness that filming, recording, broadcasting, photography and audio recording of a meeting be permitted.

The Town Clerk advised that on 6 August the 1960 Act was amended by the Openness of Local Government Bodies Regulations 2014. The amended 1960 Act provides that a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- a) film, photograph or make an audio recording of a meeting;
- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

5H or 10F – Concern was expressed that during an election year, if there was a quality of votes as to who should be the next Mayor, the outgoing Mayor, even if no longer a Councillor for one reason or another, could have the casting vote.

Councillor Paul Marsh suggested that in this instance it would be preferable if it was decided by lot.

The Town Clerk highlighted that these were Mandatory Standing Orders and, if adopted, could not be amended and that the new standing order (5H) was in line with the existing one (10F) already adopted.

Councillor Sue Wallace asked about the omission of the Power of Wellbeing. The Town Clerk confirmed that this had now been superseded by the General Power of Competence which FTC had already acquired.

The Town Clerk confirmed that the Standing Orders are devised by the National Association of Local Councils.

Councillors suggested that the Town Clerk should write to NALC to ask if we are able to object to be being forced into a Mandatory Standing Order that is felt to be illogical and undemocratic.

RESOLVED: To defer a decision on these until an answer is received on that particular issue from NALC.

Proposed: Councillor Peter Gane
Seconded: Councillor John Collier
Voting: F:13, Ag:0, Ab:0

The revised Code of Conduct attached at Appendix C incorporating the Localism Act 2011 and revised Declarations of Interest was considered.

RESOLVED: To accept the revised Code of Conduct.

Proposed: Councillor R West
Seconded: Councillor S Wallace
Voting: F:13, Ag:0, Ab:0

1137. PARTNERSHIP WORKING -- RESOLUTIONS AND MATTERS TO BE RAISED WITH THE PRINCIPAL COUNCILS

There were no matters to discuss.

1138. APPOINTMENTS TO OUTSIDE BODIES

- i) Following the sad loss of Councillor George Bunting, nominations to appoint a Councillor onto the John Bowley and Sherwood Almshouses Charity were invited.

RESOLVED: That Councillor Roger West be appointed onto the John Bowley and Sherwood Almshouses Charity.

Proposed: Councillor Peter Gane
Seconded: Councillor John Collier
Voting: F:13, Ag:0, Ab:0

- ii) Councillor Ann Berry was not present to provide an update on Step Short activities.

1139. SAFE AND SENSIBLE STREET LIGHTING

The Mayor advised that following minute 1125 of 10th July, where it was resolved that the Town Clerk write to Kent County Council to re-request a meeting to highlight concerns, Kent County Council has advised that their position in respect of attending such meetings remains as set out in their previous communication. Which is; KCC will not be able to attend a meeting to give us further information.

Councillor Emily Arnold stated "Folkestone Town Council have never supported KCCs blanket black-out of our streets. At the Community Services Committee of 6th August 2013 it was stated that 'we felt that all the lights being turned off would be detrimental to our town.' A year on and we feel just as strongly if not more strongly that this is not the answer to money saving or environmental issues. Folkestone Town Council therefore ask KCC to reinstate our streetlights whilst a more detailed consultation, together with detailed risk assessments aided by professional bodies, are carried out (as stated in the petition to KCC 'right to light')."

The Mayor invited Mr McKenna, KCC Councillor, to speak. Mr McKenna reported that a motion had been put today to KCC to ask for a review of the lighting situation – the motion was lost. This is despite serious concerns raised by Kent Police who do not support the project being rolled out by KCC to reduce the street lighting,

Councillor Lynne Beaumont suggested that Kent Police be asked for the recent crime figures to evidence the increase in crime following the reduction in street lighting.

Councillor Sue Wallace highlighted that there were four street lights in Harbour Ward lit up all day and night which is detrimental to KCC's intention of saving power.

RESOLVED: Folkestone Town Council have never supported KCCs blanket black-out of our streets. At our Community Services Committee of 6th August 2013 we stated that 'we felt that all the lights being turned off would be detrimental to our town.' A year on and we feel just as strongly if not more strongly that this is not the answer to money saving or environmental issues. Folkestone Town Council therefore asks KCC to reinstate our streetlights whilst a more detailed consultation, together with detailed risk assessments aided by professional bodies, are carried out (as stated in the petition to KCC 'right to light').

Proposed: Councillor E Arnold

Seconded: Councillor P Gane

Voting: F:13, Ag:0, Ab:0

Recorded Vote:

Cllr Emily Arnold	For
Cllr Lynne Beaumont	For
Cllr John Collier	For
Cllr Brian Copping	For
Cllr Anthony Dunning	For
Cllr Peter Gane	For
Cllr Paul Marsh	For
Cllr Alan North	For
Cllr Richard Theobald	For
Cllr Sue Wallace	For
Cllr Richard Wallace	For
Cllr Rodica Wheeler	For
Cllr Roger West	For

1140. CASUAL VACANCY

A Notice of Election has now been issued for the election of a Parish Councillor to fill the vacancy in Folkestone Harvey West Ward. The Poll will take place on Thursday 23rd October 2014.

The Town Mayor advised that he had made a formal complaint to the Leader of SDC following the insensitive request for a Notice of Election to be issued the day after Councillor Bunting's death.

1141. CCTV

Following the formal opening of the 14 tenders received for the new CCTV system and the comprehensive evaluation by Councillors North, Arnold and Theobald, references were sought for the three shortlisted tenderers and it was agreed that Clearview Communications submitted the successful tender.

The Town Clerk advised Councillors that there were two options available for remote monitoring of the 19 new IP cameras by Ashford Monitoring Centre - either £28,000 for 24 hours 7 days a week monitoring or £23,500 for the reduced out of hours cover only.

SDC has subsequently handed over a further 11 analogue cameras in the Coastal Park, the cost to monitor these together with the new IP cameras is £5,000 per annum.

Councillor Paul Marsh raised concern that SDC have now also handed over cameras in the Coastal Park, as they are part of the Folkestone Parks and Gardens and would therefore be budgeted for within their own budget.

Councillor Paul Marsh also highlighted the need for a detailed analysis of the ongoing costs and the need to account for this in future budgets which should not be funded from the capital amount provided by SDC.

RESOLVED: That the system operating 24 hrs 7 days a week for £28,000 for 19 cameras be pursued and SDC be asked for a £5,000 contribution towards the 11 cameras in the Coastal Park. Report to be submitted to Finance and General Purposes Committee.

Proposed: Councillor Peter Gane
Seconded: Councillor Richard Theobald
Voting: F:13, Ag:0, Ab:0

1142. DATE AND TIME OF NEXT MEETING
Thursday, 13th November 2014

Meeting concluded at 20:44 pm.

.....Town Mayor
13 November 2014

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 4th September 2014 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Emily Arnold, Brian Copping, Anthony Dunning, Richard Theobald, Richard Wallace (Chair) and Pat West.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor John Collier.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MEETING 14 August 2014

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 14 August 2014 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 14 August 2014 be received and that the Chairman of the Meeting be authorised to sign them as a correct record.

Proposed: Councillor A Dunning

Seconded: Councillor R Theobald

Voting: F: 6, Ag:0, Ab:0

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

Application no Y14/0789/SH
Location Communications Mast, Crete Road East
Proposal Installation of 2No. Dipole antennas, a 1.8m diameter satellite dish and development ancillary thereto (telecommunications development).
Comment No Objection

Application no Y14/0869/SH
Location 76 Shorncliffe Crescent
Proposal Erection of a side extension, front porch and single storey rear extension (alternative scheme to Planning Permission Y12/1104/SH)
Comment No Objection

Application no Y14/0879/SH
Location St John the Baptist Church Hall, St Johns Church Road
Proposal Installation of replacement UPVC windows
Comment No Objection

Application no	Y14/0904/SH
Location	64 Valebrook Close
Proposal	Installation of a first floor window to the side gable elevation
Comment	No Objection
Application no	Y14/0917/SH
Location	The Bandstand
Proposal	listed building consent for the erection of a memorial plaque
Comment	Support
Application no	Y14/0951/SH
Location	Old School Court, Grimston Gardens
Proposal	Felling of a fig tree situated within a conservation area
Comment	Object – The Committee objects. This is an attractive, mature tree of an unusual species which contributes to the street scene. It need pruning at most.
Application no	Y14/0952/SH
Location	Land adjoining Little Oaks Nursery, Park Farm Road
Proposal	Various pruning works to two oaks and an Ash tree subject of TPO No 15 of 1998
Comment	No Objection
Application no	Y14/0966/SH
Location	Folkestone Fire Station
Proposal	Installation of replacement UPVC windows and doors throughout
Comment	No Objection
Application no	Y14/0971/SH
Location	17 Walton Gardens
Proposal	Alterations to front porch to create a cloakroom, together with other external alterations
Comment	No Objection
Application no	Y14/0928/SH
Location	East Station Goods Yard, Southern Way
Proposal	Mixed use development comprising of 41 dwellings (31 affordable housing; 10 open market housing) and 1000 sq m commercial space (class B1/B8) with associated access, car parking and landscaping.
Comment	Support
Application no	Y14/0826/SH
Location	Royal Victoria Hospital, Radnor Park Avenue
Proposal	Demolition of warehouse and construction of 14 apartments together with parking.
Comment	No Objection although it was felt that the design needed improvement to complement the Victorian Hospital

Application no Y14/0842/SH
 Location Land adjoining Concept Court, Shearway Business Park
 Proposal Erection of eight buildings (blocks A-H) divided into 31 no units or B1 & B8 class uses.
Comment No Objection

AMENDED

Application no Y14/0687/SH
 Location Former St Marys Westbrook School
 Proposal Erection of 28 houses being details pursuant to outline Planning Permission Ref Y10/0680/SH (Details relating to scale, landscaping and appearance) together with discharge of condition 13 of Y10/0680/SH (site levels)
Comment Noted

Application no Y13/1071/SH
 Location The Grand, The Leas
 Proposal Change of use and conversion of derelict rooms to form seven self-contained units together with the upgrading of facilities and internal and external alterations.
Comment Noted

Application no Y13/1074/SH
 Location The Grand, The Leas
 Proposal Listed building consent for the conversion to residential to include the demolition of internal walls, erection of new walls, introduction of bathrooms and replacement of windows with French doors. Part demolition of existing and build of new boundary wall, creation of new opening in boundary wall with gate.
Comment Noted

6. KENT MINERALS & WASTE LOCAL PLAN (MWLP) 2013-30: SUBMISSION DOCUMENT CONSULTATION – 31 JULY TO 12 SEPTEMBER 2014.

The committee noted the Kent Minerals and Local Waste Plan and did not wish to submit a representation on issues relating to the soundness and legal compliance of the Kent MWLP at this time.

7. SHEPWAY DISTRICT COUNCIL COMMUNITY INFRASTRUCTURE LEVY (CIL) – PUBLIC CONSULTATION: PRELIMINARY DRAFT CHARGING SCHEDULE (PDCS)

Members agreed to defer this item to the next Planning committee Meeting 25th September 2014 where comments from Councillors will be discussed to make a unified response. Councillors must be mindful that if the Town Council were to have a Neighbourhood Plan the Council would be eligible for 25% of the CIL to spend on infrastructure within the Town. The Chairman commented that listed buildings are not currently eligible for even discretionary relief from CIL, which may need consideration.

8. PROPOSED MAIN MODIFICATIONS TO DOVER DISTRICT COUNCIL'S LAND ALLOCATIONS PLAN

The Committee noted the Dover District Council's Land Allocation Plan.

9. CHANGES TO WAYS OF WORKING – PLANNING SERVICES

The Committee noted the letter to Councillor Frank Hobbs from the Corporate Director and Economic Development at Shepway District Council.

Resolved: To draft a letter to the Corporate Director and Economic Development to ask

- 1) If condition 5. (providing hard copy plans) is just an option to the developers as the Committee felt this should be a requirement for major developments.**
- 2) If the DVD could work for the Town Council meetings, taking into consideration the late list.**

Proposed: Councillor A Dunning
Seconded: Councillor R Theobald
Voting: F: 6, Ag:0, Ab:0

10. AGENDA ITEMS FOR NEXT MEETING

Shepway District Council Community Infrastructure Levy (CIL)

25 September 2014

..... **Chairman**

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 25th September 2014 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Emily Arnold, John Collier, Brian Copping, Anthony Dunning, Richard Theobald, Richard Wallace (Chair) and Pat West.

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Martin Salmon.

2. **DECLARATIONS OF INTEREST**

Councillor Emily Arnold declared an interest in Planning Application No Y14/0860/SH.

3. **PLANNING COMMITTEE MEETING 4 September 2014**

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 4 September 2014 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 4 September 2014 be received and that the Chairman of the Meeting be authorised to sign them as a correct record subject to the amendment to the comment on Application No: Y14/0826/SH to read: No Objection – Although it was felt that the design needed improvement to compliment the Victorian hospital.

Proposed: Councillor A Dunning
Seconded: Councillor R Theobald
Voting: F: 7, Ag:0, Ab:0

4. **APPLICATIONS FOR PLANNING CONSENT, APPEALS, PLANS TO DEVELOPMENT CONTROL**

Application Y14/0251/SH
Location 51 WOOD COTTAGE LANE
Proposal 3-4 METRE OVERALL CROWN REDUCTION AND 2 METRE CROWN LIFT OF A FIELD MAPLE SUBJECT OF TREE PRESERVATION ORDER NO.6 OF 1995
Comment **NO OBJECTION**

Application Y14/0258/SH
Location 43 SANDGATE ROAD
Proposal LISTED BUILDING CONSENT FOR WORKS TO BUILDING
Comment **NO OBJECTION**

Application Y14/0260/SH
 Location 43 SANDGATE ROAD
 Proposal INSTALLATION OF A NEW AIR CONDITIONING UNIT, SAFETY RAILINGS AND ACCESS LADDER TO FIRST FLOOR REAR ELEVATION AND OTHER REAR ALTERATIONS
 Comment **NO OBJECTION**

Application Y14/0834/SH
 Location 116 CHERITON ROAD
 Proposal CHANGE OF USE AND CONVERSION OF THE FORMER RESIDENTIAL CARE HOME INTO 9 NO. SELF-CONTAINED FLATS, INCLUDING A REAR EXTENSION, FOLLOWING THE REMOVAL OF EXISTING REAR EXTENSIONS AND FIRE ESCAPES, TOGETHER WITH OTHER EXTERNAL ALTERATIONS TO THE BUILDING
 Comment **THE COMMITTEE WAS UNABLE TO VIEW THE PLANS WHICH WERE PARTIALLY BLACKED OUT. NO OBJECTION ON THE BASIS OF WHAT COULD BE SEEN**

Application Y14/0860/SH
 Location RETAIL WAREHOUSE, FIRS FARM, FIRS LANE
 Proposal ERECTION OF EXTENSION TO WEST SIDE OF RETAIL WAREHOUSE (TO BE USED AS ANCILLARY GARDEN CENTRE) TOGETHER WITH INSTALLATION OF PUMP HOUSE AND WATER TANK TO THE SOUTH SIDE OF THE RETAIL WAREHOUSE
 Comment **OBJECT – ANY FURTHER EXPANSION OF THIS LARGE RETAIL UNIT, PARTICULARLY INTO A GARDEN SALES AREA WOULD BADLY AFFECT MANY OF THE INDEPENDENT TRADERS IN CHERITON AND COULD BE DETRIMENTAL TO THE VIABILITY OF THAT CENTRE**

Application Y14/0898/SH
 Location 154 SANDGATE ROAD
 Proposal WORKS TO A GRISELINIA TREE SITUATED WITHIN A CONSERVATION AREA COMPRISING THE REDUCTION IN HEIGHT TO A MINIMUM OF 4 METRES
 Comment **NO OBJECTION – SUBJECT TO THE VIEWS OF THE TREE OFFICER**

Application Y14/0923/SH
 Location 18 MILLFIELD
 Proposal INSTALLATION OF 11 REPLACEMENT UPVC WINDOWS TO FRONT, SIDE AND REAR ELEVATIONS
 Comment **NO OBJECTION**

Application Y14/0930/SH
 Location 250 CHERITON ROAD
 Proposal CHANGE OF USE AND CONVERSION OF BUILDING TO A DWELLING
 Comment **SUPPORT**

Application Y14/0941/SH
 Location FLAT 1, 23 – 25 EARLS AVENUE
 Proposal INSTALLTION OF REPLACEMENT UPVC WINDOWS
 Comment **NO OBJECTION**

Application Y14/0972/SH
 Location LAMBOURNE SUITE, THE GRAND
 Proposal LISTED BUILDING CONSENT TO INSTALL A BOILER AND EXTERNAL FLUE TO EAST ELEVATION
 Comment **NO OBJECTION**

Application Y14/0981/SH
 Location SAINSBURYS, PARK FARM ROAD
 Proposal INSTALLATION OF ACCESS BARRIERS TO CAR PARK
 Comment **SUPPORT**

Application Y14/0982/SH
 Location 11 THE BAYLE
 Proposal LISTED BUILDING CONSENT TO DEMOLISH INTERNAL WALL BETWEEN EXISTING KITCHEN AND ADJOINING CUPBOARD; INSTALLATION OF NEW BATHROOM ON 1ST FLOOR AND INSTALLTION OF DAMP PROOFING AT GROUND FLOOR
 Comment **NO OBJECTION**

Application Y14/0985/SH
 Location EUROPA HOUSE, 49 SANDGATE ROAD
 Proposal DISPLAY OF INTERNALLY ILLUMINATED FASCIA SIGN, AN INTERNALLY ILLUMINATED PROJECTING BOX SIGN AND AN INTERNALLY ILLUMINATED ATM SURROUND SIGN
 Comment **NO OBJECTION**

Application Y14/0986/SH
 Location GENERAL HIRE AND SALES, PARK FARM ROAD
 Proposal ERECTION OF FOUR INDUSTRIAL UNITS (USE CLASSES B1, B2, B8) FOLLOWING DEMOLITION OF EXISTING INDUSTRIAL UNIT
 Comment **SUPPORT**

Application Y14/0997/SH
 Location 20 CHERITON HIGH STREET
 Proposal THE PROVISION OF A NEW SHOPFRONT TO APPROVED RESTAURANT UNDER PLANNING CONSENT NO. Y13/0305/SH
 Comment **SUPPORT**

Application no Y14/1024/SH
Location 5 RADNOR PARK ROAD
Proposal PROPOSED SINGLE STOREY EXTENSION TO THE REAR OF THE DWELLING
Comment **NO OBJECTION**

Application no Y14/1025/SH
Location 2 – 4 SOUTH STREET
Proposal ERECTION OF A BIN STORE TO SERVE ADJACENT RESTAURANT
Comment **SUPPORT**

Application no Y14/1029/SH
Location ENBROOK MANOR HOUSE, RISBOROUGH LANE
Proposal CROWN REDUCTION OF TWO SYCAMORE TREES SUBJECT OF TREE PRESERVATION ORDER NO. 4 2002
Comment **NO OBJECTION**

Application Y14/1038/SH
Location 32A GUILDHALL STREET
Proposal INSTALLATION OF REPLACEMENT UPVC WINDOWS/DOOR THROUGHOUT, TOGETHER WITH CONSTRUCTION OF SECOND FLOOR WINDOW IN THE FRONT ELEVATION
Comment **NO OBJECTION**

Application Y14/1045/SH
Location 270 CHERITON ROAD
Proposal SECTION 73 APPLICATION TO VARY CONDITION 2 AND REMOVE CONDITION 2 AND REMOVE CONDITION 6 OF PLANNING PERMISSION Y13/1157/SH TO ENABLE THE REMOVAL OF THE SHOPFRONT.

CONDITION NUMBER (S): CONDITION NO. 2
CONDITION NO. 6

CONDITION(S) REMOVAL:

THE REMOVAL OF THE EXISTING SHOPFRONT TO IMPROVE THE LAYOUT/DESIGN OF THE GROUND FLOOR APPROVED FLAT & TO MATCH ADJOINING PROPERTIES.
ALLOW FOR THE REMOVAL OF THE EXISTING SHOP FRONT & TO INFILL WITH MATCHING BRICKWORK AND WINDOWS

Comment **NO OBJECTION**

ADDITIONAL INFORMATION

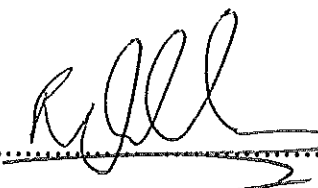
Application Y14/0928/SH
Location EAST STATION GOODS YARD, SOUTHERN WAY
Proposal MIXED USE DEVELOPMENT COMPRISING 41 DWELLINGS (31 AFFORDABLE HOUSING; 10 OPEN MARKET HOUSING) AND
Comment **NOTED**

5. **TOWN AND PARISH COUNCIL PLANNER USER GROUP**
The Committee noted the minutes of the Town and Parish Council User Group Meeting of 20th August 2014.
6. **CHANGES TO WAYS OF WORKING – PLANNING SERVICES**
Vicky Deakin updated the Committee in respect of the response from SDC to the letter from Cllr Richard Wallace further to the Committee resolving at its last meeting to ask the Corporate Director about the additional support offered to Town and Parish Councils.
7. **APPLICATION FOR A STOPPING UP ORDER, HIGHWAYS ACT 1980 SECTION 116 LAND AT UNDERHILL ROAD, DIBGATE CAMP, SHORNCLIFFE, FOLKESTONE**
The Committee considered the proposed Stopping Up Order and whether it wished to object to the application.

RESOLVED: Object - The Committee wishes this section of Underhill Road to be kept as a footpath or bridleway for local walkers as it is the most attractive and convenient way from Horn Street to Seabrook Valley.

Proposed: Councillor Anthony Dunning
Seconded: Councillor Richard Theobald
Voting: 7 F, 0 Ag, 0 Ab..

8. **APPLICATION FOR A STOPPING UP ORDER, HIGHWAYS ACT 1980 SECTION 116 LAND AT NORTH ROAD, SHORNCLIFFE CAMP, FOLKESTONE**
The Committee noted the proposed Stopping Up Order.
9. **SHEPWAY DISTRICT COUNCIL COMMUNITY INFRASTRUCTURE LEVY (CIL) – PUBLIC CONSULTATION: PRELIMINARY DRAFT CHARGING SCHEDULE (PDCS)**
Members agreed to defer this item to the next Planning Committee meeting on 15th October 2014 where Councillor Wallace will brief members further to a meeting with Stephen Arnett (Community Infrastructure Levy Officer – SDC).
10. **AGENDA ITEMS FOR NEXT MEETING**
Shepway District Council Community Infrastructure Levy (CIL)
11. **DATE OF NEXT MEETING**
15 October 2014


Chairman

15th October 2014



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, 21 August 2014 at 7.00 p.m.

PRESENT: Councillors J Collier, P Marsh, A North, M Salmon, R Theobald (Chairman), R Wallace and R Wheeler.

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

912. APOLOGIES FOR ABSENCE

Apologies from Councillor G Bunting were received and approved. Councillor L Walker was absent.

913. DECLARATIONS OF INTEREST

There were no declarations of interest.

914. MINUTES

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 12 June 2014. Councillor J Collier praised the Town Clerk's initiative in arranging a staff visit to Councillor G Bunting.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 12 June 2014 be received and signed as a correct record.

Proposed: Councillor J Collier

Seconded: Councillor R Wheeler

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

The Committee was asked to receive and note the Minutes of the Personnel Sub-Committee meeting held on 8 April 2014.

RESOLVED: That the Minutes of the meeting of the Personnel Sub-Committee held on 8 April 2014 be received and noted.

Proposed: Councillor J Collier

Seconded: Councillor R Wheeler

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

915. TOWN GRANT APPLICANTS

Representatives of the town grant applicants requesting more than £1,000 attended the meeting and answered questions from the Committee.

916. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments for the period 1 June 2014 to 31 July 2014.

RESOLVED: That the Schedule of Payments for the period 1 June 2014 to 31 July 2014 be approved.

Proposed: Councillor J Collier
Seconded: Councillor M Salmon
Voting: F:7, Ag:0, Ab:0

917. BUDGET MONITORING STATEMENT 2014/15

The budget monitoring statement to 31 July 2014 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 July 2014 be approved.

Proposed: Councillor J Collier
Seconded: Councillor A North
Voting: F:7, Ag:0, Ab:0

918. STANDING ORDERS

As recommended by the Internal Auditor, revised standing orders were presented for the Committee's approval.

RESOLVED: That the revised standing orders be referred to Full Council with a summary of changes.

Proposed: Councillor R Theobald
Seconded: Councillor R Wheeler
Voting: F:7, Ag:0, Ab:0

919. CODE OF CONDUCT

As recommended by the Internal Auditor, the revised code of conduct was presented for the Committee's approval.

RESOLVED: That the revised code of conduct be referred to Full Council with a summary of changes.

Proposed: Councillor R Theobald
Seconded: Councillor R Wallace
Voting: F:6, Ag:0, Ab:1

920. FOLKESTONE TOWN CENTRE MANAGEMENT

As requested by the Committee, a draft service level agreement with FTCM had been prepared. However, it had subsequently been announced that the Folkestone Town Centre Manager was about to retire and the organisation was to be rebranded. In view of this the Committee wished to obtain further information.

RESOLVED: That, in light of the Internal Auditor's comments and the changes to FTCM, the newly appointed 'Folkestone Partnership Manager' be invited to an extraordinary meeting of the Finance and General Purposes Committee to discuss the service level agreement and funding issues.

Proposed: Councillor P Marsh
Seconded: Councillor R Wallace
Voting: F:7, Ag:0, Ab:0

921. REQUESTS FOR FINANCIAL ASSISTANCE

The Finance Officer was awaiting information from Pent Valley Technology College regarding the grant offer made in August 2012. A response was not expected until after the school holidays.

RESOLVED: That the grant offer made to Pent Valley Technology College would be withdrawn at the 16 October meeting if no response had been received by then.

Proposed: Councillor R Wallace
Seconded: Councillor R Theobald
Voting: F:5, Ag:2, Ab:0

TOWN GRANTS

Strange Cargo (Refurbishment of Art Workshop)

RESOLVED: That £1,500 be made available from the Town Grants budget, under Local Government Act 1972, Sec. 145.

Proposed: Councillor A North
Seconded: Councillor P Marsh
Voting: F:5, Ag:2, Ab:0

Folkestone Camera Club (Equipment)

RESOLVED: That no town grant be awarded.

Proposed: Councillor P Marsh
Seconded: Councillor A North
Voting: F:7, Ag:0, Ab:0

Friends of St Mary & St Eanswythe

RESOLVED: That £2,000 be made available from the New Services Reserve (being part of the £12,000 allocated to the WW1 Commemorations), under Local Government Act 1972, Sec. 145.

Proposed: Councillor P Marsh
Seconded: Councillor A North
Voting: F:7, Ag:0, Ab:0

Folkestone Town Centre Management ('Keeping Folkestone Connected')

Folkestone Town Centre Management (Small Business Support)

RESOLVED: That the above applications be deferred until the extraordinary meeting to discuss the FTCM service level agreement and funding issues.

Proposed: Councillor J Collier
Seconded: Councillor P Marsh
Voting: F:7, Ag:0, Ab:0

Cinque Ports Aikido Club (Refurbishment of Premises)

RESOLVED: That the above application be deferred until the 16 October meeting, when the Committee will be provided with accurate accounts and an update regarding funding requests to other organisations (the applicants will not be required to attend).

Proposed: Councillor R Theobald

Seconded: Councillor A North

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

WARD GRANTS

RESOLVED: That the following ward grants be approved en bloc.

Proposed: Councillor J Collier

Seconded: Councillor R Theobald

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

Cheriton Christmas Lights

Requested: £3,500 for Cheriton Christmas Lights

Supporting Councillors: Cllrs J Collier (£2,000), P Gane, P West and R West (£500 each)

Power: Local Government Act 1972, Sec. 145

David Boughton

Requested: £550 for St Eanswythe Way Mural

Supporting Councillors: Cllrs A Berry (£100), S Wallace (£200) and R Wheeler (£250)

Power: Local Government Act 1972, Sec. 145

Folkestone Youth Project

Requested: £250 for Provision of Activities

Supporting Councillor: Cllr R Wheeler

Power: Local Government Act 1972, Sec. 145

Folkestone Youth Project

Requested: £400 for Skate Park Maintenance

Supporting Councillor: Cllr R Theobald

Power: Local Government Act 1972 (Misc Provs), Sec. 19

Go Folkestone Action Group

Requested: £2,607.46 for Mural at 'Safe Hands', Cheriton

Supporting Councillor: Cllr R Wallace

Power: Local Government Act 1972, Sec. 145

Tyson Road Resident Group

Requested: £600 for Children's Christmas Party

Supporting Councillor: Cllr A North

Power: Local Government Act 1972, Sec. 145

Kent Highways (Salt Bin)

Requested: £350 for Salt Bin at Ivy Way/Wood Avenue

Supporting Councillors: Cllrs A Dunning & A North (£175 each)

Power: Highways Act 1980, Secs. 43 & 50

Folkestone Initiatives

Requested: £1,850 for Folkestone Initiatives

Supporting Councillors: Cllrs E Arnold (£250), L Beaumont (£500), A Dunning (£300), A North (£400) and R Theobald (£400)

Power: Local Government Act 1972, Sec. 144

United Response

Requested: £100 for Planters, Wreaths & Buffet

Supporting Councillor: Cllr L Beaumont

Power: Local Government Act 1972, Sec. 145

922. DATE OF NEXT MEETING

Thursday, 16 October 2014

Chairman..... *R. G. Theobald*

Date..... *16/10/14*

FOLKESTONE TOWN COUNCIL

MINUTES of the Community Services Committee meeting held at the Folkestone Town Council offices, The Town Hall, 1 – 2 Guildhall Street, Folkestone on Tuesday 5 August 2014 at 7pm.

PRESENT: Councillors Emily Arnold, Ann Berry, Anthony Dunning, Peter Gane, Paul Marsh, Pat West and Roger West.

In attendance: Vicki Deakin & Liz Timmins – Community Development Officers

694. APOLOGIES FOR ABSENCE

Apologies were received from Councillors L Beaumont and S Wallace

695. DECLARATIONS OF INTEREST

There were no declarations of interest.

696. MINUTES

To receive the Minutes of the meeting of the Community Services Committee held on 3 June 2014 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting 3 June 2014 be received and signed as a correct record subject to the following amendments:

The addition of Cllr A Dunning being noted as absent.

Minute 689, Item 6. Be amended with the removal of the first sentence.

Proposed: Councillor Anthony Dunning

Seconded: Councillor Roger West

Voting: 7 F, 0 Ag, 0 Ab.

697. The Chairman asked the committee if it would be willing to bring the Town Trail agenda item forward to enable Cllr Richard Wallace to provide a briefing.

RESOLVED: That Item 12, Town Trail be brought forward as Item 4, on the agenda.

Proposed: Councillor Paul Marsh

Seconded: Councillor Anthony Dunning

Voting: 7 F, 0 Ag, 0 Ab.



698. FOLKESTONE TOWN TRAIL

The Community Development Officer updated the Committee on the progress with the Town Trail.

RESOLVED:

1. That the latest design layout provided by John Sims be accepted subject to appropriate amendments to copy in respect of historical content and grammar.
2. That subject to acceptance by SDC the frames be manufactured as per the examples provided of the Medash Green 'Battersea Park' boards.

Proposed: Councillor Peter Gane

Seconded: Councillor Ann Berry

Voting: 7 F, 0 Ag, 0 Ab.

699. CHRISTMAS LIGHTING

The Community Development Officer advised the Committee that additional funding for the Christmas lighting in Cheriton has been approved through Cheriton Councillors members grant fund. The Community Development Officer is currently awaiting quotes from Kent County Council contractors and the UK Power Network for the infrastructure required to power the lights.

Further to the CDO briefing the Committee regarding Christmas Lights suppliers and their charges it was agreed that Luma Lite were the preferred company.

RESOLVED: That the Town Council write to Cheriton Traders to ascertain if any would be willing to provide electrical supply for Christmas lights if required and also if prepared to have a decoration installed on their premises.

Proposed: Councillor Peter Gane

Seconded: Councillor Roger West

Voting: 7 F, 0 Ag, 0 Ab.

700. BUDGET

The Committee were asked to consider any proposals they wish to make for the Community Services Budget 2015/16 and to bring them forward at the next meeting on 14th October 2014

Councillor Paul Marsh asked for clarification of which committee are responsible for CCTV to be given at the next meeting.

Councillor Anthony Dunning expressed his opinion that budget codes should be completely designated.



Councillor Emily Arnold suggested that the Committee should consider allocating funds for celebrations next year in respect of HRH becoming the longest reigning monarch.

701. FLY THE FLAG FOR THE COMMONWEALTH – 9TH MARCH 2015

The Committee considered flying the flag for the Commonwealth.

RESOLVED: That a report be produced regarding what flags Folkestone Town Council currently fly including their locations, when they are flown and significance.

Proposed: Councillor Peter Gane

Seconded: Councillor Anthony Dunning

Voting: 7 F, 0 Ag, 0 Ab.

702. RESOLUTIONS AND MATTERS FROM OTHER COMMITTEES

The committee noted the following resolution:

Finance and General Purposes Committee 20th February 2014.

876. TOWN AND WARD GRANTS

Further to Minute 865 of the previous meeting, Councillors were invited to propose ways of improving the current town grants policy. The Town Clerk advised that many other Councils limit the amount which can be applied for and only allow one request per year from each applicant.

RESOLVED: *That town grant applications for each project/event be limited to a maximum of £2,500 (including those funded from the Recurring Grants budget) with immediate effect.*

703. THE KENT COUNTY COUNCIL (THE DISTRICT OF SHEPWAY, VARIOUS ROADS) (RESTRICTIONS AND PROHIBITIONS OF WAITING, LOADING AND UNLOADING) CONSOLIDATION (AMENDMENT NO 17) ORDER 2014.

The Committee were asked to consider the Draft Document of Intention to make the above Order (attached) and if it wished to formulate a response of support or objection to the proposed Order.

RESOLVED: That Councillors would respond individually if they felt it appropriate.

Proposed: Councillor Emily Arnold

Seconded: Councillor Anthony Dunning

Voting: 7 F, 0 Ag, 0 Ab.



704. FOLKESTONE INITIATIVES

The Community Development Officer briefed the Committee in respect of the Town Centre Banners that have now been installed and advised that additional agreed initiatives are moving forward and that the intended aim is to have many delivered by the end of the year.

705. POLLING DISTRICT AND POLLING PLACES REVIEW 2014

The Committee were asked whether it wished to submit any comments or alternative proposals regarding the polling district and polling station arrangements.

RESOLVED: That all Town Councillors should receive a copy of the consultation letter and be asked to consider their own Wards and submit any individual comments as appropriate.

Proposed: Councillor Emily Arnold
Seconded: Councillor Anthony Dunning
Voting: 7 F, 0 Ag, 0 Ab.

Councillor Paul Marsh suggested that the possibility of using the Town Hall be investigated.

706. APPOINTMENT TO OUTSIDE BODIES

The Committee were asked to consider a request from Folkestone Festivals for a Folkestone Town Councillor to actively participate as a member of their team, as they are about to become a Charitable Incorporated Organisation registered with the Charities Commission (a draft constitution is attached). The Committee were asked to nominate and appoint a representative for the ensuing year only; nominations will subsequently be reviewed at the Annual Council Meeting in May 2015.

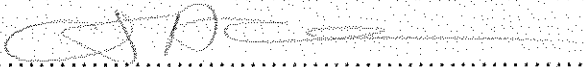
RESOLVED: That Folkestone Festivals be advised that Folkestone Town Council wish them well with their new venture however, at this time the Committee feels it is not appropriate for the Town Council to appoint a representative.

Proposed: Councillor Paul Marsh
Seconded: Councillor Pat West
Voting: 6 F, 1 Ag, 0 Ab.

The Community Development Officer is to ascertain what other 'outside bodies' Councillors are members of and to report findings at the next Community Services Committee meeting.

707. DATE OF NEXT MEETING

Tuesday 14th October 2014 at 7pm


.....Chairman
14th October 2014



FOLKESTONE TOWN CENTRE MANAGEMENT LTD.

Mrs. Jennifer Childs
Clerk to the Council
Folkestone Town Council
Town Hall
1-2 Guildhall Street
Folkestone
Kent CT20 1DY

15th October 2014

Dear Jennifer,

FOLKESTONE TOWN CENTRE MANAGEMENT LIMITED AND FOLKESTONE TOWN COUNCIL

Further to our meeting on Friday and the various elements which our chairman Ben Sharp has been communicating with you, namely the appointment of Viv Kenny to the role of Town Centre Manager as of 1st November and notification that a new business plan will be with you as soon as possible.

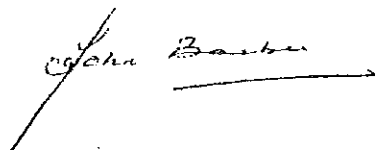
The key to FTCM's future aspirations will be to work in partnership with key stakeholders for the benefit of the town and therefore we need to ensure our business planning not only acts as a support mechanism to town centre businesses, residents and visitors ensuring Folkestone offers a safe, vibrant and welcoming town, there is of course the need to complement and not conflict with the services currently provided by both Folkestone Town Council and Shepway District Council.

With this in mind, and with your current town plan expiring in 2015, there is a need to identify your own aims and objectives which can be enhanced by the activity of the new Folkestone Partnership, whose intention is to commence as at 1st April 2015.

Therefore if Folkestone Town Council are currently working on a draft plan, it would be good to have sight of this at your earliest convenience as it will be of great help enabling us to deliver a worthwhile service to the town.

Finally, following the passing of Cllr George Bunting who played an active part in FTCM and worked so hard for the town; on behalf of the Management Board we would officially request a representative from the Town Council to serve on our Management Board and so help shape the organisations future objectives.

Kind regards,
Yours sincerely,



John Barber
Town Centre Manager

Folkestone Town Centre Management, The Management Suite,
20 Bouverle Place Shopping Centre, Folkestone, Kent. CT20 1AU

Tel: 01303 850 522 Web: www.folkestone.towntalk.co.uk E-Mail: ftcmanager@gmail.com

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FOLKESTONE TOWN CENTRE MANAGEMENT LIMITED

Jennifer CHILDS,
Town Clerk,
Folkestone Town Council,
1-2 Guildhall Street,
Folkestone,
Kent. CT20 1DY

29th October 2014

Dear Jennifer,

REQUEST FOR FUNDING FOR FOLKESTONE TOWN CENTRE MANAGEMENT

I am writing to thank the Folkestone Town Council for the much appreciated and valued £20,000 financial support which was offered for 2014-2015 to Folkestone Town Centre Management and to ask the Council to consider the continuation of this funding for a further year 2015-2016 to fully assist Folkestone Town Council to achieve its Aims and Objectives.

Although we receive the funding on a monthly basis at £1,666.67 we are sure we have satisfied Folkestone Town Council that this money has been used appropriately and in line with the original draft SLA. To date we have received £11,666.69p but most of the proposed Service Level Agreement has already been fulfilled as we have been able to more than match the £20,000 grant through other funding sources (e.g. contracts), our own resources (e.g. fund-raising, contributions and sponsorships), grant applications from Shepway District Council and from charities such as the Roger de Haan Charitable Trust, Creative Foundation, Awards for All etc. Amongst many other things this has enabled us to:

- Promote Folkestone as a vibrant business centre and visitor destination and provide information 24/7 through various methods including the www.folkestone.towntalk.co.uk
- Provide a comprehensive programme of events and Festivals increasing footfall in the town
- Support and assist where possible the Folkestone Town Council events.
- Produce promotional material acknowledging Folkestone Town Council's financial and continued support
- Support the Town Sprucer programme etc.

This has enabled us to ensure the needs of the traders are dealt with effectively, that the environment is well cared for (including floral displays in the Bayle and on The Leas for example), that customer safety and security is assured, and there is promotional activity.

FTCM is a mechanism for co-ordinated action, to bring about real change in the town, creating attractive places to work in, to visit, to trade in and to live in. We work with a huge range of businesses from Sandgate Road to Dover Road, Cheriton High Street to Foord Road and have helped 42 different community organisations alone in the past eight months. Our aim is to get a range of different groups to work together in Partnership and this has started to have an impact but has been quite costly for FTCM in terms of time, materials and money.

We hope that our funding request will be considered favourably by Folkestone Town Councillors.

With best wishes,

John Barber
Folkestone Town Centre Manager

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FOLKESTONE
PARTNERSHIP

BUSINESS PLAN

2014-2016

The Folkestone Partnership

*Folkestone Town Centre Management Limited
Management Suite, Bouverie Place Shopping Centre
Folkestone, Kent CT20 1AU - Tel: 01303 850522*

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FOLKESTONE PARTNERSHIP

SEPTEMBER 2014:

Cllr David Monk, Leader of Shepway District Council.

Speaking at the full council meeting Cllr Monk praised the number of events held this year including Prince Harry's visit to dedicate the Step Short Arch, the refurbishment of Payers Park, War and Peace and the Airshow amongst others. He went on.....

"I believe Folkestone has reached a significant tipping in its revitalisation and development".

FOLKESTONE TOWN CENTRE MANAGEMENT LIMITED:

is proud to have played and to continue to play a key part in the success of Folkestone and its environs through its activity and partnership working.



FOLKESTONE PARTNERSHIP

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FOLKESTONE PARTNERSHIP

INTRODUCTION

As a pro-active and well respected organisation; Folkestone Town Centre Management Limited (FTCM Ltd.) is proud to have played its part in key events over a number of years for the town

With its innovative and entrepreneurial approach FTCM Ltd. has delivered through its charity arm, the organisation now known as 'Folkestone Festivals' who deliver the annual programme of events uniting businesses, communities and visitors together through activity which brings vitality and vibrancy to the town.

It is due to sharing via a multi organisational approach delivering greater benefits, that FTCM Ltd. is driving for change, improvements and greater collaboration through the 'Folkestone Partnership' from 1st April 2015.

With its 'can do' attitude, FTCM Ltd. understands that it can do anything to bring benefit to the town but it cannot do everything and the key word to support delivery of its aspirations is maintaining strong partnership links with like-minded organisations and groups that ensures the town and its trading environment meets the standards expected for its residents and visitors. Through partnership working, FTCM Ltd. can continue to deliver the objectives of its mission statement which are:

"FTCM Ltd is a mechanism for co-ordinated action, to bring about real change in the town, creating attractive places to work in, to visit, to trade in and to live in"

THE HISTORY OF FOLKESTONE TOWN CENTRE MANAGEMENT LIMITED

From its formation in 2001, FTCM Ltd. has always promoted Folkestone and its environs as a great place to live, work, visit and shop. In March 2013 Folkestone was voted the 5th 'coolest' place to live by The Times, who, in another national poll, also voted it in at 8th place as one of the best places to live for singles, suggesting good house prices, the town's regeneration project and High Speed 1.

FTCM Ltd. has dedicated many years of working with the business community, volunteers and town, district and county authorities to maintain an active 'high street' and more recently entered Folkestone for the "Great British High Street of the Year" and has been shortlisted for its activity with the Town Sprucer, dedicated to maintaining and addressing environmental elements such as repair and maintenance of street furniture, flower beds and general improvements to enhance the town.

Folkestone offers a point of difference and should be proud that it has won these accolades by working in Partnership with many; sharing praise yet at the same time FTCM Ltd. can say it has been instrumental in forming new groups to deliver new initiatives and activity over the years such as:



FOLKESTONE PARTNERSHIP

Shepway Tourism Action Group: formed in November 2007 and administered by FTCM until disbanded in 2011 as the visitor economy had decided that what would make the greatest impact was the return of the Festivals for which Folkestone was justly proud.

Folkestone's Town Sprucer: This project commenced in partnership with The Bradstone Association in April 2013. It would never have got off the ground had FTCM Ltd. not funded the PLI insurance and the Sprucer's work van for the first year, as well as the materials required and administering the work schedule. Now in its second year, funding has been found from many other sources including the Folkestone Town Council.

Folkestone's Town Team: Following the Portas Pilot trials funded by Government it was FTCM Ltd. and the Channel Chamber of Commerce who formed the Town Team in February 2012. It was FTCM Ltd. that carried out all the administrative work, completed the application for Portas Funding of £100,000 from central government. Although not successful in its bid, the Town Team received £10,000 and have gone on to achieve their own success stories with FTCM providing the support work including preparing the Constitution in August 2013, until February 2014. The Town Team continues to work closely with FTCM who have delivered projects on their behalf such as the Rapid Reaction Force, replacement of broken benches, environmental improvements, repairing broken damaged paths, repainting/fixing tattered walls, replacing many with suitable art works eg in Gloucester Place, Longford Terrace graffiti removal etc.

Folkestone Festivals: Set up in January 2012 by FTCM Ltd. after four years of FTCM Ltd. leading on events. Their change to a CIO will open up further opportunities for funding where FTCM Ltd. could not and working through this charitable arm, the Festivals can grow and adapt to the needs of the town and create a great reason to visit Folkestone. Family friendly Festivals include the Multi-cultural Festival; Leas Village Fete; Big Green & Fair Trade Day; Mermaid Festival; Trawler Race Fun Weekend, Poetry Readings, amongst many others, during the summer months; monthly quality Art & Craft Mart supporting small home businesses; and many other events during the year including the Christmas Lights Fun Day and organising 10-14 bands on the Bandstand from June to September. FTCM Ltd also arranged for a number of family events at the Amphitheatre until 2014.

Folkestone Jubilee Airshow 2012: FTCM Ltd. was the organisation responsible for bringing back the much loved Folkestone Airshow and delivering a growing festival programme since 2008.

Farmers' Market: FTCM Ltd introduced the quality registered monthly Farmers' Sunday Market in March 2013 in the town.

Folkestone Area Against Crime (FAPAC): is a FTCM Ltd. initiative and has helped to make the town safe and secure for the residents and wider community and is able to link in with the FTC role with CCTV to ensure that all of the radios and links are working together as one with the new CCTV operation. FAPAC has gone from strength to strength since its commencement in 2002 its membership stands at approx. 70 members. This activity ensures its activity is self-funding and forms part of the trading arm of FTCM Ltd. *Refer Appendix A - FAPAC Business Plan*



FOLKESTONE PARTNERSHIP

Folkestone Town Talk website: FTCM Ltd. received funding from the High Street Innovation Fund and manage the successful town website. FTCM Ltd. undertake all the administrative work and own the website under licence from the national TownTalk.co.uk brand, one of over 200 strong towns and cities who benefit with a fantastic communication tool enabling online dialogue to residents, businesses and visitors. Through marketing and promotional activity the website will forge a vital link between community and businesses and Folkestone is one step closer to having a digital high street presence.

Discover Folkestone, Hythe and Romney Marsh: FTCM Ltd. first set up this tourism initiative in 2003 following funding and support from Eurotunnel immediately following SDC's £1m funding cut to Tourism. With the Folkestone Visitor Information Service now being operated by FTC from Folkestone Town Hall; DFH&RM still plays an important role working as a conduit between DFH&RM members and Hotel and Catering Association members providing marketing and promotional material whilst supporting FTC in driving initiatives to promote the area as a great visitor experience for people coming here for leisure, business, family or retail purposes. *Refer Appendix B - DFH&RM Business Plan*

Other Actions: FTCM Ltd.

- pays for and supplies the Hanging Baskets in the Bayle
 - works closely with and supports the Leas Residents' Association to ensure Hanging Baskets are now on the lamp posts along the Leas after an absence of two years
- paid for and arranged for all the lamp post banner sites in the precinct to be repaired as required and capable of taking banners safely, as well as providing new artistic banners Welcome to Folkestone designed and produced by a local company in Tontine Street.
- Arranged and paid for six of the eight electrical pop ups in the precinct to be replaced and up-graded so that electricity was available for events held.

Services to the town centre: FTCM Ltd. plays a vital role in the day to day operations of the town and its environs. FTCM Ltd:

- Provides direct communication concerning issues in the town 24/7
- Works closely with the business community and particularly the independent traders most of whom are residents in the town
- Responds to major issues that affect the town
- Carries out numerous surveys including empty shops, why residents come to the town, quality and usefulness of the Markets (Thursday/Saturday), affects of events on footfall and trade, car parking etc..
- Manages the town precinct barriers 365 days per year
- Manages the precinct use and has supported over 40 local community groups with their events and promotions.
- Addresses environmental and cleanliness issues working closely with Veolia staff and management.
- Supports the Fairtrade ideals of FTC
- Boosts footfall through activity
- Keeps records of all businesses and community groups in the town and its environs



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- Acts as a conduit between community groups, schools, charities, residents and the business community
- Operates a membership scheme enabling all businesses to become stakeholders in the town where their business operates
- Shares news and events via newsletters from its website and through press releases

FTCM LTD' S FUTURE ASPIRATIONS: Delivering objectives through a stronger Partnership

FTCM Ltd. is dedicated to bring about change, improvements and support to the trading environment which in turn, ensures Folkestone and its environs is a town to be proud of for its residents and visitors. From April 2015 and to recognise its Partnership ethos, FTCM Ltd. will rebrand as the 'Folkestone Partnership' (FP) which will be dedicated to leading key programmes and projects which matter to the town as a whole, including Cheriton and Sandgate.

- 1) Build relationships with key players across the public, private and voluntary sectors
- 2) Aim to have the best street scene in Kent by listening to the needs of businesses and visitors to ensure access, cleanliness, safety and security of the town centre are always maintained to the highest standards enabling Folkestone to keep a competitive edge.
- 3) With our partners establish common aims and aspirations to add benefit and value to our town.
- 4) Promote links between businesses to provide social and environmental improvements ensuring the continued vibrancy of the town centre.
- 5) Work together with the day and night time economies to reach their full economic potential.
- 6) Plan ahead for the continued success of the town in future years.

In order to achieve the best possible outcomes, strengthening the Management Board and introducing project specific action groups are key to delivery of its future business planning.

FTCM Ltd. /FP Management Board Members:

The current Directors are:

- Ben Sharp (Chair) - Retired; HSBC Bank
- Robert Richardson (Vice Chair) - General Manager; The Grand
- Chris Raines - Owner: Copylink
- Roger Joyce - Conservation Architect: Roger Joyce & Associates
- Tom McNeice - Former Mayor of Folkestone

It is a priority to recruit key members to strengthen the work of the organisation in the lead up to the launch of the Folkestone Partnership from 1st April 2015.



FOLKESTONE PARTNERSHIP

Invitations will be issued to recruit members from the following sectors:

- Business Association
- Restaurateur
- Large Employer
- National Retailer
- Independent Retailer
- Education Establishment
- Local Media

Co-opted Members will also be invited to attend the management board representing

- Folkestone Town Council
- Shepway District Council
- Kent County Council
- Folkestone Festivals
- Folkestone Town Team

DELIVERING THE BUSINESS PLAN

In order to deliver its aims and objectives, FTCM Ltd's Business plan includes for setting up of Project Specific 'Action Groups' which will address issues and move forward future initiatives under the following groups. Whilst the Town Team is already in place, other groups will be formed recruiting members with experience to deliver current projects and work towards future aspirations and objectives.

TOWN TEAM- *Members comprise:*

Folkestone & Hythe MP
FTCM Ltd
Step Short / Go Folkestone
Folkestone Festivals
Academy FM
Bradstone Road, The Bayle & Guildhall
Street Residents Association
Channel Chamber of Commerce
Independent Insurance Services
Hotel and Catering Association
Burlington Hotel
Folkestone Herald
Abbeywell Veterinary Clinic
Will Pound, Pavone
Josh De Haan, The Workshop
Nat West Bank
Stagecoach
Anthony Pound, Marshborough Properties
Folkestone Independent Traders Association
Officers or Members from KCC, SDC and FTC

From its inception, Town Team has provided a varied and different approach to what's needed in the town and its environs. Made up of many different volunteers from varied walks of life, the group have positive ideas which FTCM/FP can move forward and deliver (funding permitting) to benefit the town.

FTCM/FP Action Groups which combine people with relevant skills are able to guide projects through to completion or seek additional support from organisations to see success for the town.



FOLKESTONE PARTNERSHIP

<p>CLEAN, GREEN, SAFE & ACCESSIBLE - Members comprise: FAPAC Police and emergency services Town Sprucer Residents' Associations (ie David Taylor of Bradstone Association) Stagecoach Taxi Companies South Eastern Independent retailers Officers or Members from KCC, SDC and FTC</p>	<p>Ensuring Folkestone and its environs is accessible to all and offers clean, green and safe environment is uppermost on this Action Group's agenda. Forming strong relationships with transport providers; environmental services; crime reduction and emergency services; together with local residents, it will ensure Folkestone is as safe and accessible as possible. Future aspirations are to support the Sprucer Programme by investigating an Apprenticeship programme and/or by working closely with the local college on projects to see future town improvements such as shop front makeovers and refurbishment of vacant units to encourage use by new business start-ups. <i>(FAPAC business plan - Appendix A)</i></p>
<p>MARKETING, PROMOTIONS AND EVENTS - Members comprise: FTCM Ltd. Folkestone Festivals DFH&RM Hotel & Catering Association KM Group Folkestone Herald Business representation Officers or Members from KCC, SDC and FTC</p>	<p>Through meetings and setting objectives on how to best promote the town and wider district, FTCM/FP will aspire to deliver regular promotional activity that put Folkestone businesses in touch with the community and visitors through its web based activity and marketing and promotional activity such as town guides, leaflets and co-ordinated special event advertising. Printed material produced by the Folkestone Partnership will be available for distribution through existing channels including the Folkestone Town Council visitor information department and members of DFH&RM and Hotel and Catering Association. <i>(DFH&RM business plan - Appendix B)</i></p>



FOLKESTONE PARTNERSHIP

BUSINESS FORUMS

Members comprise:

All businesses are welcome

In addition to the activity and ideas and initiatives delivered through the above Action groups, there is a need to liaise with the business community on a regular basis. FTCM/FP staff will be available to the business community Monday to Friday during normal office hours, but it is envisaged that a regular out of hours business forum is set up to ensure the voice of the businesses is heard and any issues or support required is given.

Future training and networking sessions can provide access to IT training; social media training to boost confidence to those not familiar with this key marketing tool and FTCM/FP will encourage greater use by businesses of the TownTalk website which in turn will bring greater benefits to residents and visitors through news, events, job vacancies and special offers.

WHAT THE FUTURE HOLDS FOR FOLKESTONE TOWN CENTRE MANAGEMENT AND THE FOLKESTONE PARTNERSHIP

Initiatives can only be aspirations until funding is found and channelled in appropriate ways but it is hoped that FTCM Ltd /FP can focus on the following projects amongst others over the next 3 to 5 years.

PROJECT 1 - HOME GROWN TALENT: Towns are ever changing and Folkestone is no exception with its main shopping streets currently with a vacancy rate of 18 % (down from 25% in September 2013 and 21% in December 2012) against the national average of 10.5 %. Guildhall Street 25%, Old High Street 28-41%, Tontine Street 36-43% between 2012 and 2014.

In order to address this and to bring support to the next generation of town traders and businesses, FTCM Ltd/FP's priority in this business plan is to bring about workspaces for retail start-ups and entrepreneurs and create a unique and cost effective answer to enable new businesses to gain confidence.

Working with property owners, agents and involving students on construction skills courses from the local college, FTCM Ltd/FP aims to provide start up space for up to 12 months on a reduced rental basis to new businesses.

PROJECT 2 - SHOP FRONTS: FTCM Ltd/FP's ambition is to enhance and improve the environment with shop make over's. Using the time of the Town Sprucer and working with agents and owners, seek to clean and clear up vacant shops and smarten up with vinyl's depicting Folkestone photographs, local artists or similar themes.



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Future aspirations are to work on the provision of a Rapid Reaction Force – a team to deal with any problems, to clean, repair, replace, paint, take away rubbish, dog fouling, vagrants, drunks, clearing obstacles/snow from pathways – anything that harms the comfort and experience of our visitors. Improving the appearance and vitality of precinct and empty properties, window dressing skills training, festivals and attractions to make town more vibrant, and transform boarded up eyesores.

PROJECT 3 - LOYALTY CARD INITIATIVE “FOLKESTONE FIRST”: Seek to fund the printing and distribution of loyalty cards available to residents and visitors. Encouragement to businesses and local attractions to offer discounts and special offers to support the community and businesses and thus increase footfall and business opportunities. The first step in this programme is to promote offers and initiatives through www.folkestone.towntalk.co.uk and measure the first steps to greater success.

PROJECT 4 - SIGNAGE AND WAYFARING: Work with KCC/SDC/FTC to deliver distinct wayfaring signage to celebrate and promote the unique areas that Folkestone has and encourage footfall. Audit existing road and finger posting signs to ascertain if the positions and information are appropriate and/or need changing/improvements, and seek further funding and grants.

PROJECT 5: COMMUNICATIONS: Work on the provision of better communications all round and ensure the town’s residents are kept fully informed of what is going on. Residents need to be involved so that they can start to fall back in love with their own towns and shop locally. Local Authorities need to communicate better with the business community in regard to work being done and not just with themselves and to provide the help and assistance businesses require particularly over planning, Health & Safety issues etc

FUNDING FOR THE FUTURE

With current contracts in place to deliver services by the SDC and with a service level agreement by FTC to work with businesses, the Town Team and promote Folkestone; FTFCM Ltd /FP is self-funding and has the ability to create further income by hire of town centre display space, and other activity conducive to creating a vibrant town centre. The trading arm including FAPAC activity enables FTFCM Ltd /FP to promote the ‘safe’ element, whilst supporting the business community against stock loss and anti-social behaviour.

Further income can be derived through a Membership scheme with the business community and it is hoped that by working in partnership through such a scheme will ensure greater collaboration on initiatives and projects in the future.

Project specific funding will be sought from available grants and funds which may be available from time to time. In addition, the TownTalk website will not only develop into a website sharing general news and events, it will promote future projects and offer the ability for ‘Crowd Funding’ opportunities open to all stakeholders in the town enabling local communities to help fund local projects.



FOLKESTONE PARTNERSHIP

All money raised will be re-invested in the not for profit FTCM Ltd /FP for the greater benefit of the town.

Communication is key to the future aspirations of Folkestone Town Centre Management Ltd and the Folkestone Partnership. The use of web based marketing, promotions and communications through www.folkestone.towntalk.co.uk will play a vital part for the greater benefit of the community, visitors and business owners.

THE STRENGTH OF THE FTCM/FP TEAM

Along with the huge volunteer support and the expertise of its Management Board and members of the project specific 'Action Groups', the employees of FTCM Ltd/FP have been chosen for their expertise and experience in their own fields.

Viv Kenny, Town Centre Manager

Viv has 8 years' experience as town centre manager in Ashford, working in partnership with the business community; providing an annual programme of events, marketing initiatives and promotional activity. Having worked with www.ashford.towntalk.co.uk, for 6 years, stats rose to a high of 20,000 unique hits per month under her management. Viv's input towards the Association of Town and City Centre Managers High Street Review, earned her a unique invitation to the All Party Parliamentary Group session in Parliament headed by Mary Portas.

John Frayne, FAPAC Manager

John Frayne commenced this role in August 2012, following retirement from Kent Police where he achieved the rank of Chief Inspector. John has formed regular intelligence meetings with local retailers and has driven forward the installation of new radio masts increasing coverage across Shepway. The latest upgrade currently taking place is changing radios to digital and working closely on the safe and secure elements for the town alongside Folkestone Town Council and Ashford Monitoring Centre.

Matt Davidson, Assistant Town Centre Manager

Matt commenced as an apprentice and has received huge admiration for his dedication and personal ability amongst the business community. Now in his third year with FTCM, he continues to build on his strengths and experience building great relationships with the business community whilst being an important link in the work of FAPAC and FTCM Ltd.

MEASURING SUCCESS

FTCM Ltd/FP will measure the success of its work through key performance indicators such as:

- Footfall
- Vacancy Rates
- Visitor numbers (courtesy of DFH&RM and Hotel and Catering Association; FTC & Visit Kent)



**FOLKESTONE
PARTNERSHIP**

**FOLKESTONE TOWN CENTRE MANAGEMENT LTD AND THE FOLKESTONE
PARTNERSHIP, THANKS ITS PARTNERS, SUPPORTERS AND FUNDERS**

**Folkestone Town Council
Kent County Council
Shepway District Council**

Folkestone businesses including:

Wilmoths
Stagecoach
Bouverie Place Shopping Centre
Wilkinsons
British Heart Foundation
RBS
Creative Foundation
Roger de Haan Charitable Trust
Boots
Eurotunnel
Crosskeys
SAGA
The View
Advanced Lettings
Sainsbury's Park Farm
Roger Joyce Associates
Copy-Link
The Grand Hotel

Volunteers from Folkestone Festivals CIO



FOLKESTONE AREA PARTNERSHIP AGAINST CRIME (FAPAC)

Business Plan: 2014-15

Aims and Objectives

As an accredited member of AABC (Action Against Business Crime) and having achieved the Safer Business and Safer Socialising Awards, this allows FPCM Ltd., to be part of the National Business Computer Crime System, which allows us to legally collect, collate and share information including photographs of currently active offenders in the town and surrounding areas. Our data is stored and shared on the NBIS data system.

The legitimate (in accordance with the 8 principles of the Data protection Act 1998) and lawful gathering, collation, processing, exchange and management of all relevant information relating to business crime and anti-social behaviour between retail/business members of the partnership. The police contribution will be the legitimate and lawful provision and management of relevant photographs or other information as agreed.

To reduce and prevent criminality, anti-social behaviour and alcohol related violence and disorder.

The scheme objectives are:

- The continued support of the prevention and detection of crime alongside the relevant authorities
- To reduce the opportunity to commit crime
- To reduce the fear of crime and the effects of fear of crime
- Support the police in the apprehension or prosecution of offenders by provision of intelligence, photographs and evidence
- To create a "safe and secure" environment for customers, staff and visitors.
- To strengthen partnership working with the day and night business community, police, local authority and other key agencies and organisations such as the CPS, magistrates.
- To be an integral part of the local community safety and crime reduction strategy and work in partnership with those responsible for delivering the community safety action plan.

The business objectives are:

To re-launch FAPAC to coincide with the re-launch of the town's CCTV. Financial and operational planning is well advanced with the cost of the project, £24,285 for 2 x Base Stations and 100 Radios having been met.



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The introduction of Direct Debits and Standing Orders will allow monthly contributions for members to assist with their cash flow and with the potential to attract new members from within Folkestone and the surrounding district.

The partnership should be self-financing and non-profit making.

Surpluses after payment of all costs will be carried forward and must only be used to achieve the objectives of the partnership.

The finances and financial records of the partnership will be audited and submitted to members at the AGM.

Ben Sharp, Chair
October 2014



DISCOVER FOLKESTONE, HYTHE & ROMNEY MARSH

Business Plan: 2014-15

1. Discover Folkestone, Hythe & Romney Marsh (here forth referred to as DFH&RM) is a not for profit trading arm of Folkestone Town Centre Management Ltd (here forth referred to as FTCM Ltd).
2. DFH&RM is managed by the paid employees of FTCM Ltd and does not rely on a volunteer staff base.
3. DFH&RM works primarily as the foundations for private and local authority driven initiatives to promote the area as a great visitor experience for people coming here for leisure, business, family or retail purposes.
4. Through its membership under the Folkestone Partnership/ FTCM Ltd, its aims are to supply relevant marketing material to support the role of FTC's Tourist Information Service for the town and wider area. Supporters of FTCM Ltd including FTC will have recognition on all relevant printed material.
5. Through the use of social media (Folkestone Town Talk, Facebook, Twitter, You Tube) DFH&RM provides a "way in" for persons outside of the area researching Shepway as a destination directing them (once they are here) to town focal points such as the tourist information centre in Folkestone Town hall. Example of social media reach:

TWEET REACH for period: 3 rd to 7 th July 2014 (Five days)	DFH&RM
Reach	10,623 Twitter accounts
Exposure	63,463 Twitter accounts

6. DFH&RM is a recognised brand name with a global landing page now located on the Folkestone Town Talk website. Currently this is second in Google rankings (October 2014).
7. Providing an advertising and support forum for small businesses without time or resource.
8. Maintain constructive relationships with public sector, commercial and voluntary organisations which are beneficiaries of the visitor economy.



FOLKESTONE PARTNERSHIP

12 month objectives (2014/5)

1. Move DFH&RM towards becoming a full membership subscription service similar, for example, to the Folkestone Area Partnership against Crime (FAPAC).
2. Re-launch of the (currently in operation) DFH&RM guide / membership brochure.
3. Implement a cross-membership package to include dual membership with Folkestone Town Talk and the Folkestone Area Partnership against Crime (FAPAC).
4. In conjunction with FTC and for the benefit of its membership, generate Economic Impact monitoring through use of data capture from the following:
 - (i) Visit Kent Business Barometer
 - (ii) Folkestone, Hythe and District Hotel and Catering association
 - (iii) "snap shot" data capture utilising traders of both visitor and non-visitor economy
 - (iv) Kent Invicta Chamber of Commerce
 - (v) Shepway District Council
 - (vi) Folkestone Town Talk & DFH&RM landing page stats.

*Robert Richardson, Vice Chair
October 2014*





Folkestone Town Council



Town Grant (Organisations) Application Form

AN APPLICATION SUMMARY

Name of organisation: Folkestone Town Centre Management Ltd

Please note: If your application is successful, cheques will be made payable to the above.

Address of organisation: The Management Suite
Bouverie Place Shopping Centre
Alexandra Gardens
Folkestone, Kent CT20 1AU

Name of contact: John Barber

Telephone: 01303 850522

Email: ftcmanager@gmail.com

Fax:

Address of contact (if different from above):

Reason for application – brief project/event description:

Keeping Folkestone Connected

How much is requested from Folkestone Town Council? £ 2,500

Total project/event cost (if applicable): £ 9,000

Declaration:

I hereby declare that I have the authority to submit this application on behalf of the organisation detailed above and that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

Signed:.....*J Barber*.....Date:.....7th August 2014

Name (Block capitals):.....JOHN BARBER.....

Status (e.g. Chairperson, Secretary):Town Centre Manager.....

Please note: The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

Name and address of Chairperson and Secretary (if applicable):

Chairperson:

Name: Ben Sharp.....
Address: c/o FTCM Ltd.....
The Management Suite, Bouverie Place
Shopping Centre,
Folkestone, CT20 1AU
Daytime Telephone No.:
01303 850522
Email:

Secretary:

Name:
Address:
.....
.....
.....
Daytime Telephone No.: ...
Email: .

What is the main purpose of your organisation?: FTCM's aim is primarily to increase communicate with businesses and residents, with potential visitors and to increase footfall to the town through organising events and festivals which help retailers, local businesses and residents of the town. We work in partnership with many other organisations including local councils, businesses, community organisations, youth groups etc.

If your organisation is a club with membership, please provide the following details:

Membership:

Number of adult members: Number of junior members:

Number of members resident in the Town of Folkestone:

Number of adult members: Number of junior members:

Does your club charge for membership? Yes: No:

If yes, please supply details of the membership scheme and charges applicable:

What Activities are available for members?

Is club membership restricted in any way? If yes please provide details:

Is your club/body affiliated to any national or local organisation e.g. Sports Council? If yes please provide details:

Please complete parts C to E if all or part of your application is for a special project or event.

C/111111/111111/111111/111111

Project/Event title: Keeping Folkestone Connected

Description of project/event:
The Folkestone Town Talk website is a valuable free tool used by the community and many independent small businesses in Folkestone & Cheriton and Park Farm.
The project is to upgrade and maintain the website to promote the community website and to increase its use by businesses to provide such things as special offers and job opportunities. This will have an immediate and positive impact.
Smaller Independent businesses will be provided with their own 'micro website', with training to upload their news, job vacancies, discounts, offers and events.
The project will achieve greater interaction with members of the public, local clubs, charities, schools and community groups and encourage the building of a 'two way dialogue' between businesses and stakeholders.

What are the aims of the project/event?
Our aims are to encourage residents and visitors into the town centre, help local businesses and give Folkestone a newsworthy profile to welcome and encourage even more visitors into our town to explore everything that Folkestone has to offer. It will promote Folkestone to a wider visitor audience.

If the application is for an annual or recurring local event, please answer the following additional questions:

- (i) For how many years has the event run?**
- (ii) What was the estimated attendance at the last event, and what is the anticipated attendance at the planned event?**

Attendance at last event:	Anticipated attendance at planned event?
---------------------------	--

(iii) What was achieved at the last event, which you consider to have been of benefit to the Town?

10. PROJECT EVALUATION/PLANNING

1. Date that you propose to commence the project or hold the event:

2. What is the proposed duration of the project/event?

3. If the project is land or property related, what is the nature of the interest to be acquired or already held?
(If leasehold, please give the length of the lease and date of termination).

4. Is planning consent required? Yes: No:

If yes, what is the status of your application?

Not yet submitted: Submitted not determined: Granted:

Planning reference number:

If planning consent has been granted are any conditions attached? Yes: No:

5. Is your building listed? Yes: No:

If yes, have you received the appropriate listed building consent? Yes: No:

BUDGET/FINANCIAL DETAILS

1. Estimated total cost: £9,000

Please detail the components of your project/event i.e. your budget or costings (submit on a separate sheet if necessary):

<i>Expenditure</i>	£
Website Maintenance	£2,500
Interactive Map	£4,200
Training and general support for businesses & community groups	£2,300
<i>Total</i>	£9,000

2. Proposals for funding the project/event:

Confirmed
(tick if yes)

(i) Contribution from Folkestone Town Council	£2,500	A	<input type="checkbox"/>
(ii) Ward Grants	£		<input type="checkbox"/>
(ii) Contribution from Shepway District Council Community Chest	£5,000	B	<input type="checkbox"/>
(iii) Contribution from Kent County Council	£	C	<input type="checkbox"/>
(iv) Contribution from National Lottery:			
Arts	£		<input type="checkbox"/>
Heritage	£		<input type="checkbox"/>
Sports	£		<input type="checkbox"/>
Charities	£		<input type="checkbox"/>
Millennium	£		<input type="checkbox"/>
TOTAL NATIONAL LOTTERY	£	D	<input type="checkbox"/>
(v) Contribution from other organisations – please specify:			
			<input type="checkbox"/>
TOTAL OTHER ORGANISATIONS	£	E	<input type="checkbox"/>
(vi) Contribution from fund raising events	£500	F	<input type="checkbox"/>
(vii) Contribution from your own resources	£1,000	G	<input type="checkbox"/>
TOTAL FUNDING (Total of A – G) (to agree to total cost identified in E1)	£ 9,000		

3. Is your organisation registered for VAT? Yes: X No:

4 Does the estimated total cost of the project event include payments in kind? e.g. free labour, materials etc?
If yes, please provide details below: i.e. assumed number of hours x hourly rates etc.

No it doesn't include volunteer time.

5 Will the organisation be seeking regular help with this project/event from the Town Council?

Yes: X No:

If yes, please explain why and state how much you think you will need next year and the year after:

FTCM always tries to obtain funding from other sources, but always needs financial help for local business support and events etc. that are free. The website maintenance will require £2,500 yearly and it is hoped that once businesses are encouraged to buy into various packages that this cost may be recouped from them once they see the benefits.

18. SUPPORTING CASE/APPENDIX

(All applicants to complete – please continue on a separate sheet if necessary)

Why do you think the Town Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the town's residents.

- Lack of easy information, co-ordination and knowledge has hampered the local economy.
- The events listing is the most popular section and visitors to the town have commented that it was because of the Folkestone Town Talk website that they came to the town for a specific reason.
- The listings of events, businesses etc. is very simple and easy to access.
- By supporting small businesses and communicating with the residents and community groups this has helped the local economy and will hopefully increase job opportunities as job listings will be added to the website.
- The interaction with local people has been one of the successes of the website and we need to expand this to a wider audience. The site has been well received by the authorities.
- Shepway District Council provided the initial funding for the Town Talk and we have applied again through the Community Chest.
- It is used by many people who now input their own events and offers, reaching a very wide audience with ease.
- A place becomes a community which is attractive and vibrant when people know what is on offer, feel secure with their choice and engage with the businesses we have in our town and wider area.
- The not for profit nature of the company and our policy of not spending above our means while getting the best possible value for money using grants, donations, revenue and hard work provide superb value for money.
- A digital revolution could secure the future of Folkestone, but this requires the council, business

and resident groups to work together positively and to be committed to the future of our town if we are to succeed. It is community connectivity and communication that will inspire people to take part and to take pride in our town today and in the future.

CH/ADDITIONAL INFORMATION

Additional information/comments

All Insurances, Liabilities, obligations under the Disability Discrimination Act, Health & Safety and other Policies are provided by the Folkestone Town Centre Management in its support of the Folkestone Town Team.

Please note that the Town Council will take account of Best Value, its obligation to promote racial equality, its statutory powers and accounting requirements in reaching its decision. The following information (where applicable) is therefore required from all applicants for financial assistance (*before the application can be placed before the Finance and General Purposes Committee*). Information may be provided on a separate sheet if necessary.

1. Have you enclosed a copy of your latest audited or independently examined accounts? Yes

If you have ticked Not Applicable, please explain why. Failure to enclose copies of accounts may cause your application to be delayed or rejected:
The latest accounts are presently being prepared by the auditors. However you have already received our accounts to the end of the financial year 2013.

2. Have you enclosed a copy of your latest bank/building society/other investment accounts statements?

YES X N/A

If you have ticked Not Applicable, please explain why. Failure to enclose copies of statements may cause your application to be delayed or rejected:

3. Have you enclosed a copy of conveyance/letting agreement/lease?

YES NO N/A X

4. Have you enclosed a copy of written permission from the owner of any premises involved?

YES NO N/A X

5. Have you enclosed copies of cover notes/summaries for all relevant insurances?

YES X NO N/A

Have you enclosed evidence of any other secured funding or application for any other funding?

YES NO X N/A

6. Please confirm that statutory obligations under the Human Rights Act have been considered. See link below:

(<http://www.direct.gov.uk/en/Governmentcitizensandrights/Yourrightsandresponsibilities>)

YES X

7. Please confirm that statutory obligations under the Disability Discrimination Act have been considered. See link below: (<http://www.direct.gov.uk/en/DisabledPeople/RightsAndObligations/DisabilityRights>)

YES X

9. Please confirm that you have considered all health and safety issues for this project/event and carried out risk assessments for all relevant areas. See link below:
(<http://www.hse.gov.uk/pubns/raindex.htm>)

YES

X

N/A

10. Please confirm that you have considered the environmental effects of this project (e.g. carbon emissions, waste, etc.) and give brief details. See link below:
(<http://www.direct.gov.uk/en/Environmentandgreenerliving/index.htm>)

YES

X

N/A

The effects on the environment are minimal, very little power is used. We will try to use local companies whenever possible to source our requirements. If there is any extra waste we will of course arrange for collection or will dispose of it ourselves with a licenced operator.

11. The Town Council has an obligation under s17 of the Crime and Disorder Act to consider the impact of all its functions, activities and decisions on crime and disorder in its area. What implications will your project have for this requirement and how in particular will it assist the Town Council to meet its obligation? See link below:
(<http://www.crimereduction.homeoffice.gov.uk/legislation26.htm>)

No extra crime will be attracted into the town centre by this work or the events. We always work with the local police force and they have been happy with our organisation of each event.

The presence of the mobile station is very reassuring for people and does seem to deter criminals.

12. Grants are normally given conditionally on the organisation's agreement to allow its details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)

YES X

13. Grants are normally given conditionally on the organisation's public acknowledgement of the Town Council's assistance. How do you intend to do this? (Please note that you may be required to provide copies of relevant publicity materials.)

There will be an advertisement in the local newspaper which will acknowledge the Folkestone Town Council's help and will include the logo. Any media coverage will also include this.

Whenever flyers and/or other information is produced we will also have the council logo and our thanks. It will also be promoted on all relevant websites.

2 July to 1 August 2014

Account Name
 Folkestone Town Centre Management Limited

Sortcode 40-21-15 Account Number 21372750 Sheet Number 336

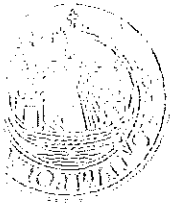
Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			10,642.74 D
	CR CASH IN AT HSBC BANK PLC FOLKESTONE SANDGATE ROAD		325.00	
	CR CASH IN AT HSBC BANK PLC FOLKESTONE SANDGATE ROAD		350.00	
	CR CHQ IN AT HSBC BANK PLC FOLKESTONE SANDGATE ROAD		1,285.20	8,682.54 D
30 Jul 14	CHQ 102478	17.20		8,699.74 D
31 Jul 14	CR SHEPWAY DC		3,320.00	5,379.74 D
01 Aug 14	CR SPACEANDPEOPLE PLC		720.00	
	DD VODAFONE LIMITED	29.06		4,688.80 D
01 Aug 14	BALANCE CARRIED FORWARD			4,688.80 D



Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not paid			upto	10,000	12.13 %
			over	10,000	33.83 %





Folkestone Town Council



Town Grant (Organisations) Application Form

AN APPLICATION SUMMARY

Name of organisation: Folkestone Town Centre Management Ltd on behalf of the FOLKESTONE TOWN TEAM (FTT)

Please note: If your application is successful, cheques will be made payable to the above.

Address of organisation: The Management Suite
Bouverie Place Shopping Centre
Alexandra Gardens
Folkestone, Kent CT20 1AU

Name of contact: Anthony Pound
(Chairman FTT)/John Barber

Telephone: 01303 850522

Email: ftcmanager@gmail.com

Fax:

Address of contact (if different from above):

Reason for application – brief project/event description:

Folkestone Town Team Small Business Support to provide retail specific business meetings/workshops and provision of a business pack with advice, mentoring and visitor surveys. Also to provide a digital link with Folkestone Town Talk with a members section for easy communication,

How much is requested from Folkestone Town Council? £2,500

Total project/event cost (if applicable): £6,000

Declaration:

I hereby declare that I have the authority to submit this application on behalf of the organisation detailed above and that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

Signed: *(Signature)* **Date:** 6th August 2014

Name (Block capitals): JOHN BARBER & ANTHONY POUND

Status (e.g. Chairperson, Secretary): Town Centre Manager/Town Team Chairman

Please note: The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

Name and address of Chairperson and Secretary (if applicable):

Chairperson:

Name: Ben Sharp.....
Address: c/o FTFCM Ltd.....
The Management Suite, Bouverie Place
Shopping Centre,
Folkestone, CT20 1AU
Daytime Telephone No.:
01303 850522
Email:

Secretary:

Name:
Address:
.....
.....
.....
Daytime Telephone No.: ...
Email: .

What is the main purpose of your organisation?: The Folkestone Town Team's mission is to promote the future wellbeing, vitality, viability and health of Folkestone town centre and also to include the harbour and Park Farm.
FTFCM's aim is to increase footfall to the town through organising events and festivals which help retailers, local businesses and residents of the town. We work in partnership with many other organisations including local councils, businesses, community organisations, youth groups etc.

If your organisation is a club with membership, please provide the following details:

Membership:

Number of adult members: Number of junior members:

Number of members resident in the Town of Folkestone:

Number of adult members: Number of junior members:

Does your club charge for membership? Yes: No:

If yes, please supply details of the membership scheme and charges applicable:

What Activities are available for members?

Is club membership restricted in any way? If yes please provide details:

Is your club/body affiliated to any national or local organisation e.g. Sports Council? If yes please provide details:

Please complete parts C to E if all or part of your application is for a special project or event.

C: THE PROJECT/EVENT

Project/Event title: Folkestone Small Business Support

Description of project/event:

Lack of support for small budding businesses does hamper the local economy. Folkestone is in desperate need of an immediate injection of vitality, to stimulate loyalty and pride amongst the people who own or run small businesses during difficult trading times and too many shop closures. With small independents opening and providing consumers with what they want then the local economy will be boosted and there is a good chance of increased job opportunities, as well as encouraging other established businesses to locate in Folkestone.

Local people have indicated they want more café culture shops and personal service in a pleasant environment. People will engage with businesses that are friendly and knowledgeable. Businesses will be encouraged to engage and participate in the events laid on and to take responsibility for helping to keep the area clean and safe. As a result the community will be more attractive and vibrant, and Folkestone a better place to live.

Being business people and volunteers for the Town Team means we will be able to deliver the best possible value for money using grants, donations, revenue and hard work.

What are the aims of the project/event?

Many potential small businesses are seeking premises in the town but are put off by all the various concerns of starting away from 'home' with all the additional worries and costs. By providing them with a comprehensive business pack with advice and mentoring on such matters as shop window displays, simple and regular communication and working together it will encourage smaller independent businesses to set up in our empty shops and survive and thrive.

The number of small businesses that have failed because what started as a hobby was not translated into a business. Small businesses feel very isolated and are not part of an association which provides the help and guidance which we aim to provide at a very low cost or free.

If the application is for an annual or recurring local event, please answer the following additional questions:

(i) For how many years has the event run?

(ii) What was the estimated attendance at the last event, and what is the anticipated attendance at the planned event?

Attendance at last event:

Anticipated attendance at planned event?

(iii) What was achieved at the last event, which you consider to have been of benefit to the Town?

DEVELOPMENTAL PLANNING

1. Date that you propose to commence the project or hold the event:

2. What is the proposed duration of the project/event?

3. If the project is land or property related, what is the nature of the interest to be acquired or already held?
(If leasehold, please give the length of the lease and date of termination).

4. Is planning consent required? Yes: No:

If yes, what is the status of your application?

Not yet submitted: Submitted not determined: Granted:

Planning reference number:

If planning consent has been granted are any conditions attached? Yes: No:

If yes, please provide details:

5. Is your building listed? Yes: No:

If yes, have you received the appropriate listed building consent? Yes: No:

18: BENEVOLENT SOCIETIES

1. Estimated total cost: 6,000

Please detail the components of your project/event i.e. your budget or costings (submit on a separate sheet if necessary):

<i>Expenditure</i>	£
	1,500
	2,000
	1,500
<i>Total</i>	6,000

2. Proposals for funding the project/event: Confirmed (tick if yes)

(i) Contribution from Folkestone Town Council		2,500		
(ii) Ward Grants £				
(ii) Contribution from Shepway District Council Community Chest £		3,500 Applied for	B	
(iii) Contribution from Kent County Council £			C	
(iv) Contribution from National Lottery:				
Arts	£			
Heritage	£			
Sports	£			
Charities	£			
Millennium	£			
TOTAL NATIONAL LOTTERY			£	D
(v) Contribution from other organisations – please specify:				
TOTAL OTHER ORGANISATIONS			£	E
(vi) Contribution from fund raising events	£			F
(vii) Contribution from your own resources	£	Volunteer Time		G
TOTAL FUNDING (Total of A – G)			£	6,000
(to agree to total cost identified in E1)				

3. Is your organisation registered for VAT? Yes: No:

- 4 Does the estimated total cost of the project event include payments in kind? e.g. free labour, materials etc?
If yes, please provide details below: i.e. assumed number of hours x hourly rates etc.

No it doesn't include volunteer time, free labour.
125 hours estimated at £11.09p phr = £1,386.25p

- 5 Will the organisation be seeking regular help with this project/event from the Town Council?

Yes: X No:

If yes, please explain why and state how much you think you will need next year and the year after:

The Folkestone Town Team agreed a Constitution in October 2013 but opened a Bank Account in 2012 to receive the Portas Pilot Bid money from our MP. It is not VAT registered and is not a charity/company hence the request from FTC that it bids for funds through FTFCM, which can keep the money separate and for the use of the various wonderful initiatives this year and over the coming years.
FTFCM has always tried to obtain funding from other sources for the Folkestone Town Team.

BE SUDHROUHHNG SHVAUDDVBNMT

(All applicants to complete – please continue on a separate sheet if necessary)

Why do you think the Town Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the town's residents.

- Folkestone is in pole position to benefit from any upturn in the economy. The area has outstanding transport links with HSI, the Channel Tunnel and motorways, and businesses will soon benefit from the fastest internet capability of anywhere in the UK.
- It is a great place to live because of its proximity to sea and countryside, and a growing reputation for top quality arts, entertainment and places to eat. We now need to ensure that it is also recognised as one of the best places to do business. The Folkestone Town Team is determined to do all it can to see that businesses have the best chance of success.
- Together and working in Partnership we must remove as many of the barriers as possible to stimulate growth, encourage investment and support the local economy of our town. We must demonstrate that Folkestone is truly serious about the digital age and can take the initiative to invest in proposals that can improve the experience of visitors and consumers when they visit our town, to ensure that they want to return again and again.
- The dynamics of our town centres have changed forever; digital technology and the internet is here to stay. We need to move Folkestone into the 21st century and encourage the investment that our town needs to remain viable and to secure the future prosperity of our town.
- We must lead the way in protecting the vibrancy of our town centre and provide a destination that is appealing, consumer and business friendly and enjoyable to visit - a town to be proud of. It is all about supporting initiatives that can make an immediate and noticeable difference in our town. The creation of a group such as this Partnership (Folkestone Town Team and other organisations) working with the Town Council.
- Businesses need to take part and to take pride in our town today and in the future and the initiative could make an immediate impact and greatly improve the 'Folkestone Experience', it is an attempt to bring back the feel good factor to our town.

CG ADDITIONAL INFORMATION

Additional information/comments

All Insurances, Liabilities, obligations under the Disability Discrimination Act, Health & Safety and other Policies are provided by the Folkestone Town Centre Management in its support of the Folkestone Town Team.

Please note that the Town Council will take account of Best Value, its obligation to promote racial equality, its statutory powers and accounting requirements in reaching its decision. The following information (where applicable) is therefore required from all applicants for financial assistance (*before the application can be placed before the Finance and General Purposes Committee*). Information may be provided on a separate sheet if necessary.

1. Have you enclosed a copy of your latest audited or independently examined accounts? No

If you have ticked Not Applicable, please explain why. Failure to enclose copies of accounts may cause your application to be delayed or rejected:
 I have asked the Treasurer of the Folkestone Town Team to produce these but she was away so hopefully should be with you soon.

2. Have you enclosed a copy of your latest bank/building society/other investment accounts statements?
 YES N/A

If you have ticked Not Applicable, please explain why. Failure to enclose copies of statements may cause your application to be delayed or rejected:
 As above in 1.

3. Have you enclosed a copy of conveyance/letting agreement/lease?
 YES NO N/A

4. Have you enclosed a copy of written permission from the owner of any premises involved?
 YES NO N/A

5. Have you enclosed copies of cover notes/summaries for all relevant insurances?
 YES NO N/A

Have you enclosed evidence of any other secured funding or application for any other funding?
 YES NO N/A

6. Please confirm that statutory obligations under the Human Rights Act have been considered. See link below:
 (<http://www.direct.gov.uk/en/Governmentcitizensandrights/Yourrightsandresponsibilities>)
 YES

7. Please confirm that statutory obligations under the Disability Discrimination Act have been considered. See link below: (<http://www.direct.gov.uk/en/DisabledPeople/RightsAndObligations/DisabilityRights>)
 YES

9. Please confirm that you have considered all health and safety issues for this project/event and carried out risk assessments for all relevant areas. See link below:
(<http://www.hse.gov.uk/pubns/raindex.htm>)

YES X N/A

10. Please confirm that you have considered the environmental effects of this project (e.g. carbon emissions, waste, etc.) and give brief details. See link below:
(<http://www.direct.gov.uk/en/Environmentandgreenerliving/index.htm>)

YES X N/A

The effects on the environment are minimal and very little power is used. We will try to use local companies whenever possible to source our requirements. If there is any waste we will of course arrange for collection or will dispose of it ourselves with a licenced operator.

11. The Town Council has an obligation under s17 of the Crime and Disorder Act to consider the impact of all its functions, activities and decisions on crime and disorder in its area. What implications will your project have for this requirement and how in particular will it assist the Town Council to meet its obligation? See link below:
(<http://www.crimereduction.homeoffice.gov.uk/legislation26.htm>)

No extra crime will be attracted into the town centre by this work or the events. We always work with the local police force and they have been happy with our organisation of each event.

The presence of the mobile station is very reassuring for people and does seem to deter criminals.

12. Grants are normally given conditionally on the organisation's agreement to allow its details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)

YES X

13. Grants are normally given conditionally on the organisation's public acknowledgement of the Town Council's assistance. How do you intend to do this? (Please note that you may be required to provide copies of relevant publicity materials.)

There will be an advertisement in the local newspaper which will acknowledge the Folkestone Town Council's help and will include the logo. Any media coverage will also include this.

Whenever flyers and/or other information is produced we will also have the council logo and our thanks. It will also be promoted on all relevant websites.

TOWN TEAM CONSTITUTION -- December 2013

1.0 TITLE

1.1 The organisation shall be known as the Folkestone Town Team (FTT)

2.0 MISSION

2.1 To promote the future wellbeing vitality, viability and health of Folkestone town centre.

3.0 AREA OF INTEREST

3.1 Principally Folkestone town centre but also to include the harbour and Park Farm

4.0 POWERS

- 4.1 To be responsible for the key programmes and projects which matter to the town as a whole. This will include responsibility for:
- Parking issues in the Town Centre and environs, including the implementation of new parking schemes.
 - Agreeing cleanliness and security standards.
 - Initiatives to develop the full potential of the town centre.
 - Initiatives to incentivise occupation of vacant units.
 - Initiatives to improve the visual standard of the town centre.
 - Initiatives to improve signage and marketing for visitor attractions and businesses.
 - Ensuring digital connectivity.
 - Setting up a network of street champions to ensure standards on a street by street basis are specified and sustained.
 - Raising funds, receive grants and donations.
 - Co-operating with and support other groups with similar purpose.
- 4.2 To assist in the protection, promotion, development and enhancement of the commercial centre.
- 4.3 To help events, campaigns and promotions that aim to increase footfall, build social capital and awareness and increase the profile of the town centre in Folkestone and the wider region.
- 4.4 To assist and help steer policies and strategies
- 4.5 To lead on and respond to issues raised by the wider Folkestone Town Team
- 4.6 To undertake all other such things as are necessary and lawful for the attainment of the Folkestone Town Team objectives

5.0 MEMBERSHIP

5.1 Committee membership sector representative appointments

The Committee shall be made up of the following elected/selected sector representatives

- o Town centre resident/association
- o Independent Trader
- o Major/National Retailer
- o Hotelier/Catering representative
- o Voluntary Sector
- o Creative/Cultural Sector
- o Landlord/Agent
- o Market Trader
- o Transport representative
- o Head of Churches Together
- o Press/Radio

5.2 Fixed Representatives

- o Member of Parliament for Folkestone & Hythe
- o Shepway District Council (Executive Member for Economic Development & Regeneration)
- o Folkestone Town Council
- o Folkestone Town Centre Management

5.3 Associate/Co-opted Members

- o Hotel & Catering Association
- o Discover Folkestone
- o Folkestone Festivals
- o Channel Chamber of Commerce
- o Go Folkestone
- o Creative Quarter
- o Bouverie Place Shopping Centre Management

The Committee shall, at its discretion, admit as an associate/co-opted member any representative of an organisation or group that has an interest in the wellbeing of the town centre and supports the work and aims of the Folkestone Town Team.

5.4 Street Champions

Street Champions are to be appointed to represent specific streets/areas of the town centre

5.5 Council Support

Council members are present for strategic management. There is a clear need for good dialogue but the Council cannot be bound by decisions made at FTT meetings. To build closer relationships the Council will be present to support FTT as a member of the group. Being an independent constitutionalised body the FTT will be able to challenge the Council in the same way as the Council will challenge the FTT.

5.6 Committee membership and roles to be reviewed annually by the Committee

5.7 Committee members will not lose sight of the global picture. They will challenge in a constructive and disciplined way and abide by any confidential matters.

6.0 VOTING

6.1 Voting eligibility is as follows:

Committee Membership Sector Appointment	= 1 vote
Fixed Representative	= 1 vote

6.2 Associate/Co-Opted Members, Street Champions and Council Officer Support do not have a vote.

6.3 Where there is a joint Committee Member Sector Representative there is only one vote – i.e. only one of the sector representatives will be able to vote.

6.4 Conflict of interest: Committee members must declare any personal, business or financial interest in decisions and should not take part in decisions which would directly benefit them, This does not preclude members from taking part in general issues (e.g. parking, lighting).

6.5 All decisions require a minimum of 25% of the voting membership.

6.6 In the event of a tied vote, the item will be carried forward to the next meeting for a vote.

6.7 All decisions require ratification at the meeting following the one in which the decision was made.

7.0 MEETINGS

7.1 To be held bi-monthly, or as agreed by the Committee.

7.2 Quorum: A minimum of 25% of the voting membership must be present for a Committee meeting to proceed.

8.0 ANNUAL GENERAL MEETING

8.1 The Committee shall hold an Annual General Meeting on the third Friday in June after the end of each financial year, at such time and place as the Committee may determine. At least 21 days' notice shall be given by the Secretary to each member.

8.2 At the AGM the business shall include the election of posts, the consideration of an annual report of the work done by the Committee, the appointment of an auditor or inspector of accounts if any, and consideration and approval of the annual accounts.

8.3 The AGM will be open to all but voting will be restricted to Folkestone Town Team elected representatives.

9.0 SPECIAL GENERAL MEETING

9.1 The elected representatives may call a Special General Meeting of members at any time, provided at least 21 days' notice is given. The notice must state the business to be discussed

9.2 Additionally, at least two-thirds of the membership may require the Secretary to convene a Special General Meeting at any time, giving not less than 21 days' notice to members.

10.0 RULES AND PROCEEDINGS AT ANNUAL AND SPECIAL GENERAL MEETINGS

10.1 Quorum: A minimum of 50% of the elected representatives must be present for a Committee meeting to proceed.

10.2 Minutes of the Annual and Special General Meetings shall be kept. The Minute Secretary shall enter a record of all proceedings and resolutions in the minutes. The minutes will be available to all members to view on the Town Team repository.

11.0 FINANCES

11.1 The financial year shall run from 1st April to 31st March.

12.0 POSTS

12.1 Chairperson, Membership Secretary, Treasurer and other positions (e.g. Communications).

The Committee shall elect members to various posts at intervals of not more than twelve months. The Committee may agree to have a roving Chairman and so sharing the responsibility.

12.2 Members holding posts within the Committee are expected to attend at least 6 meetings in every 12 month period.

12.3 Members holding posts on the Committee who do not attend 3 or more Committee meetings will be deemed to have decided to have left the Committee and will be automatically removed.

12.4 If a position on the Committee becomes available, nominations will be sought from the wider Town Team membership. The Folkestone Town Team will be asked to vote on the appointment.

13.0 CONDUCT

13.1 All members of the Committee must ensure that their behaviour does not bring either the Committee or the wider Town Team and its representative organisations and groups into disrepute. This includes upholding standards of openness and honesty in all decisions. Members of the Committee must not use any information that they have access or privilege to from being used to gain personal gain or personal advantage. Confidential items must be totally respected.

Any member found to have acted against these principles will be deemed to have forfeited their role on the Committee. This will be subject to an appeals process.

14.0 AMENDMENTS TO THIS CONSTITUTION

14.1 The Constitution may be altered at an Annual or Special General Meeting, provided that any such alterations are passed by a minimum of 50% of the elected members.

The notice of the meeting must set out the alterations proposed.

15.0 DISSOLUTION

15.1 A Special General Meeting to consider a motion to dissolve the Committee may be called. A notice shall be given at least 21 days before the meeting which shall contain the wording of the resolution.

- 15.2 If a majority of two-thirds of the elected representatives present at the meeting vote for the resolution, the Committee will be dissolved.
- 15.3 In the event of the dissolution of the Committee, the available funds of the Committee on (DATE) shall be transferred to another body with similar objectives or Local Charity within 3 months of dissolution.
- 15.4 If the group do not meet for a period of more than 18 months, the Committee will be considered dissolved.

December 2013

Folkestone Town Council

Motion for Full Council 13th November 2014


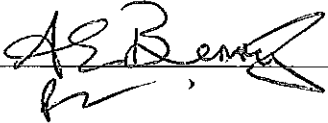


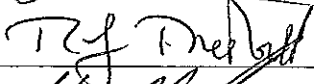


In pursuance of Standing Order 36a, I hereby move a motion of recommendation, for the rescission of resolution 903 of 12th June 2014.

RESOLVED: That an October deadline in each financial year be set for the receipt of town grant applications. (Therefore the October meeting will be the final meeting at which town grant applications will be considered in each financial year.)

Proposed: Councillor G Bunting

Seconded: Councillor A North

Voting: F:4, Ag:2, Ab:0

NAME (Print)	SIGNED
MARTIN SALMON	
ANN BERRY	
PERE CAR	
EMILY ARNOLD	
R.G. THEOBALD	
ANAN NORTH	
ZOE WEST	



David Brazier
Cabinet Member for Environment & Transport



Ms Jennifer Childs
Town Clerk - Folkestone Town Council
The Town Hall
1-2 Guidhall Street
Folkestone
Kent CT20 1DY

Members' Suite
Sessions House
County Hall
Maidstone
Kent
ME14 1XQ
Tel: 01622 694434
Fax: 01622 694212
E-mail: members.desk@kent.gov.uk
Your Ref:
Our Ref: 15828
Date: 8 October 2014

Dear Ms Childs

Thank you for your letter, dated 25 September 2014, sent on behalf of Folkestone Town Council.

We are implementing a number of measures to reduce our energy consumption and carbon emissions to deliver savings to support frontline services. As part of this work, we are converting around 70,000 of our 120,000 street lights (mainly in residential and rural areas) to part-night lighting. This involves installing a sensor in each street light that will switch them off at around midnight and then back on again at about 5:30am GMT (1am and 6.30am BST respectively). This is very much like a householder switching off the lights when going to bed.

The policy of introducing part night lighting has been the subject of extensive discussion, debate and public consultation. The issue was reported to the Spring 2013 cycle of Joint Transportation Boards and members agreed with the proposal.

The County Council followed this up by undertaking a public consultation exercise over much of last summer using our website, radio and newspaper adverts, social media e.g. Twitter and distributed leaflets to District Councils offices, libraries etc. This process sought feedback on the hours of switch off and the exclusion criteria to be applied. The exclusion criteria include such things as crime rates, road safety, significant junctions etc. Of those that responded, 75% agreed that the County Council should proceed with implementation of this policy as proposed; some even suggesting that we should do more. Details of the scheme and the exclusion criteria can be seen on our web site at www.kent.gov.uk/streetlights.

Prior to introducing these measures we also considered the experience of a number of public authorities across the country who had already introduced similar schemes. We found that they reported no discernible rise in crime.

We have worked very closely with Kent Police, using their crime statistics and experience, to identify sites having a record of crime or the potential for increased crime if the street lighting regime was changed. These sites remain on an all-night lighting regime.

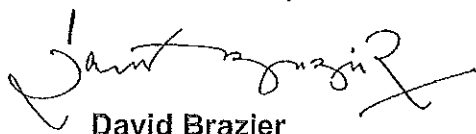
David Brazier
Cabinet Member for Environment & Transport

We continue to work closely with Kent Police, whom monitors crime and anti-social behaviour, and if any increase in crime can be attributed to the changes to street lighting we may review the situation. Their most recent advice to us, however, is that it is too early to tell if it is having an impact.

I do acknowledge that some people will be a little inconvenienced, but we have selected the hours of switch off to minimise this. Over the next three years we have to reduce expenditure by around £270m, whilst maintaining the many frontline services that the community depends on, and we simply can't afford to light the streets to the extent that we once did. The intention here is to reduce energy consumption and carbon emissions by switching off lights when they are least needed; the savings generated from these will be used to support these services.

I know that this may not be the answer that the Council would prefer, but I hope I have sufficiently detailed why we have taken this course of action.

Yours sincerely



David Brazier

THE QUALITY COUNCILS SCHEME (QCS)

Item 15 Appendix 1

The Quality Council Scheme exists to celebrate the successes of the very best local councils, and to provide a framework to support all local councils to improve and develop to meet their full potential. All local councils want to serve their local communities and make a real difference to the lives of the people that live there. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Quality Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together, to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB).

Councils can apply for an award at one of three levels.

- The Foundation Award demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice.
- The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.
- The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, councils achieving an award at any level must use an online facility for publishing documents and information. In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Quality Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

Contents:

Award criteria

This section sets out in brief what is required for each award and then explains in more detail the evidence that an accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required. The final section describes the accreditation process from registration to re-accreditation.

The criteria in blue have been chosen to demonstrate good governance in managing the business and finances of a council.

The criteria in green have been chosen to represent a council's role in the community. This includes community engagement, activities that serve the community, community leadership and promotion of the democratic process.

The criteria in red have been chosen to represent council improvement through the management and development of staff and councillors.

Accreditation process

The Quality Parish Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

This guide describes the ideal standardised process for accreditation. These are not strict rules, and County Associations can tailor this to local need in consultation with NALC.

Fees

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The fees stated in this guide are estimates; the final fees will be set in December after a short pilot programme.

Evaluation and Improvement

The aim of the evaluation and improvement process is to allow the sector to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

The Foundation Award

To achieve a Foundation Award a council demonstrates that it has the minimum documentation and information in place for operating lawfully and according to standard practice. The council also has policies for training for its councillors and officers and so has the foundations for improvement and development in place.

The council confirms by resolution at a full council meeting that it publishes online:

- 1 Its standing orders and financial regulations
- 2 Its Code of Conduct and a link to councillors' registers of interests
- 3 Its publication scheme
- 4 Its last annual return
- 5 Transparent information about council payments
- 6 A calendar of all meetings including the annual meeting of electors
- 7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings
- 8 Current agendas
- 9 The budget and precept information for the current or next financial year
- 10 Its complaints procedure

- 11 Council contact details and councillor information in line with the transparency code
- 12 Its action plan for the current year
- 13 Evidence of consulting the community
- 14 Publicity advertising council activities
- 15 Evidence of participating in town and country planning

The council also confirms by resolution at a full council meeting that it has:

- 16 A risk management scheme
- 17 A register of assets
- 18 Contracts for all members of staff

- 19 Disciplinary and grievance procedures
- 20 A policy for training new staff and councillors
- 21 A record of all training undertaken by staff and councillors in the last year
- 22 A clerk who has achieved 12 CPD points in the last year

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a link to its website.

What is the accreditation panel looking for?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply carries out spot-checks to confirm that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel will ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
- Standing orders, financial regulations, the Code of Conduct, publication scheme and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. All policies and procedures should demonstrate compliance with The Openness of Local Government Bodies Regulations 2014 including an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the transparency code for smaller authorities.
- The council does not need to publish the councillors' registers of interests on their own online site provided that there is a link to the registers on the principal authority's website.
- The council's online site should include the name of the clerk and contact details (address, phone, e-mail) for the council as a corporate body. It should also publish the names of councillors and councillors' responsibilities in compliance with the transparency code.
- The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to complete an annual return. Panels check that these councils comply with the transparency code for smaller authorities.
- Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices. The panel will check the minutes of meetings, financial regulations, the annual return (if relevant) and compliance with the transparency code.
- The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
- Similarly the minutes for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision making and that all meetings allow the public to make representations to the council.
- The council can post up the current or next year's budget (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.

- The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
- The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. Similarly any form of consultation is suitable including surveys, online polls, focus groups or public meetings.
- Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
- Contracts, disciplinary/grievance procedures, a risk management policy and register of assets can be based on a model but tailored to the specific council. They are not published.
- A training policy for new staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, updating events, online courses, CPD activity and qualifications. Councillors should note that they should undertake training on financial management for which they are all responsible. In particular, the clerk's training record includes evidence of CPD (Continuing Professional Development) such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.

The Quality Award

To achieve the Quality Award a council demonstrates that it meets all requirements of the Foundation Award and has additional documentation and information in place for good governance, effective community engagement and council improvement. A council with a Quality Award is eligible to use the general power of competence.¹

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:

- 1 Draft minutes of all council and committee meetings within four weeks of the last meeting
- 2 A Health and Safety policy
- 3 Its policy on equality

- 4 Councillor profiles
- 5 A community engagement policy involving two-way communication between council and community
- 6 A grant awarding policy
- 7 Evidence showing how electors contribute to the Annual Parish or Town Meeting
- 8 An action plan and related budget responding to community engagement and setting out a timetable for action and review
- 9 Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and at least four news bulletins a year
- 10 Evidence of helping the community plan for its future

The council also confirms by resolution at a full council meeting that it has

- 11 a scheme of delegation (where relevant)
- 12 up-to-date insurance policies that mitigate risks to public money
- 13 addressed complaints received in the last year

- 14 at least two-thirds of its councillors who stood for election
- 15 a printed annual report that is distributed at locations across the community

- 16 a qualified clerk
- 17 a clerk (and deputy) employed according to nationally or locally agreed terms and conditions
- 18 a formal appraisal process for all staff
- 19 a training policy and record for all staff and councillors

The council notifies the accreditation panel's co-ordinator when the resolution has been agreed and provides a link to its website.

¹ Localism Act 2011 ss1-8

What is the accreditation panel looking for?

The accreditation panel checks that the criteria for the Foundation Award are in place if the award was granted more than a year ago. It then considers the additional criteria for the Quality Award.

The panel assesses the quality of documents and information with a light touch, seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel carries out spot-checks to confirm that the documentation and information is in place and up-to-date and complies with the guidance below. For those documents that are not posted on the website, the panel will ask to see the evidence if it is considered necessary.

- All council policies should comply with current legislation and guidance and note the date of the next review.
- Draft minutes (marked *Draft*) of all council and committee meetings keep people up-to-date with decisions and action should be posted up as soon as possible after the meeting and within at least four weeks. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months.
- A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions. The council also gives grants to community organisations and publishes a grant awarding policy.
- Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.
- The council is required to publish its Health and Safety policy which includes its duty of care to staff and its equality policy which shows compliance with legislation.
- Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.
- The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's budget shows how the action plan is put into practice and manages risks to public money.
- The council is expected to produce an annual report, online material and at least four news bulletins a year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's online site. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.
- The annual report should be distributed widely. It is accepted that it cannot always be distributed to all households, but copies can be left at prime locations in a community including a library, doctors' surgeries, schools, pubs, shops or residential homes.
- The panel seeks evidence from council documents and online information that it supports the community in planning for its future. This can include at least one contribution to creating, implementing or reviewing a parish or town plan, a design statement or a

neighbourhood plan, holding community planning events, facilitating debate in the community about planning applications or registering community assets.

- The panel also seeks evidence of promoting elections and the value of the democratic process; this might include explaining how the system works, advising people of election dates and promoting the value of being a councillor.
- At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through the democratic process. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.

Total council seats	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Two thirds	4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14

- The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.
- The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money.
- The panel may also seek evidence that any formal complaints received by the council during the last year have been properly addressed.
- A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.
- The panel can ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council. The clerk is expected to achieve at least 12 CPD points every year.

The Quality Gold Award

To achieve a Quality Gold Award a council demonstrates that it meets all requirements of the Foundation and Quality Awards, and is at the forefront of best practice by achieving an excellent standard in community governance, community leadership and performance management.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

1. A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community
2. An annual report, online material and at least four news bulletins a year with evidence of
 - a. engaging with diverse groups in the community using a variety of methods
 - b. community engagement leading to positive outcomes for the community
 - c. a broad range of council activities including innovative projects
 - d. co-operating constructively with other organisations

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it

3. Ensures that the council delivers value for money
4. Meets its duties in relation to bio-diversity and crime & disorder
5. Provides leadership in planning for the future of the community
6. Manages the performance of the council as a corporate body and of each individual staff member and councillor to achieve its business plan.

The council notifies the accreditation panel when the resolution has been agreed and provides a link to the online site.

What is the accreditation panel looking for?

The accreditation panel checks that criteria for the Foundation and Quality Awards are in place if an award was assessed more than a year ago. It then considers the additional criteria for Quality Gold.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. Complying with the guidance below, the panel carries out spot-checks to confirm that up-to-date documentation and information for Quality Gold is in place. The panel may ask for further information, talk to councillors and staff or visit the parish. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. Councils seeking the Quality Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

- In confirming excellence, the panel ensures that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.
- The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.
- The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.
- The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council, takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.
- These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four) of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy.
- The panel seeks at least four positive outcomes achieved for the community in the last six months and a broad range of council activities. The council is innovative; this is the case if the council undertakes actions that are still relatively unusual for a local council of its size in that county. The panel also checks that the council is co-operating with other organisations including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships.
- The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving the council, the purchase of computer equipment or a grass cutting contract.
- The statement on duties related to biodiversity and crime & disorder demonstrates knowledge of the law and includes ways of reminding councillors of these duties and examples of how they are implemented.

- The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real[®] or community conferences. The statement should include the council's approach to neighbourhood planning.
- Finally, the statement on performance management explains the process by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. This includes confirming that each member of staff has their own professional development plan and that the majority of councillors participate in a member development programme. It is important to show evidence that the council is a good employer.

A guide to the accreditation process

The Quality Parish Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

This guide describes the ideal standardised process for accreditation. These are not strict rules, if you would like to adapt the process to fit local need then do get in touch with Charlotte at the National Association of Local Councils (NALC), and we can discuss the best way to do this.

Registration

The council registers its intention to apply for a specified award with Charlotte Eisenhart, the dedicated co-ordinator at NALC, by emailing charlotte.eisenhart@nalc.gov.uk or calling 020 7290 0319.

The council pays a registration fee to NALC to cover the costs of managing the national scheme, including: administration, national online resources, quality assurance and review processes.

NALC provides the applicant with the contact details of the co-ordinator of the appropriate accreditation panel.

NALC provides the co-ordinator with a link to the appropriate online documentation and guidance for the level of award the council is applying for.

When a council is ready to make its application to the accreditation panel, its clerk notifies the co-ordinator that the council has passed a resolution confirming that all the documentation and information is in place for a specified award and provides a link to its online facility. The council also pays the accreditation fee which covers the costs administering the local service.

The co-ordinator keeps a record of all applications and monitors their progress.

Online connectivity

The Quality Parish Scheme requires councils to publish certain information and documents online. In exceptional circumstances a council may not be able to put documents online because of poor digital connectivity in the local area. In this case, the council applies to the panel co-ordinator for permission to submit evidence for an award in an alternative format. The co-ordinator must be confident that poor digital connectivity is the problem rather than an unwillingness to use an online service for publishing council documents.

The accreditation panel

The accreditation panel is set up by a regional group of CALCs. The aim of this is to facilitate training, promote consistency and help manage the workload. It also ensures that where an individual CALC is unable to support the scheme, a council will be able to submit their application to an appropriate regional panel.

One of the local CALC's lead officers is the co-ordinator and administrator for the panel. The co-ordinator advises NALC of the required contact details. The co-ordinator manages a pool of up to ten potential panel members, in the expectation that between three and five members are required to review each application. The panel includes experienced councillors and clerks as well as someone independent of the sector with an understanding of local government. Panel membership should be reviewed by the regional coordinator every two years.

At the beginning of the accreditation process a panel is drawn together from the pool of potential members. The panel could choose a lead panellist or chair if needed to facilitate decision making.

All panel members are expected to use an online service to read a council's documents and also act in the spirit of a Code of Conduct; for example, they do not assess an award for their own or a neighbouring council.

Some CALCs may have a local support offer for councils considering applying to the scheme; this may require an additional fee from the council. The decision to offer support and its nature will be determined by each CALC.

The regional accreditation panel determines how often an accreditation process takes place, or an appropriate trigger for this to take place. For example, a panel may decide to convene every two months or may wait until the receipt of 10 applications (as long as this is no later than two months after an application has been received). Panels should note that all costs of administering the panels must be met from application fees. So, to minimise costs, usually the panel will convene and conduct its business remotely rather than face-to-face. The online resource provided by NALC will support this way of working.

NALC provides regularly updated guidance and support for accreditation panels.

Accreditation

The emphasis of the scheme is on encouraging and supporting the improvement of councils. The aim of the panel is therefore to help councils to achieve awards and panels are urged to be constructive.

The panel checks that the criteria for the relevant award have been met in published and/or requested information. Most documents and information will be posted on a website. Where it is not appropriate for a document or information to be on a website, the panel is permitted to ask to see electronic versions.

As all information and documents are available online or in electronic format, the panel's work can be done without meeting. Each member of the panel completes a template form showing their responses provided by NALC to the co-ordinator. This form will indicate where the panel member thinks that follow-up questions should be asked or further information sought; this is most likely for the award of Quality Gold. Panels may wish to consider sharing out the criteria giving members an opportunity to specialise and controlling the workload. The co-ordinator reviews the completed forms from the panel who decide whether additional information or documents are required.

Panel members do not need to examine every document in detail but are advised to carry out spot checks enabling them to make recommendations.

For Quality Gold, the panel may wish to discuss the council's activities with councillors, or staff or visit the parish but the cost of doing so must be covered by the fee.

The outcome

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made and submitted to the panel for checking.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The co-ordinator informs the council of the outcome within two months of being notified of the application. They also inform NALC of the outcome and successful councils are included in the published list. NALC also issues a certificate and provides resources to help the council celebrate and promote their achievement which is sent to the co-ordinator.

Councils and accreditation panels will be contacted by NALC for feedback on the process and the benefits of receiving the awards.

A council may appeal to the IDB (with an additional fee) if it feels that the panel's decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB's decision is final.

Upgrading accreditation, re-accreditation and removal of accreditation

Accreditation lasts for four years.

If a council wishes to apply for a higher award, it makes a fresh registration and application.

A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation within three months of the four-year end-date, it loses its award.

The council is expected to maintain its reputation by meeting the criteria throughout the four years. Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council's poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award. The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

Fees

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The fees stated here are estimates; the final fees will be set in December after a short pilot programme.

The registration fee paid to NALC is to be paid by all councils for each level regardless of size.²

The accreditation fee for all councils for the Foundation Award is the same but the fee for the Quality Award and Quality Gold Award varies according to

- the award applied for
- the income of the council³
- the council's accreditation history

The IDB will review fee levels annually.

	Small	Medium	Large
Foundation Standard:	£150	£500	£750
Quality Standard:	£170	£600	£900
Quality Gold:	£190	£700	£1050

The fee is reduced by 20% if the council sought accreditation at a lower level within the previous twelve months as the checking process covering criteria for the previous standard requires less work. There is also a 20% reduction if the council seeks re-accreditation at the same level after four years.

² All figures quoted are excluding VAT.

³ Small councils have an annual income of <£25,000. Medium councils have an income of £25,000 to £250,000. Large councils have an income of >£250,000.

Evaluation and Improvement

The aim of the evaluation and improvement process is to allow the sector to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

Quality assurance

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website. The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform the regular reviews of the scheme.

Evaluation

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

One year after accreditation the council will be contacted again. The council will be encouraged to apply for the next level of award, to make use of the fee discount. The council will also be asked to describe the benefits they have felt from being accredited by the scheme and their feedback on the scheme as a whole.

Improvement

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including content and accreditation process, will be reviewed every 6 months. These reviews will alternate between.

- A light touch approach only making urgent required changes where these are considered critical to the scheme.
- A wider ranging review aiming to best address collected feedback from all parties.

The Improvement and Development Board will approve all changes to the scheme