



# Agenda

Meeting: **Council**  
Date: **21 July 2021**  
Time: **7.00 pm**  
Place: **Council Chamber - Civic Centre Folkestone**

To: **All Members of the Council**

**YOU ARE HEREBY SUMMONED** to attend a meeting of the Council on the date and at the time shown above.

Anyone 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 Chairman or appropriate officer.

Due to current social distancing guidelines, only 6 seats are available for members of the public at meetings in the Council Chamber. These seats will be reserved for those speaking or participating at the meeting, and the remaining available seats will be given on a first come, first served basis.

Members of the public are encouraged to view the meeting online if they are not to address the meeting. Meetings will be streamed live to the internet, and can be viewed at: <https://folkestone-hythe.public-i.tv/core/portal/home>. Further information on attending council meetings can be found at [Advice for public attendance](#).

Subject to relaxation of Covid restrictions more seats may be available for members of the public in the council chamber. If allowed under law available seats will be given on a first come, first served basis.

Dr Susan Priest  
Chief Executive

**Queries about the agenda? Need a different format?**

Contact Jemma West – Tel: 01303 853369  
Email: [committee@folkestone-hythe.gov.uk](mailto:committee@folkestone-hythe.gov.uk) or download from our  
website  
[www.folkestone-hythe.gov.uk](http://www.folkestone-hythe.gov.uk)

1. **Apologies for Absence**

2. **Declarations of Interest (Pages 7 - 8)**

Members of the Council should declare any discloseable pecuniary interest or any other significant interests in any item/s on this agenda.

3. **Minutes (Pages 9 - 52)**

To receive the minutes of the meetings of the council held on 19 February, 16 September, 21 October and 25 November 2020, and 24 February 2021, and to authorise the Chairman of the Council to sign them as a correct record.

4. **Chairman's Communications**

5. **Petitions**

There are no petitions to be presented.

6. **Questions from the Public**

The following questions have been received:

1. **From Ms S Batchelor to Councillor Godfrey, Cabinet Member for Housing, Transport and Special Projects**

There is not enough affordable and social housing available now. As future generations of local workers won't be able to afford to buy or even rent property in the district. What assurance can the councillor give that those individuals won't be forced to seek jobs and affordable homes many miles away from their home town, isolated from their families and friends?

2. **From Mrs M Lawes to Councillor Godfrey, Cabinet Member for Housing, Transport and Special Projects**

Due to the lack of house building over last 30/40 years by FHDC, the fact that London Councils, KCC renting properties through Clear Springs, Police, Probation service and other local authorities have had residents housed in East Folkestone and Harbour Ward, that young people with mental health are being housed in sheltered accommodation for 55's and over, this is disproportionate in such a small area of the district and has left no affordable accommodation for locals to rent. Does this council agree that their policy to deliver 300 homes over 10 years is woefully inadequate and should be adjusted to reflect local need?

**7. Questions from Councillors**

(Questions can be found on [www.folkestone-hythe.gov.uk](http://www.folkestone-hythe.gov.uk) from noon 2 days before the meeting, on Modern.gov, under the agenda for this meeting).

Up to 45 minutes is allowed for questions from councillors.

**8. Announcements of the Leader of the Council**

To receive a report from the Leader of the Council on the business of the cabinet and on matters that the leader considers should be drawn to the council's attention. The leader shall have 10 minutes to make his announcements.

The opposition group will have an opportunity to reply to the leader's remarks. The opposition group leader shall have 5 minutes to respond after which the Leader of the Council will have a right of reply. Any right of reply will be for a maximum duration of 5 minutes.

**9. Opposition Business**

The Labour Group has raised the following matter:

**Council Notes**

- That there were 1360 incidents of fly tipping in the district in 2019/20
- That a charge on bulky waste collection is a barrier to some households disposing of their unwanted items by official means.
- That a significant amount of council resource is used to remove items from the kerbside.
- Areas that contain a higher number of low-income households such as parts of Folkestone and Romney Marsh, require more of that resource than other parts of the district.

Council also notes that many other councils across the UK have a varied approach to bulky waste collection.

- Many councils offer free collection slots during the year to low income households
- Many councils offer discounted rates to low-income households.
- Many council's websites include signposting on their bulky waste collection page to organisations such as the British Heart Foundation, to inform residents of other means to dispose of unwanted items.

Council Resolves

- To request that cabinet consider a report that looks to address fly tipping across the district by means of amending the Bulky Waste Collection Scheme. This report should consider a number of options weighed against allocation of resources. These options should include
  - A minimum of 1 free collection per year for households in receipt of
  - Council tax support
  - Housing benefit
  - Income related job seekers allowance
  - Pension credit (guaranteed rate)
  - Income support
  - Universal credit (the housing element)
- A reduced rate for additional collections (capped per year) for those in receipt of the support schemes listed previous.
- Improved signposting on the council website to other organisations that may be able to help residents remove unwanted household items.
- Consider the appropriateness of the current pricing structure of the bulky waste collection as compared to other neighbouring authorities.

Debates on opposition business shall be limited to 30 minutes. If the time limit is reached or the debate concludes earlier, the leader of the group raising the item shall have a right of reply.

The Council shall:

- a) Note the issue raised and take no further action;
- b) Refer the issue to the cabinet or relevant overview and scrutiny committee, as the case may be for their observations before deciding whether to make a decision on the issue;
- c) Agree to examine the matter as part of a future scrutiny programme;
- d) Adopt the issue raised by opposition business provided that the decision so made is within the policy framework and budget.

10. **Motions on Notice**

There are no motions on notice.

11. **Pay policy statement 2021/22 (Pages 53 - 68)**

This report considers the recommendation from the Personnel Committee and presents an updated pay policy statement for 2021/22 for approval.

12. **Report to Council on a key decision made in accordance with the constitution's call-in and urgency rule (Pages 69 - 72)**

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

13. **Report from the Independent Remuneration Panel on Members' Allowances and Expenses (Pages 73 - 96)**

This report recommends the consideration of the proposals of the Council's Independent Remuneration Panel and the comments of the Governance Working Group that the Members' Allowance Scheme for members of Folkestone and Hythe District Council be amended.

14. **Romney Marsh Coastal Destination including Beach Chalet Project (Pages 97 - 116)**

This report seeks Full Council approval for additional funding to deliver the Cabinet approved proposal of the Romney Marsh Coastal Destination including beach Chalet project. The project will deliver new beach huts, toilet facilities including a changing places toilet, a concession/café, upgraded car parking facilities and public realm improvements that will link with New Romney Town Councils "The Green" area to create a true visitor destination.

This page is intentionally left blank

## **Declarations of Interest**

### **Disclosable Pecuniary Interest (DPI)**

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

### **Other Significant Interest (OSI)**

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

### **Voluntary Announcement of Other Interests (VAOI)**

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

#### **Note to the Code:**

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

This page is intentionally left blank



## FOLKESTONE AND HYTHE DISTRICT COUNCIL

### **Minutes for the meeting of the Council held at the Council Chamber - Civic Centre Folkestone on Wednesday, 19 February 2020**

**Present:** Councillors Mrs Ann Berry (Chairman), Danny Brook, Miss Susan Carey, John Collier, Laura Davison, Ray Field, Gary Fuller, Peter Gane, Clive Goddard, Anthony Hills, Mrs Jennifer Hollingsbee, Nicola Keen, Michelle Keutenius, Jim Martin, Philip Martin (Vice-Chair), Connor McConville, Jackie Meade, Ian Meyers, David Monk, Terence Mullard, Stuart Peall, Tim Prater, Patricia Rolfe, Rebecca Shoob, Georgina Treloar, Douglas Wade, Lesley Whybrow, David Wimble and John Wing

Apologies for Absence: Councillors David Godfrey

#### 92. **Declarations of Interest**

Councillor Fuller declared a DPI in respect of minute no 103 (Housing Revenue Account Revenue and Capital original budget 20/21), in that he lived in a council property.

Councillors Rolfe and Gane declared a DPI in respect of minute no 101 (Update to the General Fund Medium Term Capital Programme and Budget Monitoring 2019/20) in respect of their roles as Directors on the Board of Oportunitas.

Councillor Rolfe also declared a personal interest in respect of minute no 102 (General Fund Budget and Council Tax 2020/21), due to her role as a New Romney Town Councillor, and due to her owning a business on the High Street.

Councillors Gane, Keutenius and Meade also declared personal interests in respect of minute no 102, due to their roles as Councillors on Folkestone Town Council.

Councillor Mrs Carey declared a personal interest with regard to Minute No 101 (Update to the General Fund Medium Term Capital Programme and Budget Monitoring 2019/20), as she was a customer of Oportunitas.

#### 93. **Minutes**

The minutes of the meeting held on 29 January 2020 were submitted, approved and signed by the Chairman.

#### 94. **Chairman's Communications**

The Chairman gave the following communications:

“Firstly I would like to thank our Officers and the team on their quick response to the severe weather that we have had over the past couple of weeks. The officers were in touch with the Environment Agency who are continuing to monitor the severe weather conditions. The officers were and are on standby should any emergency occur. Partners were advised that SWEP would be implemented on Saturday and Sunday due to the severe weather warnings.

Thanks must also go to all the Emergency services that have worked long hours to keep the roads open and us safe.

Our website has a comprehensive guide on flooding and you can sign up for free phone, email or text alerts from the Environment Agency.

Since the last full Council meeting, the Deputy Chairman and I, supported the Ashford Mayor's Charity at the London Beach Hotel in Tenterden and also the Mayoral Civic Service in Broadstairs.

On Sunday 2nd February I was pleased to attend the 125th Anniversary of All Souls Church in Cheriton. The service was very well attended and we all had a chance to meet up at the buffet in the church hall afterwards.

On Tuesday 4th February I attended the Installation of The Rev Dr John Walker as Priest in charge to St Mary and St Eanswythe Church in Folkestone. This came after a long interregnum of just over two years. It was pleasing to see so many of his fellow Priests in support.

The Bishop of Dover, The Right Reverend Rose Hudson-Wilkin conducted the service. During her talk to the Congregation she asked the newly installed Priest, Dr John what his favourite song was, then proceeded to ask one other person. I was hoping like a great many I'm sure, that I would not be asked. However, when the time came for me to stand and say a few words of welcome on behalf of the District to Rev Dr John Walker, I mentioned that, had I been asked by the Bishop what my favourite song was, I would have said, Oh Happy Day!".

95. **Petitions**

There were no petitions to be presented.

96. **Questions from the Public**

The questions asked, including supplementary questions (if any), and the answers given are set out in Schedule 1, appended to these minutes.

97. **Questions from Councillors**

The questions asked, including supplementary questions (if any), and the answers given are set out in Schedule 2, appended to these minutes.

98. **Announcements of the Leader of the Council**

Leader gave the following announcements:

"Good evening to you all.

It is interesting times we live in, we have held the first meeting of the Cabinet today that has diverse representation from across the Council. I think it went very well and I look forward to it proceeding in the future to the benefit of the whole of the district.

On a more local issue, on the closure of Debenhams, we have just negotiated to take a licence to enter the premises to animate the windows. Now this will take three to four weeks and then we will make the whole building look a lot happier. I'm pleased to say a local business man, Martin Jackson has taken a great lead in this and has liaised with a lot of local business who have raised money to help bring this project forward that is all from my report this evening. Thank you".

Proposed by Councillor Monk,  
Seconded by Councillor Mrs Hollingsbee; and

**RESOLVED:**

That the announcements of the Leader be noted.

99. **Opposition Business**

There was no opposition business.

100. **Motions on Notice**

There were no motions on notice.

101. **Update to the General Fund Medium Term Capital Programme and Budget Monitoring 19/20**

The report updated the General Fund Medium Term Capital Programme for the five year period ending 31 March 2025. The report provided an updated projected outturn for the General Fund capital programme in 2019/20, based on expenditure to 30 November 2019. The General Fund Medium Term Capital Programme is required to be submitted to full Council for consideration and approval as part of the budget process. The report also sets out the Minimum Revenue Provision Statement for 2020/21 to be approved by full Council. Overview and Scrutiny Committee considered the report on 21 January 2020 ahead of Cabinet approving it for submission to full Council on 22 January 2020. The report has been updated to incorporate changes to the Medium Term Capital Programme which have occurred since these meetings.

Proposed by Councillor Prater,  
Seconded by Councillor Whybrow;

That the following recommendation be inserted as recommendation two (and subsequent recommendations be renumbered):

The Princes Parade (Princes Parade Leisure and Housing development) allocated budget of £28.608m be deleted and that a future capital programme considers the required budget for a leisure centre on an alternative site, probably at Martello Lakes.

In accordance with the council procedure rule 17.5 five members present demanded a recorded vote.

**FOR:** COUNCILLORS DAVISON, KEUTENIUS, FULLER, GANE, KEEN, J MARTIN, MCCONVILLE, MEADE, PRATER, SHOOB, TRELOAR, WADE, WHYBROW, WING (14).

**AGAINST:** COUNCILLORS MRS BERRY, BROOK, MRS CAREY, COLLIER, FIELD, GODDARD, HILLS, MRS HOLLINGSBEE, P MARTIN, MEYERS, MONK, MULLARD, PEALL, ROLFE, WIMBLE (15).

**ABSTENTIONS:** (0).

(Voting figures: 14 for, 15 against, 0 abstention).

The amendment was therefore **LOST**.

Proposed by Councillor Monk,  
Seconded by Councillor Mrs Hollingsbee; and

**RESOLVED:**

1. That report A/19/26 be received and noted.
2. That the updated General Fund Medium Term Capital Programme, as set out in appendix 2 to the report be approved.
3. That the Minimum Revenue Provision (MRP) Policy Statement for 2020/21, as set out in appendix 3 to the report be approved.

(Voting figures: 8 for, 0 against, 0 abstentions).

In accordance with the council procedure rule 17.5 five members present demanded a recorded vote.

**FOR:** COUNCILLORS MRS BERRY, BROOK, MRS CAREY, COLLIER, FIELD, GANE, GODDARD, HILLS, MRS HOLLINGSBEE, P MARTIN, MEYERS, MONK, MULLARD, PEALL, ROLFE, WIMBLE (16).

**AGAINST:** COUNCILLORS DAVISON, KEUTENIUS, FULLER, KEEN, J MARTIN, MCCONVILLE, MEADE, PRATER, SHOOB, TRELOAR, WADE, WHYBROW, WING (13).

**ABSTENTIONS:** (0).

(Voting figures: 16 for, 13 against, 0 abstention).

**102. General Fund Budget and Council Tax 2020/21**

This report concludes the budget setting process for 2020/21. It sets out recommendations for setting the council tax after taking into account the district's council tax requirement (including town and parish council requirements and special expenses in respect of the Folkestone Parks and Pleasure Grounds Charity), the precepts of Kent County Council, the Kent Police & Crime Commissioner and the Kent & Medway Fire & Rescue Service.

Proposed by Councillor Monk,  
Seconded by Councillor Mrs Hollingsbee; and

**RESOLVED:**

- 1. That report A/19/29 be received and noted.**
- 2. That the District Council's budget for 2020/21 as presented in Appendix 1 to the report and the Council Tax requirement for 2020/21 be approved, to be met from the Collection Fund, of £13,044,673.**
- 3. That the following amounts be now calculated by the Council for the year 2020/21 in accordance with sections 31 to 36 of the Local Government Finance Act 1992 (the Act):**
  - a) £105,350,102 – being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act (as in Appendix 2).**
  - b) £92,305,429 – being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) (a) to (d) of the Act (as in Appendix 2).**
  - c) £13,044,673 – being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year (as in Appendix 2).**
  - d) £333.55 – being the amount at 3(c) above divided by the tax base of 39,109.15 calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its council tax for the year.**
  - e) £3,104,691 – being the aggregate of all special items (including parish precepts) referred to in Section 34(1) of the Act.**
  - f) £254.16 - being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by the tax base of 39,109.15 calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for**

**dwellings in those parts of its area to which no special item relates, ie Old Romney and Snargate.**

**g) Part of the Council's area**

<b>Folkestone</b>	<b>348.59</b>	<b>Being the amounts given by adding to the amount at 3(f) above the special items relating to dwellings in those parts of the Council area mentioned here divided in each case by the appropriate tax base calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate.</b>
<b>Sandgate</b>	<b>329.90</b>	
<b>Hythe</b>	<b>312.32</b>	
<b>Lydd</b>	<b>315.69</b>	
<b>New Romney</b>	<b>385.24</b>	
<b>Acrise</b>	<b>256.45</b>	
<b>Elham</b>	<b>312.54</b>	
<b>Elmsted</b>	<b>271.67</b>	
<b>Hawkinge</b>	<b>362.41</b>	
<b>Lyminge</b>	<b>301.24</b>	
<b>Lympne</b>	<b>304.49</b>	
<b>Monks Horton</b>	<b>263.57</b>	
<b>Newington</b>	<b>301.17</b>	
<b>Paddlesworth</b>	<b>265.04</b>	
<b>Postling</b>	<b>282.25</b>	
<b>Saltwood</b>	<b>279.20</b>	
<b>Sellindge</b>	<b>326.09</b>	
<b>Stanford</b>	<b>295.32</b>	
<b>Stelling Minnis</b>	<b>275.61</b>	
<b>Stowting</b>	<b>270.66</b>	
<b>Swingfield</b>	<b>307.23</b>	
<b>Brenzett</b>	<b>299.02</b>	
<b>Brookland</b>	<b>326.22</b>	
<b>Burmarsh</b>	<b>288.56</b>	
<b>Dymchurch</b>	<b>316.87</b>	
<b>Ivychurch</b>	<b>305.19</b>	
<b>Newchurch</b>	<b>290.53</b>	
<b>Old Romney</b>	<b>254.16</b>	
<b>St Mary in the Marsh</b>	<b>294.73</b>	
<b>Snargate</b>	<b>254.16</b>	

**(h) Part of the Council's area**

**Valuation Bands**

<b>Parish</b>	<b>A £</b>	<b>B £</b>	<b>C £</b>	<b>D £</b>	<b>E £</b>	<b>F £</b>	<b>G £</b>	<b>H £</b>
Folkestone	232.39	271.12	309.86	348.59	426.05	503.52	580.98	697.18
Sandgate	219.93	256.59	293.25	329.90	403.21	476.52	549.83	659.80
Hythe	208.21	242.91	277.61	312.32	381.72	451.12	520.53	624.64
Lydd	210.46	245.54	280.61	315.69	385.84	456.00	526.15	631.38
New Romney	256.83	299.63	342.44	385.24	470.85	556.46	642.07	770.48
Acrise	170.97	199.46	227.96	256.45	313.44	370.43	427.42	512.90
Elham	208.36	243.08	277.81	312.54	381.99	451.44	520.89	625.08
Elmsted	181.11	211.30	241.48	271.67	332.04	392.41	452.78	543.34
Hawkinge	241.61	281.87	322.14	362.41	442.94	523.48	604.01	724.82
Lyminge	200.83	234.30	267.77	301.24	368.18	435.12	502.07	602.48
Lympne	202.99	236.82	270.66	304.49	372.15	439.82	507.48	608.98
Monks Horton	175.72	205.00	234.29	263.57	322.15	380.72	439.29	527.14
Newington	200.78	234.25	267.71	301.17	368.10	435.03	501.96	602.34
Paddlesworth	176.69	206.14	235.59	265.04	323.93	382.83	441.73	530.08
Postling	188.17	219.53	250.89	282.25	344.98	407.70	470.42	564.50
Saltwood	186.13	217.16	248.18	279.20	341.25	403.29	465.34	558.40
Sellindge	217.40	253.63	289.86	326.09	398.56	471.02	543.49	652.18
Stanford	196.88	229.69	262.51	295.32	360.95	426.57	492.20	590.64
Stelling Minnis	183.74	214.36	244.98	275.61	336.85	398.10	459.35	551.22
Stowting	180.44	210.52	240.59	270.66	330.81	390.96	451.11	541.32
Swingfield	204.82	238.96	273.10	307.23	375.51	443.78	512.06	614.46
Brenzett	199.35	232.57	265.80	299.02	365.47	431.92	498.37	598.04
Brookland	217.48	253.73	289.97	326.22	398.71	471.21	543.70	652.44
Burmarsh	192.37	224.44	256.50	288.56	352.68	416.81	480.93	577.12
Dymchurch	211.25	246.46	281.66	316.87	387.29	457.70	528.12	633.74
Ivychurch	203.46	237.37	271.28	305.19	373.01	440.83	508.65	610.38
Newchurch	193.68	225.97	258.25	290.53	355.09	419.65	484.21	581.06
Old Romney	169.44	197.68	225.92	254.16	310.64	367.12	423.60	508.32
St Mary in the Marsh	196.49	229.24	261.98	294.73	360.23	425.73	491.22	589.46
Snargate	169.44	197.68	225.92	254.16	310.64	367.12	423.60	508.32

Being the amounts given by multiplying the amounts at 3(f) and 3(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.



4. To note that for the year 2020/21 Kent County Council, Kent Police and Crime Commissioner and the Kent & Medway Fire & Rescue Service have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
<b>Kent County Council</b>	<b>900.84</b>	<b>1,050.98</b>	<b>1,201.12</b>	<b>1,351.26</b>	<b>1,651.54</b>	<b>1,951.82</b>	<b>2,252.10</b>	<b>2,702.52</b>
<b>Kent Police and Crime Commissioner</b>	<b>135.43</b>	<b>158.01</b>	<b>180.58</b>	<b>203.15</b>	<b>248.29</b>	<b>293.44</b>	<b>338.58</b>	<b>406.30</b>
<b>Kent &amp; Medway Fire &amp; Rescue</b>	<b>52.86</b>	<b>61.67</b>	<b>70.48</b>	<b>79.29</b>	<b>96.91</b>	<b>114.53</b>	<b>132.15</b>	<b>158.58</b>

Major preceptor amounts remained subject to confirmation at the time of preparing this report.

5. That, having calculated the aggregate in each case of the amounts at 3(h) and 4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2020/21 for each of the categories of dwelling shown below:

(i) Part of the Council's area Valuation Bands

Parish	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Folkestone	1,321.52	1,541.78	1,762.04	1,982.29	2,422.79	2,863.31	3,303.81	3,964.58
Sandgate	1,309.06	1,527.25	1,745.43	1,963.60	2,399.95	2,836.31	3,272.66	3,927.20
Hythe	1,297.34	1,513.57	1,729.79	1,946.02	2,378.46	2,810.91	3,243.36	3,892.04

Council - 19 February 2020

Lydd	1,299.59	1,516.20	1,732.79	1,949.39	2,382.58	2,815.79	3,248.98	3,898.78
New Romney	1,345.96	1,570.29	1,794.62	2,018.94	2,467.59	2,916.25	3,364.90	4,037.88
Acrise	1,260.10	1,470.12	1,680.14	1,890.15	2,310.18	2,730.22	3,150.25	3,780.30
Elham	1,297.49	1,513.74	1,729.99	1,946.24	2,378.73	2,811.23	3,243.72	3,892.48
Elmsted	1,270.24	1,481.96	1,693.66	1,905.37	2,328.78	2,752.20	3,175.61	3,810.74
Hawkinge	1,330.74	1,552.53	1,774.32	1,996.11	2,439.68	2,883.27	3,326.84	3,992.22
Lyminge	1,289.96	1,504.96	1,719.95	1,934.94	2,364.92	2,794.91	3,224.90	3,869.88
Lympne	1,292.12	1,507.48	1,722.84	1,938.19	2,368.89	2,799.61	3,230.31	3,876.38
Monks Horton	1,264.85	1,475.66	1,686.47	1,897.27	2,318.89	2,740.51	3,162.12	3,794.54
Newington	1,289.91	1,504.91	1,719.89	1,934.87	2,364.84	2,794.82	3,224.79	3,869.74
Paddlesworth	1,265.82	1,476.80	1,687.77	1,898.74	2,320.67	2,742.62	3,164.56	3,797.48
Postling	1,277.30	1,490.19	1,703.07	1,915.95	2,341.72	2,767.49	3,193.25	3,831.90
Saltwood	1,275.26	1,487.82	1,700.36	1,912.90	2,337.99	2,763.08	3,188.17	3,825.80
Sellindge	1,306.53	1,524.29	1,742.04	1,959.79	2,395.30	2,830.81	3,266.32	3,919.58
Stanford	1,286.01	1,500.35	1,714.69	1,929.02	2,357.69	2,786.36	3,215.03	3,858.04
Stelling Minnis	1,272.87	1,485.02	1,697.16	1,909.31	2,333.59	2,757.89	3,182.18	3,818.62
Stowting	1,269.57	1,481.18	1,692.77	1,904.36	2,327.55	2,750.75	3,173.94	3,808.72
Swingfield	1,293.95	1,509.62	1,725.28	1,940.93	2,372.25	2,803.57	3,234.89	3,881.86
Brenzett	1,288.48	1,503.23	1,717.98	1,932.72	2,362.21	2,791.71	3,221.20	3,865.44
Brookland	1,306.61	1,524.39	1,742.15	1,959.92	2,395.45	2,831.00	3,266.53	3,919.84
Burmarsh	1,281.50	1,495.10	1,708.68	1,922.26	2,349.42	2,776.60	3,203.76	3,844.52
Dymchurch	1,300.38	1,517.12	1,733.84	1,950.57	2,384.03	2,817.49	3,250.95	3,901.14
Ivychurch	1,292.59	1,508.03	1,723.46	1,938.89	2,369.75	2,800.62	3,231.48	3,877.78
Newchurch	1,282.81	1,496.63	1,710.43	1,924.23	2,351.83	2,779.44	3,207.04	3,848.46
Old Romney	1,258.57	1,468.34	1,678.10	1,887.86	2,307.38	2,726.91	3,146.43	3,775.72
St Mary in the Marsh	1,285.62	1,499.90	1,714.16	1,928.43	2,356.97	2,785.52	3,214.05	3,856.86
Snargate	1,258.57	1,468.34	1,678.10	1,887.86	2,307.38	2,726.91	3,146.43	3,775.72

6. To determine that the District Council's basic amount of council tax for 2020/21 is not excessive in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992.

The motion was put to a recorded vote in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 as set out below:

**FOR:** COUNCILLORS MRS BERRY, BROOK, MRS CAREY, COLLIER, FIELD, GANE, GODDARD, HILLS, MRS HOLLINGSBEE, P MARTIN, MEYERS, MONK, MULLARD, PEALL, ROLFE, SHOOB, TRELOAR, WHYBROW, WIMBLE and WING (20).

**AGAINST:** COUNCILLORS DAVISON, KEUTENIUS, KEEN, MCCONVILLE AND WADE (5).

**ABSTENTIONS:** COUNCILLORS FULLER, J MARTIN, MEADE AND PRATER (4).

(Voting figures: 20 for; 5 against; 4 abstentions).

### 103. **Housing Revenue Account Revenue and Capital Original Budget 20/21**

The report set out the Housing Revenue Account Revenue and Capital Budget for 2020/21 and proposed an increase in weekly rents and an increase in service charges for 2020/21.

Proposed by Councillor Meade,  
Seconded by Councillor McConville; and

#### **RESOLVED:**

That paragraph 3.5.2 of the report be amended to read as follows:

“Service charges for heating and hot water in sheltered housing schemes should be set at actual cost or 10%, whichever is lowest”.

(Voting figures: 26 for, 0 against, 0 abstentions).

*Councillors Gane and Goddard left the chamber for this vote.*

Proposed by Councillor Monk,  
Seconded by Councillor Mrs Hollingsbee; and

#### **RESOLVED:**

1. That report A/19/27 be received and noted.
2. That the Housing Revenue Account Budget for 2020/21 be approved. (Refer to paragraph 2.1 and Appendix 1)
3. That the increase in rents of dwellings within the HRA on average by £2.22 per week, representing a 2.7% increase, be approved, with effect from 1 April 2020. (Refer to paragraph 3.2)
4. That the increase in service charges be approved. (Refer to section 3.5)
5. That the Housing Revenue Account Capital Programme budget 2020/21 be approved. (Refer to paragraph 4.1 and Appendix 2)
6. That the additional funding to be allocated between 2020/21 – 2022/23 of £10 million for the investment into the existing housing stock through an enhanced capital programme be approved. (Refer to paragraph 4.1.3).

7. That Service charges for heating and hot water in sheltered housing schemes should be set at actual cost or 10%, whichever is lowest. (Refer to paragraph 3.5.2).

(Voting figures: 28 for, 0 against, 0 abstentions).

*Councillor Fuller left the chamber during the consideration of this item, and returned after the vote.*

**104. Housing management options appraisal - outcome of formal consultation**

An options appraisal was completed in October 2019, reviewing the delivery of housing management services provided by East Kent Housing (EKH) on behalf of Canterbury City Council, Dover District Council, Folkestone and Hythe District Council and Thanet District Council. The four councils agreed that the preferred option for future service provision to the four councils' tenants and leaseholders is that it should become an in-house service, subject to consultation. The Cabinet report sets out the outcomes from the formal consultation exercise undertaken with EKH tenants and leaseholders. It proposes that officers from across the four councils be instructed to negotiate ending the agreement with EKH and to make preparations for the housing management service to be brought in-house.

Proposed by Councillor Mrs Carey,  
Seconded by Councillor P Martin; and

**RESOLVED:**

1. **That Report A/19/28 be received and noted.**
2. **That it be recommended to Cabinet that:**
  - (1) **That having noted the results of the tenant and leaseholder consultation, the cost/benefit analysis and the risk analysis, it be agreed that the management of the council's housing stock be brought back in-house.**
  - (2) **That the Director of Transformation and Transition, in consultation with the Portfolio Holder for Housing, Transport and Special Projects be authorised to negotiate and conclude a termination of the management agreement with EKH as soon as practicable.**
  - (3) **That the Director of Transformation and Transition, in consultation with the Portfolio Holder for Housing, Transport and Special Projects be authorised to take such decisions as may be necessary to facilitate the process of bringing the housing service in-house in discussion with the appropriate statutory officers..**

(Voting figures: 29 for, 0 against, 0 abstentions).

**105. Housing Revenue Account Business Plan Update 2020 - 2050**

The Council is required to produce a comprehensive Business Plan for its housing stock. The Business Plan is focused on improving the quality of the Council's landlord services and sets out the investment priorities for its existing Council housing stock. The document also provides details of the council's new build and acquisition housing programme. In view of policy changes implemented by the Government in 2018 to abolish the HRA borrowing cap, it was possible for the Council to increase its delivery target for new builds and the Business Plan was revised to deliver up to 300 homes by 2024/25. Following further reviews of the HRA financial position, its borrowing capacity and the Council's priorities the Business Plan has been updated to deliver a further 1,000 homes over the 10 year period from 2025/26 to 2034/35. The revised Business Plan also includes capital investment of £10m into existing housing stock. The report provided the details supporting the updated plan.

The Leader advised that Cabinet had met earlier that evening and made an amendment to recommendation 2 of the report. The revised recommendation, which now read as shown below had been circulated to Members at the meeting.

Proposed by Councillor Monk,  
Seconded by Councillor Mrs Hollingsbee; and

**RESOLVED:**

1. **That report A/19/30 be received and noted.**
2. **That the number of homes delivered through the HRA new build and acquisition programme be increased to 1,200 homes over the period from 2020/21 to 2034/35.**
3. **That £10m be invested into existing housing stock.**
4. **That an update to the text of the HRA Business Plan be considered by Full Council in June.**

(Voting figures: 29 for, 0 against, 0 abstentions).

Councillors Whybrow, Prater, Treloar, J Martin, Meade, Shoob, Keutenius, Fuller, Wing, Wade and Davison indicated that with regard to paragraph 2.2 of the report, in respect of new builds at Princes Parade, they could not support this part of the report, and asked for this to be recorded in the minutes.

**106. Committee Membership Changes**

Under the Folkestone and Hythe District Council Constitution, Part 8.1 'Delegation to Officers', paragraph 3.18, the Head of Paid Service is authorised to make appointments to Committees or Sub-Committees at the request of the relevant political group leader. The report set out the appointments made, under these powers, on the instruction of both the Green and Liberal Democrat Group Leaders, following the changes to Cabinet on 1 February 2020.

Proposed by Councillor Monk,  
Seconded by Councillor Mrs Hollingsbee; and

**RESOLVED:**

**That report A/19/24 be received and noted.**

(Voting figures: 29 for, 0 against, 0 abstentions).

107. **Amendment to the Scheme of Delegation of Executive Functions made by the Leader of the Council**

Under the Council's constitution (part 6, para 1.4.1) the Leader of the Council decides on the delegation of cabinet functions. The Leader may amend the delegations at any time by giving written notice to the Head of the Paid Service. Where such a notice is received the Head of the Paid Service must submit a report on the amendments to the next ordinary meeting of the Council. The report set out the amendments made by the Leader.

An addendum to the report setting out further changes had been circulated to all Members prior to the meeting.

Proposed by Councillor Monk,  
Seconded by Councillor Mrs Hollingsbee; and

**RESOLVED:**

**That report A/19/25 be received and noted.**

(Voting figures: 16 for, 7 against, 6 abstentions).

## FOLKESTONE AND HYTHE DISTRICT COUNCIL

### **Minutes for the meeting of the Council held at the Zoom - remote meeting on Wednesday, 16 September 2020**

**Present:** Councillors Mrs Ann Berry (Chairman), Danny Brook, Miss Susan Carey, John Collier, Laura Davison, Ray Field, Gary Fuller, Peter Gane, Clive Goddard, David Godfrey, Anthony Hills, Mrs Jennifer Hollingsbee, Nicola Keen, Michelle Keutenius, Jim Martin, Philip Martin (Vice-Chair), Connor McConville, Jackie Meade, Ian Meyers, David Monk, Terence Mullard, Stuart Peall, Tim Prater, Patricia Rolfe, Rebecca Shoob, Georgina Treloar, Douglas Wade, Lesley Whybrow, David Wimble and John Wing

Apologies for Absence: None.

**Prior to the commencement of the meeting, the Chairman invited the Leader of the Council to say a few words in memory of former Councillor Robert Bliss. A moment of silence then followed.**

#### **1. Declarations of Interest**

There were no declarations of interest at the meeting.

#### **2. Places and Policies Local Plan - Adoption**

The report summarised the findings of the planning Inspector's report into the Places and Policies Local (PPLP). The report recommended that Council adopt the PPLP with Main Modifications identified by the Inspector, and the Additional Modifications, so that the plan can be used decide planning applications.

The Chairman introduced the item and made the following announcement:

"It is not possible to propose amendments to the Places and Policies Local Plan. . As set out in Section 4 of the report, the legal position is clear. The law says that local authorities must either adopt the plan with the Inspector's recommendations in full or not adopt the plan at all. There is no option to modify the plan further – that would be beyond the council's legal powers".

Proposed by Councillor Monk,  
Seconded by Councillor Wimble; and

#### **RESOLVED:**

- 1. That report A/20/01 be received and noted.**
- 2. That the final report of the planning Inspector who carried out the examination of the Places and Policies Local Plan be noted;**
- 3. That the Submission Places and Policies Local Plan be amended to incorporate:**
  - a) The Inspector's Main Modifications as set out in his report (Appendices 1 and 2);**
  - b) The Council's Additional Modifications;**
  - c) Amendments to the Policies Map; and**

- d) Any other minor formatting changes or minor corrections that are necessary for clarity or comprehension; and**
- 4. That the Folkestone & Hythe District Places and Policies Local Plan be adopted, with the amendments set out in recommendation 3, to form part of the development plan for the district.**

(Voting figures: 17 for, 12 against, 1 abstentions).



## FOLKESTONE AND HYTHE DISTRICT COUNCIL

### **Minutes for the meeting of the Council held via Zoom - remote meeting) on Wednesday, 21 October 2020**

**Present:** Councillors Mrs Ann Berry (Chairman), Danny Brook, Miss Susan Carey, John Collier, Laura Davison, Ray Field, Gary Fuller, Peter Gane, Clive Goddard, Anthony Hills, Mrs Jennifer Hollingsbee, Nicola Keen, Michelle Keutenius, Jim Martin, Philip Martin (Vice-Chair), Connor McConville, Jackie Meade, Ian Meyers, David Monk, Terence Mullard, Stuart Peall, Tim Prater, Patricia Rolfe, Rebecca Shoob, Georgina Treloar, Douglas Wade, Lesley Whybrow, David Wimble and John Wing

Apologies for Absence: Councillors David Godfrey  
Councillor Terry Mullard also gave apologies for lateness.

#### **3. Declarations of Interest**

There were no declarations of interest at the meeting.

#### **4. Chairman's Communications**

The Chairman gave the following communications:

“Firstly I would like to thank all our officers for the way they have unstintingly kept us up to date with all the many changes during the additional work load they have taken on during this most difficult of times.

Because of the restrictions of the pandemic my deputy Councillor Philip Martin and I have been unable to support many of the outside invitations that we would have normally supported.

I did manage on 15 September to support The Battle of Britain Commemoration on the Leas and also supported the Hawkinge Mayor making Ceremony of Councillor Martin on 23 September. Government guidelines were in place at both ceremonies.

On 8 October I joined in the very well organised Black History Month celebrations on Zoom, This was very well supported by many groups and individuals throughout the evening with Music, Poems, Readings and interesting stories”.

#### **5. Announcements of the Leader of the Council**

The Leader gave the following announcements:

“Thank you madam Chairman, and good evening to you all.

Well it is a long time since I last addressed the Council with my report.

Such a lot has happened since I last spoke to you all.

I must start by praising the fantastic response of our officers in dealing with the pandemic situation as well as continuing to deliver our ambitious programmes. There are many instances of them 'Going above and beyond' in the course of their duties. In recognition of this we have extended the Christmas break. I would also like to thank those members that were able to contribute especially those working with the hubs.

With regard to Napier barracks, the situation at the moment appears to be stable, this past weekend's potential clash of divergent groups passing off with only one arrest. Again six of our officers were supporting the police to assist in controlling the situation. I will stress that this is a Home Office project although we have posted to our website a Q&A to inform our residents.

Back to our wonderful staff, we have just received the official confirmation of the outcome of the review of our Customer Service Excellence certification, not only have we fully passed all 57 categories we have gained another three compliance plus awards which brings our total to 15 which is exceptional and is an endorsement of our mantra 'Customer First'. The assessor particularly noted the enthusiasm and good will evinced by all.

Some of you have asked me to arrange a physical meeting for all of the councillors that want or can attend. To that end I am trying to arrange a meeting at Westenhanger where there is room in the marquee to set out tables with safe distancing as soon as I can confirm that I will let you know. At the present time there is no likelihood of a physical Council meeting as some members are shielding and we cannot at present legally hold hybrid meetings.

We will continue to hold Leader's Question sessions and the next virtual Council meeting is scheduled for 25 November".

The Leader of the Labour Group responded and advised that time had flown by, and it had only been a short time ago when preparations were being made for Full Council in March, which had not gone ahead. He echoed the comments relating to staff, who had adapted so well to a new way of working. He also commended the introduction of the regular Leaders Q&A sessions, helping to bridge the gap when Full Council meetings were not going ahead. He stated that the community hubs had been fantastic. With regard to Napier Barracks, he looked forward to the council working together with the Home Office to ensure that those staying at the Barracks were treated as any other resident of the district.

The Leader in reply stated that he seconded the point about Napier Barracks.

Proposed by Councillor Monk,  
Seconded by Councillor Mrs Hollingsbee; and

**RESOLVED:**

That the announcements of the Leader be noted.

**6. Opposition Business**

The Leader of the Labour Group, Councillor McConville, set out his Opposition Business which asked the council to consider applying an exemption or discount on Council Tax for care leavers aged between 22 and 25.

Proposed by Councillor McConville,  
Seconded by Councillor Prater, and

**RESOLVED:**

That Option (b) (Refer the issue to the cabinet or relevant overview and scrutiny committee, as the case may be for their observations before deciding whether to make a decision on the issue) be agreed for the business below;

To consider a report assessing the options with the aim of exempting or significantly reducing the amount of council tax due by young people, who have left the care of Kent County Council between the ages of 22-25 who currently reside in the district of Folkestone and Hythe.

(Voting figures: 28 for, 0 against, 1 abstentions).

**7. Motions on Notice**

1. The Leader of the Liberal Democrat Group set out his motion, which set out a number of actions for the Council to take in respect of fireworks and Chinese lanterns, as set out in the agenda.

Proposed by Councillor Prater,  
Seconded by Councillor Fuller; and

**RESOLVED:**

**That the Council takes the following action:**

1. **Encourage all publicly organised firework displays within the district area to be advertised online in advance of the event by offering or signposting a free listing service, so that residents can both enjoy the celebrations and take precautions for their animals and vulnerable people;**
2. **Promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people and the precautions that can be taken to mitigate risks, such as asking people to let neighbours know about private displays in advance, and the penalties for causing a noise nuisance late at night where not allowed by legislation;**

3. **Encourage retailers to follow the lead of Sainsburys in withdrawing the sale of fireworks to the public;**
4. **Develop and promote a voluntary local code on firework sale licenced premises to promote quieter firework options;**
5. **Write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private display;**
6. **Encourage the public to notify KCC Trading Standards of retail outlets that are not correctly applying the regulations of the selling of fireworks both in terms of age-appropriateness, licensing and CE markings;**
7. **Given the damage they cause and risk they present, institute a ban on the release of sky lanterns from F&HDC land, and write to the UK Government urging them to consider banning sky lanterns in the UK in total.**

(Voting figures: 27 for, 0 against, 2 abstentions).

2. The Leader of the Labour Group set out his motion which asked the council to take a number of actions in order to help eradicate racism, as set out in the agenda.

Upon opening the debate, it was proposed by Councillor Field that the question now be put (as per paragraph 15.11.1 (closure motions), part 4 of the Constitution). The Chairman indicated that insufficient debate had taken place at that point, and therefore the Motion fell, and the debate was allowed to conclude.

Proposed by Councillor McConville,  
Seconded by Councillor Keutenius; and

**RESOLVED:**

**That Full Council recommend to Cabinet to consider the following:**

- **To declare that this council is intolerant to racism and will continue to seek to eradicate it, Islamophobia, sexual orientation discrimination, Anti-Semitism and hate crime across the district by developing initiatives that are actively inclusive and anti-racist. This declaration, or pledge, should appear on the council's website.**
- **Commit to working with all our partners, including the KCC, national government and Kent Police, to ensure that divisive and discriminatory behaviour is not allowed to continue in our area.**
- **Be supportive of groups and individuals that are seeking to address these issues through respectful and constructive dialogue.**

- **To invite appropriate speakers on these issues to help with training for councillors and staff.**
- **To ensure the points raised above can be realised, the council should establish a community working group. This group can act as a conduit between community groups and organisations and elected representatives with the aim of building community cohesion, tackling discrimination and promoting the district**

(Voting figures: 29 for, 0 against, 0 abstentions).

3. The Leader of the Labour Group withdrew his motion which sought the council's approval to highlight its comments in response to consultation on the Government White Paper, 'Planning for the Future', as the actions requested, set out in the agenda, had been agreed by Cabinet earlier that evening.

#### 8. **Annual Scrutiny Work Programme 2020/21**

The report presented recommendations for the work programme for the Overview and Scrutiny committee for the remainder of the municipal year 2020/21.

Proposed by Councillor Shoob,  
Seconded by Councillor Keutenius; and

#### **RESOLVED:**

1. **That report A/20/02 be received and noted.**
2. **That the annual scrutiny programme (shown at appendix 1) be approved for the remainder of the municipal year 2020-21.**

(Voting figures: 29 for, 0 against, 0 abstentions).

This page is intentionally left blank

## FOLKESTONE AND HYTHE DISTRICT COUNCIL

### **Minutes for the meeting of the Council held at the Zoom - remote meeting on Wednesday, 25 November 2020**

**Present:** Councillors Mrs Ann Berry (Chairman), Danny Brook, Miss Susan Carey, John Collier, Laura Davison, Ray Field, Peter Gane, Clive Goddard, David Godfrey, Anthony Hills, Mrs Jennifer Hollingsbee, Nicola Keen, Michelle Keutenius, Jim Martin, Philip Martin (Vice-Chair), Connor McConville, Jackie Meade, Ian Meyers, David Monk, Terence Mullard, Stuart Peall, Tim Prater, Patricia Rolfe, Rebecca Shoob, Georgina Treloar, Douglas Wade, Lesley Whybrow, David Wimble and John Wing

#### **9. Declarations of Interest**

Councillor Rolfe declared a DPI in respect of agenda item 9, (Medium Term Financial Strategy 2021/22 to 2024/25), in that she was a Director of Oportunitas. She confirmed that she had been granted a dispensation in respect of this interest, and could therefore participate in any discussion and vote.

Councillors McConville, Mullard and Gane also declared DPIs in respect of agenda item 9, in that they were directors on the Board of Oportunitas, and had been granted dispensations in respect of this interest and could therefore participate in any discussion or vote.

#### **10. Chairman's Communications**

The Chairman gave the following communications:

“On 8 November 2020, Remembrance Sunday, Damian Collins MP Chairman of Step Short Folkestone Ltd along with myself as Vice Chairman of Step Short were at last, able to arrange a short hand over Ceremony of the Step Short Arch to The Leader of Folkestone & Hythe District Council Councillor David Monk.

The Ceremony consisted of a welcome by myself with a formal mention on keeping a safe distance from each other during the ceremony adhering to strict Government guide lines. A register of those attending was taken and will be kept for 21 days as instructed.

Damian Collins gave a short speech and then presented Councillor David Monk with the Gifts from Step Short which consisted of: The Spade which was used by our Patron Lord Boyce Lord Warden of the Cinque Ports to dig the first turf for the Arch on 4 August 2013, exactly one year before the 100<sup>th</sup> Anniversary of WW1 in 2014.

Also there was a 3D Commemorative plaque depicting Soldiers on the Road of Remembrance which included a small replica of the plaque which Prince Henry of Wales, known to us as Prince Harry, unveiled at the Centenary Ceremony.

A short service of Remembrance followed with Prayers, the song 'Band of Brothers' was sung, A Piper played the lament 'Flowers of the Forest' then two minutes silence, wreaths were laid and the Kohima address was said by a R.B.L Veteran.

On 11 November at 11.00am I attended the Machine Gun Memorial in the Cheriton Road Cemetery and laid a wreath on behalf of the Folkestone and Hythe District Council. The Ceremony was well supported, once again within Government guidelines, as before a record of attendees was taken.

Once again I would like to thank all the officers and staff keeping us up to date as the Lockdown tightened its grip once more. Also to all the Councillors and volunteers who are giving time to help man the Hubs.

It would be remiss of me if I didn't say, a big thank you to Giles Barnard and his team for their hard work clearing leaves, (more than a thousand sacks I believe), checking on fly tipping and cleaning the Graffiti in the District".

11. **Petitions**

There were no petitions.

12. **Announcements of the Leader of the Council**

The Leader gave the following announcements:

"There has been much conjecture as to which tier we will find ourselves in when we come out of lockdown. I do not support the view held by some Kent leaders that we should all be in the same tier, probably tier 3 as Thanet and Swale in particular are suffering extremely high incidences of infection. I have argued that Kent is so large it is not sensible to include us all in the same tier, however, we will find out tomorrow. I must say that our residents have been very good at sticking to the rules. Hands, Face Space. And whatever tier we find ourselves in I know that we will continue to be sensible.

Our district wide community hub model continues to support those more vulnerable residents during this very difficult period.

I would like to thank the host organisations Age Concern UK in Hythe, Three Hills Leisure Centre in Folkestone, and New Romney Day Centre, along with the respective Hub leads Cleo Smith, Nick Shaw and Jon Wilson, for their efforts which have made the hub model a great success. There have also been over 600 volunteers involved with the hubs without whom this response would not be possible and my thanks goes to each and everyone them for committing to help our community.



I am delighted that in partnership with the Council the hubs will continue to provide support for over the coming winter months and we recently contacted over 5,000 residents by posting out over 3000 letters and sending nearly 2000 emails to ensure they are aware of the help available to them. This includes help to overcome loneliness and isolation, befriending calls, signposting to services for food deliveries and food banks, collecting shopping and prescriptions.

The hubs have also been carrying out projects as a result of winning funding from Sport England funding to help to get people active in their homes through exercise booklets as well as socially distanced exercise sessions so you can see that the hub model has a wider reach than just as a response to the pandemic.

Could I ask those of you that haven't replied to the IT survey to please do so as it is imperative that in this virtual age we have IT kit that is fit for purpose. Thank you.

As this is the last full council meeting before Christmas I will wish everyone a happy and healthy Christmas.

The council offices will be closed over the Christmas period, although our covid-19 helpline remains available on 01303 761116. For other out of hours emergency support the council can be contacted on 01303 221888".

The Leader of the Opposition, Councillor McConville, stated that he shared the trepidation about Folkestone and Hythe being put in a higher tier than might be deserved based on COVID case numbers, but added that the pandemic would not be defeated in isolation. He stated that it was vital that support be given to neighbours with more serious health demands, and suggested a united approach in asking for government support for residents and businesses. The current measures were less than what was offered in the Spring. Without support from the government, many businesses would not survive the pandemic. He commended the success of the hubs, and confirmed it was a valuable service. He looked forward to seeing a long term sustainable model. He then wished everyone a Merry Christmas.

The Leader in reply stated that he endorsed neighbourly support.

Proposed by Councillor Monk,  
Seconded by Councillor Mrs Hollingsbee; and

**RESOLVED:**

That the announcements of the Leader be noted.

13. **Opposition Business**

The Leader of the Labour Group, Councillor McConville, set out his Opposition Business which asked the council to sign the Local Authorities' Mental Health Challenge and to appoint a member as a 'mental health champion', and an officer to lead.

Proposed by Councillor McConville,  
Seconded by Councillor Meade, and

**RESOLVED:**

That Option (b) (Refer the issue to the Overview and Scrutiny Committee, as the case may be for their observations before deciding whether to make a decision on the issue) be agreed for the business below;

- To sign the Local Authorities' Mental Health Challenge run by Centre for Mental Health, Mental Health Foundation, AMHP, Mind, Rethink Mental Illness, Royal College of Psychiatrists and YoungMinds.
- We commit to appoint an elected member as 'mental health champion' across the council.
- We will seek to identify a member of staff within the council to act as 'lead officer' for mental health.

(Voting figures: 29 for, 0 against, 0 abstentions).

**14. Motions on Notice**

1. Councillor Miss Susan Carey, Conservative Group, set out her motion, which related to the council's Carbon Action Plan, as set out in the agenda.

Proposed by Councillor Miss Carey,  
Seconded by Councillor Hills;

**That the Council takes the following action:**

- That the Carbon Action Plan include commitments to adopt the following policies:
  - the Kent & Medway Energy & Low Emissions Strategy.
  - the Kent Biodiversity Strategy.
  - Kent's Plan Bee; and
  - an improved recycling target to benefit from the incentives in the new waste contract.
  - More opportunity for those in flats and houses in multiple occupation to recycle.

- That the plan considers:
  - a district version of the Climate Change Risk Assessment using the Climate Change Committee's methodology.
  - an Adaptation Plan to address the identified risks.
  - a 20% Biodiversity Net Gain policy for all new development in the district.
  - a 25% Biodiversity Net Gain policy for Otterpool Park.
  - Options for where the district can improve natural capital such as wildlife corridors, tiny forests, pocket parks etc.
  - Options for investment in renewable energy within the district.
  - Switching the council's vehicles to Low Emission Vehicles.
  - Increased enforcement against flytipping with more Op Assist interventions with Kent Police.
  
- That the council's action plan for Net Zero pays particular attention to how best to retrofit existing housing stock, that new housing is built to standards that do not require retrofitting to be carbon neutral and that ways are examined to improve air quality including an examination of the effects of bonfires and how these can be minimised.

Proposed by Councillor Whybrow,  
Seconded by Councillor Treloar; and

**RESOLVED:**

That the motion on notice be amended as follows:

That these suggestions be referred to the next meeting of the Climate and Ecological Emergency Working Group so that the Working Group can consider them and make recommendations to Cabinet.

Councillor Miss Carey, with the consent of Councillor Hills and the meeting, agreed to accept the amendment to form the substantive motion which was then open to debate and put to the vote.

(Voting figures: 29 for, 0 against, 0 abstentions).

2. Councillor Mrs Hollingsbee, Conservative Group, set out her motion, which proposed a review of the council's Street Naming and Numbering Policy, as set out in the agenda.

During the consideration of the motion, a Member lost connection, and the meeting was paused for three minutes to allow the Member to re-connect to the meeting.

Proposed by Councillor Mrs Hollingsbee

Seconded by Councillor Miss Carey; and

**RESOLVED:**

**That this Council reviews its current policies regarding the naming of new streets to allow more input from the local community and more discretion to be applied to the use of street, lane, way etc.**

(Voting figures: 19 for, 0 against, 10 abstentions).

**15. Update to the General Fund Medium Term Capital Programme**

The report updated the General Fund Medium Term Capital Programme for decisions which have occurred since the Council approved the budget on 19 February 2020. It also considers a proposal to provide loan funding met from prudential borrowing to Veolia Environmental Services Limited for the provision of the new fleet and equipment required for the new Waste, Recycling and Street Cleansing Contract. Changes to the Capital Programme are required to be submitted to full Council for consideration and approval. The Finance and Performance Scrutiny Sub-Committee considered this report on 3 November 2020 and Cabinet agreed the report to be submitted to full Council for approval on 11 November 2020.

Proposed by Councillor Monk,  
Seconded by Councillor Peall; and

**RESOLVED:**

- 1. That report A/20/03 be received and noted.**
- 2. That the General Fund Medium Term Capital Programme be updated for the changes outlined in section 2 of the report.**
- 3. That a budget of £4,052,000 in the General Fund Medium Term Capital Programme be approved, to provide loan funding met from prudential borrowing to Veolia Environmental Services Limited for the provision of the fleet and equipment required for the new Waste, Recycling and Street Cleansing Contract.**

(Voting figures: 29 for, 0 against, 0 abstentions).

**16. Medium Term Financial Strategy 2021/22 to 2024/25**

The Medium Term Financial Strategy (MTFS) is the Council's key financial planning document. It puts the financial perspective on the council's Corporate Plan priorities, expressing the aims and objectives of various plans and strategies in financial terms over the four year period ending 31<sup>st</sup> March 2025. It covers both revenue and capital for the General Fund. Also included are the Council's reserves policies. The MTFS is a key element of sound corporate governance and financial management.

Proposed by Councillor Monk,  
Seconded by Councillor Mrs Hollingsbee; and

**RESOLVED:**

- 1. That report A/20/04 be received and noted.**
- 2. That the Medium Term Financial Strategy, as appended to the report, be adopted.**

(Voting figures: 24 for, 0 against, 5 abstentions).

This page is intentionally left blank

## FOLKESTONE AND HYTHE DISTRICT COUNCIL

### **Minutes for the meeting of the Council held at the Zoom - remote meeting on Wednesday, 24 February 2021**

**Present:** Councillors Mrs Ann Berry (Chairman), Danny Brook, Miss Susan Carey, John Collier, Laura Davison, Ray Field, Gary Fuller, Clive Goddard, David Godfrey, Anthony Hills, Mrs Jennifer Hollingsbee, Nicola Keen, Michelle Keutenius, Jim Martin, Philip Martin (Vice-Chair), Connor McConville, Jackie Meade, Ian Meyers, David Monk, Terence Mullard, Stuart Peall, Tim Prater, Patricia Rolfe, Rebecca Shoob, Georgina Treloar, Douglas Wade, Lesley Whybrow, David Wimble and John Wing.

Apologies for Absence: Councillors Peter Gane.

#### **17. Declarations of Interest**

Councillor Meyers made a voluntary declaration in respect of agenda item 5 (Opposition business) relating to Napier Barracks, due to his employment. He indicated that he would not speak or vote on the item.

Councillor Rolfe made a Declaration of Pecuniary interest in respect of agenda items 10 (Update to the General Fund Medium Term Capital Programme), 11 (Capital Strategy 21/22) and 12 (Investment Strategy 21/22) due to her role as Chairman of Oportunitas. She advised that a dispensation had been granted. She also made a voluntary declaration due to her role as Town Councillor on New Romney Town Council.

Councillor Miss Carey made a voluntary declaration in respect of agenda item 5 (Opposition Business), relating to Napier Barracks, due to her husband's employment.

#### **18. Chairman's Communications**

The Chairman gave the following communications:

"It has been a fairly quiet period regarding attending functions since the last Full Council.

Nevertheless on 27 January 2021, Holocaust day, I visited the Holocaust Memorial in the Garden of Remembrance. As this was not advertised I read out a prayer that I had taken along and laid a wreath on behalf of the Folkestone & Hythe District Council. A few other people gathered as they usually do to lay their wreaths and flowers and place a stone on the Memorial. Social distancing and wearing of masks was observed.

Also on 27 January 2021, I was pleased to be invited to attend the Zoom meeting of the Installation of the new Priest at St John's Church Folkestone, Reverend Adam Denley. The service was conducted by the Bishop of Dover, Rose Hudson-Wilkin.

The Deputy Chairman, Councillor Philip Martin, and I continue to thank all those Officers, Staff, Councillors, Emergency Services, National Health Service and Volunteers who continue the hard and oft time-difficult task of managing the ever changing face of the Covid 19 Pandemic. It has been heartening to see how many have given their time and donations to feed those less fortunate than ourselves and to make sure that many children received a gift at Christmas.

We now look forward to seeing the ease of lockdown continue”.

19. **Announcements of the Leader of the Council**

The Leader gave the following announcements:

“Good evening to you all.

We continue to help all of our businesses that are eligible to receive the Government business support grant by getting that grant to them quickly. In the six weeks up to 15 February our officers distributed a further £2.125m to around 950 businesses. If you have had your own business you will know how critical cash flow is, and how helpful these timely payments will have been. There are other councils around the country that have not even paid out the 2020 grants, so once again I thank our officers for their assiduity in setting up these grants.

I along with our MP, Damian Collins, and Dr Priest have had meetings with both the Home Secretary and separately the Archbishop of Canterbury about the unsuitability of using Napier Barracks as a holding centre for asylum seekers. As you may imagine the Archbishop is of the same opinion as us that it is not suitable. I do not know what the eventual outcome of these meetings will be.

You will have probably seen from our recent press release that the new business centre at Mountfield Road, a joint venture between us and the East Kent Spatial Development Company, assisted with funding from NDA, has had the first concrete poured and should be operational from January next year which will be a welcome boost for encouraging small businesses.

Across the district the NHS-led vaccination centres have done a wonderful job although they might slow down a little over the next couple of weeks due to appointment difficulties and an uncertain supply of vaccine.

Which brings me nicely on to the Road Map for Recovery. It would seem, barring a spate of bad data, that all restrictions on public meetings will be lifted by June so I have asked Dr Priest to arrange a physical Council Meeting for the latter part of June”.

The Leader of the Opposition, Councillor McConville, stated that he echoed the praise for staff who are working with local business to ensure they can reopen when allowed to. Also to those staff working tirelessly behind the scenes with duties to do with the upcoming census and May local elections. He agreed that Napier Barracks are indeed unsuitable and looked forward to the outcome of



the inspection. He indicated that he hoped Leader would support asking the Overview and Scrutiny Committee to do whatever they could within their powers to provide accountability and offer answers to the questions of both the council and the community. He stated that vaccination is the route to normality, and he was pleased to see that some early teething problems at Folca have been ironed out. He stated that he was looking forward to be able to sit in a restaurant again, and have a haircut, but also missed being in the chamber and hoped to be back in it soon.

The Leader stated that he agreed with the points raised.

Proposed by Councillor Monk,  
Seconded by Councillor Mrs Hollingsbee; and

**RESOLVED:**

That the announcements of the Leader be noted.

20. **Opposition Business**

The Leader of the Labour Group, Councillor McConville, set out his Opposition Business which asked the council for various actions in relation to Napier Barracks.

Proposed by Councillor McConville,  
Seconded by Councillor Keutenius, and

**RESOLVED:**

That Option (b) (Refer the issue to the Overview and Scrutiny Committee, as the case may be for their observations before deciding whether to make a decision on the issue) be agreed for the business below;

- To ask the Leader of the Council to write to the Home Secretary, Priti Patel, asking for the immediate closure of Napier Barracks as it is not fit for purpose. A sentiment also shared by the local MP, Damian Collins.
- To publish any correspondence sent and received as a result of the letter.
- To refer to the Overview and Scrutiny committee a request to establish an enquiry session where representatives of the home office, ClearSprings Ready Homes, local charities, local residents and residents of the barracks can provide evidence in response to questions from both members and the general public.

(Voting figures: 23 for, 2 against, 4 abstentions).

21. **Motions on Notice**

There were no motions on notice at the meeting.

22. **Corporate Plan - Creating Tomorrow Together 2021-2030**

The report set out the proposed Corporate Plan which provided strategic direction to the Councils activities for the period 2021 – 2030.

Proposed by Councillor Prater,  
Seconded by Councillor Whybrow;

That the following recommendation be inserted as recommendation two (and subsequent recommendations be renumbered):

To remove the words “at Princes Parade” from page 12 of the proposed Corporate Plan.

(Voting figures: 13 for, 16 against, 0 abstentions).

The motion was therefore LOST.

Proposed by Councillor Monk,  
Seconded by Councillor Mrs Hollingsbee; and

**RESOLVED:**

1. **That report A/20/10 be received and noted.**
2. **That the Corporate Plan – Creating Tomorrow Together 2021 – 2030 be approved.**

(Voting figures: 16 for, 13 against, 0 abstentions).

23. **General Fund Budget and Council Tax 2021/22**

The report concluded the budget setting process for 2021/22. It set out recommendations for setting the Council Tax after taking into account the district’s Council Tax requirement (including town and parish council requirements and special expenses in respect of the Folkestone Parks and Pleasure Grounds Charity), the precepts of Kent County Council, the Kent Police & Crime Commissioner and the Kent & Medway Fire & Rescue Service.

Proposed by Councillor Monk,  
Seconded by Councillor Mrs Hollingsbee; and

**RESOLVED:**

1. **That report A/20/08 be received and noted.**
2. **That the District Council’s budget for 2021/22 as presented in Appendix 1 to this report and the Council Tax requirement for 2021/22, to be met from the Collection Fund, of £13,128,209, be approved.**

3. That the following amounts be now calculated by the Council for the year 2021/22 in accordance with sections 31 to 36 of the Local Government Finance Act 1992 (the Act) be approved:
- a) £101,485,462 – being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act (as in Appendix 2).
  - b) £88,357,253 – being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) (a) to (d) of the Act (as in Appendix 2).
  - c) £13,128,209 – being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year (as in Appendix 2).
  - d) £341.13 – being the amount at 3(c) above divided by the tax base of 38,484.69 calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its council tax for the year.
  - e) £3,152,977 – being the aggregate of all special items (including parish precepts) referred to in Section 34(1) of the Act.
  - f) £259.20 - being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by the tax base of 38,484.69.15 calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates, ie Old Romney and Snargate.
  - g) Part of the Council's area
 

Folkestone	355.70	Being the amounts given by adding to the amount at 3(f) above the special items relating to dwellings in those parts of the Council area mentioned here divided in each case by the appropriate tax base calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items
Sandgate	337.12	
Hythe	318.49	
Lydd	317.99	
New Romney	390.28	
Acrise	261.49	
Elham	321.57	
Elmsted	271.29	
Hawkinge	385.19	
Lyminge	318.84	
Lympne	314.58	
Monks Horton	269.08	
Newington	308.09	
Paddlesworth	270.02	
Postling	288.16	
Saltwood	286.07	

Council - 24 February 2021

<b>Sellindge</b>	<b>319.82</b>	<b>relate.</b>
<b>Stanford</b>	<b>301.44</b>	
<b>Stelling Minnis</b>	<b>283.16</b>	
<b>Stowting</b>	<b>276.55</b>	
<b>Swingfield</b>	<b>313.37</b>	
<b>Brenzett</b>	<b>302.18</b>	
<b>Brookland</b>	<b>337.93</b>	
<b>Burmarsh</b>	<b>295.15</b>	
<b>Dymchurch</b>	<b>323.39</b>	
<b>Ivychurch</b>	<b>311.93</b>	
<b>Newchurch</b>	<b>297.09</b>	
<b>Old Romney</b>	<b>259.20</b>	
<b>St Mary in the Marsh</b>	<b>298.34</b>	
<b>Snargate</b>	<b>259.20</b>	

**(h) Part of the Council's area**

Parish	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Folkestone	237.13	276.66	316.18	355.70	434.74	513.79	592.83	711.40
Sandgate	224.75	262.20	299.66	337.12	412.04	486.95	561.87	674.24
Hythe	212.33	247.71	283.10	318.49	389.27	460.04	530.82	636.98
Lydd	211.99	247.33	282.66	317.99	388.65	459.32	529.98	635.98
New Romney	260.19	303.55	346.92	390.28	477.01	563.74	650.47	780.56
Acrise	174.33	203.38	232.44	261.49	319.60	377.71	435.82	522.98
Elham	214.38	250.11	285.84	321.57	393.03	464.49	535.95	643.14
Elmsted	180.86	211.00	241.15	271.29	331.58	391.86	452.15	542.58
Hawkinge	256.79	299.59	342.39	385.19	470.79	556.39	641.98	770.38
Lyminge	212.56	247.99	283.41	318.84	389.69	460.55	531.40	637.68
Lympne	209.72	244.67	279.63	314.58	384.49	454.39	524.30	629.16
Monks Horton	179.39	209.28	239.18	269.08	328.88	388.67	448.47	538.16
Newington	205.39	239.63	273.86	308.09	376.55	445.02	513.48	616.18
Paddlesworth	180.01	210.02	240.02	270.02	330.02	390.03	450.03	540.04
Postling	192.11	224.12	256.14	288.16	352.20	416.23	480.27	576.32
Saltwood	190.71	222.50	254.28	286.07	349.64	413.21	476.78	572.14
Sellindge	213.21	248.75	284.28	319.82	390.89	461.96	533.03	639.64
Stanford	200.96	234.45	267.95	301.44	368.43	435.41	502.40	602.88
Stelling Minnis	188.77	220.24	251.70	283.16	346.08	409.01	471.93	566.32
Stowting	184.37	215.09	245.82	276.55	338.01	399.46	460.92	553.10
Swingfield	208.91	243.73	278.55	313.37	383.01	452.65	522.28	626.74
Brenzett	201.45	235.03	268.60	302.18	369.33	436.48	503.63	604.36
Brookland	225.29	262.83	300.38	337.93	413.03	488.12	563.22	675.86
Burmarsh	196.77	229.56	262.36	295.15	360.74	426.33	491.92	590.30

Council - 24 February 2021

Dymchurch	215.59	251.53	287.46	323.39	395.25	467.12	538.98	646.78
Ivychurch	207.95	242.61	277.27	311.93	381.25	450.57	519.88	623.86
Newchurch	198.06	231.07	264.08	297.09	363.11	429.13	495.15	594.18
Old Romney	172.80	201.60	230.40	259.20	316.80	374.40	432.00	518.40
St Mary in the Marsh	198.89	232.04	265.19	298.34	364.64	430.94	497.23	596.68
Snargate	172.80	201.60	230.40	259.20	316.80	374.40	432.00	518.40

Being the amounts given by multiplying the amounts at 3(f) and 3(g) above by the number which, in the proportion set out in section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

Page 46

4. To note that for the year 2021/22 Kent County Council, Kent Police and Crime Commissioner and the Kent & Medway Fire & Rescue Service have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Kent County Council	945.84	1,103.48	1,261.12	1,418.76	1,734.04	2,049.32	2,364.60	2,837.52
Kent Police Crime & Commissioner	145.43	169.67	193.91	218.15	266.63	315.11	363.58	436.30
Kent Fire and Rescue	53.88	62.86	71.84	80.82	98.78	116.74	134.70	161.64

Council - 24 February 2021

Major preceptor amounts remained subject to confirmation at the time of preparing this report.

5. That, having calculated the aggregate in each case of the amounts at 3(h) and 4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2021/22 for each of the categories of dwelling shown below:

(i) Part of the Council's area

Parish	Valuation Bands							
	A £	B £	C £	D £	E £	F £	G £	H £
Folkestone	1,382.28	1,612.67	1,843.05	2,073.43	2,534.19	2,994.96	3,455.71	4,146.86
Sandgate	1,369.90	1,598.21	1,826.53	2,054.85	2,511.49	2,968.12	3,424.75	4,109.70
Hythe	1,357.48	1,583.72	1,809.97	2,036.22	2,488.72	2,941.21	3,393.70	4,072.44
Lydd	1,357.14	1,583.34	1,809.53	2,035.72	2,488.10	2,940.49	3,392.86	4,071.44
New Romney	1,405.34	1,639.56	1,873.79	2,108.01	2,576.46	3,044.91	3,513.35	4,216.02
Acrise	1,319.48	1,539.39	1,759.31	1,979.22	2,419.05	2,858.88	3,298.70	3,958.44
Elham	1,359.53	1,586.12	1,812.71	2,039.30	2,492.48	2,945.66	3,398.83	4,078.60
Elmsted	1,326.01	1,547.01	1,768.02	1,989.02	2,431.03	2,873.03	3,315.03	3,978.04
Hawkinge	1,401.94	1,635.60	1,869.26	2,102.92	2,570.24	3,037.56	3,504.86	4,205.84
Lyminge	1,357.71	1,584.00	1,810.28	2,036.57	2,489.14	2,941.72	3,394.28	4,073.14
Lympne	1,354.87	1,580.68	1,806.50	2,032.31	2,483.94	2,935.56	3,387.18	4,064.62
Monks Horton	1,324.54	1,545.29	1,766.05	1,986.81	2,428.33	2,869.84	3,311.35	3,973.62
Newington	1,350.54	1,575.64	1,800.73	2,025.82	2,476.00	2,926.19	3,376.36	4,051.64
Paddlesworth	1,325.16	1,546.03	1,766.89	1,987.75	2,429.47	2,871.20	3,312.91	3,975.50

Council - 24 February 2021

<b>Postling</b>	<b>1,337.26</b>	<b>1,560.13</b>	<b>1,783.01</b>	<b>2,005.89</b>	<b>2,451.65</b>	<b>2,897.40</b>	<b>3,343.15</b>	<b>4,011.78</b>
<b>Saltwood</b>	<b>1,335.86</b>	<b>1,558.51</b>	<b>1,781.15</b>	<b>2,003.80</b>	<b>2,449.09</b>	<b>2,894.38</b>	<b>3,339.66</b>	<b>4,007.60</b>
<b>Sellindge</b>	<b>1,358.36</b>	<b>1,584.76</b>	<b>1,811.15</b>	<b>2,037.55</b>	<b>2,490.34</b>	<b>2,943.13</b>	<b>3,395.91</b>	<b>4,075.10</b>
<b>Stanford</b>	<b>1,346.11</b>	<b>1,570.46</b>	<b>1,794.82</b>	<b>2,019.17</b>	<b>2,467.88</b>	<b>2,916.58</b>	<b>3,365.28</b>	<b>4,038.34</b>
<b>Stelling Minnis</b>	<b>1,333.92</b>	<b>1,556.25</b>	<b>1,778.57</b>	<b>2,000.89</b>	<b>2,445.53</b>	<b>2,890.18</b>	<b>3,334.81</b>	<b>4,001.78</b>
<b>Stowting</b>	<b>1,329.52</b>	<b>1,551.10</b>	<b>1,772.69</b>	<b>1,994.28</b>	<b>2,437.46</b>	<b>2,880.63</b>	<b>3,323.80</b>	<b>3,988.56</b>
<b>Swingfield</b>	<b>1,354.06</b>	<b>1,579.74</b>	<b>1,805.42</b>	<b>2,031.10</b>	<b>2,482.46</b>	<b>2,933.82</b>	<b>3,385.16</b>	<b>4,062.20</b>
<b>Brenzett</b>	<b>1,346.60</b>	<b>1,571.04</b>	<b>1,795.47</b>	<b>2,019.91</b>	<b>2,468.78</b>	<b>2,917.65</b>	<b>3,366.51</b>	<b>4,039.82</b>
<b>Brookland</b>	<b>1,370.44</b>	<b>1,598.84</b>	<b>1,827.25</b>	<b>2,055.66</b>	<b>2,512.48</b>	<b>2,969.29</b>	<b>3,426.10</b>	<b>4,111.32</b>
<b>Burmarsh</b>	<b>1,341.92</b>	<b>1,565.57</b>	<b>1,789.23</b>	<b>2,012.88</b>	<b>2,460.19</b>	<b>2,907.50</b>	<b>3,354.80</b>	<b>4,025.76</b>
<b>Dymchurch</b>	<b>1,360.74</b>	<b>1,587.54</b>	<b>1,814.33</b>	<b>2,041.12</b>	<b>2,494.70</b>	<b>2,948.29</b>	<b>3,401.86</b>	<b>4,082.24</b>
<b>Ivychurch</b>	<b>1,353.10</b>	<b>1,578.62</b>	<b>1,804.14</b>	<b>2,029.66</b>	<b>2,480.70</b>	<b>2,931.74</b>	<b>3,382.76</b>	<b>4,059.32</b>
<b>Newchurch</b>	<b>1,343.21</b>	<b>1,567.08</b>	<b>1,790.95</b>	<b>2,014.82</b>	<b>2,462.56</b>	<b>2,910.30</b>	<b>3,358.03</b>	<b>4,029.64</b>
<b>Old Romney</b>	<b>1,317.95</b>	<b>1,537.61</b>	<b>1,757.27</b>	<b>1,976.93</b>	<b>2,416.25</b>	<b>2,855.57</b>	<b>3,294.88</b>	<b>3,953.86</b>
<b>St Mary in the Marsh</b>	<b>1,344.04</b>	<b>1,568.05</b>	<b>1,792.06</b>	<b>2,016.07</b>	<b>2,464.09</b>	<b>2,912.11</b>	<b>3,360.11</b>	<b>4,032.14</b>
<b>Snargate</b>	<b>1,317.95</b>	<b>1,537.61</b>	<b>1,757.27</b>	<b>1,976.93</b>	<b>2,416.25</b>	<b>2,855.57</b>	<b>3,294.88</b>	<b>3,953.86</b>



**6. To determine that the District Council's basic amount of council tax for 2021/22 is not excessive in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992.**

The motion was put to a recorded vote in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 as set out below:

**FOR:** COUNCILLORS MRS BERRY, BROOK, MRS CAREY, COLLIER, FIELD, FULLER, GODDARD, GODFREY, HILLS, MRS HOLLINGSBEE, J MARTIN, P MARTIN, MEYERS, MONK, MULLARD, PEALL, PRATER, ROLFE, SHOOB, TRELOAR, WADE, WHYBROW, WIMBLE and WING (24).

**AGAINST:** COUNCILLORS DAVISON, KEEN, KEUTENIUS, MCCONVILLE AND MEADE (5).

**ABSTENTIONS:** NONE (0).

(Voting figures: 24 for; 5 against; 0 abstentions).

**24. Housing Revenue Account Revenue and capital original budget 2021/22**

The report set out the Housing Revenue Account Revenue and Capital Budget for 2021/22 and proposed an increase in weekly rents and an increase in service charges for 2021/22.

Proposed by Councillor Godfrey,  
Seconded by Councillor Monk; and

**RESOLVED:**

1. That report A/21/09 be received and noted.
2. That the Housing Revenue Account Budget for 2021/22 be approved (Refer to paragraph 2.1 and Appendix 1).
3. That the increase in rents of dwellings within the HRA on average by £1.27 per week, representing a 1.5% increase with effect from 5 April 2021 be approved (Refer to paragraph 3.2).
4. That the increase in service charges be approved (Refer to section 3.5).
5. That the Housing Revenue Account Capital Programme budget 2021/22 be approved (Refer to paragraph 4.1 and Appendix 2).

(Voting figures: 24 for, 0 against, 5 abstentions).

**25. Update to the General Fund Medium Term Capital Programme and budget monitoring 2020/21**

The report updated the General Fund Medium Term Capital Programme for the five year period ending 31 March 2026. The report also provided an updated projected outturn for the General Fund capital programme in 2020/21, based on expenditure to 30 November 2020. The General Fund Medium Term Capital Programme is required to be submitted to full Council for consideration and approval as part of the budget process. The Finance and Performance Scrutiny Sub-Committee considered this report on 12 January 2021 ahead of Cabinet approving it for submission to full Council on 20 January 2021.

Proposed by Councillor Prater,  
Seconded by Councillor Whybrow;

That the following recommendation be inserted as recommendation two (and subsequent recommendations be renumbered):

The Princes Parade (Princes Parade Leisure and Housing development) future allocated budget of £28.358m be deleted and that a future capital programme considers the required budget for a leisure centre on an alternative site, probably at Martello Lakes.

(Voting figures: 13 for, 16 against, 0 abstentions).

The motion was therefore LOST.

Proposed by Councillor Monk,  
Seconded by Councillor Mrs Hollingsbee; and

**RESOLVED:**

- 1. That report A/20/06 be received and noted.**
- 2. That the updated General Fund Medium Term Capital Programme as set out in appendix 2 to the report be approved.**

(Voting figures: 16 for, 13 against, 0 abstentions).

**26. Capital Strategy 21/22 and Minimum Revenue Provision Statement 2021/2022**

The report set out the Council's proposed strategy in relation to capital expenditure, financing and treasury management in 2021/22 to be approved by full Council. The report also set out the Prudential Indicators for capital expenditure and the Minimum Revenue Provision Statement for 2021/22 to be approved by full Council. The report was considered and approved by Cabinet at their meeting on 24 February 2021.

Proposed by Councillor Monk,  
Seconded by Councillor Mrs Hollingsbee; and

**RESOLVED:**

- 1. That report A/20/05 be received and noted.**
- 2. That the 2021/22 Capital Strategy, including the Prudential Indicators, set out in appendix 1 to the report, be approved.**
- 3. That the Minimum Revenue Provision (MRP) Statement for 2021/22 set out in appendix 2 to the report, be approved.**

(Voting figures: 19 for, 9 against, 1 abstentions).

**27. Investment Strategy 21/22**

The report set out the Council's proposed strategy for its service and commercial investments in 2021/22 to be approved by full Council. The report was considered and approved by Cabinet for submission to full Council on 24 February 2021.

Proposed by Councillor Whybrow,  
Seconded by Councillor Prater; and

**RESOLVED:**

**That the recommendations be amended to include the addition of a clause to the Investment Strategy to state that in accordance with the climate and ecological emergency motion that was passed in Full Council on 24 July 2019 all new investments will be assessed to ensure that they are in line with a shift to zero carbon by 2030.**

(Voting figures: 14 for, 12 against, 3 abstentions).

Proposed by Councillor Monk,  
Seconded by Councillor Mrs Hollingsbee; and

**RESOLVED:**

- 1. That report C/20/07 be received and noted.**
- 2. That a clause be added to the Investment Strategy to state that in accordance with the climate and ecological emergency motion that was passed in Full Council on 24 July 2019 all new investments will be assessed to ensure that they are in line with a shift to zero carbon by 2030.**
- 3. That the 2021/22 Investment Strategy, including the Investment Indicators, set out in the appendix to the report, be approved.**

(Voting figures: 25 for, 0 against, 4 abstentions).

This page is intentionally left blank

This Report will be made  
public on 13 July 2021

Report Number **A/21/08**

**To:** Council  
**Date:** 21 July 2021  
**Status:** Non-executive Decision  
**Responsible Officer:** Susan Priest, Chief Executive  
**Cabinet Member:** Councillor David Monk, Council Leader

**SUBJECT:** PAY POLICY STATEMENT 2021/22

**SUMMARY:** This report considers the recommendation from the Personnel Committee and presents an updated pay policy statement for 2021/22 for approval.

**REASONS FOR RECOMMENDATIONS:**

Council is asked to consider the recommendation of the Personnel Committee to approve the pay policy statement.

**RECOMMENDATIONS:**

1. To receive and note Report A/21/08.
2. To consider the recommendations of the Personnel Committee.
3. To approve under S38(1) Localism Act 2011 the updated Pay Policy Statement appended to this report for 2021/22.

## **1. INTRODUCTION**

- 1.1 On 10<sup>th</sup> June 2021, Personnel Committee considered report P/21/02. That report and its appendix are attached as appendices 1 and 2 to this report.
- 1.2 The Personnel Committee report is self-explanatory and it is not the intention of this report to repeat the information. The reason for the recommendation from that committee is to ensure that Council is given the opportunity to approve the annual pay policy statement for publication.
- 1.3 In previous years Council has received this report and appendices in March to enable publication of the statement by 1st April each year. The report has been delayed this year due to the initial introduction of the exit pay cap regulation in November 2020 which was then revoked in late February due to unforeseen and unintended consequences that would arise if the regulations were enforced. This change meant that the original report to Personnel Committee in February 2021 (P/20/08) required revising at the next available meeting and in the meantime a 'draft awaiting Council approval' has been available on our website.

## **2. PROPOSED RECOMMENDATION**

- 2.1 The recommendation from personnel committee is as follows:
  - *To recommend to council that it under S38(1) Localism Act 2011 the Pay Policy Statement appended to this report for 2021/22 be approved.*
- 2.2 The actual recommendation of the Personnel Committee will be reported to the council and members will be asked to consider them.

## **3 RISK MANAGEMENT ISSUES**

- 3.1 A summary of the perceived risks follows:

No perceived risks

## **4. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS**

- 4.1 Legal Officer's Comments (NM)

There are no legal implications arising directly out of this report, relevant issues having been addressed in each of the report and the Appendices.
- 4.2 Finance Officer's Comments (CS)

Any financial implications arising from any reward strategy will need to be considered within the council's medium term financial planning processes.
- 4.3 Diversities and Equalities Implications (ASm)

There are no specific Diversities and Equalities Implications arising from this report.

5. **CONTACT OFFICER AND BACKGROUND DOCUMENTS**

Councillors with any questions arising out of this report should contact the following officer prior to the meeting:

Andrina Smith, Chief HR Officer  
Tel: 01303 853405  
Email: andrina.smith@folkestone-hythe.gov.uk

The following background documents have been relied upon in the preparation of this report:

None

**Appendices**

Appendix 1 – Report P/21/02 Personnel Committee – 10 June 2021  
Appendix 2 – Report P/21/02 Personnel Committee – 10 June 2021  
appended Pay Policy Statement 2021/22

This page is intentionally left blank



This Report will be made public on

Report Number **P/21/02**

**To:** Personnel Committee  
**Date:** 10<sup>th</sup> June 2021  
**Status:** Non-executive Decision  
**Chief Officer:** Andrina Smith, Chief HR Officer

**SUBJECT: PAY POLICY STATEMENT 2021/22**

**SUMMARY:** This report presents a revised pay policy statement for 2021/22 for approval and recommendation to council

**REASONS FOR RECOMMENDATIONS:**

Personnel Committee is asked to note the contents of the report.

**RECOMMENDATIONS:**

1. To receive and note Report P/21/02
2. To recommend to council that it approve under S38(1) Localism Act 2011 the Pay Policy Statement appended to this report for 2021/22.

## 1. INTRODUCTION

- 1.1 All local authorities are required to annually publish, and present to Full Council for adoption, a Pay Policy Statement in accordance with the Localism Act 2011. Folkestone & Hythe District Council's Pay Policy Statement is proposed to be updated, adopted and published by the end of March each year.

## 2. PAY POLICY

- 2.1 The draft Pay Policy Statement for 2021-22 is attached as **Appendix A**. This is based on:

- The Department of Communities and Local Government's (DCLG)\*\* Statutory Guidance Under Section 40 of the Localism Act, Openness and Accountability in Local Pay, published at February 2012,
- The Department of Communities and Local Government's (DCLG) Openness and Accountability in Local Pay: Guidance under section 40 of the Localism Act 2011 – Supplementary Guidance, published February 2013,
- Guidance from the Local Government Association.

\*\* The Department of Communities and Local Government (DCLG) is now known as the Ministry of Housing, Communities & Local Government however the guidance documents still bear the DCLG name.

- 2.2 The DCLG Guidance confirms that councils are not 'required to use the pay policy (statement) to publish specific numerical data on pay and reward' however it should be noted that the council is required to publish certain salary information under the Code of Recommended Practice for Local Authorities on Data Transparency and by the Accounts and Audit (England) Regulations 2011.
- 2.3 The Guidance further states that the Localism Act requires authorities to explain what they think the relationship should be between the remuneration of its Chief Officers and its employees who are not Chief Officers. The pay policy statement therefore explains the 'relationship' in terms of the grading systems used and by reference to the requirements set out in paragraph 2.2 above.
- 2.4 Paragraph 5 of the Pay Policy Statement was updated for 2021/22 in January 2021 to reference and provide clarity over the definition of 'chief officer' back to the Local Government and Housing Act 1998. This paragraph remains unchanged in the revised statement.
- 2.5 In January 2021, paragraph 38 of the Pay Policy Statement was updated to reflect the introduction of the exit pay cap at the end of 2020. In-between personnel committee recommending the Pay Policy Statement

to Council and a Council meeting taking place, the government notified public sector bodies that it was revoking the new regulations due to some unforeseen and unintended consequences that would arise if it was enforced. As a result, paragraph 38 has been re-written to mirror the paragraph used in previous years.

- 2.6 The changes outlined in 2.5 above are the only substantial changes made to the statement since its previous review by this committee in January 2021.
- 2.7 At the time of writing this report no further updated guidance notes have been issued by the MHCLG (DCLG), however should an update be issued that requires an amendment to the attached pay policy statement for 2021-22 then a revised statement will be presented to the Personnel Committee at a future meeting.

### **3. RISK MANAGEMENT ISSUES**

- 3.1 A summary of the perceived risks are as follows:
- No perceived risks

### **4. LEGAL / FINANCIAL AND OTHER CONTROLS / POLICY MATTERS**

#### **4.1 Legal Officer's Comments (NM)**

There are no legal implications arising directly out of this report, relevant issues having been addressed in each of the report and the Appendix.

#### **4.2 Finance Officer's Comments (CS)**

Any financial implications arising from any reward strategy will need to be considered within the council's medium term financial planning process.

#### **4.3 Diversities and Equalities Implications (ASm)**

There are no specific Diversities and Equalities Implications arising from this report.

### **5. CONTACT OFFICER AND BACKGROUND DOCUMENTS**

Councillors with any questions arising out of this report should contact the following officer prior to the meeting:

Andrina Smith, Chief HR Officer  
Tel: 01303 853405  
Email: [Andrina.smith@folkestone-hythe.gov.uk](mailto:Andrina.smith@folkestone-hythe.gov.uk)

The following background documents have been relied upon in the preparation of this report:

None

## **Appendix**

Appendix A – Draft Pay Policy Statement 2021-22

**Folkestone & Hythe District Council**  
**Pay Policy Statement – Financial Year 2021-22**

**Purpose**

1. This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011. This will be updated annually, or more frequently, i.e. by the end of March each year. Approval of the Pay Policy, and any amendments, will be made by resolution of the full council.
2. This pay policy statement sets out Folkestone & Hythe District Council's (FHDC) policies relating to the pay of its workforce for the financial year 2021-22. In particular the:
  - Remuneration of its Chief Officers
  - Remuneration of its "lowest paid employees"
  - Relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers

**Definitions**

3. For the purpose of this pay policy the following definitions will apply:
4. **Pay/remuneration** includes salary (for employees) or payment under a contract of services (for self employed), expenses, bonuses, performance related pay, as well as contractual arrangements involving possible future severance payments. Also, charges, fees, allowances, benefits in kind, termination payments and increases in/enhancement of pension entitlement as a result of a resolution of the authority.
5. For the purposes of this Pay Policy, '**Chief Officer**' refers to the following roles within FHDC as defined within section 2 of the Local Government and Housing Act 1988:
  - Chief Executive (Head of Paid Service)\* (statutory Chief Officer)
  - Director – Corporate Services\* (non-statutory Chief Officer)
  - Director – Place\* (non-statutory Chief Officer)
  - Director – Housing & Operations\* (non-statutory Chief Officer)
  - Director – Transformation & Transition (non-statutory Chief Officer)
  - Development Director (non-statutory Chief Officer)
  - Chief Finance Officer & s151 Officer\*\* (statutory Chief Officer)
  - Monitoring Officer\*\*\* (statutory Chief Officer)
  - In addition, Assistant Directors and those posts which report directly, and are directly accountable, to a statutory or non-statutory Chief Officer in respect of all or most of their duties.

\* Members of the Council's Corporate Leadership Team (CLT).

\*\* This role is currently undertaken by the Director – Corporate Services.

\*\*\* This role is currently undertaken by the Assistant Director – Governance and Law.

6. **'Lowest paid employees'** refers to those staff employed within grade B of the Council's pay framework. There are no staff governed by National consultation groups. This definition for the "lowest paid employees" has been adopted because grade B is the lowest grade on the Council's pay framework.
7. **'Employee who is not a Chief Officer'** refers to all staff who are not covered under the 'Chief Officer' group above. This includes the 'lowest paid employees' i.e. staff on grade B. There are no staff governed by National consultation groups.

## **Pay framework and remuneration levels**

### **General approach**

8. Remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the council's business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive. Each council:
  - Has responsibility for balancing these factors;
  - Faces its own unique challenges and opportunities in doing so; and
  - Retains flexibility to cope with various circumstances that may arise that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate.
9. FHDC will be transparent on pay rises including the publication, on the Council's website, of any above inflation pay rises. The size of the award paid to employee(s) should be commensurate with the work being rewarded. Advice and guidance is available to decision takers on this including with regard to equal pay provisions.

### **Responsibility for decisions on remuneration**

10. It is essential for good governance that decisions on pay and reward packages for the Chief Executive and chief officers are made in an open and accountable way and that there is a verified and accountable process for recommending the levels of top salaries. FHDC will review the terms of senior appointments, to ensure value for money, including where arrangements could be perceived as seeking to minimise tax payments.
11. The pay for the "lowest paid employees" and "all other employees who are not Chief Officers" is determined by the Personnel Committee. The Personnel Committee comprises elected Councillors, and is formed in accordance with the rules governing proportionality and has responsibility for local terms and conditions of employment for staff within FHDC's pay framework.
12. FHDC's pay framework was implemented in 2007 and is based on:
  - Local pay determination for 'all other employees who are not Chief Officers', including those Assistant Directors who hold statutory positions; and
  - With effect from September 2015, local pay determination for Chief Officers who are members of the Corporate Leadership Team. The pay will be

determined by the Remuneration Committee comprising members of the Personnel Committee with external independent advice.

13. Full Council will be offered the opportunity to vote on salary packages, at the time of an employee's appointment, which are greater than £100,000 a year. Salary packages include the annual salary, bonuses, fees or allowances routinely payable to the appointee and benefits in kind to which the officer is entitled as a result of their employment.

**Salary grades and grading framework for 'all other employees who are not Chief Officers'.**

14. Grades are locally determined taking into account national guidance, with the grade for each role being determined by a consistent job evaluation process. This followed a national requirement for all Local Authorities and other public sector employers to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer.
15. As part of this, FHDC determined a local pay framework and the overall number of grades is 11, grade B being the lowest and grade L the highest. Grade A on the pay framework was removed as part of the pay negotiations for April 2020. Grade L was introduced during the 2019-20 financial year following a benchmarking exercise with approval from Personnel Committee. Each employee will be on one of the 11 grades based on the job evaluation of their role. Employees can progress to the salary range maximum of their grade by annual progression and subject to assessment of their performance in the process.
16. Pay awards are considered annually for all employees with the exception of the Chief Executive and Directors, unless otherwise by agreement. These are developed using local pay determination in negotiation with the local Trades Unions and staff representatives. The last pay award to 'all other employees who are not Chief Officers' was made at April 2020.
17. The pay for the Chief Executive and Director roles is subject to local pay negotiation, with the most recent pay award being April 2017. However, following a benchmarking exercise, Personnel Committee approved new pay scales for these roles in June 2019.
18. For the Chief Executive and Directors, salary on appointment has regard to the relative size and challenge of the role and account is also taken of other relevant available information, including the salaries of comparable posts in other similar sized organisations.
19. The posts with a current salary package above £100,000 are the Chief Executive and Directors.

**'Chief Officers' who are Assistant Directors**

20. Pay for Assistant Directors is within the main pay framework, at grade L, and they are treated in accordance with the arrangements detailed above for 'lowest paid employees' and 'all other employees who are not Chief Officers'. Pay is determined by the Personnel Committee in accordance with arrangements detailed

above for the 'lowest paid employees' and 'all other employees who are not chief officers'.

### **'Lowest paid employees'**

21. Each "lowest paid employee" is paid within the salary range for grade B with due regard paid to the National Living Wage which was introduced in April 2016.

### **Allowances**

22. There is no provision for bonus payments for the 'lowest paid employees', for 'employees who are not Chief Officers' or for 'Chief Officers'.
23. In addition to incremental progression, FHDC provides the following additional payment schemes to the main scheme for 'employees who are not Chief Officers' and Assistant Directors. These schemes include:
  - When temporarily undertaking additional duties e.g. the full, or a proportion of, the duties of a higher graded post
  - Honorarium e.g. for exceptional level of performance
  - Allowances e.g. for additional hours, weekend and/or public holiday working, disturbance, eye tests, tools, telephone use, emergency co-ordination, first aid, car and standby
  - Additional and accelerated increments e.g. for exam success and consistent exceptional performance. This is subject to the maximum of the scale not being exceeded.
  - Childcare vouchers (for those enrolled in a scheme prior to October 2018)
24. FHDC provides a car allowance for Directors and the Chief Executive.
25. FHDC has the flexibility to introduce additional schemes if required and to respond to changing conditions in the employment market including skills shortage.

### **Other pay elements**

26. 'Chief Officers' (Chief Executive and Directors) are performance managed differently from the performance management process applying to the 'lowest paid employees' and 'employees who are not Chief Officers'. This includes input from, and assessment by, identified FHDC Members.
27. Targets are set and performance against those targets is assessed. Chief Officers receive incremental progression until the top of their grade is reached. Where pay progression is considered, performance will be taken into account when determining whether any award will be made.

### **Charges, fees or allowances**

28. Any allowance, or other payments, will only be made to staff in connection with their role and/or the patterns of hours they work and must be in accordance with the Council's internal Pay Policy statement which explains related procedure and practice.



29. The following charges, fees or allowances are paid to the Chief Executive: Election Duties including as Returning Officer, paid separately from salary payments. The Council's Returning Officer, who is also the Chief Executive, receives separate fees for local elections under S36 of the Representation of the People Act 1983. The Council has chosen to adopt the Kent Scale of Fees and Charges for local elections (see: [Cabinet decision and report](#) of 28 September 2011). The Returning Officer must not exceed the maximum fees and charges as laid down in the scale unless further approval is given by a decision of Cabinet or Full Council.
30. Employees receive Election Fees when participating.

### **Benefits in kind**

31. The Council offers a discount at Folkestone Sport Centre Trust and a free swim at Hythe Pool.

### **Other Employee Benefits**

32. The Council provides access to an Employee Assistance Programme which provides telephone and face to face counselling on a range of issues. The Council also has access to an Occupational Health Service which helps to ensure that employees are properly supported enabling a return to work following an absence as soon as possible.
33. An employee recognition scheme runs quarterly which recognises individual and team achievements across the council based on the core values plus a separate award for the employee of the year. In addition it also recognises long service with the first level of recognition at 5 years and then every five years thereafter. Employees recognised under these scheme receive a choice of vouchers or donation to charity.
34. Employees are able to register with F&H Rewards, provided by Reward Gateway, which is a voluntary online platform providing access to discounts for high street / online shopping, holidays, insurance and household goods.
35. As part of the F&H Rewards scheme, employees are able to participate in a salary sacrifice scheme for the purchase of bicycles under a 'Cycle to Work' scheme.

### **Pension**

36. As a result of their employment, all employees are eligible to join the Local Government Pension Scheme. There are no locally agreed enhancements. With the exclusion of the Head of Paid Service responsibility, any such enhancements would be at the discretion of the Personnel Committee. In relation to the Head of Paid Service responsibility, any such enhancements would be at the discretion, and with the approval, of Full Council.

### **Severance Payments**

37. We are required to publish:

- Our policy on discretionary payments on early termination of employment and our policy on increasing an employee's total pension scheme membership and on awarding additional pension (Regulation 66 of the Local Government Pension Scheme [Administration] Regulations 2008). These are covered in the Early Termination of Employment Policy which can be found on FHDC's website.
- Statements relating to remuneration. Regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 requires an authority to formulate, review and publish its policy on making discretionary payments on early termination of employment.

38. Full Council will be offered the opportunity to vote on severance packages which are greater than £100,000. Severance payments may include salary paid in lieu, redundancy compensation, pension entitlements, holiday pay and any bonuses, fees or allowances paid. Bonuses may include any payment not normally paid to the employee and not formally identified within this document.

39. It is important that the Council has flexibility to respond to unforeseen circumstances as regards re-employing a former employee as a Chief Officer. If we re-employ a previous employee who received a redundancy or severance package on leaving, or if that person returns on a 'contract for services', or if they are in receipt of a Local Government / Firefighter Pension Scheme (with same or another local authority), we require that the requirements of the following are observed:

- The Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999

And/or

- Relevant abatement.

40. It is the Council's policy that in normal circumstances a FHDC employee whose employment has been terminated on grounds of voluntary redundancy and/or voluntary early retirement and who has received a severance payment and/or early retirement benefits will not be re-engaged. In exceptional circumstances there may be a justifiable case for re-engaging such an employee but this may only occur following agreement by members of the Corporate Leadership Team.

### **New starters joining the Council**

41. In our approach to appointments, particularly senior appointments, consideration is given to the value for money for the whole of the public sector. Consideration includes avoidance of arrangements which could be perceived as seeking to minimise tax payments.

42. Employees new to the Council will normally be appointed to the first point of the salary range for their grade. Where the candidate's current employment package would make the first point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a higher salary may be considered by the recruiting manager, with guidance from the HR department. This will be within the salary range for the grade. The candidate's

level of skill and experience should be consistent with that of other employees in a similar position on the salary range.

43. In professions where there is a particular skills shortage, and as a temporary arrangement, it may be necessary to consider a market premium to attract high quality applicants. With senior manager salaries, there can be scope for negotiation over the exact starting salary at the point of job offer, and a range of factors will be considered. The final decision as regards any discretion lies with members of the Corporate Leadership Team.
44. Where a senior (chief officer) new starter already receives a public sector pension, this will be declared on the FHDC website and relevant abatement implemented.

### **Relationship between remuneration of “Chief Officers” and “employees who are not Chief Officers”**

45. We are required to publish pay related information. This includes the Code of Recommended Practice for Local Authorities on Data Transparency requirements to publish a Pay Multiple and information on senior salaries. The Pay Multiple is the ratio between the highest paid salary and the median average salary of the whole authority’s salaries.
46. For the Statement of Accounts, Accounts and Audit Regulations and CIPFA Accounting Code of Practice requires us to publish:
  - Senior officer remuneration details on a post by post level
  - Disclosure of remuneration amounting to £50,000 and over in bands of £5,000
  - Exit package disclosures
47. Information on pay will be published on the FHDC website, as follows and by:
  - 1 June – the Pay Multiple figure and information on senior salaries
  - 30 September – the accounts as audited by the Council’s external auditors.

### **Conclusion**

48. This pay policy statement, once approved by Full Council, will be published on the Council’s public website.
49. This statement is for the financial year 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022.
50. Full Council may, by resolution, amend this statement (including after the beginning of the financial year to which it relates). An amended statement will be published on the Council’s public website.

This page is intentionally left blank

This report will be made public on 13 July 2021



Report Number **A/21/09**

**To:** Council  
**Date:** 21 July 2021  
**Status:** Non- Executive Decision  
**Responsible Officer:** Amandeep Khroud, Assistant Director – Governance, Law and Regulatory Services

**SUBJECT: REPORT TO COUNCIL ON A KEY DECISION MADE IN ACCORDANCE WITH THE CONSTITUTION'S CALL-IN AND URGENCY' RULE**

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

**REASONS FOR RECOMMENDATIONS:**

This report is recommended to Council, to note for information, in accordance with the constitution, Part 6.3, rule 7.

**RECOMMENDATION:**

To receive and note report A/21/09.

## 1 INTRODUCTION

- 1.1 The constitution provides that, when an urgent key decision is made by the Cabinet, for which any delay in implementation, likely to be caused by the call-in process, would seriously prejudice the Council's or public interest, then the call-in rules of procedure, Part 6.3, rules 1 to 6, do not apply. Key decisions, taken as a matter of urgency, must be reported to the next available meeting of the council, together with the reasons for urgency.
- 1.2 At its meeting on 26 May 2021, the Cabinet considered report C/21/07, which sought approval for the Addition of Cat A works to the General Fund Capital Programme, to enable the works to take place to the Connect 38 building as a matter of urgency, in order to let vacant office space.

The Cabinet made the following resolution:

### **RESOLVED:**

1. That report C/21/07 be received and noted.
2. That £400,000 be added to the General Fund capital programme to allow the necessary Cat A works to the Connect 38 building to be met from monies received under the legal agreement for the original property acquisition (held in the Capital Grants and Contributions Unapplied Reserve).
3. That this matter will be reported to Full Council at the next available opportunity.

(Voting figures: 9 for, 0 against, 0 abstentions).

- 1.3 It was necessary to take the decision under the constitution's 'Call in and Urgency' rule (Part 6.3, rule 7) because there is no provision in the 2021/22 capital programme to undertake these urgent works. There is significant risk that if the budget is not agreed and the works commence immediately then the council could lose the tenant and the subsequent rental income.

## 2 LEGAL, FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

### 2.1 **Legal Officer's comments (AK)**

There are no legal issues arising from this report.

### 2.2 **Finance Officer's comments (LW)**

The financial implications of this report were addressed in cabinet report C/18/13 to which this relates.

### 2.3 **Diversity and Equalities Implications (ST)**

There are no diversity and equality implications arising from this report.

## 3 CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting:

Jemma West

Committee Services Specialist  
Tel: 01303 853 369  
E-mail: [jemma.west@folkestone-hythe.gov.uk](mailto:jemma.west@folkestone-hythe.gov.uk)

The following background documents have been relied upon in the preparation of this report:

None

This page is intentionally left blank



This report will be made public on 13 July 2021

Report Number **A/21/10**

**To:** Council  
**Date:** 21st July 2021  
**Status:** Non executive decision  
**Chief Executive:** Susan Priest

**SUBJECT: REPORT FROM THE INDEPENDENT REMUNERATION PANEL ON MEMBERS' ALLOWANCES AND EXPENSES**

**SUMMARY:** This report recommends the proposals from the Council's Independent Remuneration Panel with the comments of the Governance Working Group that the Members' Allowance Scheme of Folkestone and Hythe District Council be amended.

**RECOMMENDATIONS:**

1. To receive and note report A/21/10.
2. To consider the recommendations of the Independent Remuneration Panel and the views of the Governance Working Group as set out in paragraph 2.3 (a) - (h) of this report, and to determine whether the Members' Allowance Scheme should be amended in accordance with one of the following options:
  - a) To adopt the changes suggested by the Independent Remuneration Panel as set out in paragraph 2.3 (a) – (h) of this report.
  - b) To adopt the views of the Working Group as set out in bold in paragraph 2.3 (a) – (h) of this report
  - c) To make no changes to the Members allowance Scheme and the other recommendations suggested by the Independent Remuneration Panel.
3. In the event that the scheme is amended it is recommended that the amendments come into effect on 22 July 2021.
4. To adopt the Parental Leave Policy as set out in Appendix 2.

## 1. INTRODUCTION

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 require the Council to appoint an Independent Remuneration Panel (IRP) to consider and advise on the scale of members' remuneration.
- 1.2 On 20 November 2019 Full Council considered the report of the Independent Remuneration Panel (IRP) and resolved the following - "To refer the report to the Governance Working Group and report back to Council" (minute 66).
- 1.3 The Governance Working Group considered this matter on 27 February 2020 and the comments of the Working Group as subsequently clarified in correspondence are set out in paragraph 2.3 below shown in bold and italics.
- 1.4 If Council decides to amend the Members' Allowance Scheme it is recommended that the amendments come into force on the day after this meeting – 22 July 2021.

## 2. THE PANEL'S REPORT

- 2.1 For reference the IRP report is included as appendix 1.
- 2.2 Members are asked to consider the recommendations of the IRP and the comments made by the Governance Working Group and make decisions on whether to amend the allowance scheme in the light of the recommendations. The Council has a duty to "have regard to the recommendations" of the IRP before deciding to amend the scheme.
- 2.3 The changes recommended by the Panel and the comments of the Working Group are as follows:

- (a) The Leader of the Council Special Responsibility Allowance (SRA) be set at 400 rather than the 440 points as present and protection arrangements be applied in accordance with existing provisions. Note: once the protection arrangements cease to apply this would mean the Leader's SRA would be set at £21,732 per annum (currently £24,434). Members are referred to section 3 of the IRP report for the rationale behind the IRP's recommendation on this matter. The Governance Working Group considered this matter and **did not** support this change at the present time making the following recommendation:-.

***It was agreed by the Governance Working Group that this issue should be reconsidered should there be a significant change to the constitution.***

Council is requested to consider the recommendations of the IRP and the comments of the Working Group and determine whether to adopt the IRP's recommendation, or reconsider the matter if there is a significant change to the constitution.

- (b) The definition of 'Leader of the Opposition' for the purposes of the special responsibility allowance be amended to remove reference to 'minority' when

referring to groups. The revised definition to read: “The Leader of the Opposition is defined as the leader of the largest group not forming part of the administration and that in the event of a number of groups of the same size occurring (with no one group being the largest group not being part of the administration) then this SRA should be divided equally between those group leaders.”

The Working Group’s recommendations departed from those of the IRP in this regard. The recommendation of the working group is shown below. The implications and further decisions that the Council will need to take if the recommendations of the working group are adopted are considered below under 2.3 (c) below. The Working Group’s recommendation was:-

***The Leader of the Opposition SRAs are paid to the leaders of groups not represented on Cabinet only; the total budget for SRAs for leaders of groups not represented on Cabinet will be split between the leaders of those groups proportionately based on group size. It is agreed that the SRA will only be increased by 50 points to a total of 200 points if there are two or more qualifying groups.***

- (c) Where the ‘Leader of the Opposition’ SRA is to be shared equally between two or more group leaders in accordance with the provisions of the scheme then the SRA is to be increased by 50 points to 200 points prior to calculating the relevant share. Members are referred to section 4 of the IRP report. Note the SRA in the circumstances described above would be set at £10,866 per annum. This would, of course be divided between the largest opposition groups if they were of equal size, so if there were two opposition groups of equal size, the SRA of each opposition group leader would be £5,433. This recommendation made by the IRP is on the basis on the existing scheme namely that the opposition SRA is only divided if the largest opposition groups are of equal size. The IRP considered that the SRA should recognize the role of the leader of the opposition rather than the role of group leaders of opposition parties.

As noted above the Working group recommended that:

***the Leader of the Opposition’s SRA should be split between leaders of Groups not represented on Cabinet proportionately based on group size and that the SRA should be increased if there are groups not represented on cabinet even though they may be of unequal size.***

Council is requested to consider the recommendations of the IRP and the comments of the Working Group and determine whether to adopt the IRP’s recommendation, or alter the scheme in accordance with the comments of the Working Group.

- (d) The Council make clear both the aims of the Dependents Carer’s Allowance scheme and the importance of Councillors being able to claim under the scheme when reporting on Councilor expenses. See section 5 of the IRP report

***The Working Group supported this recommendation.***

- (e) Paragraph 6 of the Dependents Carer's Allowance scheme be amended to read: "The allowance will be paid at either: (a) an hourly rate (or proportion thereof) equivalent to the adult national living wage applicable at the time and to a total of the costs reasonably incurred; or (b) paid on the basis of actual invoiced cost from a registered provider approved for the purposes of this scheme by the Monitoring Officer."

***The Working Group supported this recommendation.***

- (f) Where an employee benefit scheme adopted by the Council is suitable to be extended to Councillors at no additional cost then discretion should rest with the Head of Paid Service to include Councillors within such a scheme. (See section 6 of the IRP report).

***The Working Group supported this recommendation.***

- (g) The special responsibility allowance for tier 2 committee chairs be discontinued. (Section 8 of the report).

***The Working Group supported this recommendation.***

- (h) Furthermore the panel made the following recommendation, not strictly relating to the allowance scheme namely:-

"The Council consider the merits of conducting a trial of daytime meetings with a view to reducing the workload and time commitments for Councillors".

***The Working Group did not support this recommendation.***

- 2.4 In addition the panel recommended that:-

"Officers be asked to bring forward a parental leave scheme for consideration by the Council which would provide leave of absence for Councillors in cases of the birth or adoption of a child and that any such scheme, if approved by the Council, should be on the basis of no detrimental impact on an individual's basic allowance and the ICT allowance but that any SRA cease to be paid during the period when the special responsibilities are no longer being undertaken".

- 2.5 The draft Parental Leave policy is appended to this report (appendix 2). This draft policy was considered by the Overview and Scrutiny Committee at its meeting on 18 February 2020. The Committee resolved to support the policy (minute 55) and it was further supported by the Working Group.

- 2.6 The Panel also recommended that:-

"If changes to governance arrangements currently being considered are to proceed then it is recommended that the new Panel is convened to carry out a review at that time. Whether or not such changes proceed, it is recommended that the new Panel be reconvened to review the scheme in 2023 following the local elections".

### **3. LEGAL / FINANCIAL AND OTHER POLICY MATTERS**

#### **3.1 Legal officer's comments (AK)**

All relevant legal issues have been addressed in the report.

#### **3.2 Finance officer's comments (CS)**

The cost of the proposed scheme can be contained within the existing budget.

#### **3.3 Diversities and equalities implications (AK)**

All relevant issues have been addressed in the report.

### **4. CONTACT OFFICER AND BACKGROUND DOCUMENTS**

Councillors with any questions arising from this report should contact the following officer prior to the meeting:

Amandeep Khroud  
Assistant Director – Governance, Law and Regulatory Services  
Telephone: 01303 853253  
E-mail: [Amandeep.khroud@folkestone-hythe.gov.uk](mailto:Amandeep.khroud@folkestone-hythe.gov.uk)

Background documents

None.

Appendices

**Appendix 1 – The report from the Independent Remuneration Panel –  
October 2019**  
**Appendix 2 – Draft Parental leave policy**

This page is intentionally left blank



**4<sup>th</sup> Report of the  
Folkestone & Hythe District Council  
Independent Remuneration Panel**

**October 2019**

## **Introduction**

The Folkestone & Hythe District Council Independent Remuneration Panel (IRP) was formed to enable the Council to meet its obligations under the Local Authorities (Members' Allowances) (England) Regulations 2003.

The role of the Panel is to look objectively and independently at the allowances and expenses paid to Folkestone & Hythe District Councillors and co-optees, making recommendations relevant to the Folkestone & Hythe context. Under the regulations, it is a statutory requirement for the Council to have regard to those recommendations in determining allowances and expenses for both Councillors and co-optees.

The scheme of allowances and expenses recommended by the Panel in October 2015 was adopted by the Council on 13<sup>th</sup> January 2016 and implemented on the 25<sup>th</sup> May 2015. The operation of the scheme was reviewed by the Panel in its January 2017 report. This report is the final report of the current Panel following a further review carried out in September and October 2019.

The Panel would like to record its thanks to the Head of Paid Service, Monitoring Officer and staff of the Council and to the Councillors who have given their time to this process. A particular note of thanks also goes to Kate Clark for her practical and administrative support.

This report represents the collective view of the Panel and I would like to acknowledge the work of my fellow Panel members, David Ellerby, Michael George and Janet Waghorn.

Whilst the role of the Panel is to make recommendations, the final decisions on these matters rest with the elected members of Folkestone & Hythe District Council.

**Chris Harman**  
**Chair, Folkestone & Hythe Independent Remuneration Panel**



## **1. Structure of Review**

1.1 In carrying out this review, the approach adopted by the Panel was to:

- (a) Review documentation including the South East Employers' Members Allowances Survey 2018-19.
- (b) Interview the Head of Paid Service.
- (c) Interview a representative sample of 11 Councillors holding different roles
- (d) Solicit wider public input through use of the Council's website and social media feeds

1.2 All Councillors were given the opportunity to meet with the Panel and to make written submissions.

1.3 All Parish and Town Councils in the District were informed the Panel was sitting and asked if they would like the Panel to review their own arrangements for Member allowances as part of its work programme in its role as the Parish Remuneration Panel.

1.4 Areas considered by the Panel included:

- (a) The effectiveness of the scheme in practice taking into account the changing circumstances at the Council since its inception.
- (b) The operation of specific aspects of the scheme including provision for carers, the system of expenses and the arrangements related to the ICT allowance,
- (c) The degree to which the scheme effectively supported the democratic process and facilitated democratic participation.
- (d) The extent to which the differentials between different special responsibility allowances established by the scheme continued to be seen as appropriate in practice.
- (e) The appropriateness of the arrangements at Folkestone & Hythe with regard to the wider practices within Local Government and in particular within Kent.
- (f) The extent to which the scheme was successfully delivering a transparent and coherent framework for allowances.

## **2. Individuals and Roles**

2.1 As with previous reviews, it was noted by several interviewees and accepted by the Panel that different individuals will bring a different level of involvement to the different roles. It is the view of the Panel that individual office holders have a degree of choice in the time commitment they give to a role and that variations in such choices should not impact on the assessment of the appropriate level of a special responsibility allowance (SRA).

2.2 This is consistent with the previously expressed view of the Panel that being a councillor is not a 'job' in the traditional sense and therefore Councillors' allowances are not 'pay'. Rather, the Panel viewed the role of a councillor as public service, carrying with it both privileges and responsibilities. Accordingly the Panel maintains the view that Councillors' allowances are primarily a means of compensating for both the time commitment and incidental financial costs of holding elected office. Having taken this view, it follows that allowances are not a 'reward' in pay strategy terms and that it would be inappropriate to allow the allowance scheme to be influenced by consideration of an individual's performance in a role, including how much time they give to it above and beyond what might reasonably be expected.

2.3 The Panel is conscious that such an approach does require an assessment of what might reasonably be expected in terms of time commitment and its conclusions on this, based on both local interviews and regional and national survey data, were detailed in previous reports. However the Panel accepts that such an approach is more difficult with unique roles, such as Leader of the Council, where the time commitment involved is heavily dependent on the individuals approach to the role.

## **3. Leader of the Council SRA**

3.1 As part of this review the Panel again looked at the differentials between different SRAs and between those SRAs and the basic allowance. The Panel was satisfied that the basic allowance as well as the differentials were generally at the right levels other than the differential between the 'Leader of the Council' SRA and the 'Cabinet Members' SRA where a review of comparative data identified some concerns. It should be stressed however, that there was general consensus from the interviews conducted regarding the high demand of this role and the amount of work carried out by the current incumbent.

3.2 At the time of this Panel's last review this SRA was seen as being towards the higher end of acceptable values but not, in the circumstances of this Council, unreasonable. This reflects the conclusions of this Panel's 2015 review where this SRA was identified as being relatively high.

3.3 Revisiting relevant comparators suggests both in absolute and relative terms, that this SRA, set at 440 points, is now too high for the matter to remain unaddressed. Whilst it is clear to the Panel, from the interviews conducted, that the present incumbent of the role is perceived to carry significant responsibility and the role itself carries a high workload, the Panel is required to focus, not on the individual, but the allowance.

3.4 Having considered the comparators both across the South East and locally and taking into account local circumstances, the Panel is of the view that the differential between the 'Leader of the Council' and the 'Cabinet Member' SRA is set too high and should be reduced. The Panel has concluded that a point score of 400 points for the 'Leader of the Council' SRA would be appropriate. This would set the 'Leader of the Council' SRA at twice the level of the 'Cabinet Member' SRA.

3.5 Given that the recommendation involves a reduction in a current SRA, the protection arrangement, previously agreed by the Council, as detailed in the Panel's 2015 report, would apply. Under these arrangements there would be no detriment to the current incumbent as the allowance would be frozen at its current level.

3.6 In summary it is recommended that:

***The Leader of the Council SRA be set at 400 points and protection arrangements be applied in accordance with existing provisions.***

3.7 The Panel considered the 'Deputy Leader' SRA and also whether or not changes to the size of the Cabinet should impact the 'Cabinet Member' SRA. In both these areas the Panel reached the view that no changes be recommended. With respect to Cabinet size, the Panel accepted that this could increase workloads but concluded that this was a matter of political decision making and that the existing provisions with the scheme were adequate.

#### **4. Leader of the Opposition SRA**

4.1 The current scheme provides for an SRA set at 150 points for the role of Leader of the Opposition. This SRA is designed to support the democratic process and the Panel's reasoning has been detailed in previous reports. The scheme also provides that the Leader of the Opposition is defined as the leader of the largest minority group not forming part of the administration. Under the scheme, where there is more than one group of the same size occurring (with no one group being the largest minority group) then this SRA is divided equally between those group leaders.

4.2 The current situation at the Council has brought greater focus on this provision given that there is currently more than one minority group and two

are of the same size (with the consequence that the allowance is currently shared between those two group leaders).

4.3 The Panel appreciate that the current arrangement means there is no special responsibility allowance for leaders of smaller opposition groups not falling within the definition of 'leader of the opposition' as applied to this SRA. However, the Panel's view is that this SRA is not intended to recompense for the role of 'group leader' but to provide recompense for the democratically important role of 'leader of the opposition'. It is also the Panel's view that this role falls to the leader of the largest opposition group (or groups if more than one of equal size). Whilst leaders of groups not forming part of the administration may make political arrangements or come to political understandings which effectively share the responsibility for holding the administration to account, such arrangements being political in nature and discretionary are not matters for the Panel or that the Panel view as relevant to the distribution of SRAs. The Panel are also conscious of the importance of this SRA not becoming the equivalent of a 'group leader' SRA given that groups are essentially political creations, may or may not form part of the administration and that a 'group leader' type of SRA can have the unintended consequence of providing an incentive towards political fragmentation.

4.4 However, the panel are of the view that where the 'leader of the opposition' SRA is split between two or more group leaders in accordance with the current provisions of the scheme, then there is an argument that such responsibilities do not divide neatly and that the effect is to undervalue the additional responsibilities of each group leader. The Panel would therefore recommend that where the allowance is divided in these situations between two or more individuals, that there should be an uplift to the allowance of 50 points to 200 points prior to that division. The Panel is also of the view that the definition should refer to 'groups' not 'minority groups' given that it is possible for the largest group to become the opposition group in a Council comprising a number of groups. In summary it is recommended that:

***The definition of 'Leader of the Opposition' for the purposes of the special responsibility allowance be amended to remove reference to 'minority' when referring to groups. The revised definition to read; "The Leader of the Opposition is defined as the leader of the largest group not forming part of the administration and that in the event of a number of groups of the same size occurring (with no one group being the largest group not being part of the administration) then this SRA should be divided equally between those group leaders.***

***Where the 'Leader of the Opposition' SRA is to be shared equally between two or more group leaders in accordance with the provisions of the scheme then the SRA is to be increased by 50 points to 200 points prior to calculating the relevant share.***

## 5. Support for Carers

5.1 In relation to the Dependants' Carers' Allowance scheme, it continues to be the case that these provisions are not widely used. It was noted that there may be some reluctance for those eligible to make claims under the scheme because of adverse and hostile comments on social media and similar. The Panel see this as a regrettable situation which hinders democratic participation. The Panel noted that as the pool of Councillors becomes more diverse then the provisions of such a scheme increase in importance to facilitate democratic participation. In the light of this the Panel considered whether there were alternative means to deliver the objectives of the scheme which did not expose those utilising the scheme to hostile commentary. The Panel concluded that the interests of transparency and the need to effectively control the costs of the scheme make it difficult to find a viable alternative to a claims based provision. However, the Panel would recommend that:

***The Council make clear both the aims of the Dependants' Carers' Allowance scheme and the importance of Councillors being able to claim under the scheme when reporting on Councillor expenses.***

5.2 In reviewing the detail of the scheme the Panel noted that the requirement to base claims on the adult national living wage may be unnecessarily restrictive, particularly as the requirement for carers may lie outside normal working hours and attract premium rates of pay. The Panel therefore recommends that:

***Paragraph 6 of the Dependants' Carers' Allowance scheme be amended to read: "The allowance will be paid at either: (a) an hourly rate (or proportion thereof) equivalent to the adult national living wage applicable at the time and to a total of the costs reasonably incurred or (b) paid on the basis of actual invoiced cost from a registered provider approved for the purposes of this scheme by the Monitoring Officer."***

5.3 The Panel also considered whether there were appropriate further measures within its remit that could be taken to facilitate democratic participation particularly from those with carer responsibilities. The issue of parental leave was raised. Such a scheme would allow Councillors an approved leave of absence on the birth or adoption of a child. This could be with or without impact on that Councillors' remuneration. Whilst the Panel felt there was merit in the idea, it was also noted that there were practical difficulties given that the absence of a Councillor would inevitably impact on other Councillors at ward level and would also reduce the democratic representation of the electorate. However, the Panel noted that similar issues existed in relation to long term absence through ill-health and that Councillors had worked together at ward level to cover such absence. On this basis the Panel felt that the practical difficulties were not insurmountable. In considering such a scheme the Panel was conscious that there was a risk of treating the Councillor role as 'employment' but felt that such a risk was

balanced by the desirability of increased flexibility to remove barriers to democratic participation. However the Panel felt that the only aspect of such a scheme that fell within its statutory remit was whether or not such leave, if adopted by the Council, should be with or without impact on remuneration. The Panel took the view that for such a scheme to be effective any adverse economic impact on the individual should be minimised but that it was difficult to justify continuing to pay a special responsibility allowance when the associated role was no longer being performed. The Panel concluded that if such a scheme were introduced then the basic allowance and the ICT allowance should continue to be paid but that any special responsibility allowance should cease. It is the recommendation of the Panel that:

***Officers be asked to bring forward a parental leave scheme for consideration by the Council which would provide leave of absence for Councillors in cases of the birth or adoption of a child and that any such scheme, if approved by the Council, should be on the basis of no detrimental impact on an individual's basic allowance and the ICT allowance but that any SRA cease to be paid during the period when the special responsibilities are no longer being undertaken.***

5.4 A further issue that arose during this review was whether or not the current arrangements of primarily evening meetings was a disincentive to democratic participation and whether or not it unnecessarily added to the time commitments of all Councillors. The Panel noted that there were varying views on this and concluded that, whilst the practical matters of Council administration lay outside its formal remit, the impact on Councillor workloads, time commitment and on the application of the Dependents' Carers' Allowance scheme were relevant to remuneration. Given the differing views and the differential impact of such a change, the Panel felt that there may be some benefit to the Council in conducting a trial of daytime meetings in agreed areas to allow an assessment of the relative advantages and disadvantages and the overall impact on the Councillor role. The Panel therefore recommend that:

***The Council consider the merits of conducting a trial of daytime meetings with a view to reducing the workload and time commitments for Councillors.***

## **6. Benefit Schemes**

6.1 It was brought to the Panel's attention that there might be other benefits, either proposed or existing, applicable to Council staff that could be extended to Councillors. Councillors are not employees and therefore the Panel felt that each proposal would need to be considered on its own merits. In relation to the particular case raised of an employee discount card scheme, the Panel was of the view that, if the extension of such a scheme incurred no additional cost, then it was reasonable to include Councillors within its purview provided there was no objection in principle

from the Head of Paid Service. Where there is a direct cost to the inclusion of Councillors in a scheme the Panel was of the view that the interests of transparency required such a proposal to be subject to a formal process and decision. The Panel therefore recommends that:

***Where an employee benefit scheme adopted by the Council is suitable to be extended to Councillors at no additional cost then discretion should rest with the Head of Paid Service to include Councillors within such a scheme***

## **7. Environmental Impact**

7.1 The Panel's attention was also brought to the encouragement of environmentally sustainable travel through the application of the expenses scheme. The Panel took the view that this meant ensuring the scheme did not encourage unnecessary travel and positively encouraged reducing the carbon footprint of necessary travel. The Panel's view was that the current bicycle mileage allowance is set at a level sufficient to provide such encouragement and that travel by public transport is also adequately covered. The Panel considered whether the scheme should extend to the provision of interest free loans for the private purchase of bicycles but concluded that such a provision was more appropriate to employees where the processes for dealing with employee loans of various kinds are better developed and suitably robust. Given that Councillors are not employees it was felt inappropriate to recommend adoption of such a scheme. At a later date the Council may wish a future Panel to consider incentivising the use of fully electric vehicles for personal transport through the expenses scheme but the current Panel felt it was not a matter to be addressed at this time.

## **8. Committee Roles**

8.1 It was noted that the Council is currently considering whether or not to move to new governance arrangement consisting of a committee system. The Panel's view is that this would constitute a significant change and would be a matter for the next Panel to consider.

8.2 In the meantime the Panel re-considered the unremunerated role of committee vice-chair and felt that no change was warranted to this arrangement. However should the Council move to different governance arrangements then this might be a matter for the next Panel to reconsider.

8.3 The Panel also considered the current categorisation of committees into 'tiers' for remuneration purposes. It was noted that the only remaining remunerated tier 2 committee chair role was for the chair of the Personnel Committee. It was also noted that this SRA has not been paid for some time under the rules related to the payment of only a single SRA. The Panel's view was that it was likely that this would continue to be the case and, in any event, whilst the committee dealt with substantive issues on the occasions it

did meet, the actual workload involved on a regular basis did not appear to warrant the continuation of this SRA. As this is the only tier 2 committee, removing this SRA would mean that SRA's would no longer be applicable for chairing a tier 2 committee. The Panel recommends that:

***The special responsibility allowance for tier 2 committee chairs be discontinued***

## **9. ICT Allowance**

9.1 The Panel took the view that the ICT allowance is working effectively to cover the additional costs incurred by Councillors in fulfilling their responsibilities. However, there was a view expressed that the provision of a separate allowance, whilst required at the present time, may be something that has a limited lifespan. When such allowances were first introduced it was not uncommon for Councillors to have to purchase new technology, separate telephone lines, better broadband access and similar to fulfil their role. This is less often the case nowadays and the costs covered by the allowance tend to be related to consumables together with a contribution towards fixed costs. The Panel has some sympathy with this view and believes that, together with the Council issued tablet computers, the provision of a member 'business centre' in the form of a well equipped shared office facility with printing facilities might be a catalyst to phasing out the allowance. Whilst the Panel does not propose making any recommendations on this matter, the Panel believes that the continuation of this allowance should be kept under review as the Council's ICT support for Councillors develops.

## **10. Annual Increase**

10.1 The Panel reviewed the annual up-rating provision in the scheme which currently uses CPI. This was seen as working effectively and avoided the inherent conflict of interest in using other measures such as the annual staff pay award which is itself determined by Councillors. It was noted that in the past Councillors allowances had fallen far below what was reasonable due to the lack of regular up-rating. Since the introduction of the current scheme the up-rating mechanism had prevented this re-occurring. It was also noted that during a period of fiscal restraint, the up-rating mechanism could lead to a relative increase in allowances at the Council when considered against comparator Councils where no up-rating, or a different up-rating mechanism is used. This was, in the Panel's view, an unavoidable consequence of the design of the scheme and less damaging to local democratic participation than the cumulative effect of failing to up-rate allowances over a number of years. It was also felt by the Panel that, over time, any anomalies created by different methods of up-rating between different Councils would have a tendency to even out.



## **11. Approved Duties for Travelling and Subsistence**

11.1 It was noted that Councillors claims for travelling and subsistence for approved duties can attract negative publicity and that this can deter Councillors from making claims. It was also noted that a number of Councillors do not make claims under these provisions other than for exceptional items.

11.2 The Panel would reiterate its view that every individual's circumstances are different and that it is important the Councillors do not feel discouraged from making legitimate claims under these provisions. In this respect the Panel felt it incumbent upon the Council to make it clear in any publication of payments to Councillors in relation to travelling and subsistence claims both the legitimacy of those claims and the importance of the scheme to diversity in democratic participation.

11.3 Other than matters related to public perception, there appeared to be no substantive issues with the operation of this aspect of the scheme and no changes are recommended.

## **12. Conclusions of the Panel**

12.1 Overall the Panel found that the scheme was functioning effectively with few negative criticisms being expressed by those interviewed, In addition no responses were received through the opportunity provided for public comment. A review of external comparator data showed that the scheme remained one of the most affordable within the region offering good value to the residents of the district whilst being perceived to offer adequate levels of compensation to Councillors. Where analysis of the comparative data has suggested amendments this is covered in the text of this report and recommendations below. Changes to the Council composition following the most recent elections have also tested the provision related to the 'leader of the opposition' SRA and an amendment to the operation of this SRA is included in the recommendations.

12.2 The Panel believe the scheme continues to operate in a transparent and coherent fashion and to support democratic participation. Some amendments are suggested to improve this aspect together with recommendations to the Council to consider issues such as parental leave and to trial daytime meetings. However, the provisions in the scheme to encourage a diversity of democratic representation can be undermined by ill-informed and unjustified negative public commentary on member expenses and allowances, particularly on the web and social media. Whilst transparency and accountability are essential in this area and public scrutiny is to be welcomed, the Panel believe it is important for the Council to be proactive in ensuring the public is properly informed about the work of Councillors and the role of the expenses and allowances scheme and to actively respond to ill-informed and unjustified public commentary on the subject.

### **13. Summary of Recommendations**

**13.1 The Leader of the Council SRA be set at 400 points and protection arrangements be applied in accordance with existing provisions.**

**13.2 The definition of 'Leader of the Opposition' for the purposes of the special responsibility allowance be amended to remove reference to 'minority' when referring to groups. The revised definition to read; "The Leader of the Opposition is defined as the leader of the largest group not forming part of the administration and that in the event of a number of groups of the same size occurring (with no one group being the largest group not being part of the administration) then this SRA should be divided equally between those group leaders.**

**13.3 Where the 'Leader of the Opposition' SRA is to be shared equally between two or more group leaders in accordance with the provisions of the scheme then the SRA is to be increased by 50 points to 200 points prior to calculating the relevant share.**

**13.4 The Council make clear both the aims of the Dependants' Carers' Allowance scheme and the importance of Councillors being able to claim under the scheme when reporting on Councillor expenses.**

**13.5 Paragraph 6 of the Dependants' Carers' Allowance scheme be amended to read: "The allowance will be paid at either: (a) an hourly rate (or proportion thereof) equivalent to the adult national living wage applicable at the time and to a total of the costs reasonably incurred or (b) paid on the basis of actual invoiced cost from a registered provider approved for the purposes of this scheme by the Monitoring Officer."**

**13.6 Officers be asked to bring forward a parental leave scheme for consideration by the Council which would provide leave of absence for Councillors in cases of the birth or adoption of a child and that any such scheme, if approved by the Council, should be on the basis of no detrimental impact on an individual's basic allowance and the ICT allowance but that any SRA cease to be paid during the period when the special responsibilities are no longer being undertaken.**

**13.7 The Council consider the merits of conducting a trial of daytime meetings with a view to reducing the workload and time commitments for Councillors.**

***13.8 Where an employee benefit scheme adopted by the Council is suitable to be extended to Councillors at no additional cost then discretion should rest with the Head of Paid Service to include Councillors within such a scheme***

***13.9 The special responsibility allowance for tier 2 committee chairs be discontinued***

13.10 It is the Panel's view that the recommendations do not represent a 'package' and can therefore be considered individually. It is also the Panel's view that recommendation 13.2 falls within the existing provisions for updating and interpretation of the scheme and, together with 13.4, can be dealt with under officer delegated powers. Recommendation 13.7 is a suggestion to the Council and may not require a formal resolution to be passed.

#### **14. Future Reviews**

14.1 This will be the last review of the current Panel and any future review will be conducted by a new Panel. If changes to governance arrangements currently being considered are to proceed then it is recommended that the new Panel is convened to carry out a review at that time. Whether or not such changes proceed, it is recommended that the new Panel be reconvened to review the scheme in 2023 following the local elections.

This page is intentionally left blank

## **Parental Leave Policy for Councils**

### **Introduction**

This Policy sets out Members' entitlement to maternity, paternity, shared parental and adoption leave and relevant allowances.

The objective of the policy is to ensure that insofar as possible Members are able to take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken.

Improved provision for new parents will contribute towards increasing the diversity of experience, age and background of local authority councillors. It will also assist with retaining experienced councillors – particularly women – and making public office more accessible to individuals who might otherwise feel excluded from it.

There is at present no legal right to parental leave of any kind for people in elected public office. This applies to MPs as well as councillors, and has been the subject of lengthy debate. These policies can therefore only currently be implemented on a voluntary basis, although Labour Councils are encouraged to implement them as per the Labour Party Democracy Review which has called for Labour-controlled councils and Labour Groups to adopt a parental leave policy. Discussions are ongoing about changing the law to enable compulsory provision, but until then these policies constitute best practice which Labour Groups (and the councils they control) are strongly advised to adopt.

Legal advice has been taken on these policies, and they conform with current requirements.

### **1. Leave Periods**

1.1 Members giving birth are entitled to up to 6 months maternity leave from the due date, with the option to extend up to 52 weeks by agreement if required.

1.2 In addition, where the birth is premature, the Member is entitled to take leave during the period between the date of the birth and the due date in addition to the 6 months' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial 6 months.

1.3 In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total 52 week entitlement.

1.4 Members shall be entitled to take a minimum of 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).

1.5 A Member who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from Council.

1.6 Where both parents are Members leave may be shared up to a maximum of 24 weeks for the first six months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity.

1.7 A Member who adopts a child through an approved adoption agency shall be entitled to take up to six months adoption leave from the date of placement, with the option to extend up to 52 weeks by agreement if required.

1.8 Any Member who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six month period.

1.9 Any Member intending to take maternity, paternity, shared parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which they return.

1.10 Any member taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.

## **2. Basic Allowance**

2.1 All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity or adoption leave.

## **3. Special Responsibility Allowances**

3.1 Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave.

3.2 Where a replacement is appointed to cover the period of absence that person shall receive an SRA on a pro rata basis for the period of the temporary appointment.

3.3 The payment of Special Responsibility Allowances, whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental or adoption leave shall continue for a period of six months, or until the date of the

next Annual Meeting of the Council, or until the date when the member taking leave is up for election (whichever is soonest). At such a point, the position will be reviewed, and will be subject to a possible extension for a further six month period.

3.4 Should a Member appointed to replace the member on maternity, paternity, shared parental or adoption leave already hold a remunerated position, the ordinary rules relating to payment of more than one Special Responsibility Allowances shall apply.

3.5 Unless the Member taking leave is removed from their post at an Annual General Meeting of the Council whilst on leave, or unless the Party to which they belong loses control of the Council during their leave period, they shall return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began.

#### **4. Resigning from Office and Elections**

4.1 If a Member decides not to return at the end of their maternity, paternity, shared parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.

4.2 If an election is held during the Member's maternity, paternity, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the Monday after the election date when they would technically leave office.

This page is intentionally left blank



This Report will be made public on 13 July 2021



Report Number **A/21/11**

**To:** Council  
**Date:** 21<sup>st</sup> July 2021  
**Status:** Key Decision  
**Responsible Officer:** Andy Blaszkwicz – Director Housing and Operations

**SUBJECT:** Romney Marsh Coastal Destination including Beach Chalet Project

**SUMMARY:** This report seeks Full Council approval for additional funding to deliver the Cabinet approved proposal of the Romney Marsh Coastal Destination including beach Chalet project. The project will deliver new beach huts, toilet facilities including a changing places toilet, a concession/café, upgraded car parking facilities and public realm improvements that will link with New Romney Town Councils "The Green" area to create a true visitor destination.

**RECOMMENDATIONS:**

1. To receive and note report A/21/11.
2. To note the recommendations of Cabinet Report C/21/13 (Attached as appendix 4).
3. To approve additional borrowing of £518k to be added to the Council's Capital Programme.

## 1. BACKGROUND

- 1.1 Report C/21/13 (attached as appendix 4) sets out the background to the matter before Council.
- 1.2 Additional financial borrowing is required to deliver the total project.
- 1.3 Council is therefore asked to approve the addition of five hundred and eighteen thousand pounds (£518k) to the Council's capital programme.
- 1.4 Regular monitoring will be provided in line with the Council's monitoring framework.

## 2. PROPOSAL

- 2.1 In order to transform Coast Drive car park to a destination site it is important that key items of infrastructure are available as well as new beach chalets. Mainly; car parking, public toilets, and other facilities such as café/concession, water supply, outside showers, lighting and signage.
- 2.2 Considering the increase in use of the site, revenue to the Council will also be substantially increased. To cater for this, works have been scoped to improve the parking facilities along with an increase in waste facilities.
- 2.3 As part of the scheme allowance has been made for the upgrade of 1/4 of the car park with sustainable drainage and the rest to be regraded (opportunity to increase this if utilisation increases at a later date – subject to further funding). The construction of a toilet facility including changing places facility with attached concession/café has been allowed which also provides a revenue income to help support the scheme. Public realm improvements such as installation of bins, signage and planting has also been included.
- 2.4 The long frontage of the site would allow for 108 beach huts to be installed. In order to reduce the impact upon the SSSI a boardwalk and appropriate signage would need to be fitted to keep users off the sensitive shingle area. This boardwalk would also offer the opportunity for equal access along the site, to the beach and the chalets themselves.
- 2.5 Consideration has been made at project scope for the environmental implications of the work and reducing its carbon footprint moving forward. This includes LED lighting throughout and PV installation.
- 2.6 The table below shows an updated financial model to be replace the table found within appendix 4 Cabinet Report section 6.4. This reduces the annual and total incomes at years 15 and 20 to account for a formulaic error not subtracting the financial payments in these years. All others are correct. It should be noted that total all figures are not affected and the scheme continues to make revenue surplus from year 1.

Year	Annual Income	Total Income
Year 1	£ 46,363.72	£ 46,363.72
Year 5	£ 69,172.94	£ 282,489.47

Year 10	£ 81,185.30	£ 595,065.51
Year 15	£ 99,578.19	£ 953,196.95
Year 20	£ 118,947.91	£ 1,358,361.61
Year 25	£ 193,215.02	£ 1,906,205.11

### 3. RISK MANAGEMENT ISSUES

3.1 The following risk relates to this matter:

Perceived risk	Seriousness	Likelihood	Preventative action
Lack of planning approval	High	Low	Work with Natural England to ensure mitigation measures are put in place for the protection of the SSSI
Low uptake of beach chalets (financial income)	Medium	Low	Market research and extensive waiting list shows a demand for beach chalets. Ensure suitable marketing and competitive pricing.

### 4. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

#### 4.1 Legal Officer's Comments (NE)

There are no legal implications rising out of this report.

#### 4.2 Finance Officer's Comments (LK)

The Council's General Fund Medium Term Capital Programme to 2025/26 makes a budgetary provision of £375k for the Beach Chalet Project. The proposed wider scheme would require a further £518k capital expenditure to be financed by borrowing. The total annual cost is in the region of £54k, using a 20 year annuity at 2.0% which has been factored into the annual surplus table. The external grant funding referred to in C/21/13 Para. 4.4 is not guaranteed and the borrowing requirement will be reviewed if this is successful.

#### 4.3 Diversities and Equalities Implications (GE)

There are no negative equality and diversity implications directly arising from the report. The proposed scheme incorporates notable positive features, including allocated parking, toilet and changing facilities for those with

disabilities as well as boardwalks on the beach to enable easy accessibility to this section of the coastline to be enjoyed by both tourists and local residents.

## **5. CONTACT OFFICERS AND BACKGROUND DOCUMENTS**

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

Alastair Clifford – Operations Lead Specialist  
Telephone: 01303853327  
Email: Alastair.clifford@folkestone-hythe.gov.uk

The following background documents have been relied upon in the preparation of this report:

None.

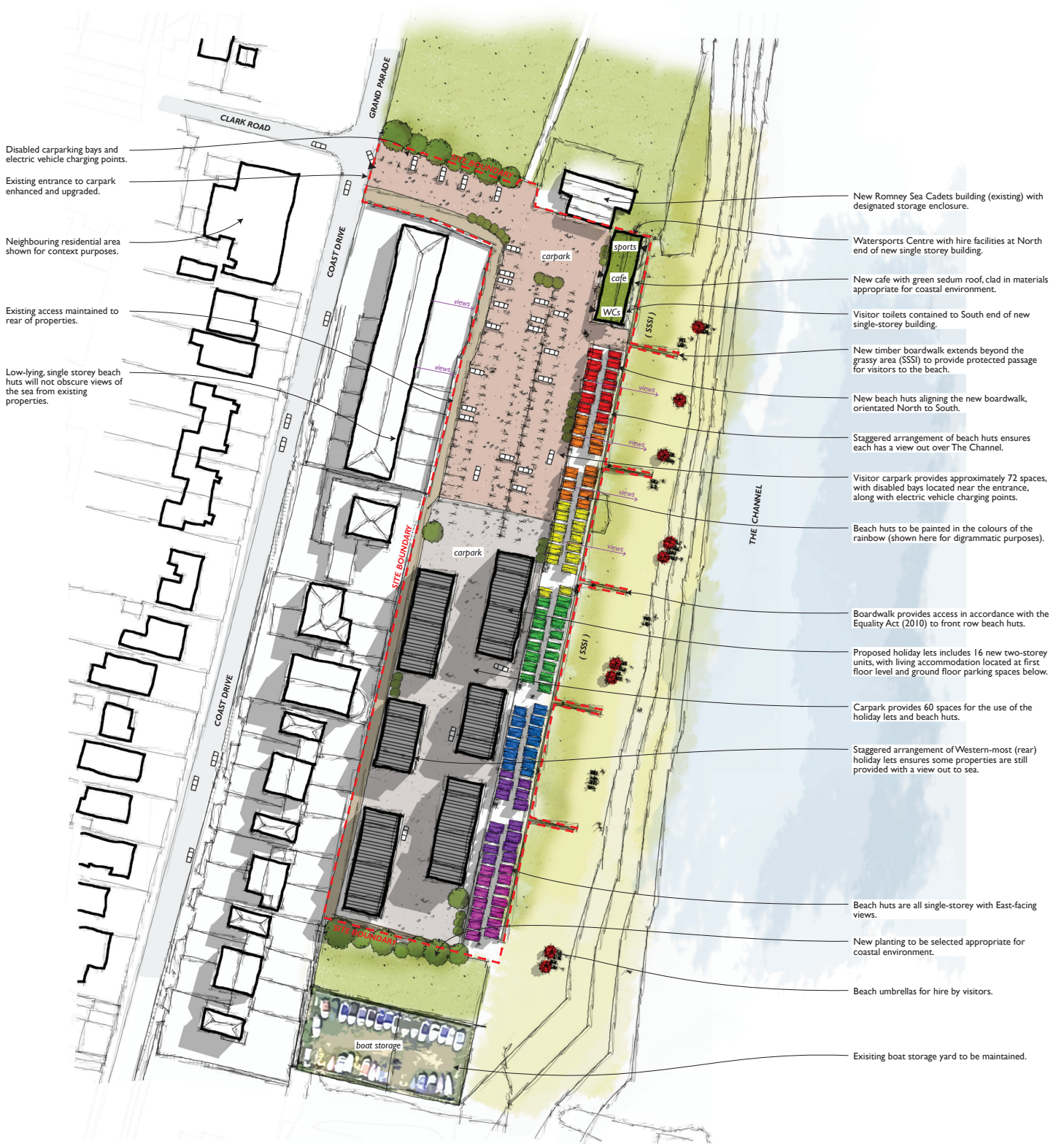
### **List of Appendices:**

**Appendix 1:** Potential site plan

**Appendix 2:** Block Plan

**Appendix 3:** Visualisation

**Appendix 4:** Cabinet Report: Romney Marsh Coastal Destination including Beach Chalet Project



Disabled carparking bays and electric vehicle charging points.

Existing entrance to carpark enhanced and upgraded.

Neighbouring residential area shown for context purposes.

Existing access maintained to rear of properties.

Low-lying, single storey beach huts will not obscure views of the sea from existing properties.

New Romney Sea Cadets building (existing) with designated storage enclosure.

Watersports Centre with hire facilities at North end of new single storey building.

New cafe with green sedum roof, clad in materials appropriate for coastal environment.

Visitor toilets contained to South end of new single-storey building.

New timber boardwalk extends beyond the grassy area (SSSI) to provide protected passage for visitors to the beach.

New beach huts aligning the new boardwalk, orientated North to South.

Staggered arrangement of beach huts ensures each has a view out over The Channel.

Visitor carpark provides approximately 72 spaces, with disabled bays located near the entrance, along with electric vehicle charging points.

Beach huts to be painted in the colours of the rainbow (shown here for digrammatic purposes).

Boardwalk provides access in accordance with the Equality Act (2010) to front row beach huts.

Proposed holiday lets includes 16 new two-storey units, with living accommodation located at first floor level and ground floor parking spaces below.

Carpark provides 60 spaces for the use of the holiday lets and beach huts.

Staggered arrangement of Western-most (rear) holiday lets ensures some properties are still provided with a view out to sea.

Beach huts are all single-storey with East-facing views.

New planting to be selected appropriate for coastal environment.

Beach umbrellas for hire by visitors.

Existing boat storage yard to be maintained.

# Littlestone Beach Masterplan Sketch Proposal

Do not scale from this drawing, use noted scale bar for dimension and proportion. This drawing is issued for informative purposes only.

This page is intentionally left blank

**Notes**

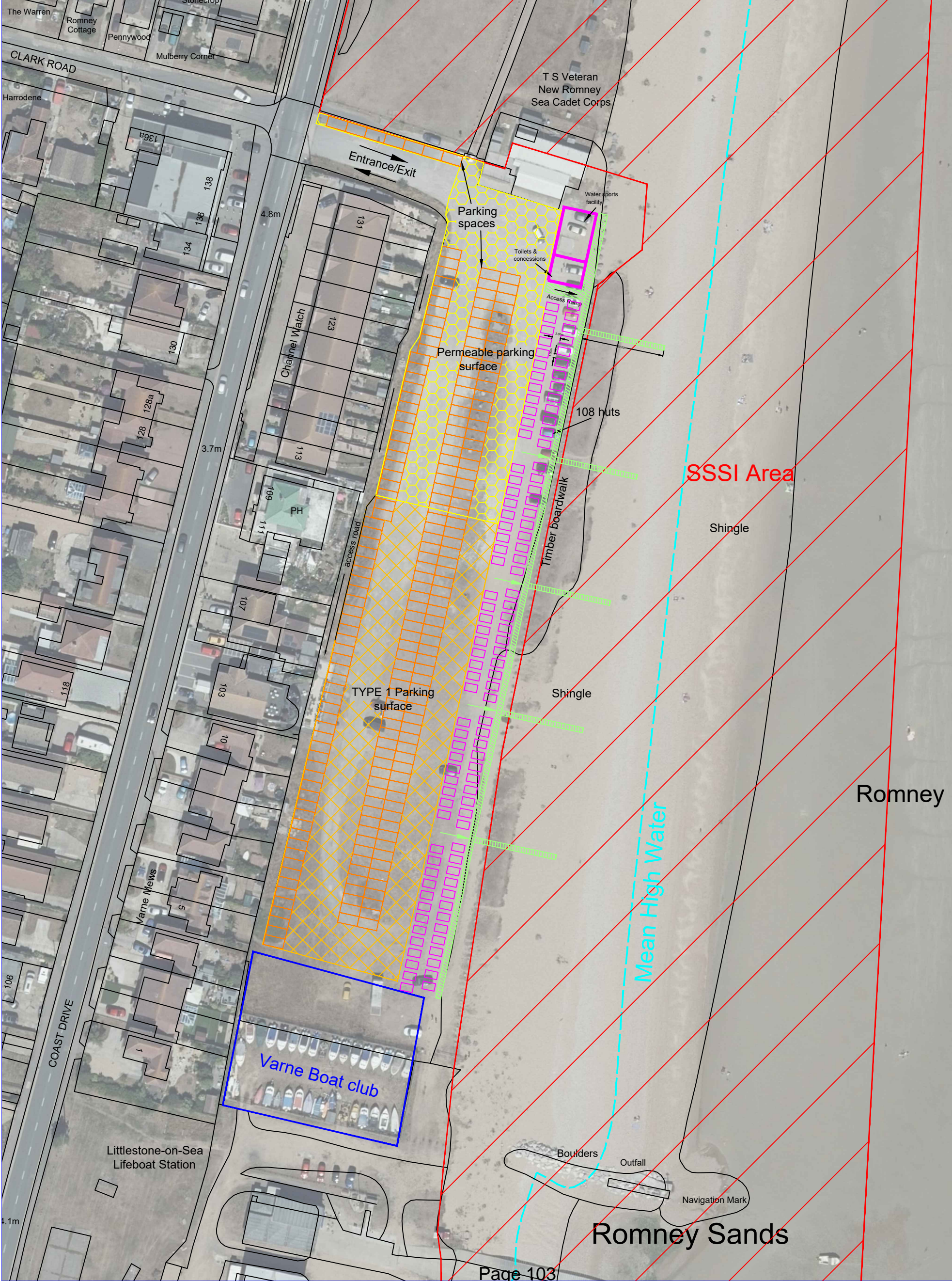
- 1. Do not scale
- 2. Dimensions are in millimetres unless stated otherwise

Contains Ordnance Survey data © Crown copyright and database right 2018 Folkestone & Hythe District Council 100019677



**SSSI**

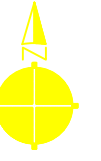
**DRAFT**



ORIGINAL DRAWING SIZE A3

Drawn: RK	Checked:	Date: 04/06/2021
Scale: NTS	Drawing Number:	Rev:

REV	DESCRIPTION	DATE	BY	CHKD



**Drawing Title**  
Beach Hut Options Rev2

**Project**  
Coast Drive Car Park Littlestone

Folkestone & Hythe District Council  
Strategic Development Projects,  
Civic Centre, Castle Hill Avenue,  
Folkestone, Kent, CT20 2QY  
Tel: 01303 853000  
Fax: 01303 853333



This page is intentionally left blank





This page is intentionally left blank

This report will be published  
on 15 June 2021

Report Number **C/21/13**

**To:** Cabinet  
**Date:** 07/06/2021  
**Status:** Key Decision  
**Responsible Officer:** Alastair Clifford – Operations Lead Specialist  
Andy Blaszkowicz, Director – Housing & Operations  
**Cabinet Member:** Councillor John Collier, Cabinet Member for Property  
Management and Grounds Maintenance

**SUBJECT: Romney Marsh Coastal Destination including Beach Chalet Project**

**SUMMARY:** The Marsh coastal areas are much loved throughout the summer season and welcome large numbers of tourists as well as providing recreational space to local residents. Like all areas of Folkestone & Hythe’s District, numbers have increased year on year and increasingly during the Pandemic. Managing these numbers, whilst actively promoting and supporting the areas moving forward is important.

It details the request for an additional £517,000 in capital funding to deliver the proposed project consisting of beach huts, toilet facilities including a changing places toilet, a concession/café, car parking facilities and public realm improvements that will link with New Romney Town Councils “The Green” area to create a true visitor destination. The project also delivers a surplus revenue to the council from year one and continuing throughout the 25 year lifetime of the scheme.

**Reasons for Recommendations:**

The investment into Coast Drive Car Park will create a Coastal Destination, boost tourism and business on the Marsh whilst providing an important revenue stream into the council. This project shows an investment into the Marsh by the council and with the proposed long term actions presents an exciting opportunity for not just the Marsh but the whole district.

**Recommendations:**

- 1) Cabinet are asked to note report C/21/13.
- 2) Cabinet are asked to approve the scheme detailed in the report
- 3) Cabinet are asked to approve the £375k in this year’s capital budget for two schemes to be used exclusively on this project
- 4) Cabinet are asked to approve that Officers submit a report to Full Council in July to ask for additional funding of £518k to deliver the outlined scheme

## 1. BACKGROUND

- 1.1 The coast between Rye Bay and Littlestone, along with Dungeness Point and large parts of nearby Romney Marsh, are internationally important and protected for their wildlife and habitats. The beaches and countryside within this area are also much visited, and are an integral part of the visitor economy of the area.
- 1.2 The Dungeness Complex of Natura 2000 sites comprises three overlapping international designations - the Dungeness, Romney Marsh and Rye Bay Special Protection Area and Ramsar site, and the Dungeness Special Area of Conservation. The area is particularly important for its coastal vegetated shingle, providing a high proportion of the U.K's area of this habitat. Shingle ridges support numerous rare plants, invertebrates and other exceptional and unique biodiversity, for example rare saline lagoons. The area is also very important for birds. The water bodies, coastline and marshes provide important, interlinked areas for breeding and over-wintering birds. The diverse habitats also support many rare and vulnerable species, including great crested newt, water vole and wetland thread mosses.
- 1.3 The local plan for Folkestone & Hythe District Council sets out commitments to sustainable access for the Natura sites and works in tandem with the Habitats Regulation Assessment.
- 1.4 In 2017 FHDC and Rother District Council approved the Sustainable access and recreational management strategy (SARMS). This strategy addresses recreational pressure and provides a strategic, cross boundary approach to issues relating to disturbance, to ensure that any increases in access and recreational usage resulting from the planning policies of either Council do not adversely impact on the integrity of these internationally important wildlife sites, and proposes supporting actions to ensure sensitive management of recreation and access for the Dungeness complex of sites.
- 1.5 Monitoring of the SSSIs that make up the international designations shows them to be largely in 'favourable' condition or, in compartments where this is not the case, to be 'recovering'. Where the condition of some habitats is unfavourable, this can be attributed to factors unrelated to visitor pressure. However, there is considerable visitor activity within parts of the study area which, in certain locations, can have some adverse impacts on Natura 2000 features.
- 1.6 The impact of recreational activities depends on the areas in which they occur, the sensitivity of the habitats or species, and the intensity of recreational use; shingle habitats can be damaged by vehicles and trampling over the shingle, trampling also erodes dunes, while studies have shown that birds can be disturbed by recreational activities including dog walking. The presence of visitors in itself does not necessarily conflict with conserving the integrity of the Natura 2000 sites, but impacts will depend on the specifics of the nature conservation interest, the activity and its management.
- 1.7 Consideration was given as part of the SARMS to the likely visitor numbers in the future with wider trends suggesting that the number of people visiting the coast and countryside was increasing. The extent to which this is seen locally will be affected, in part, by the niche offer of particular destinations and associated growth of recreational activities (e.g. Broomhill and Greatstone beaches for kite surfing and other water and beach-based sports), but also by the level of accessibility to the area.
- 1.8 The visitor economy is a key economic driver for Folkestone & Hythe District Council; and the volume and economic value of visitors is increasing. The rich and diverse

landscape, coastline and historic towns and villages offer distinctive destinations, attracting different market sectors and providing opportunities for a diverse tourism offer. The coast is the biggest attraction, but there are also historic towns and villages.

2. The Romney Marsh partnership which FHDC forms a key pillar of has agreed to 5 work streams. Proposals throughout this document fit into work streams 1,2,3 and 5.
  - 1: Maximising opportunities in the nuclear, tourism and high value sectors,
  - 2: Improving accessibility to enable better workforce and community mobility,
  - 3: Encouraging and supporting business development,
  - 4: Realising the workforce potential through skills development,
  - 5: Enhancing infrastructure.
- 2.1 On Romney Marsh the closure of one of the two nuclear power stations is a blow to a local economy with few large employers. The development of this otherwise rural, mostly agricultural area for tourism is an attractive option, particularly for rural or green tourism. This area's coastal resorts provide a venue for a wide range of visitors and recreational uses. Visitors come for the holiday parks, the sandy beaches and the sea.
- 2.2 Changes in demographics and in society are resulting in changing trends in tourism and visits to the outdoors. Active leisure is a particular growth area; this includes a growth in 'experience' tourism and extreme sports, such as kite-surfing and land-yachting. The coastal areas, with their long stretches of beach and variety of seascapes, as well as the many lakes in the area, are ideal for these niche sports and other pastimes such as angling.
- 2.3 Greatstone dunes are in a Higher Level Stewardship agreement with the White Cliffs Countryside Project (WCCP) with additional funding from Natural England. The WCCP, through its local project arm the Romney Marsh Countryside Partnership, work with volunteers, mainly to manage sea buckthorn, white poplar and alien garden plants and monitor rare plants and report back to Natural England. FHDC maintain the sand fencing on Greatstone Dunes through a Defra-funded EA grant for flood risk management.
- 2.4 There are three public car parks operated by FHDC within the coastal areas of the Marsh: Coast Drive, 250 spaces - this pay and display car park is largely unmade ground and utilisation of this car park is particularly low during all seasons. Jolly Fisherman, 130 spaces - Utilisation is high during the summer months and overall utilisation has increased by 39% since 2013; Lade car park – 50 spaces where utilisation is considerably high at peak times.
- 2.5 The Lade car park offers 50 spaces, which during the peak season and on windy days means that users of the beach park along the coast road as a result. There is some road parking available, with casual laybys at Coast Drive, Littlestone Wall, Marine Parade and Clark Drive. The section of coast road from Lydd-On-Sea (i.e. just north of Dungeness Estate) as far as the Romney Sands Holiday Park (between Lade and Greatstone) has parking restrictions (double yellow lines) on the landward side and a scheme is being implemented that introduces further restrictions on the coast side with intermittent double yellow lines. North of Romney Sands Holiday Village there are parking restrictions (double yellow lines) on both sides of the road and these continue for some distance.
- 2.6 The visitor facilities are largely centred around the holiday parks and some small parades of shops. Leisure facilities are available in the larger town of New Romney. The exception is the Romney Marsh Visitor Centre. Facilities on public sites are limited. The local visitor economy seems focused largely on the holiday parks. When asked

what facilities visitors would like at the sites, visitors to Greatstone wanted showers (the site is popular with kitesurfers and wind-surfers), more car parking for kite-surfers and, similar to other sites including Lade, more seats, litter bins and dog waste bins.

- 2.7 Visitors are largely drawn to the two car parks (The Lade and Jolly Fisherman) because of their position on the coast, the available facilities and what this offers as an amenity.

### **3. Beach Chalets Capital Funding Review**

- 3.1 The District Council of Folkestone and Hythe, as part of the medium term financial plan approved the funding of £375,000 (capital via borrowing) for additional beach chalets in the district. This was split into two funding streams, £75,000 for Fisherman's beach in Hythe and £300,000 where the proposed location/s were to be identified.

- 3.2 Works have been ongoing to identify suitable locations for additional chalets after the success of the Folkestone refurbishment scheme. This scheme has 100% occupancy rates with a waiting list of over 800 people.

- 3.3 Three primary sites have been identified, namely; Coast Drive Car Park, Fisherman's Beach and St Mary's Bay Car Park.

- 3.4 St Marys Bay Car Park is a large thin piece of land sandwiched between the sea wall to the south and the A259 to the North. It is leased in from the Environment Agency who are land owners. This lease comes to an end in 2021. The site is primarily used as a car park, but is mainly unformalised surfacing and spaces. Large sections of the land cannot be used as car parking so offer opportunities to place beach chalets on site. The environment agency have been contacted re the opportunity to place beach chalets on site, formalise areas of the car park and to agree the lease. Initial discussions with the EA have taken place on this, and officers are working to progress further, a proposal for this scheme should be brought forward as part of the capital programme for 2022/23.

- 3.5 Fisherman's Beach in Hythe is a large piece of beach primarily identified as village green. To the North are a pumping station and houses, to the south is the sea. It currently operates partly as a working beach and FHDC owns and leases a number of fisherman's huts. As part of the village green agreement Folkestone and Hythe District Council maintain the right to place buildings onto identified areas that have been excluded from the village green status due to their previous use. The area offers opportunity to place beach chalets directly onto these identified sites, but the scheme would not follow a uniform pattern and poses a risk with offering leisure chalets within the working area of the beach. Officers have explored opportunities to move the locations to the Western end away from the working beach, however the process to do so is expensive, complicated and poses a significant failure risk. At this time with other opportunities available it is proposed this scheme should not move forward.

- 3.6 Coast Drive Car Park is situated along the A259 and is currently used as unsurfaced 250 space car park. To the South is a SSSI beach, to the East is "the green" - open space, play park and beach huts owned and operated by New Romney Town Council. To the East is the RNLI lifeboat station and the Varne boat club with boat launching ramp. To the North is a number of private residences and a restaurant. Importantly even during the busy summer months the majority of the car park is not utilised. Previous planning applications for development of the site as a housing complex have been rejected. Officers consider this site the most suitable moving forward and have detailed a proposal as part of section 4. This site is identified in the Local area plan (LAP) as residential for 16 units. Discussion has taken place with the chief planning

officer regarding the scheme and its implications. The scheme has been designed so as to not impact on any future development. Appendix 1 shows a block plan of how the site could be utilised in the future to meet the LAP.

#### **4. The Marsh Coastal Implications**

- 4.1 Considering the importance of tourism and its implications to the Natura Sites it is relevant to consider the Marsh and its coastal tourism as a large scale offering. Working in isolation could put pressure on the very nature of what makes the area so special.
- 4.2 With the funding available to FHDC through its allocated capital scheme officers have been working to understand the full implications and consider how the beach chalet funding would become part of a larger offering.
- 4.3 It is apparent through early discussions with New Romney Town Council, Magnox as funding providers, The Varne Boat Club as leisure providers and The Roger De Haan Charitable trust through their sailing and water sports support that there is considerable enthusiasm and support for development of this site and to increase the offering throughout the Marsh.
- 4.4 An initial approach has been made to the NDA/Magnox for up to £200,000 of funding which if met positively will progress into a formal bid. The site location 5 miles from Magnox's Dungeness site which is identified in Magnox's 2016-21 Socio-economic Plan as a high priority for socio-economic investment. The approach has been made on the grounds of;
  - Enhancing economic diversification and opening up new employment opportunities where possible.
  - Achieving value for money through targeted use of funds for socio-economic initiatives that offer the biggest impact for the lowest cost.
  - Building upon existing stakeholder relationships and socio-economic initiatives.
  - Continuing to work with the Romney Marsh Partnership Group moving forward.
  - Looking for opportunities to work with partners in the future to mitigate the closure of the site.

NDA local social and economic impact strategy (2020 update);

- Resilient economies – the project would encourage and support the conditions for local wealth building, and especially growth in a key sector for the local economy - the tourism sector.
  - Thriving communities – the project will have social impact by enabling volunteering in environmental activities through the Romney Marsh Countryside Partnership, and participation in water sports.
  - Sustainable Incomes – the project will create opportunities for work and training in its construction and in its ongoing management
  - Sustainable growth – the project will attract visitors to an area of the Marsh that is not environmentally sensitive and so could divert visitor pressure from key sensitive sites, particularly at Dungeness which is SSSI area and it will embody sustainability in its use of materials, technology and in its operation
- 4.5 All work will have to have the support of Natural England and officers have been working on understanding the implications through its partnership with the White Cliffs Countryside Partnership.

## **5. Coast Drive Car Park**

- 5.1 Considering the size of coast drive car park and its low utilisation, with the proximity of New Romney town councils destination park and open space (the Green) there are considerable opportunities to develop the area, reduce the pressures on the other SSSI and RAMSAR sites whilst developing the Marsh's overall offering.
- 5.2 In order to make coast drive car park an attractive destination it is important to have key items of infrastructure. Mainly; suitable car parking, public toilets and conveniences such as a café/concession. As part of the scheme allowance has been made for the upgrade of 1/4 of the car park as sustainable drainage and the rest to be regraded (opportunity to increase this if utilisation increase at a later date). The construction of a toilet facility with attached concession/café which also provides a revenue income. Public realm improvement such as installation of bins, signage and planting has also been costed.
- 5.3 The long frontage of the site would allow for 100-110 beach huts to be installed. In order to reduce the impact upon the SSSI a boardwalk and appropriate signage would need to be fitted that kept users off the sensitive shingle area. This boardwalk would also offer the opportunity for equal access along the site, to the beach and the chalets themselves.
- 5.4 Considering the increase in use of the site, through beach chalet placement and an expected demand on car parking then income can be considered to be substantially increased moving forward. To cater for this works have been scoped to improve the parking conditions along with an increase in waste facilities.
- 5.5 The nearest public convenience is found approximately 500m to the East at the Green public open space. This toilet is seasonal and is operated by the Town Council. The toilet is considerably dilapidated and has no electrical supply. There is serious doubt as to its provision as a toilet moving beyond this summer. Therefore the scheme has been costed to include a new modern toilet facility. To offset the cost of this it is proposed a café / Kiosk is included in the design to bring in revenue and to further the offering at the site.
- 5.6 Appendix 2 shows the proposed indicative layout (block plan) and appendix 3 shows an artist visualisation of how the scheme could look.
- 5.7 Risks to the project include refusal of planning permission through lack of agreement from Natural England and a rejection of planning permission. The inclusion of the boardwalk, signage and toilets aim to reduce this risk.
- 5.8 In order to receive the full financial benefits the scheme would look to be implemented by April 2022 in time for the summer season.
- 5.9 Considerations and allowances have been made in the costing of the project for Solar panel installation on the concession and for all construction materials and methods to consider environmental implications.

## **6. FINANCE**

- 6.1 A full cost model has been developed for the works at Coast Drive. The key assumptions are;



- 108 Chalets with rental income matched to that at Folkestone, with a 3% uplift in income per year over the 25 year scheme. Occupancy set at 95% for the duration. A vat deduction of 20% has been included as per financial regulations.
- Kiosk and toilet to include a 'changing places facility' for disabled adults. Income set at £10,000 per annum, revenue cost of toilet facility as £5,000 per annum with associated 3% uplift. Provision for PV installation has been included.
- Car Park formally laid to 25% of total space with regrading of the rest. Income set at £40,000 per annum +3% uplift per annum in line with Greatstone Car Park's anticipated income projection.

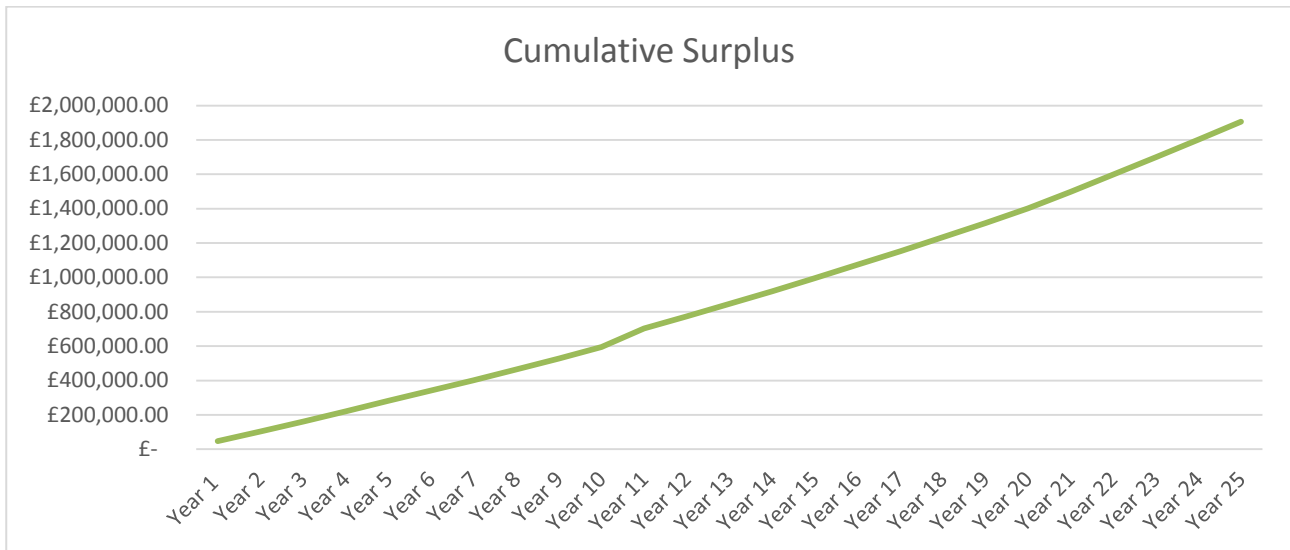
6.2 The key capital costs are set out as below.

Toilet + Concession	£225,000.00
Beach Huts	£200,000.00
Beach Hut Public Realm	£40,000.00
Streetlights	£20,000.00
SSSI Signs + Bin Enclosures	£7,500.00
Car Park	£180,000.00
Regrade	£10,000.00
Boardwalk	£100,000.00
Painting	£51,000.00
Fees (2%)	£16,670.00
Total Price	£850,170.00
Plus Contingency (5%)	£892,678.50

6.3 Total capital cost is £893,000. It is proposed that the full £375,000 of capital finding for the beach chalets is allocated towards this project. To secure funding for the additional £518,000 it is proposed to add to the borrowing in the financial year 21/22.

6.4 Total annual surplus and total cumulative income can be seen as set out below at 5 yearly intervals.

Year	Annual Surplus	Total Cumulative Surplus
1	£ 46,363.72	£ 46,363.72
5	£ 69,172.94	£ 282,489.47
10	£ 81,185.30	£ 595,065.51
15	£ 141,770.03	£ 995,388.79
20	£ 161,139.75	£ 1,400,553.46
25	£ 193,215.02	£ 1,906,205.11



## 7. CONCLUSION

- 7.1 The Marsh and its coastal frontage are hugely important to the district and offer huge opportunity for growth. However its complex needs in relation to balancing the tourism offering and its Natura 2000 sites are important to consider.
- 7.2 The proposed scheme does not affect the designation of the site within the local area plan.
- 7.3 The project offers a tourism scheme at Coast Drive car park that delivers a revenue income to the council whilst meeting the demands of the district.
- 7.4 Additional borrowing is needed to deliver the full scheme, however this is seen as being of minimal risk to the authority with confidence in the longevity and security of the key financial assumptions made.

## 8. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

### 8.1 Legal Officers Comments (NE)

There are no legal implications rising out of this report.

### 8.2 Finance Officers Comments (LK)

The Council's General Fund Medium Term Capital Programme to 2025/26 makes a budgetary provision of £375k for the Beach Chalet Project. The proposed wider scheme would require a further £518k capital expenditure to be financed by borrowing. The Finance Specialist team have been directly involved in the preparation of this report and the key financial implications are covered in it.

## 9. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

(Alastair Clifford – Operations Lead Specialist)  
 Telephone: 01303 853327  
 Email: Alastair.clifford@folkestone-hythe.gov.uk

The following background documents have been relied upon in the preparation of this report:

FHDC: Sustainable Access Recreation Management Strategy.

Appendices;

Appendix 1 – Potential Site Plan

Appendix 2 – Block Plan

Appendix 3 - Visualisation

**Alastair Clifford, Operations Lead Specialist**  
**Andy Blaszkowicz, Director – Operations and Housing**

This page is intentionally left blank