



Broadstairs & St Peter's Town Council

21 October 2026

To: Members of Broadstairs & St. Peter's Town Council.

You are summoned to a meeting of the **Council** to be held in Pierremont Hall on **Monday 26 October 2026 at 7pm.**

Kirsty Holroyd
Town Clerk

AGENDA

1. WELCOME AND INTRODUCTIONS

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

To receive from members of the Council and the presiding clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 29th July 2024.

4. MINUTES

To approve the minutes of the Annual Council meeting held on Monday 28 September 2026.

Attach 1

5. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S

i) To agree to suspend the meeting in accordance with Standing Orders 3e, 3f, and 3g which permit a maximum of three members of the parish to address the council for a maximum of three minutes each.

ii) A Member may ask the Town Mayor or the Town Clerk any question concerning the business of the Council, provided 2 clear working days' notice of the question has been given to the person to whom it is addressed.

6. PLANNING COMMITTEE

To receive the draft minutes of the meeting held on Monday 5 October 2026 and consider any recommendations therein.

Attach 2

7. ALLOTMENTS AND LAND COMMITTEE

i) To note that the meeting due to take place on Monday 12 October 2026 did not go ahead as it was inquorate.

ii) To consider the officer recommendation that the allotment waiting lists remain closed in order to manage expectations.

iii) To receive and approve a new logo for Mockett's Wood.

Attach 3

- 8. FINANCE AND GENERAL PURPOSES COMMITTEE**
To receive the draft minutes of the meeting held on Monday 19 October 2026 and consider any recommendations therein. **Attach 4**
- 9. COMMUNICATIONS**
i) To receive the report of the Town Mayor.
ii) To receive the report of the Town Clerk.
- 10. FINANCE**
i) To receive and approve a report concerning payments for the period 29 September 2026 to 20 October 2026 **Attach 5**
ii) To receive a report concerning receipts for the period 29 September 2026 to 20 October 2026 **Attach 6**
iii) To receive information about staff salaries for the period
iv) To receive information about works or services authorised between meetings.
v) To receive and approve a report concerning payments for the period 22 October 2026 to 26 October 2026.
- 11. BUDGET AND ACCOUNTS**
i) To receive and consider a summary report of payments and receipts as to 30 September 2026 (end of qu. 2) in line with Standing order 17c **Attach 7**
ii) To receive and note the bank reconciliation report dated 30 September 2026 (end of Qu2) in line with Fin Reg 2.2. **Attach 8**
- 12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025-26**
To receive information concerning the completion of the annual review.
- 13. PRIVATE MOTION**
i) To receive and consider a proposal from Cllr Paul Jacobs. **Attach 9**
ii) To consider whether a Terms of Reference is needed to enable Cllr Jacobs to act as the Council's Armed Forces Veteran Liaison Councillor.
- 14. PRIVATE MOTION**
To receive and consider a proposal from Cllr Garner **Attach 10**
- 15. POLICIES**
i) To receive and review the Biodiversity Policy **Attach 11**
ii) To receive and review the Dignity at Work Policy **Attach 12**
- 16. PIERREMONT PARK**
To receive a preliminary briefing paper from the Town Clerk **Enc 1**
- 17. PROPOSAL FROM SARAH THORNE THEATRE**
To receive a proposal concerning the refurbishment of the pottery. **Attach 13**
- 18. GRANTS**
i) To receive an update on grants given to date **Attach 14**
ii) To receive an application from House of Comfort **Attach 15**
- 19. YOUTH FORUM**
To receive the minutes of the forum held on Wednesday 7 October 2026 **Attach 16**

20. FARMERS' MARKET

To receive a report on the recent event and consider costings for the future.

Attach 17

The following business is to be undertaken in accordance with the provisions of standing orders 3d, with a resolution made to exclude the public due to the confidential nature of the business.

21. STAFF ISSUES

i) To receive a summary of staff appraisals and consider the recommendations therein.

ENC 2

ii) To note the reduction in hours of a member of staff.

Members of the public may re-enter the meeting

22. DATE OF NEXT MEETING – Monday 30 November 2026 at 7pm in Pierremont Hall.

Attach 1



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

Minutes of the meeting of the Council held on Monday 28 September 2026 at 7pm in Pierremont Hall, Broadstairs.

Present: Cllrs J Bayford, J Bright, K Bright, M Garner, A Munns, J Nichols, F O'Connor, K Pressland, S Roberts & G Rusiecki.

Town Clerk: Kirsty Holroyd

Before the meeting commenced, the Chairman, Cllr George Rusiecki welcomed everyone and drew their attention to the openness and transparency legislation confirmed in several notices around the room.

930. WELCOME AND INTRODUCTIONS

931. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs Jacobs, Leys, Moore and Orhan were approved.

932. DECLARATIONS OF INTEREST

None received

933. MINUTES

RESOLVED: That the minutes of the meeting held on Monday 27 July 2026 can be approved and duly signed as a true record by the Chairman.

934. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS AND ST PETERS

Cllr J Finch, KCC Member for Broadstairs attended the meeting and spoke about his work advocating for Broadstairs on issues such as bus services, the Highway Improvement Plan and cultivation of green space.

A member of the public asked whether the letter from TDC responding to the Town Council's bid for the depot would be published. The chairman responded that now that all permissions had been obtained, it would and that the matter would be discussed at the next Community Assets Committee meeting in November.

935. PLANNING COMMITTEE

Members received the minutes of the meeting held on Monday 3 August 2026.

RESOLVED: members agreed to note.

Members received the minutes of the meeting held on Monday 7 September 2026.

RESOLVED: members agreed to note.

Members also noted that Cllr O'Connor had withdrawn from the committee due to a scheduling clash.

936. COMMUNITY ASSETS COMMITTEE

Members received the minutes of the meeting held on Monday 17 August 2026.

**Cllr Kristian Bright declared an interest in the discussion concerning the bandstand and kiosk and did not vote.*

RESOLVED:

- i) That Cllr Fi O'Connor be appointed to this committee.**
- ii) That the Town Council wishes to continue operating and managing the bandstand area.**
- iii) That the Town Clerk continue meeting with TDC officers to develop a Heads of Terms document.**
- iv) That both leasehold and freehold arrangements be considered.**
- v) That since this process is likely to take some time, a one year extension to the current licence to operate be offered to the existing tenant.**

Members received the Terms of Reference for the Committee.

RESOLVED: That the document is fit for purpose and can be adopted by Council.

937. ENVIRONMENT COMMITTEE

Members received the minutes of the meeting held on Monday 14 September 2026.

RESOLVED: Members agreed to note.

Members received the amended Broadstairs in Bloom grant form.

RESOLVED: That the form can be adopted and the maximum grant even for unconstituted groups can remain at £300.

938. COMMUNICATIONS

i) The Town Mayor gave a report on his activities over the past month. Please see attached.

ii) The Town Clerk gave her report and noted the following:-

- A formal thank you from Folk Week for the Council's sponsorship of the event.
- Due praise for members of the Facilities Team from the Fire Officer on their attitude towards fire safety and the high standard of their work.
- A very successful Heritage Week with more than 200 people attending. The Events Manager had asked for a special mention for the member of the public who had volunteered one day and had been a great help.

RESOLVED: that a letter of thanks be sent.

- The Farmer's Market will take place at Pierremont Hall in October due to Bleak House having to cancel all its bookings. If it goes well it may become a regular booking.

RESOLVED: That a fee reduction may be applied for the October event. To be considered more fully at the Events, Leisure and Tourism committee meeting in November.

939. FINANCE

i) Members received a report concerning payments for the period 28 July 2026 to 23 September 2026 (see agenda).

RESOLVED: That the payments be approved.

ii) Members received a report concerning receipts for the period 28 July 2026 to 23 September 2026 (see agenda).

RESOLVED: That the report be noted.

iii) Members received a summary of staff salaries, tax, NI and pension contributions totalling £83,321.50 for the months of August and September.

RESOLVED: Members agreed to note.

iv) Members received information about works or services authorised between meetings under financial regulation 4.1 (see attached)

RESOLVED:

i) Members agreed to note.

ii) Members agreed with the purchase of an additional noticeboard for Holmes Park even though this will cause an overspend on the relevant budget line.

v) Members received a report concerning payments for the period 23 September 2026 when the agenda was sent out until 28 September 2026. (see attached)

RESOLVED: Members agreed to note.

940. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

The Town Clerk advised members that the completed AGAR should be received from the external auditor and published by 30 September. She had not received the document yet but would publish as soon as she could.

RESOLVED: Members agreed to note.

941. REQUEST FROM CLLR O'CONNOR – SCHOOLS VISIT

Members received and considered the proposal from Cllr O'Connor to attend a school to talk to the children about recycling.

RESOLVED: That provided the appointed School Liaison Councillor – currently Cllr Joanne Bright – approves, there is no need for a formal appointment or terms of reference.

942. PRIVATE MOTION

Members were due to receive and consider a proposal from Cllr Jacobs but he was unable to make the meeting.

RESOLVED: That the item be deferred until the next meeting to give Cllr Jacobs the opportunity to explain his proposal fully.

943. MOTION FOR CONSIDERATION AT KALC AGM

Members received and considered a proposal from Cllr Munns.

RESOLVED: That the proposal be submitted to KALC for consideration as a discussion item at the AGM on Wednesday 25 November 2026.

944. GRANTS

i) Members received an update on grants allocated so far this financial year.

RESOLVED: Members agreed to note.

ii) Members were due to consider a grant application from Neurodivergent Friends Thanet and a representative had been due to attend to answer questions. However they had been unable to do so at the last minute.

RESOLVED: That the item be deferred to the next meeting in order that a representative can attend to explain the intricacies of the project.

945. TOWN SERGEANT

Members received and considered draft Terms of Reference for the post.

RESOLVED: that with a small amendment the document is fit for purpose and can be adopted.

946. ST PETER'S COURT

Members received information on the green spaces in the area and considered a request for the Town Council to buy it.

RESOLVED: that Cllr Garner work with a small group of residents to ascertain legal, purchase and ongoing maintenance costs to present to Council in due course.

The following item was discussed after a resolution to exclude the public under standing order 3d due to the confidential nature of the business.

947. BANDSTAND KIOSK

Members received a copy of the recently undertaken fire risk assessment and considered the recommended improvement measures. It was noted this was part of a raft of new compliance responsibilities for which the Town Council was now responsible.

RESOLVED: that the report be noted and the improvement measures (staff training, Fire evacuation plan, fire drill recording, fire extinguishers, fire blanket) be implemented.

948. TENANCIES

Members received and considered a report on the Town Council's commercial tenancies.

RESOLVED: members agreed to note.

949. BUILDING WORKS

i) Members were due to receive an update on Phase II but none had been received. The Town Clerk understood that a final presentation of the design stage of the project would be offered to councillors prior to the tender process going live and had followed this up recently.

RESOLVED: Members agreed to note.

ii) Members received an update on The Cottage. A recent condition schedule had highlighted the fact that a new roof would be necessary. The Facilities Manager was in the process of obtaining three quotes which would be presented to council at the next meeting.

RESOLVED: Members agreed to note.

950. THANET SAFE

Members received and considered a draft service level agreement for the firm to house equipment in the loft space of Pierremont Hall.

RESOLVED: That the document is fit for purpose and can be signed on behalf of the Council.

951. STAFF ISSUES

i) Members received and approved information regarding the Local Government Services pay agreement 2026.

RESOLVED: that the increase be noted and applied to all staff, backdated to April 2026.

ii) Members received and approved information about increases to event staff pay.

RESOLVED: that the increases be applied as per the report.

iii) Members received a request from a member of staff for an extended period of annual leave and noted that Council approval was necessary under the terms of staff contracts.

RESOLVED: That the extended period of annual leave may be granted.

iv) Members received information that a member of the events staff has taken an extra job to fit around her full time roll and noted that Council approval for this was necessary under the terms of staff contracts.

RESOLVED: members approved the request.

Members of the public were permitted to re-enter the meeting.

952. DATE OF NEXT MEETING

Monday 26 October 2026 at 7pm in Pierremont Hall.

Meeting closed at 20.37

Signed _____ Date _____



Broadstairs & St. Peter's Town Council

PLANNING COMMITTEE MINUTES

MONDAY 5TH OCTOBER 2026

Present: Cllrs Paul Jacobs, Paul Moore, Elvira Orhan, Steve Roberts (Chair)
Deputy Town Clerk – Julie Belsey
In attendance – Cllr Kristian Bright
3 members of public
2 members of the Broadstairs Society

Minutes marked * require a resolution from the Town Council

623 OPENNESS AND TRANSPARENCY

Cllr Roberts reminded those present of the right to record, film or broadcast any meetings of the Council, committees and sub-committees is established following the Local Government Audit and Accountability Act 2014.

624 APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllr Jill Bayford and Cllr Mike Garner.

625 DECLARATIONS OF INTEREST

There were no declarations of interest.

626 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 7th September 2026.

627 QUESTIONS AND/OR OBSERVATIONS, OTHER THAN THOSE FOR SPECIFIC PLANNING APPLICATIONS, FROM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S

None

The Chair moved item 11 up to this point of the agenda.

628 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

i) The Committee recommends **REFUSE** to the applications listed below:

In accordance with Standing Orders 3e, 3f and 3g, Cllr Kristian Bright addressed the Committee on application F/TH/26/0796 - Land Adjacent 109 Park Avenue, Broadstairs.

In accordance with Standing Orders 3e, 3f and 3g, Ruth Bailey addressed the Committee on application F/TH/26/0796 - Land Adjacent 109 Park Avenue, Broadstairs.

F/TH/26/0796

Land Adjacent 109 Park Avenue, Broadstairs

The Committee unanimously recommends REFUSING this application.

- The site is designated as a Local Green Space (LGS) in the Broadstairs & St Peter's Neighbourhood Development Plan, Policy BSP5.
- The site contains established woodland and mature trees which residents consider an important local green amenity and wildlife corridor.
- Concern about the proposed removal of further trees, some of which are subject to Tree Preservation Orders (TPOs).

- Previous unauthorised felling of more than 40 trees and the subsequent requirement for replacement planting. This development could now potentially undo that environmental restoration.
- Construction, tree removal and loss of woodland habitat would cause a permanent reduction in biodiversity and disrupt an established wildlife corridor.
- A public footpath, TB48 (0045/TB48/8), runs through the site. The path has previously been obstructed by fencing and has subsequently become overgrown and effectively unusable.
- Concerns that the proposed development and diversion of the footpath would result in the permanent loss or inadequate replacement of an established public route.
- Replacement trees planted following the earlier tree-felling have suffered significant dieback or have not been adequately maintained.
- The site is overgrown with bindweed and nettles, with unattractive temporary/wooden hoarding around it. The landowner should be required to properly maintain the woodland and replace trees that have died.
- The scale and nature of the proposed two-storey, four-bedroom dwelling with basement accommodation and detached double garage, concerns about loss of privacy and overlooking, and the potential impact of the substantial basement excavation on ground conditions and local drainage, particularly given existing drainage issues in the area and underground culverts.
- The development would fundamentally change the character and function of the woodland.
- Concerns that the application appears to encompass a wider area of woodland than is strictly necessary for a single dwelling, raising questions about potential future development.
- Concerns that self builds are not included in BNG requirements.

2 members of public left the meeting.

F/TH/26/0921 Car Park, Vere Road, Broadstairs CT10 1JF

The Committee unanimously recommends REFUSING this application.

1. Unresolved concerns regarding access via a private road;
2. Insufficient information regarding drainage and sewerage infrastructure;
3. Overdevelopment of a constrained site;
4. Highway and pedestrian safety concerns;
5. Significant disruption likely during construction;
6. Adverse impacts upon the operation of the existing coach park and public car park;
7. Loss of privacy, outlook and residential amenity;
8. Concerns regarding the scale, massing and apparent height of the proposed dwellings;
9. Concerns that the application description understates the true scale and appearance of the development, which would function and appear as three-storey properties rather than conventional two-storey homes; and
10. Harm to the character of the area.

ii) **No Comment** was made on all other applications on the weekly lists (all unanimous):

F/TH/26/0864	20 St James Avenue, Broadstairs CT10 2RN
FH/TH/26/0883	39A Grange Road, Broadstairs CT10 3ER
F/TH/26/0881	74 Stone Road, Broadstairs CT10 1EB
F/TH/26/0923	North Foreland Golf Club, Convent Road, Broadstairs CT10 3PU
FH/TH/26/0917	73 Kingsgate Avenue, Broadstairs CT10 3LW
FH/TH/26/0951	63 Kingsgate Avenue, Broadstairs CT10 3LW

629 CORRESPONDENCE

None

630 NEW THANET LOCAL PLAN SCOPING CONSULTATION

Members received the draft consultation response which Cllr Roberts and the Deputy Town Clerk had worked on.

Members approved the response with a change to the item "Safety". This is to include women and men's safety and young men and women's mental health. The Deputy Town Clerk will respond to the consultation by the closing date of 9th October 2026.

Members approved the list of Local Heritage Assets and St Peter's Court site, with the addition of the Flint Wall, Tippedore Lane, St Peter's.

The Deputy Town Clerk will send the list to Thanet District Council's Strategic Planning team by the closing date of 9th October 2026.

Cllr Roberts will speak to the owners of the Red Lion Public House regarding reinstating the damaged areas of the flint wall backing onto Tippedore Lane, as this is part of their land.

Members expressed their thanks to Peter Lorenzo and Sue Wall of the Broadstairs Society for their help in compiling the additional asset list and also for their ongoing contributions to the Town Council.

The Town Clerk reminded members that they can submit their own responses to the scoping consultation and the Local Heritage Assets Lists.

631 CHAIR'S REPORT

None

632 SECTION 106

None

633 NEIGHBOURHOOD PLAN BUSINESS

None

If any of the following planning applications are placed before Thanet District Council's planning committee then 'dual-hatted' members will not be bound by the views of the Town Council and will re-consider the applications afresh taking into account all relevant planning considerations and representations.

At the District Council's planning meetings 'dual-hatted' members will declare a 'significant interest' in the applications made by the Broadstairs and St Peter's Town Council and will leave the room and not participate in the consideration of those matters.

**634 WORKS TO TREES IN CONSERVATION AREAS/TREE PRESERVATION ORDERS/
HEDGEROW REMOVAL APPLICATIONS**

i) RESOLVED unanimously that the standard response should be sent into all other tree applications on the weekly lists (standard response and applications set out below):

The Planning Committee of the Town Council has considered the applications below and resolved unanimously that the application be subject to inspection by the TDC Tree & Conservation Manager.

The Planning Committee request that the stance and recommendations in the TDC Tree & Conservation Manager report are taken into consideration when deciding applications for tree works and any suggested conditions are clearly stated to the applicant in the consent letter.

The Town Council policy for work on trees is as follows and we would respectfully ask that our recommendations are provided to the tree owner with any permission granted:

- Healthy trees are retained wherever possible.
- Only diseased or dying trees to be felled and only subject to a suitable replacement being planted. Where trees are being felled because of overcrowding, thinning rather than removal of all trees should be considered wherever possible.
- Remedial tree works i.e. Crown lift / Crown thin / Height reduction etc., to be kept to a maximum of 20% and expressed as such in the application.
- Works required for structural reasons i.e. impact of root damage to foundations and drains must be supported by recognized structural engineering evidence as well as a report from the TDC Tree and Conservation Manager.
- It is a criminal offence under the Wildlife and Countryside Act to disturb nesting birds. However, birds can roost in any month of the year. We require the applicant to check for nesting or roosting birds before undertaking works to trees and if birds are found to be nesting, for works to be postponed until nesting is complete. If birds present on the site are of high conservation concern ('red list'* or 'amber list' birds**), permission for the works should be refused unless there are overwhelming reasons for it to be given.
- No tree works should be permitted to take place during the main nesting period from mid-March until the end of August. Birds can nest or roost in any month of the year.

* House Sparrow, Starling, Song Thrush

** Hedge Sparrow (Dunnock)

TPO/TH/26/0840	7 Park Avenue, Broadstairs CT10 3ER
TPO/TH/26/0884	11 Guy Close, Broadstairs CT10 3NF
TCA/TH/26/0910	12 Church Street, Broadstairs CT10 2TP
TPO/TH/26/0846	1 Hamilton Close, Broadstairs CT10 1AE
TPO/TH/26/0941	1 Rimpleton Court, Reading Street, Broadstairs CT10 3BD
TPO/TH/26/0969	35 Harrow Dene, Broadstairs CT10 2XF

635 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Monday 2nd November 2026 at 7pm

Meeting closed at 19:43
Deputy Town Clerk





Broadstairs & St Peter's Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Monday 19 October 2026 at 7pm in the Council Chamber, Pierremont Hall

Present: Councillors Farooki, Garner, Kemp, Jacobs, Leys, Orhan & Rusiecki

Town Clerk: Kirsty Holroyd

257. APOLOGIES FOR ABSENCE

Apologies with reason were accepted from Cllr J Bright.

258. DECLARATIONS OF INTEREST

none

259. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on Monday 20 July 2026.

RESOLVED: that the minutes be approved as a true record of the meeting and signed by the Chairman.

260. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S

A member of the public attended to ask questions about the acquisition of Pierremont Park. The chairman explained that very little was known at present but that after a discussion due to take place in private session later in the meeting, the issue would be addressed as a full agenda item in open session at the next full Council meeting on 26 October 2026.

261. GRANTS

i) Members received an update on grants already allocated.

RESOLVED: Members agreed to note.

ii) Members received a request for funding from Broadstairs Cricket Club

RESOLVED: that a grant of £1200 is awarded to the club to enable girls only training sessions to be undertaken in eight Broadstairs schools.

iii) Members received an outline proposal from House of Comfort.

RESOLVED: That members like the project in principle but need evidence of need, details of how Broadstairs women will be identified as potential invitees/beneficiaries and a breakdown of funding and expenditure at the last two very similar events before they can decide whether a Town Council grant is the most suitable source of funding.

262. BUDGET 2026=27

Members reviewed a summary of Council income and expenditure for the first half of 2026-27 by cost code. The Town Clerk (RFO explained that by moving a misappropriated payment of the Microsoft licences from IT(13) to Licences (12), both cost codes were now in order and she had no concerns about any aspect of the current budget so far. Members asked questions which were answered to their satisfaction.

RESOLVED: Members agreed to note the report.

263. BUDGET 2027-28

i) Members received a report from the Town Clerk and considered any major changes to the format of the next budget.

RESOLVED: That there is no need to change the format of the budget which appears to be meeting the current needs of the Town Council.

ii) Members received the reserves balance and considered the need to top up any reserves or create any new reserves.

RESOLVED:

i) That the current Future Asset Refurbishment reserve be separated out to capital and revenue reserves to demonstrate more clearly to the tax payer which monies have been specifically collected via the sale of assets and by precept collection.

ii) That the top up of reserves will be considered by the budget setting group.

iii) Members received the NALC analysis of council tax levels of local precepting authorities 2026/27.

RESOLVED: Members agreed to note.

iv) Members considered appointing a working group to work through the budget ready for scrutiny by the whole committee at the budget meeting of 14 December 2026.

RESOLVED: That an additional committee meeting be held at 7pm on Wednesday 25 November 2026 to finalise the draft budget.

The following item was discussed after a resolution to exclude the public under standing order 3d due to the confidential nature of the business.

264. PIERREMONT PARK

Members received an update from the Town Clerk on an informal meeting with TDC officers concerning their proposal to transfer the asset to the Town Council. Members noted that the TDC cabinet report and press release regarding the transfer of the park to the Town Council had been published prior to any discussion with Town Council officers or councillors. It had therefore been withdrawn to give the Town Council time to discuss the proposal and assess the level of interest.

RESOLVED:

i) That the Town Clerk will produce a preliminary report for

discussion in open session at the next Council meeting.

ii) That Pierremont Depot and the Pride in Place Impact fund project also need to be discussed as the three issues are intertwined.

Members of the public were permitted to re-enter the meeting.

265. DATE OF THE NEXT MEETING - Monday 14 December 2026 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 19.57

Signed _____

Date _____

Broadstairs & St. Peter's Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
672	town maintenance (van costs)	30/09/2026		Unity Trust		van charge	Fiuse	S	17.24	3.45	20.69
701	Events Room Hire	30/09/2026		Unity Trust		Stripe Transaction Fee	Stripe	C	10.83		10.83
702	Events Room Hire	30/09/2026		Unity Trust		Stripe Transaction Fee	Stripe	C	9.20		9.20
736	Stripe Fee	30/09/2026		Unity Trust		Stripe Transaction Fee	Stripe	C	0.10		0.10
737	Stripe Fee	30/09/2026		Unity Trust		Stripe Transaction Fee	Stripe	C	0.25		0.25
846	Allotments	30/09/2026		Unity Trust		water - nash gardens	Business Stream	Z	313.22		313.22
865	Bandstand entertainment	30/09/2026		Unity Trust		bandstand concert	Tara James	Z	180.00		180.00
868	Bandstand entertainment	30/09/2026		Unity Trust		bandstand concert	CITY OF CANTERBURY BAI	Z	350.00		350.00
869	Facilities Team sundry items	30/09/2026		Unity Trust		Supplies	Screwfix	S	2.91	0.58	3.49
870	Mocketts Wood	30/09/2026		Unity Trust		container hire	Lawrence Container Hire LI	S	110.67	22.14	132.81
871	Container hire	30/09/2026		Unity Trust		container hire	Lawrence Container Hire LI	S	177.32	35.46	212.78
872	Allotments	30/09/2026		Unity Trust		water - norman road	Business Stream	S	259.08	51.82	310.90
873	cleaning	30/09/2026		Unity Trust		Cleaning	Total Cleaning Services	S	1,044.40	208.88	1,253.28
874	Window cleaning	30/09/2026		Unity Trust		Window cleaning	G. Piper	Z	110.00		110.00
875	Events Room Hire	30/09/2026		Unity Trust		Stripe Transaction Fee	Stripe	C	5.87		5.87
876	Events Room Hire	01/10/2026		Unity Trust		Stripe Transaction Fee	Stripe	C	0.95		0.95
878	Events Room Hire	01/10/2026		Unity Trust		Stripe Transaction Fee	Stripe	C	2.48		2.48
879	Finance costs	30/09/2026		Nat West Current Ac		bank charges	NATWEST	Z	3.50		3.50
880	Waste removal	30/09/2026		Nat West Current Ac		Waste Services	Business Waste Co Uk	S	6.96	1.39	8.35
881	Culmers Amenity Land	30/09/2026		Unity Trust		rent of land	CT10 Parochial Charities	Z	1,962.91		1,962.91
882	Finance costs	30/09/2026		Unity Trust		bank charges	Unity Bank	Z	19.30		19.30
901	Stripe Fee	05/10/2026		Unity Trust		stripe fee	Stripe	C	0.29		0.29
902	Stripe Fee	05/10/2026		Unity Trust		stripe fee	Stripe	C	0.29		0.29
903	Stripe Fee	05/10/2026		Unity Trust		stripe fee	Stripe	C	0.29		0.29
904	Stripe Fee	05/10/2026		Unity Trust		stripe fee	Stripe	C	0.29		0.29
905	Stripe Fee	05/10/2026		Unity Trust		stripe fee	Stripe	C	0.29		0.29
906	Stripe Fee	30/09/2026		Unity Trust		stripe fee	Stripe	C	0.29		0.29
907	Stripe Fee	30/09/2026		Unity Trust		stripe fee	Stripe	C	0.29		0.29
908	Stripe Fee	30/09/2026		Unity Trust		stripe fee	Stripe	C	1.40		1.40
909	Stripe Fee	30/09/2026		Unity Trust		stripe fee	Stripe	C	0.35		0.35
914	Stripe Fee	30/09/2026		Unity Trust		stripe fee	Stripe	C	0.10		0.10
915	Stripe Fee	30/09/2026		Unity Trust		stripe fee	Stripe	C	0.05		0.05
917	Summer Theatre	07/10/2026		Unity Trust	see p796	return - overpayment	Applause Rural Touring	S	-1,225.58	-245.11	-1,470.69

Attach
5

Broadstairs & St. Peter's Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
918	Bandstand Kiosk	08/10/2026		Unity Trust		Electricity - bandstand	Yu Energy	L	5.76	0.29	6.05
919	electricity	08/10/2026		Unity Trust		Electricity	Yu Energy	S	732.13	146.43	878.56
920	Mocketts Wood	08/10/2026		Unity Trust	see P535	refund - duplicate payment	Jacksons Fencing	S	-1,340.50	-268.10	-1,608.60
921	Events - Equipment	14/10/2026		Unity Trust		linen hire	Limitless Sparkle Ltd	S	129.44	25.89	155.33
923	Event Tickets	14/10/2026		Unity Trust		community event - laughter yo	Sylvia Tillman	Z	75.00		75.00
924	Event Tickets	14/10/2026		Unity Trust		turntable trolley	Handle It	S	394.00	78.80	472.80
925	Mocketts Wood	14/10/2026		Unity Trust		uniform	The Logo Centre	S	40.30	8.06	48.36
925	Events - Equipment	14/10/2026		Unity Trust		uniform	The Logo Centre	S	139.95	27.99	167.94
926	Training & Subscriptions	14/10/2026		Unity Trust		Training	Slcc	S	175.50	35.10	210.60
927	Training & Subscriptions	14/10/2026		Unity Trust		Training	Slcc	S	115.50	23.10	138.60
928	Bathroom items	14/10/2026		Unity Trust		Supplies	Total Supplies Ltd	S	105.00	21.00	126.00
929	Christmas Event	14/10/2026		Unity Trust		pa for event	Radio Broadstairs	Z	150.00		150.00
930	Bandstand entertainment	14/10/2026		Unity Trust		bandstand entertainment	J. Edwards (Wren Meister)	Z	350.00		350.00
931	Bandstand entertainment	14/10/2026		Unity Trust		bandstand entertainment	J. Edwards (Nick Lawrence)	Z	250.00		250.00
932	Facilities Team sundry items	14/10/2026		Unity Trust		safety trainers	Screwfix	S	37.49	7.50	44.99
933	Events - Equipment	14/10/2026		Unity Trust		linen hire	Limitless Sparkle Ltd	S	42.60	8.52	51.12
934	Training & Subscriptions	14/10/2026		Unity Trust		Subscription	Kent County Playing Fields	Z	20.00		20.00
935	Mocketts Wood	14/10/2026		Unity Trust		expenses	Neil Hibbert	Z	43.19		43.19
936	Broadstairs in Bloom	14/10/2026		Unity Trust		Grounds Maintenance	Neil Hibbert	S	1,085.00	217.00	1,302.00
936	Culmiers Amenity Land	14/10/2026		Unity Trust		Grounds Maintenance	Neil Hibbert	S	125.75	25.15	150.90
936	Grounds Maintenance	14/10/2026		Unity Trust		Grounds Maintenance	Neil Hibbert	S	912.00	182.40	1,094.40
937	Site security	14/10/2026		Unity Trust		Patrols	Probe Security	S	750.00	150.00	900.00
938	Water	14/10/2026		Unity Trust		Water	Business Stream	Z	150.92		150.92
942	Notice Boards	16/10/2026		Unity Trust		noticeboard	Red17 Ltd	S	1,343.00	268.60	1,611.60
Total									9,197.57	1,036.34	10,233.91

Broadstairs & St. Peter's Town Council

20 October 2026 (2026-2027)

RECEIPTS LIST

Vouch e	Code	Date	Minute	Bank	Description	net	vat	total
221	Tenants' rent and service ch	30/09/2026		Unity Trust	Service Charge	590.59	118.12	708.71
222	Tenants' parking	30/09/2026		Unity Trust	car parking	500.00	100.00	600.00
244	Event Tickets	30/09/2026		Unity Trust	Antiques & Collectibles Fai	16.67	3.33	20.00
245	Event Tickets	30/09/2026		Unity Trust	Antiques & Collectibles Fai	16.67	3.33	20.00
282	Events Room Hire	29/09/2026		Unity Trust	Room Hire	18.33	3.67	22.00
282	Events Room Hire	29/09/2026		Unity Trust	Room Hire	18.33	3.67	22.00
282	Events Room Hire	29/09/2026		Unity Trust	Room Hire	18.33	3.67	22.00
282	Events Room Hire	29/09/2026		Unity Trust	Room Hire	18.33	3.67	22.00
283	Events Room Hire	30/09/2026		Unity Trust	Room Hire	45.00	9.00	54.00
283	Events Room Hire	30/09/2026		Unity Trust	Room Hire	45.00	9.00	54.00
283	Events Room Hire	30/09/2026		Unity Trust	Room Hire	45.00	9.00	54.00
283	Events Room Hire	30/09/2026		Unity Trust	Room Hire	45.00	9.00	54.00
283	Events Room Hire	30/09/2026		Unity Trust	Room Hire	45.00	9.00	54.00
283	Events Room Hire	30/09/2026		Unity Trust	Room Hire	45.00	9.00	54.00
283	Events Room Hire	30/09/2026		Unity Trust	Room Hire	45.00	9.00	54.00
284	Events - Equipment	01/10/2026		Unity Trust	Room Hire	41.67	8.33	50.00
285	Bank Interest	30/09/2026		Unity Instant Acco	bank interest	2,628.64		2,628.64
286	Bank Interest	30/09/2026		Nat West Business	bank interest	11.99		11.99
287	Tenants' parking	01/10/2026		Nat West Current	car parking	83.33	16.67	100.00
288	Tenants' rent and service ch	01/10/2026		Nat West Current	Rent of Office	590.00	118.00	708.00
289	Events Room Hire	01/10/2026		Unity Trust	Room Hire	100.00	20.00	120.00
296	Room Hire - Refundable Dep	29/09/2026		Unity Trust	Room Hire	333.33	66.67	400.00
297	Allotments	30/09/2026		Unity Trust	Allotment Charge 01.10.26	30.00		30.00
297	Allotments	30/09/2026		Unity Trust	Allotment Charge 01.10.26	22.40		22.40
298	Tenants' rent and service ch	30/09/2026		Unity Trust	Service Charge	237.75	47.55	285.30
299	Electricity	30/09/2026		Unity Trust	Electricity	91.29	18.26	109.55
300	Allotments	30/09/2026		Unity Trust	Allotment Charge 01.10.26	30.00		30.00
300	Allotments	30/09/2026		Unity Trust	Allotment Charge 01.10.26	27.20		27.20
301	Event Tickets	30/09/2026		Unity Trust	Move & Mingle	5.00	1.00	6.00
302	Event Tickets	30/09/2026		Unity Trust	Move & Mingle	5.00	1.00	6.00
303	Event Tickets	30/09/2026		Unity Trust	Move & Mingle	5.00	1.00	6.00
304	Event Tickets	30/09/2026		Unity Trust	Move & Mingle	5.00	1.00	6.00
305	Event Tickets	30/09/2026		Unity Trust	Move & Mingle	5.00	1.00	6.00

Attach 6

339	Events -Bar	09/10/2026	Unity Trust	Room Hire	133.33	26.67	160.00
339	Events -Bar	09/10/2026	Unity Trust	Room Hire	100.00	20.00	120.00
339	Events -Bar	09/10/2026	Unity Trust	Room Hire	33.33	6.67	40.00
339	Events -Bar	09/10/2026	Unity Trust	Room Hire	16.67	3.33	20.00
339	Events - Equipment	09/10/2026	Unity Trust	Room Hire	16.67	3.33	20.00
339	Events - Equipment	09/10/2026	Unity Trust	Room Hire	33.33	6.67	40.00
339	Events Room Hire	09/10/2026	Unity Trust	Room Hire	400.00	80.00	480.00
340	Allotments	12/10/2026	Unity Trust	Allotment Charge 01.10.26	46.35		46.35
340	Allotments	12/10/2026	Unity Trust	Allotment Charge 01.10.26	49.50		49.50
341	Electricity	02/10/2026	Unity Trust	Electricity	297.86	59.57	357.43
342	Tenants' rent and service ch	05/10/2026	Unity Trust	Service Charge	1,795.99	359.20	2,155.19
343	Tenants' rent and service ch	06/10/2026	Unity Trust	Rent of Office	964.00	192.80	1,156.80
344	Electricity	06/10/2026	Unity Trust	Electricity	8.33	1.67	10.00
345	Events -Bar	12/10/2026	Unity Trust	bar sales	78.20	15.64	93.84
					#####	4,441.07	16,411.51

Broadstairs & St. Peter's Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only (Between 01/04/2026 and 01/09/2026)

Attach 7

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Admin & Office Costs		85.25	85.25 (8525%)	66,850.00	25,226.27	41,623.73 (62%)	41,708.98
Amenities			0.00 (N/A)	34,500.00	2,495.33	32,004.67 (92%)	32,004.67
Civic Costs		-450.00	-450.00 (-45000%)	24,887.71	2,260.40	22,627.31 (90%)	22,177.31
Community			0.00 (N/A)	55,900.00	33,449.30	22,450.70 (40%)	22,450.70
Contingencies			0.00 (N/A)			0.00 (N/A)	0.00
Earmarked reserves			0.00 (N/A)			0.00 (N/A)	0.00
Events	12,000.00	14,727.81	2,727.81 (22%)	57,000.00	23,088.44	33,911.56 (59%)	36,639.37
Future asset refurbishment			0.00 (N/A)			0.00 (N/A)	0.00
Grants			0.00 (N/A)	100,000.00	72,877.03	27,122.97 (27%)	27,122.97
Income	963,529.00	475,502.93	-488,026.07 (-50%)		3.15	-3.15 (-315%)	-488,029.22
Open Spaces	1,400.00	145.29	-1,254.71 (-89%)	82,900.00	16,707.36	66,192.64 (79%)	64,937.93
Phase 3 - Basement			0.00 (N/A)	40,000.00	230.33	39,769.67 (99%)	39,769.67
Pierremont Annual Maintenance			0.00 (N/A)	79,947.60	26,701.55	53,246.05 (66%)	53,246.05
Pierremont Events	39,700.00	30,400.59	-9,299.41 (-23%)	3,050.00	10,440.04	-7,390.04 (-242%)	-16,689.45
Pierremont Hall	46,419.00	29,388.21	-17,030.79 (-36%)	41,625.00	24,591.88	17,033.12 (40%)	2.33
PWLB Loan			0.00 (N/A)	35,824.00	17,911.97	17,912.03 (50%)	17,912.03
Retort House			0.00 (N/A)		203.50	-203.50 (-20350%)	-203.50
Staff Costs			0.00 (N/A)	500,200.00	209,009.99	291,190.01 (58%)	291,190.01
YE Adjustments			0.00 (N/A)			0.00 (N/A)	0.00
NET TOTAL	1,063,048.00	549,800.08	-513,247.92 (-48%)	1,122,684.31	465,196.54	657,487.77 (58%)	144,239.85

Total for ALL Cost Centres	549,800.08	465,196.54
V.A.T.	29,438.47	26,006.49
GROSS TOTAL	579,238.55	491,203.03

Broadstairs & St. Peter's Town Council

Attach 8.

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/09/2026		
	Cash in Hand 01/04/2026		1,049,176.28
	ADD Receipts 01/04/2026 - 30/09/2026		1,067,763.81
	SUBTRACT Payments 01/04/2026 - 30/09/2026		2,116,940.09
	Cash in Hand 30/09/2026 (per Cash Book)		603,361.86
B			1,513,578.23
	Cash in hand per Bank Statements		
	Petty Cash	30/09/2026	0.00
	Nationwide 95 Day	30/09/2026	554,001.80
	Nat West Current Account	30/09/2026	25,000.00
	Nat West Business Reserve	30/09/2026	92,841.62
	Unity Trust	30/09/2026	339,848.36
	Lloyds Corporate Credit card	30/09/2026	0.00
	Unity Instant Access Savings	30/09/2026	504,832.48
			1,516,524.26
	Less unrepresented payments		3,517.41
			1,513,006.85
	Plus unrepresented receipts		571.38
	Adjusted Bank Balance		1,513,578.23
	A = B Checks out OK		

Broadstairs & St. Peter's Town Council
Uncashed payments\transfers out (All banks)
(Upto 30/09/2026)

Voucher	Date	Cheque No.	Description	Total	Bank
672	30/09/2026		van charge	20.69	Unity Trust
838	18/09/2026		land hire - nov 5th	554.00	Unity Trust
846	30/09/2026		water - nash gardens	313.22	Unity Trust
847	24/09/2026		expenses - wood for Mockett's	68.50	Unity Trust
865	30/09/2026		bandstand concert	180.00	Unity Trust
867	29/09/2026		Stripe Transaction Fee	1.87	Unity Trust
868	30/09/2026		bandstand concert	350.00	Unity Trust
869	30/09/2026		Supplies	3.49	Unity Trust
870	30/09/2026		container hire	132.81	Unity Trust
871	30/09/2026		container hire	212.78	Unity Trust
872	30/09/2026		water - norman road	310.90	Unity Trust
873	30/09/2026		Cleaning	1,253.28	Unity Trust
874	30/09/2026		Window cleaning	110.00	Unity Trust
875	30/09/2026		Stripe Transaction Fee	5.87	Unity Trust
Total-----				3,517.41	

Broadstairs & St. Peter's Town Council
Uncashed receipts/transfers in (All banks)
(Upto 30/09/2026)

Voucher	Date	Cheque No.	Description	Total	Bank
277	25/09/2026	*CASH*	Allotment Charge 01.10.26 - 30.09.27	75.38	Unity Trust
282	29/09/2026		Room Hire	88.00	Unity Trust
283	30/09/2026		Room Hire	378.00	Unity Trust
303	30/09/2026		Move & Mingle	6.00	Unity Trust
304	30/09/2026		Move & Mingle	6.00	Unity Trust
305	30/09/2026		Move & Mingle	6.00	Unity Trust
306	30/09/2026		Move & Mingle	6.00	Unity Trust
307	30/09/2026		Move & Mingle	6.00	Unity Trust
Total-----				571.38	

Private motion from Cllr Paul Jacobs

As someone who has served in the Armed Forces, I know how important that sense of comradeship can be — and how easily it can disappear once you leave the service.

This isn't a small community either. Thanet has one of the largest veteran populations in Kent. The 2021 Census recorded 5,765 veterans living in Thanet, representing around 5% of the adult population. Across Kent, more than 52,000 people had previously served in our Armed Forces.

Behind every one of those numbers is a person. A former soldier, sailor, airman, reservist — and often a family who has shared that journey with them.

For many veterans, it's not about needing another organisation or another form to fill in. Sometimes it's simply about having somewhere to go, sitting down with people who understand, having a cup of tea and knowing that you're not on your own.

That's why I'm proposing we establish a monthly Veterans' Café at Pierremont Hall, on the second Thursday of every month.

It would be simple, informal and, importantly, it would cost the Council nothing to deliver, using the Hall's existing free community offer.

This isn't untested. Councils in Telford, Waltham Forest, Petersfield and Stirchley all run the same model — free venue, fixed monthly date, tea and a chat — and it works. It also directly supports commitments under the Armed Forces Covenant and the Kent & Medway Partnership Board's aims to raise the visibility of the armed forces community.

I believe this is exactly the sort of practical, low-cost initiative that can make a real difference to our veterans and their families.

We have thousands of veterans living across Thanet. I think the very least we can do is make sure they know there is a place where they can come together, meet old comrades, make new friends and simply feel part of the community again.

For Council's approval.

Do Councillors agree to setting up a monthly café in Pierremont Hall on the second Thursday of the month under the free community offer? Cllr Jacobs to host and promote. Other councillors welcome.

VETERANS COFFEE & CHAT MORNING

Brought to you by the team working
towards establishing the

PAUL JACOBS

Veterans Project.



CALLING ALL VETERANS — YOU'RE INVITED!



Join us for a relaxed coffee morning & chat on
Friday 21st August at 10:00am
with a view to mid monthly meet ups.



We'll be meeting at **Invicta Lodge,**
Churchill Living, Nash Road,
Broadstairs CT9 4LD,
for a cuppa, good company,
and a chance to reconnect with those
who understand the journey of service.
New faces are always welcome.



Whether you're looking to meet others,
have a chat, or simply enjoy a friendly
morning out, **you'll be warmly welcomed.**



Mark the date, bring a mate,
and be part of a community
that has your back.



*A community that
has your back.*

EVERYONE IS WELCOME. EVERY CUP COUNTS. EVERY CONNECTION MATTERS.



CHURCHILL
LIVING

Attach 10

Private Motion from Cllr Mike Garner

For consideration by Council at the meeting of 26 October 2026

The Green Space at St Peter's Court is now owned by the Crown Estates. Burgess Salmon LLP acts on behalf of the Crown Estates in this matter. Residents in the surrounding area have asked for the Town Council to investigate taking ownership of the Land.

This motion asks the Town Council to kick off that process with Burgess Salmon LLP to enable a purchase price to be agreed. An initial contribution of £750 + VAT would be required to do this.

 BROADSTAIRS & ST. PETER'S TOWN COUNCIL	BIODIVERSITY POLICY
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted: 25 November 2024 Reviewed: October 2026 Approved: TBC

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the National Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021 Broadstairs and St Peter's Town Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take consistently with the proper exercise of its functions to further the general biodiverse objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020) biodiversity is the variety of all life on earth it includes all species of animals and plants everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our ecosystems that in turn provide us with a wide range of goods and services that support our economic and social well-being. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the council will aim to improve the biodiversity of the area in the following ways:

- Consider the potential impact on biodiversity represented by planning applications.
- Manage its land and property using environmentally friendly practises that will promote biodiversity.
- Support local businesses and council operations in the adoption of low impact / nature positive practises.

- Encourage and support other organisations within the town to manage their areas of responsibility with biodiversity in mind.
- Support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

The Council will:

- When commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- Support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- Consider what each proposed development might make in terms of biodiversity net gain.
- Include policies in support of biodiversity within the neighbourhood plan.

Land and property management

The Council will:

- Carry out a biodiversity audit of all its landholdings.
- Consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regard to cutting and removal of vegetation application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products.
- Take special care in the specification of grounds maintenance contracts to ensure that the work whilst reaching acceptable standards does not harm the natural environment. Source sustainable materials when procuring supplies for the Council's use.
- Consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The council will:

- Raise public awareness of biodiversity issues, including through its website and newsletters.
- Engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist to make a difference.

- Where feasible, involve the community in biodiversity product projects on its land including for example tree planting, wildflower meadows, bird box making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local sites of special scientific interest (SSSI's) and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING

A summary of how the policy has been implemented will be published annually with reference to the original biodiversity audit to show progress

	Dignity at Work Policy
	BROADSTAIRS & ST. PETER'S TOWN COUNCIL Adopted: 25 November 2024 Reviewed: October 2026 Approved: TBC

Broadstairs & St Peter's Town Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Broadstairs & St Peter's Town Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Broadstairs & St Peter's Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by officers and all employees engaged to work at Broadstairs & St Peter's Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Broadstairs & St Peter's Town Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the Deputy Chair.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Broadstairs & St Peter's Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property

- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the Council's Equalities and Diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor:

If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to be harassment or bullying:

If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff:

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the Town Clerk or the Chair of the Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the

investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

An outline proposal from a representative of the Sarah Thorne Theatre for consideration by Council at the meeting of 26 October 2026

As KCC Adult Education vacated the Hilderstone site it became clear that the property was to be added to the KCC Asset Disposals programme. Sarah Thorne Theatre CIC engaged with the Theatres Trust to ascertain what level of protection could be given to the site via The Theatres Trust Act 1976. Protection was assured following the Theatres Trust letter of 16th May 2025.

KCC was then forced to issue a lease to protect Sarah Thorne as a sitting tenant. However the lease was only for a five year period, which in fundraising terms is useless, particularly for capital expenditure and redevelopment. KCC refused to issue a longer lease and entered the site for auction with the protections and caveats in place. Unsurprisingly, the site failed to sell at auction as the necessary protections placed a severe limit on its private development potential. At this point 1 private individual stepped in to buy the site, giving Sarah Thorne CIC time to restructure and take it on.

Work to achieve this had hardly begun when there was an opportunity to engage with TDC to apply for Pride in Place funding for the Broadstairs area, and this led to a provisional acceptance for £50,000 worth of capital funding, which is fundamentally to be spent on improving and/or providing community facilities in buildings which may have rundown.

As part of the theatre plot there is a disused stable area which had been used as a pottery. KCC closed it down when they started the rundown of their own Adult Education courses on this site.

Sarah Thorne had already been assisting Tanya Curran in establishing Coastal Community Learning, who use the theatre facilities on weekdays, along side Hilderstone College for a variety of adult education courses and they have proved extremely popular, and particularly assist with lonely people who value this type of social interaction with others.

All of this fits with the objectives of the Pride in Place funding, and potentially provides a source of ongoing income to support the complimentary activities of Sarah Thorne CIC.

Thus Sarah Thorne have been working with Tidal Architects to produce plans for the restoration of this site together with an extension to house pottery kilns and also improve the rear garden area into a more modern facility. It is intended to sub lease this part of the building to Coastal Community Learning to enlarge their operation. A planning application has now been submitted to this effect.

In addition Sarah Thorne has instructed solicitors to change the lease to a 25 year full repairing lease and the landlord has agreed to undertake this change, which will be completed in tandem with the planning decision timescale.

Current cost estimates of this work are around £140,000 for full restoration to a working pottery for the start of the new term in September 2027.

Pride in Place can provide £50,000, which must be committed before the end of the current financial year. We are applying to a separate Trust for the payment of architect fees; and have an offer of an interest free loan from a potential donor of £50,000. Allowing for some contingency, this leaves us some £40,000 short for this opportunity to happen.

Pride in Place funding also hopes it can assist applicants in unlocking other funds to contribute to their projects. Work is scheduled to begin in January - subject to planning permissions already submitted - and complete in the early autumn of 2027; so any commitment can be for the new financial year 2027-28.

The planning application decision window ends in early December 2026.

Ongoing works are in hand to improve facilities at the site including repainting, new windows, stage equipment and a complete re-vamp of the heating system.

Sarah Thorne Theatre will continue its popular programme of events since it was founded in 2007.

Sarah Thorne Theatre CIC now politely requests the Broadstairs Town Council consider a grant of £40,000 to complete this project to add to the community facilities in our town. This project provides both a renewed building for community use, and support for two community projects which will enrich the community life of our town.

Attach 14

Organisation	Total awarded 2025-26	Monitoring received 1 to 2025-26	Approved Jan 2026	Approved ELT Feb 2026	Approved March Council 2026	Approved F&GP April	Approved April Council	Approved 18 May Council	Approved 29 June Council	Approved 28 September	Approved F&GP Oct 2026	For approval Council 26 Oct	Purpose of grant	power used
Bowls Club	£ 2,778	yes				£ 6,600							Tournament and green repairs/renovation	s19
Broadstairs Christchurch	£ 14,359	n/a							£ 4,000				Relishment of figure heads	s144
Broadstairs Harbour & Seafont CIC	£ -	n/a											Green Day event	GPC
Coastal Community Learning CIC	£ -	n/a						£ 995			£ 1,200		Girls only school training	GPC
Broadstairs Cricket club	£ 2,000	yes		£ 10,000									Costs of staging both events	
Food Festival - Easter	£ 5,000	yes											Costs of staging the event	s144
Food Festival - October	£ 3,000	yes											Costs of staging the event	s144
Broadstairs Summer Fireworks	£ 10,000	yes				£ 6,000							Beginners course for 10 local children	GPC
Dickens Festival	£ 3,500							£ 4,760	£ 7,000				Costs of staging the event	s. 145
East Kent Kite Surfers	£ -	n/a	£ 10,000										Establishment of community garden	s19
Folk Week	£ 10,000	yes											Hearing aid support clinics	GPC
GAP	£ 4,097				£ 480	£ 1,706						£ 4,055	Creative Connection Club	GPC
Grow zone	£ -	n/a											Community music event	s145
Hi Kent	£ -	n/a											Supplementing less commercial events	s145
House of Comfort	£ -	n/a												
Neurodivergent Friends	£ 5,810	yes								£ 11,682				
Music4wellbeing	£ -	n/a				£ 2,595								
Paddle media	£ 5,427	yes												
Pie Factory	£ -													
Sarah Thorne Theatre	£ 3,500	yes		£ 4,500										
St Peter's Village Tour														
St Peter's Memorial Hall														
Sea Scouts														
Thanet Disabled Riding Centre	£ 3,000													
Thanet wanderers	£ 1,000													
Twinning Society	£ 500	yes											Costs of staging the event	s. 144
Water Gala	£ 5,000	yes											Operating costs	s. 144
Visitor Information Group	£ 3,000	yes			£ 4,000									
Crampton Tower														
Kent Cricket Foundation	£ -	n/a											Development of street cricket club	s19
Town Team (gardening group)	£ 1,532	yes						£ 1,000					Water capture structure - Library Bank	GPC
Town Team														
Zone Youth Club	£ 7,423	yes												
14 Broadstairs Scouts														
	£ 100,294.03		£ 40,000	£ 14,500	£ 4,480	£ 23,067	£ 12,000	£ 6,755	£ 11,000	£ 1,555.00	£ 1,200.00	£ 4,055.00		

[illegible]



Broadstairs & St Peter's Town Council

APPLICATION FORM FOR EVENT SPONSORSHIP

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

- a) Please complete the form carefully in readable CAPITALS in black ink or typed. The application needs to contain ALL the information requested and is required to be completed and returned with all relevant documentation. The grant-making criteria is on the Town Council's website at www.broadstairs.gov.uk.
- b) Please enclose an up-to-date copy of the Constitution/Rules of your organisation.
- c) Please enclose a copy of the latest accounts for your organisation. Please be accurate about your budget and finances. If your funding application is approved, we may ask for evidence of quotes to back up your budget statement.
- d) Public sector funds are limited so we are seeking a clear account of how you meet the Council's priorities in putting on your event. Please ensure that you consider your answers carefully as the process is competitive and your application will be assessed in accordance with the Grant Criteria as set out on our website.
- e) If appropriate, the Council may require that a member of the organisation attend a meeting of the appropriate Committee to give a presentation about the request.
- f) If appropriate, the Council may require that a Member of the Town Council be appointed to the organisation requesting financial assistance.
- g) Should your organisation be successful in its grant application, the Town Council requires that you acknowledge its financial assistance in ALL publicity, publications and social media posts by using the Town Council crest, with text "Broadstairs & St. Peter's Town Council" under the crest. Please contact the office for a high-resolution copy of this.
- h) Any financial assistance is given on the understanding that your organisation complies with current legislation on Equalities and Diversity and Unlawful Discrimination.

Your Details

Name of Organisation: House of Comfort CIC

Grant amount requested: £4,055

FOR OFFICE USE ONLY

Date form received

Accounts Enclosed

Copy of Constitution

Grant Approved / Declined

1. Contact Name:

Ijeoma Sharon
Josiah

2. Position: Founder

3. Address: ~~36 Norwood Road, Brierley Hill~~, Dudley, United Kingdom

Postcode: DY5 ~~336~~

4. Telephone: +44

~~730-622225~~

5. email:

~~ijeoma.josiah20@gmail.com~~

6. Website:

www.houseofcomfortcic.org

7. Name & address Of
TREASURER

Finance contact and
address: to be
confirmed before
submission.

1. What is the name of your event? A working title is acceptable. Slique Empowerment Initiative	
2. Where do you plan to hold your event? Do you own this land/property? If no, what is the name, address and contact telephone number of the owner? Have you received permission from the landowner to use the land? Broadstairs QRBC Hall Address: QRBC Broadstairs CT10 1NU No, I do not own it. Permission to use QRBC has been confirmed. Venue owner/contact name and telephone: to be confirmed before submission.	
3. Which date(s) will your event be held on? 6th and 7th November 2026 <i>If you are applying for funding for a package of events then please outline these on a separate sheet and attach to this form.</i>	Please state the start date and time: 9am – 4pm, 6th and 7th November
4. Is your event open to the public? If not, your event will not qualify for funding. Yes, it is open to the public.	
5. Please provide a general description of your event. Include things like where will your event be held, how it will be promoted and who you expect to attend. The Slique Empowerment Initiative – Women’s Community Empowerment Programme will be a free, two-day community event held at Queen’s Road Baptist Church (QRBC), Broadstairs, on 6 and 7 November 2026; bringing women from Broadstairs, St Peter’s and surrounding Kent communities together for two days of learning, connection, confidence building and empowerment. The event will provide practical, accessible workshops focused on skills such as beauty (makeup, hairstyling and fashion designing), content creation (including generative AI content creation tools and processes), wellbeing and networking. Attendees will also have opportunities to learn how practical skills can be developed into employment, self-employment or additional income, while connecting with other women and local community organisations. The event will be promoted through social media, local community groups, flyers and posters, word of mouth, local businesses, community networks and partnerships with relevant organisations across Kent. We will encourage local organisations and businesses to share the event with women who may benefit from the opportunity. We expect to welcome women from diverse backgrounds who have survived Domestic Violence including local residents, aspiring entrepreneurs, women seeking new skills or opportunities, and those looking to build their confidence, social connections and personal development. The event is designed to be welcoming and accessible, with no requirement for previous experience or specialist knowledge. Our aim is to create a supportive community environment where women can learn, connect, discover their potential and take positive steps towards a new beginning. We will maintain clear financial records and declare any surplus or unspent grant funds to the Council. Any remaining funds will be returned or used only with the Council’s written approval.	

6. How many times have you previously held this event? Is this the first time this event has been held?

This event has previously been held twice in Broadstairs

7. Please confirm how your event will be promoted/marketed?

Social media, word of mouth, sharing of fliers to the community, churches, email marketing.

8. Please explain how the event links to at least one of the Council's 'Cleaner, Safer, Kinder' initiatives:

The Slique Empowerment Initiative directly supports the Council's "Kinder" and "safer" initiatives by creating an inclusive and supportive community space where local women can connect, learn, rebuild confidence and feel valued. The event will help reduce social isolation by bringing women from different backgrounds together and creating opportunities for positive relationships and community connection.

The initiative also contributes to a "Safer" community by providing women with access to practical skills, personal development and information that can strengthen their confidence, independence and ability to make positive choices for themselves and their families. Where appropriate, we will also signpost attendees to relevant local community and support services. By providing a welcoming, accessible and empowering environment, the event aims to promote entrepreneurship, reduce unemployment and social isolation and also strengthen community relationships and contribute to a more connected, confident and supportive Broadstairs and St. Peter's.

9. Why do you think the council should sponsor your event?

We believe the Council should sponsor the Slique Empowerment Initiative because the event will provide a meaningful, accessible and inclusive opportunity for women in Broadstairs, St Peter's and the surrounding community to connect, learn new skills, build confidence and discover opportunities for personal and economic development.

The event aligns closely with the Council's vision of creating a Cleaner, Safer and Kinder Broadstairs and St Peter's by strengthening community connections, encouraging participation and creating a welcoming environment where residents can learn from and support one another.

(i) How is the event going to support and promote Broadstairs & St. Peter's?

The event will place Broadstairs and St Peter's at the heart of a positive community experience, encouraging local residents to participate in an event that celebrates the diversity, talents and potential within the community. We will actively promote the event across social media, local community groups, local networks, flyers, posters and through partnerships with community organisations and local businesses. This will help raise awareness of Broadstairs and St Peter's as a welcoming, inclusive and supportive place to live, work and visit. Where possible, we will also involve local organisations, speakers, volunteers and businesses in the event, creating opportunities for the wider community to participate and showcase what Broadstairs and St Peter's has to offer.

The Council already recognises the importance of community events in bringing residents together and helping people discover organisations that educate and empower the community. Our event will build on this approach by creating a dedicated space for women to connect, develop skills and access opportunities.

(ii) How will it support and benefit the local economy of Broadstairs & St Peter's?

The event will contribute to the local economy by encouraging attendees to engage with local businesses and services before, during and after the event. We seek to involve local businesses and suppliers wherever possible, including local venues, caterers, printers, photographers, speakers, stallholders and other service providers. Local women-led businesses and community

enterprises will also have opportunities to showcase their products, services and skills to attendees. By attracting participants from Broadstairs, St Peter's and surrounding areas, the event has the potential to increase footfall in the local area, with attendees able to use local cafés, shops, restaurants and other businesses alongside attending the event. The initiative will also support the longer-term local economy by helping women develop practical skills, confidence and knowledge that could lead to employment, self-employment or the development of small businesses. In this way, the event is not only supporting the local economy on the day but investing in the skills and economic potential of local residents.

Managing your Event

10. Is anyone else financially contributing to your event? If yes, please give the details below:	
(a) Funding secured: Name of funder:	Amount secured:
None	
(b) Funding applied for: Name of funder:	Amount requested:
National Lottery Awards for All	
Pride in place Dudley	
Arthur Bate Fund through POhWER	
Co operative bank	
(c) Funding being used from Reserves or Fundraising: Details	Amount
Not Applicable	

11. If this would be your only source of funding, please explain why?

As a community focused initiative, our priority is to make the event accessible to women regardless of their financial circumstances. We do not want the cost of participation to become a barrier to women who could benefit from the skills, wellbeing support and opportunities provided through the event.

The funding would enable us to cover essential event costs such as venue hire, facilitators, workshop materials, equipment, marketing, refreshments and accessibility requirements, while allowing attendance to remain free for participants.

As a developing community initiative, we currently have limited financial resources and are therefore seeking external funding to enable us to deliver the event to a high standard without placing the cost on participants. We will also explore opportunities for in kind support, local partnerships, sponsorship and volunteer contributions to help maximise the impact of the funding received.

The founder will contribute makeup services and use of her light and tripod as in-kind support. No cash value has been assigned to these contributions, and they are separate from the £4,055 funding request.

12. If this is a recurring event and you have received funding from the Town Council before, have you sought alternative funding from another funder? If not, why?

We have explored other community and charitable funding opportunities but have not secured other funding for this event. We continue to seek partnerships, sponsorship and in-kind support. Previous Town Council funding history: to be confirmed before submission.

13. Is your organisation VAT registered? If so, please supply your VAT number: No, not applicable.

14. Do you have public liability insurance of not less than £5million to cover the event? If yes, please provide a copy with this application. If not then please outline below when you intend to secure it.

No. Cover has not yet been secured. The budget includes an estimated £360 for insurance. The intended date for arranging cover of at least £5 million is to be confirmed before submission.

15. Do you employ anyone to help with your event? If yes, how many people do you employ?

No

16. Do you have any volunteers assisting your event? If yes, how many volunteers do you have?

Yes, 5 volunteers

17. Please give a brief outline of the skills, experience and/or training that your employees or

volunteers have in managing or working on an event.

Safeguarding, ushering, Follow-up, social media management, mentoring & tutoring

18. Is your event affiliated to any national or local support organisation? If yes, please provide full details:

No, not applicable

Event Budget

Please provide a breakdown of your project's costs. Please note that this should be a breakdown of your total project costs

Expenditure (eg Equipment, Transport etc)	£
Content Creation Facilitators (Including Transportation costs)	£600
Local Hair Facilitator	£300
Event Coordinator - subject to eligibility and appointment	£600
Photographer	£300
Hall hire (QRBC)	£275
Shared accommodation for three nights (estimated)	£350
Return Rail Travel for founder (estimated)	£180
Local Transport with Equipment	£50
Light Lunch and Refreshments	£300
Makeup products and hygiene consumables	£300
Hair workshop consumables	£150
Participant Travel Support	£100 (£10 each)
Publicity and registration	£40
Insurance (estimated)	£360
Post-event participant follow-up	£150
Total expenditure	£ 4,055
Income (eg ticket sales, pitch hire etc)	£ 0

Not applicable	
	£
Total income	£ 0

Please provide the following details from your most recent annual accounts.	
Total Income	£100
Less Total Expenditure	Approximately £26 (bank charges; exact amount to be verified)
Surplus / Loss	Approximately £74
Savings (Reserves, Cash, Investments)	Approximately £74 (bank balance; exact amount to be verified)

Annual accounts are not yet available. Figures summarise activity to date as reported by the applicant: one £100 donation, no programme expenditure, and bank charges only. Balance and charges are approximate pending verification against the bank statement. Reporting period/end date: to be confirmed.

Your Declaration

Please complete the section below as the final part of your application.

Failure to complete this declaration could result in a delay to your application.

Have you read and do you agree to comply with the Broadstairs and St. Peter's Town Council Criteria for the Awarding of Grants?

Response to be confirmed by the applicant before submission.

Yes: ☒

No: ☐

Are you an employee of the Town Council or Thanet District Council? Are you related to an employee or a Councillor at the Town Council or Thanet District Council?

No, I am not.

I am an Employee: Please record your job title, department and line-manager.

Not applicable

My relative is: Please provide their name, your relationship to them, and the role/job that they play at the Council.

Not applicable

I certify that the information given on this form is correct, and understand that the form will provide the basis on which the grant application is considered. An up-to-date copy of the constitution or rules must accompany this application. Annual accounts are not yet available. An income and expenditure summary is provided below; please advise whether

any further financial evidence is required.	
SIGNED: Ijeoma	DATE: 7/10/2026

Please return the completed form – together with all appropriate attachments:

The Town Clerk
Broadstairs & St. Peter's Town Council
Pierremont Hall
Broadstairs
CT10 1JX
town.clerk@broadstairs.gov.uk



Broadstairs Youth Forum

Attach 16

Minutes of the meeting held on 7th October 2026 at 10 am in the Council chamber, Pierremont Hall, Broadstairs.

Present:

- Cllr Joanne Bright, School Liaison Councillor.
- Cllr George Rusiecki, Broadstairs and St. Peter's Town Mayor.
- Students and accompanying teacher from The Charles Dickens School.
- Students and accompanying teacher from St. Georges.
- Abi Barton: Community Engagement Officer.
- Rachel Cox- Biodiversity Officer - TDC.
- Sarah and Amanda from Sports Connect- TDC

56. Welcome and Introduction

Introductions were received by Cllr Bright and Cllr George Rusiecki.

57. School Delegate Introductions

Students, Officers and Councillors present were asked to introduce themselves. Each person gave an explanation of their roles.

58. Approval of the minutes of the last meeting – 1st July 2026

It was agreed the minutes were an accurate record of what had been discussed at the last meeting.

59. School Projects Update

Community Engagement Officer Abi discussed upcoming projects that students and teachers can get involved in. This included the upcoming "big plant week". This is opportunity for volunteers to help plant 1200 bulbs and some trees from 21st November to 29th November 2026.

All present were also made aware of the Town Council Gardening Grants scheme that has now been updated by council to cover community applicants giving opportunities for 'neighbourly projects'. All were reminded that they are entitled to apply for funding if they have a project that is suitable.

60. Sports Connect Presentation

A presentation was received from Sarah of Sports connect who detailed the following 5 sports projects across Thanet:

Open Sport, future pathways, limitless, education and training, coach and development. Sports connect also explained their impact figures and social value and stated that there are currently no locations in Broadstairs and how they are looking to change that.

Students were asked where they would like to see new locations. Various were suggested all around Thanet.





Broadstairs Youth Forum

Students also suggested beach volleyball and more use of Viking Bay, in town locations near transport, beach safety, going into schools and all girls' sessions.

Students requested that more promotion of sports connect workshops and events are to be promoted directly through schools.

61. Climate change and biodiversity projects presentation

A presentation was received from Rachel Cox, climate change projects coordinator at TDC. Students were shown slides explaining what climate change is, the effects we may be experiencing and how TDC are working to help reduce their emissions to meet the Net Zero by 2050 strategy that they have.

A detailed explanation of how TDC are doing to meet their Net zero promise included:

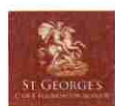
- Their net zero strategy
- Biodiversity strategy
- Installing solar panels on council owned buildings
- Swapping gas boilers for air source heat pumps in council owned buildings
- Green skills and careers workshops for 16-25 year old
- Home energy service
- Air quality strategy
- TDC Open spaces team creating pollinator patches and mini woodlands across the district
- Updating flood defences
- And lots of upcoming educational events!

Students asked Rachel how they can help fight climate change?

Rachel explained that there are lots of things they can do that will make a difference. From small things like turning off lights to offering to cook plant based meals for their parents to help lower their carbon footprint. They were also told about volunteering days, litter picking or planting, joining gardening clubs and enrichment classes.

Rachel asked the students what their ideal Thanet looked like.
The students answered the following:

- Cleaner, less litter
- More greenspaces, woodlands and trees
- Nature integrated into our streets
- Not enough bins, more art/painted bins
- More attention to smaller grass verges, making flower patches and tree planting
- More accessible.





Broadstairs Youth Forum

- Easier to read, picture-based education signs to stop other kids vandalising patches that are there.

Community Engagement Officer Abi, explained that the Town Council is aiming for more pollinator patches across our town and has 2 already with education signs that are picture based, but took the opportunity to ask the students what changes they think should be made to the Town council signs before they are to be replaced next year.

The students suggested that they are to be more accessible and maybe include brail. They also suggested changing the background from a picture to and plain colour like blue.

62. Upcoming Youth Events

Students received the dates for the upcoming youth events, this included the under eighteens events such as a Halloween party, film night and Christmas film night and market. Flyers were available with information about the events.

63. Thanet youth Council Update.

No update received due to absence.

64. Proposals for future projects

None Received

65. Questions and any other business.

One student asked where they can find information about projects and events across Thanet all in one place.

Abi directed the students to Broadstairs Town Council Website, TDC website, social media pages including don't miss Broadstairs and their website too.

66. Date for next meeting: TBC

Cllr Bright thanked everyone for their time and their valuable contributions and closed the meeting closed 11:14am.



Farmers Market

Bleak House have cancelled all their bookings due to a last-minute closure. Eliabeth and her business partner Dean have passed the Farmers Market over to Sally and Colin Pitcher who are apart of Coast and Country Markets, who organise Somali Farm and Birchington Farmers Market.

They approached us about using Pierremont Hall for their October Market and every second Sunday going forward.

A quote, based on a regular booker and use being able to open Pierremont's bar for the sale of hot and cold drinks, was £50.00 per hour, instead of the hourly rate of £100.00. The organised agreed to this but weren't aware that this would include the setup.

Events Time Schedule

- 08:00 – 10:00 Traders Setup
- 10:00 – 13:00 Market is open to the public
- 13:00 – 14:00 Traders Close up
- Total 6 hours @£50ph = £300.00
- Every 2nd Sunday (Not including November where it will be on the 7th)

Based on the new venue and that October starts the colder session where its harder to get more traders to take part, they asked if there is anything they can do on the cost.

We agreed that based on the last-minute need for a new venue and that we didn't want the community to miss out on what has been a regular event here in Broadstairs, it was agreed that we'd charge them just for the time the venue inside would need to be open and staff on site. This being;

- 10:00 – 13:00
- Total 3 hours @£50.00ph = £150.00

We have agreed as a trail run and only for October.

Areas to consider

Bleak House have reported they sell around 150 teas and coffees during the event. If we sell that amount, it would be an estimated gross amount of £375.00.

The organisers charge £15.00 per stall and cover insurance and licensing for the event. No organising is done but the council team to promote this event. Although we would support.

Staffing cost – this would be covered by Mia or Leanne, one staff member on site as the organisers run the event. TOIL would be given.

Request

Organisers would like us to trail the event until after the winter period before we increase the price.

Decision required

What price would the council be happy with agreeing to going forward to support this event?